DEPARTMENT OF POLICE
Todd D. Axtell, Chief of Police

CITY OF SAINT PAUL
Christoper B. Coleman, Mayor

367 Grove Street
St. Paul, Minnesota 55101

September 26, 2016

To Whom It May Concern:

The policy manual for the Saint Paul Police Department is provided as a courtesy to the public. The document is accurate on the day it was printed. It is a living document that is amended and updated as needed based on current practices, state and federal law changes. Therefore, any policies may be out of date.

This document has been redacted to eliminate non-public data that may contain security information, deliberative processes and procedures pursuant to Minnesota State Statute 13.37 Subd. 1 and 13.82 Subd. 25.

Sincerely,

Chief Todd D. Axtell

Saint Paul Police Department Manual

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010.00 Department of Police

Saint Paul Administrative Code, Chapter 8 (Sec. 8.01)

Department Established:

"There is hereby established an executive department of the City of Saint Paul to be known as the police department. The head of such department shall be the chief of police, who shall be appointed in accordance with the provisions of the City Charter."

020.00 Department Manual Established

The manual of the Saint Paul Police Department is hereby established, and shall hereafter be referred to as "The Department Manual." It is, and shall be, a composite of current policies, procedures, and rules pertaining to the department as established under previously existing department orders, special orders, and approved practices. The manual describes the department's organizational structure and lists the responsibilities and functions thereof. All employees of the department are to comply with the rules and provisions herein contained. All existing manuals, orders, and other regulations which are in conflict with the contents of the department manual are hereby revoked; except the portions of existing manuals, orders, and other regulations which have not been included herein shall remain in effect where they do not conflict with the provisions of the department manual.

030.00 Organization of the Department Manual

The department manual is composed of five general orders preceded by a general provision section which are hereby established and whose contents may be briefly described as follows:

000.00 General Provisions:
This section will spell out a brief resume of the general provisions of the manual. This section will precede the regular numbered general orders. This section will contain, but not be limited to, the index, the glossary and the authority, maintenance, and organization of the manual.

100.00 Department Policy:
This general order will be composed of general statements concerning the objectives and principles set forth by the chief of police to guide the department's activities.

200.00 Management Rules and Regulations:
This general order contains the elements of existing rules and regulations necessary to the administration and managerial functions of the department.

300.00 Organization and Functions:
This general order will outline the organizational structure of the department. It defines the responsibilities and functions of the divisions, sections, units, and titled positions within the department.

400.00 Line Procedures:
This general order contains those detailed rules and procedures to aid the department employees in the execution of line duties performed in the furtherance of police objectives.

600.00 Traffic and Crash Investigations:
This general order contains the rules and procedures to aid the department employees in the execution of line duties and procedures involving traffic and crash investigations. It also contains procedures relating to the operational functions of the investigative section of citywide services, plus special related assignments and duties.

Revised July 1, 2011

040.00 Numbering System Used in the Department Manual

The department manual shall consist of five general orders preceded by a general provisions section. The five general orders will encompass the major categories that are necessary to accomplish the direction needed.

A modified decimal system is used to number each general order, section and subsection of the department manual in order to provide quick reference to all material, to afford an easy means of citing specific subjects, and to maintain the flexibility of format necessary to facilitate expansion and revision of its contents.

A typical reference under the decimal system used in the department manual would be "250.60." The "250.60" conveys several facts:

- First, the material is in general order 2.
- Second, that it is in section 50 of general order 2.
- Finally, that it is located in subdivision 60 of section 50, of general order 2.
- This reference is read as, "two fifty, point sixty."

041.00 Indexing and Format

The Saint Paul Police Department Research and Development Unit is responsible for maintaining the index of the department manual. The manual will be indexed using the subject title and modified decimal system described in General Order 040.00: Numbering System Used in the Department Manual. Additional references or subjects may also be indexed to the numerical identifier at the discretion of the research and development unit to improve usefulness.

The manual format will be narrative in nature and remains flexible by design to accommodate the broad range of subject matter.

Revised July 1, 2011

051.00 Department Manual -- Distribution

The department manual is maintained and updated by the research and development unit. The department manual is available for all sworn and non-sworn personnel on the department's intranet site. All employees are able to view/print any portion(s) of the department manual via the Saint Paul Police intranet. All questions concerning manual copy distribution should be directed to the research and development unit. When a full manual review is conducted, paper copies will be distributed to and signed off by all sworn personnel in the department. Sworn personnel are required to keep their paper copy of the manual up to date and available for inspection.

Revised July 1, 2011

052.00 Department Manual -- Control Unit

The master manual will be the responsibility of the research and development unit, and when a discrepancy exists, the master manual will be the final authority. Distribution of manual revisions will be made by the research and development unit.

Revised April 20, 2004

053.00 Department Manual -- Revisions or Additions

Distribution of General Orders:
Using department email or paper as a receipt form, requires each member 'accept' to acknowledge receipt of her/his copy. Acceptance of the email or paper is required within 30 days of the date that the email or paper is distributed.

New or Revised Departmental Directives:
Revisions of department general orders are encouraged at any time however, at least once a year a review of all department general orders will be conducted by the research and development unit.

Requests or suggestions for amendments to the department manual may be made by any employee of the department. Such requests or suggestions should be prepared in writing and forwarded through the chain of command, and then onto the research and development unit to:

1. Prepare a draft.
2. Distribute copies of the draft to the chief, assistant chiefs, city attorney, and appropriate unit heads for their review and comments. The assistant chiefs or unit heads may elect to involve other personnel in the review process. If the city attorney determines that additional review by other members of the city attorney's office is appropriate, s/he will forward copies to the affected member(s) of the city attorney's office for review.
3. Establish a time-line for review of the draft allowing adequate time for the review and feedback process

When drafts are returned the research and development unit will if necessary, prepare amended drafts which include suggestions submitted during the review process. Amended drafts will be distributed for final comments.

The final proposal will then be submitted to the chief of police for approval. Upon approval by the chief of police the research and development unit will have the necessary documents distributed to all personnel. The department manual located on the Saint Paul Police intranet site will be updated to reflect all manual revisions. Whenever the manual is revised, all personnel shall obtain copies of the new or revised directives via email or paper distribution.

Revised January 31, 2012

054.00 Department Manual – Validity

If any portion of this manual is found to be illegal, or otherwise incorrect, or inapplicable, such finding shall not affect the validity of the remaining portion of the department manual.

060.00 Glossary of Terms

- Annual leave: vacation period granted to eligible members, annually.
- Authority: the sum total of rights and powers to act and the power to expend resources of the organization to achieve agreed upon objectives.
- Booking: the process whereby an individual who is in custody is transferred to the appropriate correctional authority.
- Booking Number: the person(s) referenced above is assigned a number for record keeping purposes.
- Call: a radio transmission.
- Chain of command: the unbroken line of authority extending from the chief of police through a single subordinate at each level of command down to the level of execution.
- Charter: the charter of the City of Saint Paul.
- Commanding officer: the officer having the highest rank or grade. Officers of the same grade shall rank according to the date of their appointment to that grade. For a specific period, an officer may be designated by the commanding officer to take command without regard to rank. The beat officer is the ranking officer when other patrol officers are dispatched to her/his beat to assist the officer.
- Communications: the process of creating understanding and avoiding misunderstanding so that the appropriate action takes place.
- Complaint number: when an officer numbers a report, s/he will place an eight digit number on the report. This number will consist of the unique six digits prefixed by the last two digits of the current year.
- Example: The year is 2010 the complaint number will be written as:
- 10-123456 Year/6 digit unique number.
- Computer Assisted Dispatch (CAD): the electronic system employed by the department to assist in the management and tracking of squads, calls, reports and resources.
- Days off: days that are determined by the chief of police on which a given member is excused from duty.
- Delegation: the process of arriving at agreement with a subordinate as to what work to do (objectives) and the limits with which to work (authority).
- Department: the department of police.
- Directives: can also mean special or general orders.
- District: geographic responsible for the delivery of services to a specific area.
- District beat: the part of a geographic area which designates the assignment of the squad to specific patrol. Also referred to as a “beat.”
- District commander: a senior commander in charge of one of the city’s police districts.

- Division: a major component of the department within the span of control of the chief and/or an assistant chief.
- Employee: all personnel assigned to the department; may be used interchangeably with "member".
- Headquarters: the police complex at 367 Grove Street, Saint Paul, Minnesota 55101.
- Lawful order: any written or oral directive issued by a superior sworn officer to any subordinate or group of subordinates in the course of police duty which is not in violation of any law, ordinance or any departmental rule or regulation.
- Length of service: the length of time that an employee has been engaged in the actual performance of duty.
- Mandatory and permissive verbs: "shall", "will", and "must" are mandatory.
- May: means that the action is permissible.
- Objective: a desired end for which effort is expended, and which, if attained, fulfills the purposes of the department. Within each objective, there may be a number of ancillary objectives, each of which, if attained, contributes to the accomplishment of the police mission.
- Off-duty: the state of a member during the period free from the performance of specified duties. Also, may be known as day-off or annual leave.
- Officer: a sworn member of the department. The words member, or employee can also mean officer.
- On duty: the state of a member during the period of the day when actively engaged in the performance of duties for the department.
- Plurality of words: the singular includes the plural and the plural includes the singular.
- Policy is:
    - Principles and values which guide the performance of a department activity. Policy is not a statement of what must be done in a particular situation; rather, it is a statement of guiding principles which should be followed in activities which are directed toward the attainment of department objectives.
    - Formulated by analyzing objectives and determining, through research, those principles which will best guide the department in achieving its objectives. Policy is based upon police ethics and experience, the desires of the community and the mandate of the law.
    - Articulated to inform the public and department employees on or about the principles this will be adhered to in the performance of the law enforcement function. Additionally, policy establishes operational standards to assist department employees in the necessary exercise of discretion in discharging their responsibilities.
    - An officer in the performance of duties is confronted with an infinite variety of complex situations which require police action. Since policy is objective rather than situation oriented, it is broad enough in scope to encompass most situations. Policy, therefore, must be stated in general terms.
- Procedure: a method of performing an operation or a manner of proceeding on a course of action. It differs from policy in that it directs action in a particular situation to perform a specific task within the guidelines of policy. Both policies and procedures are objective oriented; however, policy establishes limits of action while procedure directs response within those limits.
- Rank: the civil service classification of the department's sworn personnel.

- Rule: a specific prohibition or requirement which is stated to prevent deviation from policy or procedure. Rules allow little deviation other than for stated exceptions.
- Section: a major organizational component within a division. An assigned title. Generally two or more units make up a section.
- Seniority: sworn seniority in the department is established first by rank and second by aggregate time served in rank. Where conflict occurs because of identical service or dates of appointment, the member with the highest score on the promotional list from which appointments were made is deemed to be senior. In situations requiring decision or control where the officers are of equal ranks, the senior officer will make the decision and exercise control unless otherwise directed by a higher supervisory officer and department regulation.
- Shall/Will: the words shall and will, as used herein, shall indicate that the action required is mandatory.
- Should: action is mandatory, except to the extent that if any deviation from mandatory action of conduct occurs such deviation must be based upon facts that can be clearly articulated justifying the deviation.
- Sick leave: the period of time which an officer is excused from active duty by reason of illness or off-duty injury.
- Squad: the smallest tactical unit - i.e., in a patrol district a one person squad is the smallest unit, in mobile field force configuration the smallest unit is six officers.
- Superior officer: a person holding a higher supervisory or command position.
- Supervisor: member of the department assigned to a position requiring the exercise of immediate supervision over the activities of other members and employees.
- Sworn personnel: those departmental employees who are sworn by oath to their offices.
- Tense of words: words used in the present tense include the future.
- Through official channels: through the chain of command.
- Time: All referrals to time of any activity will be based on the 24-hour clock system. Example 12:30 A.M. is 0030 hours, 4:00 P.M. is 1600 hours.
- Tour: 8, 9 and 10 hour shifts with different start and end times.
- Unit: the smallest organized component of the department.
- Unit head: the highest ranking person in the unit.
- Value: a quality of performance or accomplishment. Values are the basis for the determination of objectives and may be both ethical and functional.
- Workweek and day: A workweek begins on Saturday at 0001 hours and ends on Friday at 2400 hours. The days are numbered as Saturday being number one and Friday being number seven. The day begins at 0001 hours and shall end at 2400 hours.

Revised July 1, 2011

110.00 Department Functions

Saint Paul Administrative Code, Chapter 8 (Sec. 8.01)

Departmental functions:
The department shall perform the following functions:

- Preserve the public peace, prevent crime, and detect and arrest offenders.

- Administer and enforce laws regulating, directing, controlling and restricting the movement of vehicular and pedestrian traffic, and the general use of the streets by vehicles and the public.
- Operate a training program to maintain and improve the efficiency of the members of the department.
- Prepare reports on injuries to persons and property occurring by accident or otherwise on the street, in alleys and other public places as required by law.
- Provide a procedure for the sale, destruction or other disposition of all weapons or other articles used in the commission of crime or coming into the custody of the department; provided that where such weapon or article may be used as evidence in either a civil or criminal proceeding, it shall in no way be disposed of except upon a written order of a court of law.
- Provide a procedure for the sale of unclaimed, lost or stolen articles coming into the custody of the department.

120.00 Law Enforcement Code of Ethics

All sworn officers are required to abide by the following code of ethics which has been adopted by this department.

As a law enforcement officer, my fundamental duty is to serve mankind; 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 people to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain 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 laws of the land 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 secret unless revelation is necessary in the performance of duty. I will never act officiously or permit personal feelings, prejudice, animosities, or friendships to influence my decisions. With no compromise for crime and with 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 police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession--law enforcement.

Revised July 1, 2011

121.00 Oath of Office

As a law enforcement officer I solemnly swear to uphold the constitution of the United States and of the State of Minnesota;

That I will bear true faith and allegiance to the same;

That I will enforce the laws of the United States, of the State of Minnesota, and of the City of Saint Paul impartially;

That I will work in partnership with the citizens of the City of Saint Paul toward providing a safe environment and enhancing the quality of life consistent with the values of our community;

That I will adhere to the ethical values of professionalism, integrity, responsiveness, sensitivity, respect and openness;

That I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.

Revised July 1, 2011

131.00 Purpose

The purpose of the department of police is to protect and to serve. The department protects the right of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace. The department serves the people of the City of Saint Paul by performing the policing function in a professional manner, and it is to these people that the department is ultimately responsible.

In doing so, the department is committed to developing and maintaining community-oriented policing prevention programs and a problem-oriented policing philosophy.

Revised July 1, 2011

132.00 Primary Objective

A large urban society free from crime and disorder remains an unachieved ideal; nevertheless, consistent with the values of a free society, it is the primary objective of the Saint Paul Police Department. In so doing, the department's role is to keep the peace, prevent crime and disorder, and enforce the law in a fair and impartial manner recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. It is not the role of the department to legislate, to render legal judgments, or to punish.

Revised July 1, 2011

133.01 Prevention of Crime

Peace in a free society depends on voluntary compliance with the law; therefore, the primary responsibility for upholding the law lies in the partnership between the people and their police. Since crime is a social phenomenon, crime prevention is the concern of every person living in society. Society employs full-time professional police to prevent and deter crime, and when that fails, to apprehend those who violate the law.

Crime is a symptom of ills within a society which are not the responsibility of the department to cure. The department is responsible, however, for interacting with the community to generate mutual understanding so that there may be public support for crime prevention. Community involvement is essential to facilitate a free flow of information between the public and the department so as to assist in the identification of problem areas and to inform the public of crime statistics and trends. Additional knowledge of the community is necessary so that each department employee may be instilled with a sense of concern for the crime problems and law enforcement needs to an assigned area of responsibility.

The prevention of crime remains as a basic obligation of society. When it becomes necessary to rely on police action to secure compliance with the law, society has failed in this responsibility.

Revised July 1, 2011

133.02 Deterrence of Crime

While there are certain crimes that cannot be easily deterred, crimes committed against property and against innocent victims in public places may be reduced by police patrol. Quality of life crime is curbed by the potential criminal's fear of immediate apprehension or by the increased likelihood of detection.

In deploying patrol forces to deter crime and to inspire public confidence, the department must strike a balance between the desirable deterrent affect of visible patrol and any undesirable appearance of oppression. In the long-run, however, it must be the people, not the department, who determine the limitations on their freedom.

Revised July 1, 2011

133.03 Apprehension of Offenders

The administration of criminal justice consists of the identification, arrest, prosecution, punishment, and rehabilitation of a law violator and it has as its objective the voluntary compliance with the law as an alternative to punishment. Once a crime has been committed, it is the duty of the department to initiate the criminal justice process by investigating, identifying and arresting the perpetrator, to obtain necessary evidence, and to cooperate in prosecution.

As the certainty of swift and sure punishment serves as an effective deterrent to crime, the department must diligently strive to solve all crimes and to bring the perpetrators to justice.

In situations involving concurrent jurisdiction, the department of police will have primary jurisdiction and responsibility for the investigation of all criminal offenses within the City of Saint Paul. When jurisdiction becomes a prosecution or other issue with federal, county, or other law enforcement agencies, the department will strive to cooperate with these agencies if it is mutually determined by officials involved that the successful and/or fullest prosecution under the law would be better served by turning the investigation over to the other agency.
Revised July 1, 2011

133.04 Recovery and Return of Property

The actual costs of crime are difficult to measure. There cannot be a dollar value assigned to the broken bodies, ruined lives, and human misery which are its products. However, it is possible to observe the steadily mounting cost of lost and stolen property. This loss, as well as the other costs of crime, must ultimately be borne by its victims. To minimize the losses due to crime, the department makes every reasonable effort to recover lost or stolen property, to identify its owner, and to ensure its prompt return.

133.05 Movement of Traffic

To facilitate the safe and expeditious movement of vehicular and pedestrian traffic, the department must enforce traffic laws, investigate traffic crashes, and direct traffic. To enforce compliance with traffic laws and to develop driver awareness of the causes of traffic crashes, the department appropriately warns, cites, or arrests traffic law violators. Traffic crashes may be investigated to protect the rights of the involved parties, to care for the injured, and to determine the causes of crashes so that methods of prevention may be developed, and to gather necessary evidence to prosecute the violator.

Officers will control an intersection, or roadway, when necessary to permit the flow of vehicular and pedestrian traffic. Officers will provide information to the public to assist them in reaching their destinations.

Revised: July 1, 2011

133.06 Public Service

Often because there are no other public or private agencies available, the public relies upon the department for assistance and advice in the many routine and emergency situations which develop in an urban society. For this reason and because there is frequently a potential for crime, the department regularly responds to incidents where it is not contemplated that an arrest will be made.

Saving lives and aiding the injured, locating lost persons, keeping the peace, and providing for many other miscellaneous needs are basic services provided by the department. To satisfy these requests, the department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation.

150.01 Loyalty

In the performance of duties to serve society, an officer is often called upon to make difficult decisions. An officer must exercise discretion in situations where her/his rights and liabilities and those of the department hinge upon conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice which may cause hardship or discomfort. An officer must be faithful to the oath of office, the principles of professional police service, and the objectives of the department and in the discharge of duties must not allow personal motives to govern decisions and conduct.

All employees are expected to conduct themselves in a professional manner when engaged in department activities.

Revised July 1, 2011

150.02 Conduct Unbecoming an Officer

A police officer is the most conspicuous representative of government, and, to the majority of the people, a symbol of stability and authority upon whom they can rely. An officer's conduct is closely scrutinized, and when actions are found to be excessive, unwarranted, or unjustified, they are criticized far more severely than comparable conduct of persons in other walks of life. Since the conduct of an officer, on or off duty, may reflect directly upon the department, an officer must, at all times, conduct her/himself in a manner which does not bring discredit to her/him, the department, or the city.

Civilian employees are also expected to behave in a manner, on and off-duty, that is respectable and honorable to themselves, the department, and the city. Civilians should refer to the Civilian Pocket Handbook, Section 7: Professional Code of Conduct.

Revised July 1, 2011

150.03 Respect for Constitutional Rights

No person has a constitutional right to violate the law. Nor may any person be deprived of constitutional rights merely because they are suspected of having committed a crime. The task of determining the constitutionality of a statute lies within a court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal, state, or local statute which is valid on its face without fear of abrogating the constitutional rights of the persons violating that statute. An officer who lawfully acts within the scope of authority does not deprive persons of their civil liberties. Officers may, within the scope of authority, make reasonable inquiries, conduct

investigations, and arrest on probable cause. However, when an officer exceeds authority by unreasonable conduct, s/he thereby violates the sanctity of the laws sworn to uphold.

150.04 Officer Response to Resistance and Aggression

In a complex urban society, officers are called upon to defend themselves and others, and control individuals to manage volatile situations, effect arrests or prevent escape, enforce court orders, prevent persons from harming themselves or others, and protect public safety. Officers have many options when responding to an individual's resistance and aggression; these may include officer presence, de-escalation, and non-lethal, less than lethal, or lethal response to resistance and aggression options.

While the use of reasonable physical response to resistance and aggression may be necessary in situations which cannot be otherwise controlled, physical response to resistance and aggression may not be resorted to unless other reasonable alternatives have been exhausted or would clearly be ineffective under the particular circumstances. Physical response to resistance and aggression is permissible in situations in which the events give rise to a reasonable belief the officer or others may be harmed. Personnel will use only the response to resistance and aggression necessary to affect lawful objectives.

FORCE OTHER THAN FIREARMS

Whenever a response to resistance and aggression is employed whatever its nature and whether or not an injury or death results, the circumstances and details surrounding the incident, and the response to resistance and aggression used, will be included in the incident report and entered into the Blue Team system. Your documentation may also include photographs, video, audio, third party video, and other technologies that contribute to the review of the incident. Store electronic media in the media vault or other designated area; do not download or attach images or recordings to your Blue Team report.

A supervisor will respond to the scene and document the circumstances in the district tour summary if any of the following occur during a response to resistance and aggression:

- Visible injury, mention or complaint of any injures. If injuries are visible or there is a complaint of injury, photos must be taken.
- Any force above Soft or Empty Hand control. This includes ASR, ECD (including Drive Stuns), Hard-Empty Hand Controls, and Impact Weapons.

A supervisor response is not required if the pointing of firearms or displaying ECD is the only response.

FIREARMS

Anytime an officer points their firearm directly at another person, it is considered a reportable response to resistance and aggression incident and will be documented in a police report.

This does not include simply unholstering, concealing, or maintaining a firearm at a safe-ready position. Due to the nature and frequency of pointing firearms during felony vehicle stops, search warrants, and SWAT operations, individual officers will be exempt from writing an

individual report as long as the circumstances and names of officers and suspects are documented by an officer in an original or supplemental report.
However, if additional response to resistance and aggression is used beyond the pointing of a firearm, it must be documented individually.

Revised February, 25, 2016

150.05 Integrity

The public demands that the integrity of its law enforcement officers be above reproach, and the dishonesty of a single officer may impair public confidence and cast suspicion upon the entire department. Succumbing to even minor temptation can be the genesis of a malignancy which may ultimately destroy an individual's effectiveness and may contribute to the corruption of countless others. An officer must scrupulously avoid any conduct which might compromise the integrity of her/himself, fellow officers, or the department.

All employees are expected to act with integrity in the course of exercising their duties.

Revised July 1, 2011

150.06 Courtesy

Effective law enforcement depends on a high degree of cooperation between the department and the public it serves. The practice of courtesy in all public contacts encourages understanding and appreciation; discourtesy breeds contempt and resistance. The majority of the public are law-abiding citizens who rightfully expect fair and courteous treatment by department employees. While the urgency of a situation might preclude the ordinary social amenities, discourtesy under any circumstances is indefensible. The practice of courtesy by an officer is not a manifestation of weakness; it is, on the contrary, entirely consistent with the firmness and impartiality that characterizes a professional police officer.

All employees are expected to act with courtesy in the course of exercising their duties.

Revised July 1, 2011

150.07 Compliance with Lawful Orders

The department is an organization with a clearly defined hierarchy of authority. This is necessary because unquestioned obedience of a superior's lawful command is essential for the safe and prompt performance of law enforcement operations. All employees shall promptly obey any lawful order of a superior in their chain of command, including any order relayed from a superior by an employee of the same or lesser rank. In the event that two orders are given which are in conflict, the employee shall follow the last order given. No penalty shall be implied for failure to comply with the first order. The most desirable means

of obtaining compliance are recognition and reward of proper performance and the positive encouragement of a willingness to serve. However, negative discipline may be necessary where there is a willful disregard of lawful orders, commands, or directives.

Revised July 1, 2011

150.08 Use of Intoxicants

There is an immediate lowering of esteem and suspicion of ineffectiveness when there is public contact by a department employee evidencing the use of intoxicants. Additionally, the stresses of law enforcement require an employee to be mentally alert and physically responsive. Except as necessary in the performance of an official assignment and only with permission from the chief of police, the consumption of intoxicants is prohibited while an employee is on duty.

Revised July 1, 2011

150.09 Attention to Duty

As most police work is necessarily performed without close supervision, the responsibility for the proper performance of an officer's duty lies primarily with the officer. An officer carries a responsibility for the safety of the community and fellow officers. S/he discharges that responsibility by the faithful and diligent performance of assigned duty. Anything less violates trust placed by the people, and nothing less qualifies as professional conduct.

All employees are expected to perform responsibly and professionally in the course of exercising their duties.

Revised July 1, 2011

150.10 Financial Obligations

Public employees have stable incomes upon which they may forecast future earnings. For this reason, and because of public confidence in their responsibility, it is relatively easy for department employees to contract financial obligations which, if not controlled, may become an impossible burden. Such financial distress may impair the individual's effectiveness and tends to bring discredit upon the department. Employees should avoid incurring financial obligations which are beyond their ability to reasonably satisfy from their anticipated department earnings.

150.11 Outside Employment

The nature of the law enforcement task requires department employees to have the ability to work irregular duty schedules which are subject to change in meeting deployment needs.

Additionally, it is necessary that an employee have adequate rest to be alert during her/his tour of duty. For these reasons, and because certain occupations inherently conflict with an employee's primary responsibility to the department, the department may impose conditions on outside employment or may prohibit it altogether. Determination of the degree of limitation will be based upon the interest of the department in furthering professionalism, protecting the reputation of the employee and the department, and ensuring that the department receives full and faithful service in return for its expenditure of resources.

150.12 Employee Grievances

Effective management and respect for individual dignity requires that employees have means available for the proper redress of grievances. A department employee having a complaint relating to any matter affecting their employment is ensured the right of review at succeeding levels of department authority until the grievance is resolved. The right of an employee to file a grievance and its administrative review promotes efficiency and results in improved morale. Those positive benefits are defeated if employees are reluctant to file a grievance. Therefore, no action of a formal or informal nature shall be taken by the department against an employee, witness, or employee representative, merely for having filed a grievance, nor is such filing to be otherwise looked upon with disfavor by the department.

150.13 Commendations

The Saint Paul Police Department expects a very high level of professional conduct from all employees; however, members of the department sometimes perform their duties in a manner exceeding the highest standards of the department. The official commendation of such performance and the arrangement of appropriate publicity are to be provided by the department to give full public recognition to those who have brought honor to themselves and the department.

150.14 Discipline

It is essential that public confidence be maintained in the ability of the department to investigate and properly adjudicate complaints against its members. Additionally, the department has the responsibility to seek out and discipline those whose conduct discredits the department or impairs its effective operation. The rights of the employee, as well as those of the public must be preserved, and any investigation or hearing arising from a complaint must be conducted in an open and fair manner with truth as its primary objective. The department accepts complaints against its members and fully investigates all such complaints to the appropriate disposition.

160.01 General Provisions

Community relations are based upon the principle that in a democratic society the police are an integral and indivisible element of the public they serve. Community relations are manifested by positive interaction between the people and the police and it represents their unity and common purpose.

A system of law enforcement is not superimposed upon an unwilling public in a free society; the law is created by the people themselves to control the behavior of those who would seek to interfere with the community welfare and existence.

While the primary responsibility for the enforcement of the law lies with the people, the complexities of modern society and the inability of the people to personally cope with crime has required that they create the police service to assist in maintaining social order. The police represent only a portion of the total resources expended by the public to this end; however, this effort, frequently being restrictive of individual freedom, brings the police into contact with members of the public under circumstances which have a far-reaching impact upon the lives of the affected individuals. A citizen's encounter with the police can be a very frightening and emotionally painful experience, and under these circumstances, the risk is a challenge intrinsic in each public contact by the department.

The department must strive for the establishment of a climate where an officer may perform duties with the acceptance, understanding, and approval of the public. Additionally, the willing and practiced participation of the people in enforcing the law is essential for the preservation of freedom.

160.02 Individual Dignity

Recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty which is as binding on the department as any other.

160.03 Role of the Individual Officer

Community relations are manifested in its most common form in the numerous daily encounters between individual officers and citizens. It is at this level that reality is given to the unity of the people and the police and where the greatest burden for strengthening community relations is laid.

In dealing with people, each officer must attempt to make the contact one which inspires respect as an individual and professional, and one which generates the cooperation and approval of the public. While entitled to personal beliefs, an officer cannot allow individual feelings or prejudices to enter into public contacts. However, since an officer's prejudices may be subconsciously manifested, it is incumbent upon her/him to strive for the elimination of attitudes that might impair impartiality and effectiveness.

All employees are expected to be respectful, impartial, and free of prejudice when working with the community in the course of exercising their duties.

Revised July 1, 2011

160.04 Equality of Enforcement

The City of Saint Paul is composed of many different communities, each with its own life style and each with its own individual crime problems. The metropolitan nature of the city is manifested by the diverse ethnic and sociological background of its people. However, all persons in each area of the city have in common the need for the protection which is afforded by fair and impartial law enforcement.

Additionally, as a person moves throughout the city, they must be able to expect a similar police response to behavior wherever it occurs. Where the law is not evenly enforced there follows a reduction in respect for the law and a resistance to its enforcement.

In order to respond to varying law enforcement needs in the different parts of the city, the department must have flexibility in deployment and methods of enforcement; however, enforcement policies will be formulated on a citywide basis, and applied uniformly in all areas.

Implicit in uniform enforcement of the law is the element of evenhandedness in its application. The amount of force used or the method employed to secure compliance with the law or to make arrests is governed by the particular situation. Similar circumstances require similar treatment in all areas of the city and for all groups and individuals.

To ensure equal treatment in similar circumstances, an officer must be alert to situations where, because of a language barrier or for some other reason, s/he may be called upon to display additional patience and understanding in dealing with what might otherwise appear to be a lack of response.

160.05 Responsiveness to the Community

The department must be responsive to the needs and problems of the community. While the department's task is governed by law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the department.

160.06 Openness of Operation

Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of policies and openness in matters of public interest. Consistent with protection of the legal rights of involved individuals and with consideration of the necessity for maintaining the confidentiality of the department records and of primary department responsibilities, the department will strive to disseminate accurate and factual

accounts of occurrences of public interest. Additionally, the department will strive to make known and accepted its objectives and policies.

160.07 Interpersonal Communication

To promote understanding and cooperation, there must be interpersonal communication between members of the community and officers at all levels of the department. Each employee must be aware of the law enforcement needs of the community and particular assigned area of responsibility. Guided by policy, an officer must tailor performance to attain the objectives of the department and to solve the specific crime problems in the area served. The department must provide for programs to encourage productive dialogue with the public at all levels and to ensure that partnership between the police department and the people is preserved.

Revised July 1, 2011

160.08 Training in Human and Community Relations

The selection process for police officers is designed to choose the most qualified and to eliminate those who are physically, ethically, emotionally, mentally, or socially unfit. Those selected, however, are representatives of the community at large and as such are subject to having the same prejudices and biases found in much of society. Exposure to crime and its aftermath can tend to harden and render insensitive an officer whose sympathetic understanding is needed to properly perform their duties. The department must provide initial and continuing training in human and community relations to help officers avoid this hardening of attitude and to imbue in each officer an understanding of her/his total role in the community.

170.00 Discretion

Law enforcement operations consist of many diverse activities that are directed toward the attainment of department objectives. Activities such as patrolling, conducting field interviews and issuing traffic citations are not objectives in themselves; rather, they are methods of achieving the real objectives of preventing and deterring crime, arresting criminal offenders, and preventing traffic crashes.

Decisions in law enforcement operations frequently must be made in an instant, and the lives of officers and others may depend upon the quality of those decisions. An officer is confronted in stressful situations with both criminal and non-criminal behavior, and must be capable of making a reasonable response in both cases. An officer must base conduct and action in each instance upon the facts of the situation as they reasonably appear, relying upon experience, training, and judgment to guide her/him toward lawful decisions and actions.

Revised July 1, 2011

170.01 Police Action Based on Legal Justification

What is reasonable in terms of appropriate police action or what constitutes probable cause varies with each situation and different facts may justify an investigation, a detention, a search, an arrest, or no action at all. The requirement that legal justification be present imposes a limitation on an officer's action. In every case, an officer must act reasonably within the limits of authority as defined by statute and judicial interpretation, thereby ensuring that the rights of both the individual and the public are protected.

170.02 Alternatives to Arrest

Once a violator has been identified, it is the function of the department to initiate the criminal process; however, there are circumstances when a crime may occur and the department will not make a physical arrest. There may be a report written and an application for a complaint made, or in some cases, when the offense is of a minor nature, a verbal warning or other direction may be given. The decision not to make an arrest will be guided by department policy and the factual situation involved, not by the personal feelings of the officer.

180.11 On-Duty, Within City, Fully Responsible

On-duty officers within the city limits, after considering the tactical situation, are to take all steps reasonably necessary and consistent with their assignment:

- To protect life and property
- To keep the peace
- To affect the enforcement of the laws of the city, state, and nation.

Revised July 1, 2011

180.12 On-Duty, Outside of City, Fully Responsible

On-duty officers outside the city limits who become aware of a situation requiring police action must first consider the tactical situation then take all steps reasonably necessary on police matters of direct concern to the City of Saint Paul.

180.20 Off-Duty, Within City, Fully Responsible

Off-duty officers, while within the city, have full police authority and responsibility as that of an on-duty officer within the city limits. All off-duty police authority is granted by permission of the chief of police. (See General Order 180.11: On Duty, Within City, Fully Responsible)

180.21 Off-Duty, Outside of City, Limited Police Authority

Off-duty officers, while outside of the city, have the arrest authority of a peace officer when and only when confronted with a situation that justifies her/his use of deadly force in the line of duty under Minnesota Statute 609.066: Authorized Use of Deadly Force by Peace Officers. Otherwise, officer arrest authority is limited to that of a private citizen. (See Minnesota Statute 629.37: Citizen Arrest by Private Person and Minnesota Statute 629.40, subdivision 4: Off-Duty Arrests Outside Jurisdiction)

Revised July 1, 2011

180.30 No Peace Officer Authority Outside State

Peace officer powers of Saint Paul Police officers do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit (Minnesota Statute 626.65). Officers who are outside the boundaries of this state for extradition or other matters of direct concern to the city, are not to engage in their police activities unless necessary in the performance of their duties.

180.40 Duty Status

All sworn personnel within the city will be prepared to discharge their duties and obligations without regard to the fact that the situation may arise during their unobligated time while on duty. This order does not change past policy in permitting the individual officer to exercise discretion as to the type of action taken in minor neighborhood disagreements, or while otherwise employed during unobligated time while on duty.

Powers, duties and obligations of an officer are not limited to those hours in which s/he is on-duty, but are in force and effect 24 hours every day of the week. An officer is required to perform these duties during the tenure of appointment whether or not under assignment or supervision and willful failure on her/his part to do so may constitute grounds for action on the part of the department.

Revised July 1, 2011

180.50 Injured On Duty

The department makes every effort to ensure the safety of employees while on duty. The general rule applied in determining whether an employee was injured on duty is whether the injury occurred within the course and scope of employment. Each instance will be investigated and evaluated by city risk management. The particular nature of the service rendered by the employee will be considered. The department will make reasonable efforts to accommodate persons injured on duty with a light duty assignment. The department reserves the right to reevaluate the officer's medical status at any time and to make appropriate changes to duty assignments as necessary and available.

Revised July 1, 2011

190.01 Traffic Enforcement Objective

The objective of traffic enforcement is to reduce traffic crashes and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. The department seeks to achieve this objective through a combination of education, and enforcement.

The department seeks to educate the public regarding traffic regulations through programs aimed at exposing specific problems, by publishing traffic crash and injury statistics, and by giving notice of changes in regulations prior to taking enforcement action.

The department will take enforcement action upon the detection of an illegal or potentially hazardous act without regard for such factors as attitude, intent, or frivolous excuse. Enforcement action may consist of a warning, citation, application for complaint, or physical arrest.

Revised July 1, 2011

190.02 Violator Contact

Traffic violation enforcement is one of the many routine tasks performed by officers, but it can be unsettling for motorists. In many cases, this is the only contact that a person has with our department. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional manner.
Revised July 1, 2011

190.03 Non-Resident Violators

Since the uniform vehicle code is now being followed by a majority of the states, non-residents are rarely subjected to unfamiliar traffic signs or inconsistent regulations. Therefore, unless the traffic regulation violated is one unique to the Saint Paul area, no immunity should be granted because a person is a non-resident.

190.04 Enforcement of Parking Regulations

Street parking is restricted in various areas of the city to ensure fair access and expedite the flow of vehicular traffic. All parking regulations will be enforced with reasonableness and impartiality.

Revised July 1, 2011

190.05 Selective Enforcement

The department conducts statistical and visual surveys to determine by location, time, and day of week, which violations are causing crashes. Based upon the information obtained, the department deploys its personnel to those specific areas to observe violations and to take enforcement action. In addition, when the department receives complaints of a specific traffic problem in a particular area, it specifically assigns personnel to investigate and to take appropriate enforcement action.
Revised July 1, 2011

190.06 Visible and Covert Patrol

Any tendency of motorists to knowingly violate traffic laws is deterred by open and visible patrol, and the number of traffic crashes is correspondingly reduced. However, when there is an unusual or continuing enforcement problem at a particular location, officers may park in a conspicuous location and observe traffic.
Revised July 1, 2011

190.07 Crash Investigation

As determined by the department, the investigation of traffic crashes may be necessary, not only to determine the traffic law violations, but also to obtain engineering data, to protect the rights of the individuals involved, and to assist in traffic education.

Revised July 1, 2011

191.00 Vice Enforcement and Organized Crime Suppression

The people, through their elected representatives, have directed that criminal sanctions should be imposed against certain behavior and activities which have been traditionally labeled as vice and which if left unchecked, affect quality of life and inevitably become dominated by organized criminal elements. The department is committed to the enforcement of all criminal statutes including those defining vice offenses. Situations where vice or conditions which foster vice, are allowed to continue are soon exploited by organized crime and monies thus generated are often used to finance other criminal ventures or attempts to corrupt public officials. To prevent the spread of vice conditions and its attendant invitation to organized crime the department will take aggressive enforcement action against all commercialized vice activities, against all complaints of vice activity and against conspicuous vice conditions which appear on the streets and in the public places of the city. The department will be particularly vigilant and aggressive in its efforts to uncover and suppress vice and organized crime and mandates that it is the responsibility of every sworn officer to assist in this effort.

192.00 Narcotic Enforcement

It is the objective of the department to enforce all local, state, and federal statutes which prohibit the possession, use, or traffic in narcotics, non-prescription dangerous drugs, and other restricted or prohibited substances. Through a combination of aggressive enforcement and public education, the department seeks to prevent and deter the use and possession of, and traffic in all such substances within the city. In so doing, the department may also conduct investigations outside the city in cooperation with appropriate law enforcement agencies to prevent the flow of such illegal substances into the city.

To prevent the spreading use of narcotics and other dangerous substances, the department engages in public education programs to inform people about the effects and hazards of drug abuse. Additionally, the department provides the public with factual information with which to make decisions regarding the use of drugs and to assist members of the public in recognizing symptoms and indications of drug use in others. An understanding and appreciation of the full effect and extent of drug abuse is essential for success in overcoming its threat. By working with and through the community, the department seeks to engage the people in a cooperative attack on this critical problem.

193.00 Administration

General Provisions:
Department administration involves the efficient and fiscally responsible management of a large complex organization. Department functions involve the interaction of people, not only within ranks, but in all personal contact between its employees and members of the public. Department administration is, therefore, occupied to a large extent with improving the ability of its employees to properly perform the police task and with strengthening the relationship which exists between all employees and the public they serve. Thus, recognition of the human factor is an administrative challenge in the department's effort to provide a consistent and professional police response to the community's law enforcement needs.

Department personnel are required to make decisions involving the public and other employees in response to both administrative and operational problems. The decision process involves more than loyalty. It requires an insight into the objectives and purposes of the department, its duty under the law and to the people, and the manner and means by which the task is to be performed and the objectives achieved. The decision must be a balance of involved interests, considering what is best for the public, the department, and any individual involved. That decision must then result in effective action directed toward the accomplishment of the department's objectives. The requirement that such insight be exercised is implicit in all decision making, and it is the thread which binds the complex and difficult law enforcement task into a coordinated and effective force.

Administrative Reporting:
Administrative reporting allows the police department to function properly, isolate and identify problems and trends, and develop a proactive approach to solving police related

community problems. To allow management personnel the ability to discharge responsibilities effectively and efficiently, daily, quarterly and annual reporting will be a routine responsibility of all managers.

Daily Reporting:
Watch Commander's Tour Summary: At the end of each watch commander's tour, a summary of the tour's significant activity shall be submitted to the public information officer, assistant chiefs and chief of police. The report which shall identify the tour watch commander, shall itemize major incidents and arrests by complaint number, the time of the incident, the suspect(s) name(s) if any, the location of the incident, the victim(s) name(s) if any, a summary of the events which took place, and the officer(s) name(s). The watch commander will also note any other occurrence considered significant.

The chief of police, assistant chiefs, and senior commanders in affected districts will be informed when there is a homicide, critical incident, major incident, or injured officer.

Holdsheet: The department will produce a daily holdsheet which contains information on those persons arrested in the previous 24 hours for felony and gross misdemeanor offenses. The holdsheet is maintained on the Intranet and available to all units in the department. The document contains names, identification numbers, arrest dates, case numbers, arresting officer's name, suspected offenses, and the unit the suspect is held for as well as judicial releases, Regions Hospital cases, and those suspects held for out-of-city authorities.

Quarterly Reporting:
Unit reporting: Quarterly reports containing significant activity of the unit will be prepared by the unit head and submitted to their respective assistant chief. These reports will contain, but are not limited to, problems experienced during the quarter, caseload analysis, and, if applicable, any special projects/initiatives, or any progress towards objectives of the division. These reports shall be in narrative form. Any statistical data compiled for/by the unit may be included in the report.

Division Head Reporting:
Written reports to the chief will be prepared by the assistant chiefs to identify significant activity in their divisions. The assistant chiefs may use the reports prepared by their unit heads in the compilation of their quarterly report.

Annual Reporting:
An annual report to the City of Saint Paul will be prepared highlighting significant activities/accomplishments of the department for the year. This report will contain both narrative and statistical data relevant to the department's operation and performance. This report will be made available to department personnel and the public.

Statistical Reporting:
The department's research and development unit will publish an annual report which summarizes and delineates demand for police service and actual offenses. This report will contain raw statistics as well as graphs and charts. The report is available to anyone via the

Saint Paul Police internet. The department also complies with any city, state, or federal reporting standards.

Releasing of Reports:
Unless otherwise stated, approval by the chief of police or a designee will be made before external dissemination of any of the above reports.

Revised July 1, 2011

193.01 Command Responsibility

A unit head has responsibility and accountability for every aspect of command. Commensurately, within policy guidelines and legal constraints, a unit head has the authority to coordinate and direct assigned personnel and other allocated resources in achieving organizational objectives. In so doing, a unit head must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to guide and command in achieving the highest level of performance possible.

All employees in a supervisory position are responsible and accountable for every aspect of their command.

Revised July 1, 2011

193.02 Transfer of Command

Upon assuming a new assignment and continually thereafter, a unit head will critically evaluate all aspects of command, review existing policies, procedures, and programs to determine if the need for which they were enacted remains unchanged. Existing budget requests will be reviewed to ensure that any changes made or contemplated have not rendered the requests obsolete.

Upon a change of command, the unit head being replaced will lend her/his full assistance in making her/his command transition as smooth and orderly as possible. Orientation of a new unit head should include information concerning unique problems of the command and assistance in continuing community and professional contacts relative to the command.

Revised July 1, 2011

193.03 Command Concerns for Welfare

The nature of command is such that there must be a coexisting loyalty to the management of the department and to subordinates. The resolution of those loyalties, in a manner which benefits both the department and the individual, and which avoids conflicts between the two interests requires the exercise of leadership. An interest in employees and their welfare is a responsibility of command, which may extend beyond morale problems and their effect upon

an individual's performance. It includes a concern for the personal problems, desires, and interests of employees and positive assistance in resolving those problems or in achieving their goals.

However, unit heads should be cautious to avoid interfering where assistance is not required or desired.

Revised July 1, 2011

193.04 Community Liaison by Unit Heads

Unit heads have a responsibility to maintain professional and community contacts as they relate to their command. As a representative of the department, unit heads must take an active role in the community and participate in identifying and providing for its law enforcement needs.

Revised July 1, 2011

193.05 Planning Responsibility

It is essential that there be planning in the police service. From the chief of police, who must devise long-range plans involving the entire resources of the department, to the police officer, who must discuss an operational plan with her/his partner while en route to a call, there exists an imperative for planning which is so great that it merges with the action itself. The requirement that an employee plan her/his action is commensurate with the degree of responsibility and accountability for the results of her/his action. In the performance of their duties, officers are confronted with an infinite variety of circumstances which require police action. In an attempt to utilize collective experience and research in assisting officers to deal with diverse situations, the department formulates procedures to direct action in certain generalized situations. As officers are routinely confronted with the unusual, it is impossible to provide standing procedures for officers to follow in each individual situation. Therefore, officers must additionally be provided with policy guidelines to assist them in the necessary exercise of discretion, and the combination of policy and procedures reinforced by training acts to provide officers with a structurally sound framework within which to function.

In addition to developing standing procedures, the department must regularly devise single-use plans to accommodate specific needs. These plans may involve a department-wide response to a major unusual occurrence or a tactical answer to an isolated police incident. Once executed, such plans should be evaluated for the development of standing procedures or for future reference in analogous situations.

193.08 Completed Staff Work

The result of an effort to research a problem and develop a solution, leaving nothing for the final authority to do except approve or disapprove, is traditionally known as completed staff work. In such projects, it is essential that original instructions include identification of the problem, direction, the desired scope of endeavor, and the time limit for completion. Direction should clearly indicate what is desired by way of the project. The project should include adequate research to accurately define the problem and to examine all reasonable solutions. The assigned employee should include in her/his report a recommendation and a summary of the findings supporting her/his conclusion. In completed staff work, a final step, prior to obtaining concurrences, is to notify involved organizational components of the findings and recommendations of the project.

193.09 Department Directives

In a large and complex organization such as the department, it is essential that directives communicate desired information to concerned employees as accurately as possible. Directives should be well researched, properly drafted, and subjected to staff review for concurrence. A unit head may issue an order as long as it affects her/his command only and does not conflict with department directives.

Revised July 1, 2011

193.10 Administration of Discipline

One of the tasks of a commanding officer or unit head is the administration of discipline.

The exercise of discipline requires an evaluation of the human factor which, when combined with proper training, motivation, and recognition of individual and group effort, results in self-discipline.

Discipline may range from a warning, where the immediate effect is on the individual, to termination. In each case, care must be exercised to make the proper choice in obtaining a desired and just result.

In the administration of discipline, a unit head must consider the totality of the circumstances surrounding the allegation of misconduct in making a determination whether the original action or conduct which prompted the complaint was legal and under the circumstances necessary and proper as well. Her/his decision must resolve those factors with the individual's interest and the probable effect of the disciplinary action upon the attainment of department objectives.

To be effective, discipline must not only be fair in its application, it must also follow within a reasonable time the act which it is intended to correct. Therefore, there must be a prompt resolution of disciplinary cases.

Revised July 1, 2011

193.11 Organizational Principles

Chain of Command:
The chief of police must necessarily limit the number of persons who report to her/him. Therefore, to ensure unity of command, clearly defined lines of authority must be drawn so that there is an existence structural relationship between each employee and the chief of police. Each employee must be aware of her/his relative position in the organization, to whom s/he is immediately responsible, and those persons who are accountable to her/him. Employees should strive at all times to operate within the chain of command and to keep their supervisors informed as to their activities. The chief of police is available by appointment to any member of the department.

Span of Control:
To achieve effective direction, coordination and control, the number of employees under the immediate control of a supervisor, except first line supervisors, should not be excessive.

First line supervisor's span of control should not normally exceed 12. (See General Order 341.40: District Supervisor -- Sergeant)

During emergencies or other unplanned situations the number of subordinates on a short-term basis, may exceed the recommended staffing level for supervisors.

Unity of Command:
Each organizational component shall be under the direct command of only one supervisor unless authorized by the chief of police.

Each employee will be accountable to only one supervisor at any given time. Each employee will be responsible or accountable to her/his regular immediate supervisor except when working on a special assignment, incident, duty, event or temporarily assigned to another unit within this department. In these cases, the employee will be accountable to the first-line supervisor over that assignment, incident, duty or event.

Revised July 1, 2011

193.13 Inspection and Control

Management inspection and control is necessary to ascertain if command policies, procedures, and rules are adequate and being adhered to; whether department resources are adequate and are being properly utilized; and to evaluate the overall performance and attitude of the department. The department has a formal staff inspection and control system which reports to the office of the chief. Additionally, it is the responsibility of each commanding officer or unit head to continually conduct inspections within her/his command to ensure the

proper performance of assigned personnel and the most efficient use of assigned equipment, material, and facilities. Merely finding fault is not inspecting therefore, a commanding officer or unit head's responsibility does not end with discovering a deficiency or inadequacy; it includes taking positive measures to correct the problem.

Revised July 1, 2011

193.14 Personnel

Recruitment:
To obtain the highest caliber of candidates possible, it is essential that the department participate in the recruitment process. An officer's daily contact with the public is the department's best recruiter. By their demeanor and enthusiasm, an officer favorably impresses and attracts the type of individual which the police service needs. Because of their experience and knowledge, an officer is able to counsel persons who show an interest in law enforcement careers and to encourage qualified applicants.

Duty Assignments:
Allocation of personnel to specific assignments is made with the aim of establishing optimum effectiveness within the department while recognizing the needs, abilities, and preferences of individual employees.

Advancement:
The vitality of the department is maintained through the selection and promotion of the most qualified personnel to positions of increased responsibility. The department must help in the selection process by accurately rating and evaluating employees for promotion.

193.15 Training

(See General Order 336.00: Training Unit)

The department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that the department personnel be properly trained. This is true not only at the entrance level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout their careers. Training is provided to accommodate department needs and to actualize the interest and concern which the department has for the self-improvement and personal development of its employees.

Recruit Training:
The training provided new officers or candidates are a continuation of the selection process whereby efforts are made to screen out those who are lacking in police aptitude. In all recruit training, emphasis is placed on developing the reasoning ability and judgment of each officer.

Field Training Officer:
The field training officer (FTO) program is designed to supplement academy instruction through field experience. Its goal is to provide a more individually tailored training program, stressing weak areas and those needing more attention, while at the same time insuring that each recruit masters a predetermined set of tasks before satisfactory completion of the program.

After completion of the FTO program, officers will be on probation which serves as a final step in the officer selection process.

On-the-Job Training:
An officer's training continues after academy graduation through her/his assignments with a field training officer, roll call training, and supervision. It is the responsibility of all officers to teach those with whom they work the skills and knowledge necessary to perform the job at hand. Supervisors and unit heads of all ranks have the responsibility not only to train subordinates to perform assigned tasks, but also to familiarize all subordinates with their supervisor's job as well so employees are prepared to assume additional responsibilities, should the need arise.

In-Service Training:
Refresher training is periodically provided to experienced officers to update their training profiles and to evaluate the effectiveness of their prior recruit and in-service training.

Non-Sworn / Professional Staff:
All newly hired civilian employees shall attend the "new employee orientation" class conducted by the City of Saint Paul Office of Human Resources. This orientation seminar is designed to acquaint the individual with benefits, working conditions and regulations as well as the responsibilities and rights of employees. Additionally, the new employee will receive familiarization training from her/his immediate supervisor regarding the role purpose, goals, policies and procedures specific to this department.

Additional training:
Civilian employees are an integral part of our police team and will, in addition to the new employee orientation, receive specialist training as required by their duties.

In-Service Training:
The department's training unit and the City of Saint Paul Office of Human Resources offer a wide variety of educational opportunities which are available to all civilian personnel. All non-sworn employees are urged to make maximum use of these opportunities to increase this knowledge and to develop and perfect new skills as well as to sharpen those already acquired.

Civilian employees whose tasks require expertise in a specific technological area are also eligible for training at outside institutions which can be arranged through the assistant chief's office.

Supervision Training:
Once the selection process has resulted in promotion, the department provides training to prepare newly appointed supervisors and unit heads for their added responsibilities. Dependent upon the level of supervision or management involved, an attempt is made to familiarize individuals with problems which they may face and to assist them in developing suitable responses to those problems.

Specialized Training:
To prepare employees for new assignments, the department provides specialized training in those areas where a need has developed. Such schools have as their goal the development of specialized skills and knowledge within the frame of a police generalist.

Supervisors as Teachers:
The on-going training of working employees is the responsibility of their supervisors. Supervisors are expected to be familiar with the mechanics of the learning process and to routinely apply them in their supervisory tasks.

Participation of Unit Heads and Staff Officers in Formal Training:
It is important to assure that department policy is disseminated as accurately as possible, and to allow the department and its employees to benefit from the experience, knowledge and attitudes of commanding and staff officers at a policy-making level. Therefore, it is desirable that such officers participate in the formal training process to the greatest extent possible.

Detached Duty for Advanced Education or Training:
The department engages in programs whereby officers are selected to participate in advanced education or training programs as part of their assigned duty. The selection process for such courses is designed to choose the most qualified while at the same time assuring the department receives the value of the individual's acquired knowledge.

Encouragement to Further Education:
In fulfilling its commitment to provide professional police service, the department encourages all employees to further their education to the highest level possible. Therefore consistent with its basic responsibilities, the department cooperates with employees as staffing would allow to arranging duty schedules and assignments, to facilitate and encourage such individual effort. The department values advanced education and encourages all employees to pursue advanced degrees, especially if they are interested in seeking promotion.

Revised July 1, 2011

193.16 Civilian Employees

Law enforcement professionalism is enhanced when officers perform only those tasks where there is an identified need for police knowledge and skills. To this end, the department employs civilians in those positions where there is no such demonstrated need. In addition to releasing officers for more traditional tasks, the use of civilians makes it possible to hire employees for their specialized skills, resulting in greater efficiency.

(See General Order 193.17: Budgeting)

Revised July 1, 2011

193.17 Budgeting

The budgetary process is required by the city charter and is an essential planning tool which enables the department to organize its financial resources in an objective-directed effort to derive the maximum return for the tax dollars expended.

Unit heads communicate their organizational needs by means of budget requests. Such requests should be limited to those items which are necessary to continue the present standard of service, materially improve the standard of service, or reduce the cost of service. It is the responsibility of unit heads to weigh their needs carefully and to present budget estimates which incorporate reasonable and economically sound requests. If an item is requested on the basis that it will improve the standard of service, the justification should show conclusively that this objective will be reached and that the cost of the item will be returned in some concrete manner, such as the rendering of decidedly superior service to the public or by an actual saving of money over a period of time. During the preparation of annual budget requests, unit heads shall review each specialized assignment in current practice under their command to decide on its continuation. This review should include an evaluation of the initial problem or condition that required implementation of the specialized assignment and a cost-benefit analysis of the specialized assignment.

The City of Saint Paul operates from a budget developed annually. As part of the development of the budget, goals and objectives are established by the department to guide the expenditure of authorized funds.

Revised July 1, 2011

193.18 Supervision

Accountability:
Supervisors are accountable for the performance of employees under their immediate control.

Delegation of Duties:
A supervisor may delegate to subordinates appropriate portions of responsibilities, together with equivalent authority; but may not relinquish overall responsibility for results or any portion of accountability.

Direction of Subordinates:
A supervisor shall allocate resources and direction of subordinates necessary to the accomplishment of department objectives. S/he shall analyze and evaluate the personality, temperament traits, and capabilities of each subordinate in order to realize from every employee the maximum degree of service commensurate with abilities and limitations.

Training of Subordinates:
Supervisors shall mentor and coach employees and help facilitate training needs of their employees. Training shall be considered the process of aiding employees to gain effectiveness in their present or future assignments through the development of appropriate habits of thought, action, skill, knowledge, and attitude. Supervisors shall maintain an appropriate, professional, relationship with all subordinates.

Guidance of Subordinates:
A supervisor shall take a personal interest in the welfare and problems of subordinates and shall be available to employees seeking guidance and counseling. S/he shall give appropriate advice and personal instructions to immediate subordinates for the development of current duties, administrative, investigative and supervisory skills.

Performance Evaluation:
A supervisor shall be responsible for the appraisal and analysis of the work and accomplishment of subordinates. Such evaluation shall be based on continuous observation and inspection and shall consider personal traits as well as duty requirements.

Supervisory Reports:
Supervisory reports shall be made in a prompt and effective manner. All pertinent facts shall be incorporated, and the welfare of the department shall be of primary consideration. Supervisors shall reflect the feeling of subordinates to supervisors by permitting information to flow up, as well as down, the chain of command.

Techniques of Supervision:
A supervisor must frequently allocate resources and provide directives and orders to ensure that proper police operations are conducted. This must be done firmly with expeditious cooperation to critical police situations. A supervisor shall make use of a variety of supervisory techniques such as the following to promote satisfactory supervisor-subordinate relationships:

- Inspiration: The ideals and objectives of public service in the police field shall be developed, exemplified and modeled by the conduct and actions of supervisors. The department goals and objectives should be paramount for guidance.
- Explanation: Department policies and objectives shall be presented to employees. Supervisors shall adopt an attitude of guiding employees by sound logic and clear thinking, rather than by arbitrary orders and commands and shall strive for willing response and cooperation from subordinates.
- Encouragement: Supervisors shall be aware that recognition of good work is an indispensable need in the employee's relationship with the department and shall make certain that meritorious acts and accomplishments are rewarded, either by personal encouragement and praise, or by formal commendation.

Revised July 1, 2011

193.19 Field Supervision

Since emergency situations occur without warning, and their duration is often brief, officers must frequently make critical decisions without benefit of on-the-scene direction. In most police operations we will use principles of unified command. Unified command gives coherence to the police task and directs the energies of the department into an organized effort. Proper supervision is essential to maintain a professional level of competence in law enforcement operations.

Supervision in Field Operations:

The department is an organization with an assignment of responsibility and accountability throughout the rank structure. To the degree that a senior officer is responsible and accountable for the performance of junior officers, s/he must be granted commensurate authority in order to properly discharge supervisory responsibility. Field supervision begins with the senior officer of the department, and it is upon them that the primary burden of training and supervising less experienced officers is placed. A field sergeant is the first level of full-time supervision, and it is a primary responsibility to guide, train, direct and motivate those over whom s/he has control.

Command Responsibility at Police Situations:

Command of department resources at a police situation rests with the highest ranking officer or the assigned designated officer. Such person has the authority to direct the operation and is responsible for its outcome. A senior command officer may make suggestions. However, s/he may not actively direct the operation unless s/he properly relieves the subordinate of command by so informing the highest ranking officer that s/he has been relieved of the assignment. Restoration of active command may be re-delegated by informing a subordinate s/he is again in command. A senior officer at an emergency scene who does not choose to take command may be held accountable for unfavorable developments which s/he could have prevented by assuming control.

Inter-Unit Field Situation:

In the event of particular units requesting assistance of another unit the requesting unit supervisors shall take command (i.e., burglary requesting the assistance of special investigations unit personnel -- burglary supervisors shall be in command).

Inter-Division Field Situations:

In the event of units of different divisions working on a field situation, the requesting unit shall maintain supervisory responsibility, except in situations where the special weapons and tactics (S.W.A.T.) team, bomb squad, or the forensic services unit has been summoned. In those circumstances the commands above shall assume supervisory responsibility for their portion of the field situation. Once the need for above commands is complete, the requesting unit shall resume supervisory responsibility.

Crime Scene Investigations:

In the event an investigator is called to a crime scene, the investigator will assume responsibility for the scene and associated activities. S/he may delegate tasks as s/he sees fit.

Revised May 16, 2013

193.20 Authority Commensurate with Responsibility

It is the policy of the department, at all levels, to delegate to its personnel authority commensurate with assigned responsibilities. Conversely, each employee is accountable for the use of delegated authority.

Revised June 28, 1995

201.00 Departmental Orders

This order sets forth procedures for the definition, origination, processing, and distribution of departmental orders. Its purpose is to establish controls to eliminate contradictory and ambiguous orders and prevent duplication of existing orders.

201.01 Title of Orders

Orders of the chief of police shall be titled general orders, special orders, and emergency orders. S/he may issue other orders, written or oral, which are lawful and do not fall within the definitions herein stated.

Orders issued by division, section or unit heads shall be titled division orders, section orders and unit orders.

A division, section or unit head may issue a directive on her/his command level as long as it does not conflict with department directives. Ordinarily, when more than one division is affected, directives should be issued by the chief of police.

Revised July 1, 2011

201.02 Definition of Orders

General Order:
A written order of the chief of police applicable to all department personnel establishing policies, procedures, rules, and regulations which continues in effect until revoked by a subsequent revision. The department manual is a compilation of the general orders. The form is the equivalent to the signature of the chief of police.

Special Order:
A written order signed by the chief of police, applicable to all department personnel, establishing a policy or procedure on a single subject, which continue in effect for a specific period of time, and are temporary in nature. When the length of time is not specified, it becomes inoperative with the passing of the situation or incident which caused its issuance.

Emergency Order:
An urgent order of the chief of police or her/his named designee, necessary to meet an emergency situation. Such order may be transmitted orally, by telephone or radio, provided that it is written as soon as practicable. In any case, it will not have force and effect for more than 72 hours from the time issued.

Division Order:
A written order, signed by a division assistant chief who may issue orders to personnel within her/his command, provided such orders do not conflict with rules and regulations, manuals or orders of the chief of police and do not affect members of the department outside her/his command.

Unit Order:
A written order signed by the unit head which is not in conflict with rules and regulations, manuals, orders of the chief of police, or the division commander and do not affect members of the department outside of her/his immediate command.

Revised July 1, 2011

201.03 Form and Content of Orders

General orders are described in the department manual. Special orders and emergency orders shall bear a title, number, date of issuance, and effective date.

Special order forms shall have an expiration date. They shall also show references to rules and regulations, or previous orders which are to be amended, supplemented, canceled or otherwise affected.

The number identification will contain the year, type designation, and order number. (Example: 08-S-14). This would indicate that this is a special order, the 14th issued in 2008. General orders are published under different format and procedures.

See General Orders 020.00 through 053.00:

020.00	Department Manual Established
030.00	Organization of the Department Manual
040.00	Numbering System Used in the Department Manual
041.00	Indexing and Format
051.00	Department Manual Copies Issued To
052.00	Department Manual -- Control Unit
053.00	Department Manual -- Revisions or Additions

201.04 Request for Orders

Requests for orders may originate with division and unit heads, and shall be submitted in writing to the chief of police. Requests for orders shall contain a statement of the problem requiring an order, the requested dates of effect and expiration, references to any existing orders that will be affected, and the signature of the officer making the request.

Revised July 1, 2011

201.05 Preparation of Orders

Authority:
The chief of police is empowered to issue, modify or approve department directives. Division, section and unit heads are authorized to issue directives on their command level which affect only personnel subordinate to the issuing authority and which are not in conflict with department level directives, unless otherwise directed by the chief of police.

Request of Chief of Police:
The research and development unit shall research and prepare in suitable form all general orders to be issued by the chief of police, issue a title and order number and prepare a list of conflicting orders which should be rescinded. Copies of the orders are to be submitted to the chief of police in such form as may be determined by the research and development unit for her/his approval or disapproval.

Requests of Division and Unit Heads:
Upon receipt of request for orders, the research and development unit will prepare the order in proper form, assign a title and number and provide for cancellation of conflicting orders. A copy of the order will then be submitted to the originator for her/his approval and signature. After acceptance by the originator, a copy shall be submitted to the chief of police for approval or disapproval. If the order is disapproved by the chief of police, s/he shall indicate her/his disapproval in writing, with the date and her/his signature.

Publication of Orders:
Copies of approved orders shall be distributed by the research and development unit. All orders shall be distributed on standard forms and no order shall be published as an order of the chief of police unless signed by her/him or a named designee.

Distribution and Filing of Orders:
Copies of all general orders shall be distributed to all department personnel. (See General Order 053.00: Department Manual – Revisions or Additions)

Special and emergency orders are available to all personnel.

Division and unit orders shall be issued to members of the command and maintained on the bulletin boards, at the discretion of the commanders.

Revised July 1, 2011

201.06 Other Types of Communications

The daily bulletin, email, and intranet shall contain announcements, notices, and other material of general interest to the department. The records unit manages the daily bulletin while research and development is in charge of the intranet. Approval of items for inclusion in the bulletin and intranet is the responsibility of the chief of police, or her/his designee.
Revised July 1, 2011

201.08 Here's the Story

The department utilizes an information instrument identified as 'Here's the Story'. This format will be utilized only by the chief of police and only in instances where the information to be conveyed is not a training issue or a policy or procedural change. 'Here's the Story' will be issued to all sworn personnel and affected civilian personnel through department email according to Training Bulletin 08-1: Electronic Distribution of Policy Changes, News, and Other Department Materials to Employees. All are responsible for acceptance, knowing and following information forwarded in a 'Here's the Story'. Distribution will be the responsibility of research and development.

Memorandum: Memos may be issued by any department supervisor and are generally published to transmit information and does not reflect policy. In some instances, however, the nature of the information may constitute an order and, as such, are official and binding. These official orders must be lawful and comply with existing policy and procedure.
Revised June 1, 2009

201.09 Training Bulletin

Training bulletins will be issued to all sworn personnel and affected civilian personnel by the research and development unit. Bulletins are issued by email and a file will be kept of personnel accepting receipt. Personnel will be responsible for the contents of the information.

The research and development unit shall maintain a file of all training bulletins.

Revised July 1, 2011

201.11 General

It is the responsibility of all department personnel to assist in the maintenance of department orders and training bulletins. Suggestions for updating, cancellations, revisions or new orders or bulletins should be made whenever an employee notes a change that will affect the standing orders and bulletins. Procedural changes, policy adjustments or new information received by employees should be directed via the appropriate chain of command to the chief of police for inclusion in new or revised orders and bulletins.

Revised July 1, 2011

201.12 Department Forms

The control unit for all department forms is the Saint Paul Police Department Research and Development Unit, which will:

- Assist personnel in the preparation of new forms and revision of current forms.
- Assist in establishing and drafting procedures for the use of all departmental forms.
- Assign PM numbers to new forms.
- Assist units in evaluating the format and use of forms affecting their operation, so that the fullest potential is realized from the forms in current use.
- Expunge forms when they become obsolete.

Any request for the printing of forms will be approved by the research and grants manager prior to printing. To obtain approval, forward a copy of the proposed form to research and development unit with an explanation of the proposed form. Research and Development will assign the form a PM number, if appropriate.

When a current form is revised the same process applies.
The research and development unit will evaluate the form submitted and consult with personnel from all units who will be affected by the new or revised form. The research and development unit will submit a recommendation to the appropriate division head for final approval. All forms that are approved for use within the department will be controlled by the research and development unit which will periodically reevaluate all department forms.

PM Numbers: All forms originating within the department will be assigned a PM number.

Revised July 1, 2011

201.13 Mandatory Email and Distribution of Department Notices

(See Training Bulletin 08-1: Electronic Distribution of Policy Changes, News, and Other Department Materials to All Employees)

All employees of the police department, sworn and civilian are required to maintain an email account. It is required of all employees to check their email account weekly to be informed

of new policies, procedures, bulletins, or other information relevant to the operation of the department.

Changes to the department's manual, here's the story, training bulletins and other related materials may be individually distributed throughout the department by paper or electronically. This information will be sent to all employees through the email system where it will be required for the employee to read through and confirm that they have read the documents. The confirmation is an official agreement that the employee has read the attached materials and as an electronic signature agree that they have completely read, understand, and will abide by the information they have been given.

Revised July 1, 2011

202.01 Personal Appearance

Department general orders pertaining to appearance (hair, mustaches and shaving, piercings, tattoos, etc.) apply to all officers [redacted]

Officers must be in compliance during any off-duty employment, regardless of their primary assignment.

The following will provide reasonable guidelines for uniformed personnel relating to personal appearance and grooming in the areas listed below.

- **Hair:** on top of the head will be neatly groomed. The length and/or bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. Hair will present a neat appearance. In all cases, the bulk or length of hair will not interfere with officer safety or with the normal wear of all standard police headgear. Haircuts presenting an "unusual appearance" that detracts from a professional image are prohibited.
- **Sideburns,** if the individual desires to wear them, will be neatly trimmed. The base will be a clean shaven horizontal line. Sideburns will not extend downward beyond the bottom of the earlobe, nor laterally to form what is commonly known as mutton chops. The face will otherwise be clean shaven.
- **Wigs or hairpieces** which conform to the regulations and are neat, clean and natural in appearance are permitted. No decorations or ornaments may be worn in the hair. Items used to hold hair in place will be concealed as much as possible and be similar in color to the daily uniform.
- **Mustaches** are permitted, but the face will otherwise be clean shaven. If a mustache is worn, it will be kept neatly trimmed. "Hitler" or "handle-bar" mustaches are not permitted. No portion of a mustache which extends beyond the corners of the mouth will fall below a line parallel with the bottom of the upper lip.
- **Makeup**, if worn, will be subdued and natural in appearance.
- **Fingernails** will be neatly manicured and will not extend more than one-quarter inch beyond the fingertip. Nail polish is permitted.
- **Religious or medical** notification-type necklaces may be worn under the shirt, but visible neck jewelry will not be permitted. Medical-alert bracelets may be worn.

- **A Watch**, or an equivalent way to detect time, is required.
- **Rings** may be worn.
- **Earrings** (One set, post type only) are permitted. Multiple earrings are prohibited.
- **Body piercing** of the nose, eyebrows or other visible body parts is prohibited. Branding, intentional scarring, or any form of intentional mutilation; to include objects inserted under the skin, pierced, split or forked tongue, and/ or stretched out holes in the ears are also prohibited.
- **Tattoos:** Permanent or temporary tattoos that cover more than 25% of an exposed body area, such as forearm must be covered at all times while on-duty or while wearing the Saint Paul Police uniform. Police officer, parking enforcement officer, and community liaison officer applicants must disclose any tattoo(s) during the background process. The chief of police or designee will determine if the tattoo(s) disqualifies the applicant from being hired or will need to be covered at all time swhile wearing the Siant Paul Police uniform. All tattoos that may be considered racist, sexist, gang related, obscene or sexually explicit, vulgar, indecent, extremist, prejudicial, anti-American, anti-social, or prejudicial to the good of the order, discipline, or morale are prohibited and must be removed at the emplyee's expense. The chief of police or designee will make the final determination as to what is or is not offensive. Tattoos on the neck, face, head, or scalp are also prohibited.
- **Dental ornamentation** of any type is prohibited.

Revised June 3, 2014

202.02 Wearing the Uniform

The Saint Paul Police Department is a uniformed organization. Properly wearing the uniform enhances the department's public image, and fosters individual officer pride, self esteem, and professionalism. All sworn members of the department will wear the designated uniform of the day while on duty.

Exceptions:
- Chief of police
- Assistant chiefs
- Personnel with a designated non-uniformed assignment, as authorized by the chief of police or designee
- Command staff, for a specific temporary assignment or detail
- Officer of any rank, for a specific temporary assignment or detail, when authorized by the applicable commander
- Maternity uniforms: Approved maternity uniforms/ clothing will be worn by pregnant officers if their standard uniform no longer fits properly.

Uniform Rules-General:
Individual officers are responsible for the maintenance and upkeep of their uniform items. Uniforms will be neat, clean, and in good repair at all times. Uniforms will be inspected periodically to ensure conformity with general orders.

First-line supervisors shall be responsible for the appearance of those officers within their span of control. It is also the responsibility of all police supervisors, regardless of their assignment, to address and correct any observed uniform or appearance related deficiency of a subordinate.

Dates for seasonal uniform & hat changes will be determined by the assistant chief of operations.

All uniform changes will be documented in writing by the assistant chief of operations

The rules and regulations will establish standard, designate uniform items and delineate how, where, when and by whom the uniform shall be worn. (See Saint Paul Administrative Code 35.01 - 35.08)
Revised October 14, 2010

202.03 Uniform Classes and Rules

Uniform Classes:
The regular Saint Paul Police uniform will be configured as Class A, B or C. The Class D uniform may be worn for applicable assignments and details. Some assignments have a Unit Specific uniform. See below for descriptions and related rules.

Class A: Command Staff:
- Hat (appropriate to season), hat wreath and gold hat band (band with garrison hat only)
- Blouse coat with metal badge, gold name bar, and award ribbons
- White shirt (long sleeve, under blouse coat), gold buttons, and tie
- Four pocket trouser pants
- Black shoes or boots
- Uniform overcoat (if worn).

Class A: Sergeants and Officers:
- Hat (appropriate to season), and hat wreath:
  - Gold hat band (sergeants with garrison hat only) or
  - Black hat band (officers with garrison hat only)
- Blue shirt (long sleeve), gold buttons, and tie
- Metal badge, gold colored embroidered name, award ribbons
- Four pocket trouser pants
- Duty belt and required equipment
- Black shoes or boots
- Blauer style jacket (if worn).

Class B: All Ranks:
- Hat (appropriate to season), hat wreath and hat band (band color as designated above)
- Blue shirt (short sleeve) and gold buttons

- Metal badge, award ribbons, and gold colored embroidered name (or gold name bar for command staff)
- Four pocket trouser pants
- Duty belt and required equipment
- Black shoes or boots
- Blauer style jacket, leather jacket, or fleece jacket (if worn).

Class C: All Ranks:

- Hat (appropriate to season- may be required to be worn based on circumstances), hat wreath and hat band (band color as designated above)
- Blue shirt (see below) with gold colored embroidered name and metal badge, and gold buttons.
  - Short sleeve (summer) with open collar
  - Long sleeve (winter) with tie or turtleneck (navy blue turtleneck with gold "SPPD" embroidered on collar
    - During the designated summer period, officers assigned to tour 1 (2200 to 0800 hours) may wear a long sleeve shirt with a tie. The turtle neck is not allowed.
- Metal badge
- Four or six pocket trouser pants
- Duty belt and required equipment
- Black shoes or boots
- Blauer style jacket, leather jacket, or fleece jacket (if worn).

Class D: SPPD Utility Uniform:

The class D utility uniform may be worn (with supervisor approval) for details that may be especially dirty or labor intensive, such as work at the impound lot, range, or similar.

- Class D uniform shirt:
  - Navy blue
  - Cloth badge
  - Embroidered name
  - Department patches on both shoulders
- Navy blue six pocket pants
- Black boots.

Uniform Related Items and Rules:

Hats and Helmets:

Authorized uniform hats:

- Garrison hat with hat wreath and hat band (color of band as designated above) – authorized all year
- Authorized winter fur hat with hat wreath (authorized with winter uniform only)
- The watch cap with St. Paul Police patch. The watch cap, or the behind the head ear warmer, may be worn during the designated winter period when long sleeved shirts are mandatory (and not just optional), and only between 1600 to 0800 hours. However, if the temperature reaches 10 degrees Fahrenheit or below, the watch cap,

or behind the head ear warmer, may be worn anytime. At no time will the watch cap, or behind the head ear warmer, be worn indoors.
- The behind the head ear warmer may be worn during outside cold weather Class A uniform functions in which the garrison hat is the designated headgear.
- Designated Saint Paul Police Department unit specific baseball cap – only for officers assigned to: motors, mounted, and bicycle patrol when not wearing a protective helmet.

Hats (not watch caps) will be worn (when required or other situations) square on the head with the hat band parallel to the ground (if applicable). The hat wreath will be attached to the cap using the pre-punched holes with the hat band facing forward. The watch cap will be worn with the St. Paul Police patch facing front and visible at all times.

Hats will be worn whenever leaving the squad car for the following reasons:
- Performing traffic direction.
- Performing duties with significant public exposure such as crime scenes when the media is present, public gatherings, media events, etc.
- Ceremonial details.
- When directed to do so by a supervisor.
- Exceptions: Whenever wearing the hat would present a safety hazard or diminish the officer's ability to perform police functions. Examples would be fresh pursuit or rendering first aid.

Helmets (riot and tactical) may be worn during appropriate circumstances and when authorized by a supervisor.

Coats and Jackets:
Coats and jackets will be worn as follows:
- Overcoat: Command staff-class A
- "Blauer" style jacket-all ranks, all classes
- Leather jacket-all ranks, class C only
- Fleece jacket-all ranks, class C only
- High visibility jacket-all ranks, for officers assigned to traffic enforcement, motors, mounted, and bicycle patrol only.

Footwear:
- Uniformed officers will wear approved black shoes or boots with plain or capped toes.
- Shoes or boots will be clean and shined.
- Footwear with perforations, buckles, or straps, sandals, moccasins, athletic-style footwear or cowboy boots are prohibited.
- Socks will be dark blue or black.

Uniform Shirts and Related:
General Rules:

- Uniform shirt pockets will be fastened and not bulging.
- Collars will be buttoned when wearing a tie.
- Long shirt sleeves will be fully extended with all buttons fastened.
- T-shirt (white or dark blue) will be worn under the short sleeve uniform shirt. The t-shirt sleeve shall not extend beyond the length of the uniform shirt sleeve.

Name Insignia:
Officers will display their name on uniform shirts, (gold colored metal name bar or gold colored embroidered, dependent upon rank and class) one-quarter inch above, and parallel to, the top of the right uniform shirt pocket.

Patches:
The Department patch will be worn on both sleeves of all department uniform shirts, outerwear (except for rainwear) and sweaters, centered one inch below the shoulder seam**.** Exception: officers currently assigned to the canine, motors or mounted unit may wear the applicable unit patch on the right sleeve. The department patch will be worn on left sleeve.

Gold Buttons:
Gold buttons are required to be worn on the regular uniform shirt and are available at no cost in the inspections office.

Whistle and Whistle Chain:
Whistles may be worn, secured to the rear of the right uniform shirt pocket:
- Black plastic whistle: all ranks, class C only
- Silver colored whistle: officers, class A, B or C
- Gold colored whistle: sergeants and above: class A, B or C

A whistle chain may be worn, secured both to the rear of the right uniform shirt pocket, and to the right side shirt epaulet (gold colored for sergeants and above, silver colored for officers).

Pins and Tie Tacks/Tie Bars:
- A United States flag pin may be worn one-quarter inch above the name tag or embroidered name, or one-quarter inch above award ribbons if worn.
- One law enforcement related pin may be worn on the right pocket flap of shirts and jackets.
- One tie bar or tie tack may be worn with a tie. The tie bar must be plain, or display a law enforcement related representation, and must be worn parallel to the top edge of the shirt pocket.
- Tie tacks must be plain, or display a law enforcement related representation.
- The City of Saint Paul longevity pin may be worn on the right side shirt collar.

Rank Insignia:
Rank will be designated with the following insignias:
- Chief of police - 2 gold colored stars

- Assistant chief - 1 gold colored star
- Senior commander - gold colored eagle
- Commander - gold colored oak leaf
- Sergeant - blue chevron

Rank insignia will be displayed as follows:

- Regular uniform shirt:
  - Commander and above: gold insignia embroidered on soft shoulder boards, worn on the shirt epaulets
  - Sergeants: blue chevrons on both sleeves, centered 4 ¼ inches below the shoulder seam
- Outerwear (except rain gear):
  - Commander and above: gold colored metal insignia, secured to the outerwear epaulets
  - Sergeants: blue chevrons on both sleeves, centered 4 ¼ inches below the shoulder seam

Service Stripes:

Service Stripes are authorized to be worn on the long-sleeved shirt. Each stripe will represent 5 years of service. Stripes are not mandatory, and are optional for all ranks. Stripes will be worn on the left sleeve, centered between the natural bend of the elbow and the top seam of the sleeve cuff. Service stripes will not be worn on any other garment, including outer jackets or blouse jackets.

Other Outerwear:

The following may be worn during appropriate weather conditions or as designated:

- Rain gear: rain coat and garrison hat cover, and rain pants (rain pants may be worn when exposed to rain for an extended period of time)
- Cold weather pants: department approved cold weather pants can be worn when exposed to inclement weather for extended periods of time.
- Gloves and mittens: solid black
- Scarf: solid black or solid navy blue (may be worn under an outer garment only)
- Sweater: department approved with appropriate insignia (patches, name, rank, etc.)

Coveralls:

For certain temporary details in which officers may get dirty (accident reconstruction, etc.), the designated Saint Paul Police Department coveralls may be worn over the regular uniform with supervisory approval.

Watch:

All sworn personnel must have a watch or equivalent timekeeping device while on duty.

Award Ribbons:

Commendation ribbons are required when wearing the class A and class B uniforms. Ribbons are optional when wearing the class C uniform.

Gold uniform shirt buttons are required when wearing commendation ribbons.

Commendation ribbons will be worn with the bottom edge of the commendation ribbon parallel to the top edge of the right shirt pocket and one-quarter inch above the name tag or embroidered name. The commendation(s) will be centered on the shirt button. The commendations will be worn with the highest award worn closest to the badge side and on the top-most row, if two or more rows are displayed. At no time will more than three awards be displayed in a single row.

Order of precedence for awards approved for uniform wear:

1. Medal of valor
2. Medal of merit
3. Lifesaving award
4. Officer / detective / civilian employee of the year
5. Rowan award
6. Chief's award for valor or merit (if awarded to uniformed officers)
7. Medal of commendation
8. Unit citation
9. Achievement
10. Bomb Squad, S.W.A.T. and Negotiator
11. Top gun
12. RNC service ribbon
13. Military service ribbon
14. Longevity ribbon
15. Field training officer service bar
16. Non-departmental awards (as approved by the chief of police)

Distribution and Parameters wearing of the Field Training Officer (FTO) bar:
The FTO service bar was created to recognize current FTO's for their commitment to the FTO program and as a way for all others to identify an officer as an FTO. This bar is a way for the department to officially recognize an officer for their willingness to take on additional responsibility, showing their dedication and contribution to the St Paul Police Department.

The bar should only be distributed to and worn by FTO's assigned to the patrol districts or training unit officer (s) currently working with new officers/recruits. It shall be worn at the officer's discretion in the same manner as all other recognition bars, on the right side over the officer's name.

Other Rules:

Body Armor:

[redacted]

[redacted]

[redacted]

[redacted]

[redacted]

[redacted] This body armor meets the NIJ standards for threat level [redacted]

External Body Armor / Vest Carrier

[redacted]

[redacted]

[redacted]

Off-Duty Employment:
See General Order 231.00: Off-Duty Employment for further details.

Unit Specific Uniforms:
Officers assigned to certain units wear a unit specific uniform. Refer to the Saint Paul Police Department Uniform Guide for specifics.

Revised June 6, 2016

The chief of police or designee may authorize certain assignments to operate in a non-uniformed capacity. The appropriate class of non-uniformed attire will depend upon both the officer's current assignment, and the officer's current duties/details related to that assignment.

The division assistant chief will determine which non-uniformed class is appropriate for the assignments, duties and details within their area of supervisory responsibility.

Non-Uniformed Classes:

Business Professional:

- Business professional attire includes, but is not limited to suits, sport coats, dress pants, dress skirts, collared dress shirts and dress shoes.
- Shoes must fully enclose the entire foot.
- T-shirts, jeans, tennis shoes or other casual clothing are not authorized.

"Raid" Gear:

Designated SPPD raid shirt and/or jacket:

- Navy blue with gold screen printed or embroidered badge and "Saint Paul Police" on front
- Gold screen printed or embroidered "Police Saint Paul" on back
- Department patches on both shoulders
- BDU pants, navy blue
- Black boots

To maintain uniformity in the appearance of raid gear, all items must be purchased from the approved uniform vendor.

Temporary Tactical:

- Temporary tactical attire is to be used in operations such as the execution of a search warrant or arrest of a suspect.
- Officers operating in Temporary tactical attire will add a raid shirt and/or raid jacket to their present attire.

[redacted]

Defined:

[redacted]

Non-Uniformed-Task Dependent:
Certain non-uniformed assignments require officers to operate in a variety of classes, dependent upon their present task or assignment. The appropriate class may change from day to day and includes:

- Business professional
- "Raid" gear
- Temporary tactical

[redacted]

- Commanders may authorize any non-uniformed officer to wear the class D uniform for details that may be especially dirty or labor intensive.

Other Rules:
All non-uniformed officers will be equipped with the following:

[redacted]

Body Armor:

[redacted]

[redacted]

Revised October 14, 2010

202.05 Other Equipment

Leather Goods for Uniformed Officers:
All leather gear will be the black basket weave design.

- Carrier magazine: officers issued the authorized pistol shall wear the approved (vertical) magazine carrier [redacted], or the (horizontal) magazine carrier [redacted].
- Carrier handcuff: black, pouch or loop, mounted on gun belt.
- Carrier flashlight: optional black, mounted on gun belt.
- Carrier baton: black, mounted on the gun belt.
- Strap key: optional, black, mounted on gun belt.
- Holster: only those holsters currently or previously on the approved equipment purchase list. Holsters will be worn as the manufacturer designed.
- Shoulder strap: worn with blouse coat only, black, leather with buckle. Used with "D" rings to attach to gun belt.
- Gun belt: black, leather. Original design belt buckles or department approved historical replica belt buckle shall be worn with belt.
- Carrier aerosol subject restraint: black, leather.
- Carrier knife: optional, black, leather.
- Carrier electronic control device: Qualified officers only.

Badge:
The badge and hat wreath are the property of the department and the City of Saint Paul. Badges and hat wreaths will be turned in upon resignation, leave of absence, or termination. Anyone losing their badge or hat wreath will contact the inspection unit for replacement, and will complete a report indicating the circumstances of such loss.

- Badge color/design is dependent upon rank/assignment.
- Badge will be worn on the portion of the uniform (shirt or outerwear, except for raincoat) that has been specially prepared to support the badge.
- Cloth badge patches may be worn on outer garments in place of the metal badge.

High Visibility Personal Protective Equipment:
(See General Order 640.01: Traffic Direction and Control Procedures)

All patrol operations personnel are issued a reflective (traffic) vest. The vests shall be worn in accordance with Minnesota Rule 5207.0100 (2009) which states: "Each employee exposed to or working adjacent to moving motor vehicles as part of the employee's assigned job shall be provided with and required to wear a high visibility warning vest or other high visibility garment".

Firearms:
(See General Order 247.02: Firearms Proficiency Program)

- The main on-duty firearm authorized for use will be the department issued pistol. No unapproved modifications are permitted with either the pistol or grip.
- Handguns will be carried in an approved holster [redacted].
- For tactical situations, officers may use other firearms authorized by the chief of police. [redacted]

Ammunition:
The department will furnish the necessary rounds for the authorized handgun. The furnished rounds are the only ammunition approved for use while on duty. Attempts at, or alteration of, the furnished ammunition is prohibited. Fresh ammunition will be issued on a timely basis by the range officer.

[redacted]

Handcuffs:
See General Orders 246.00 - 246.07:

246.00	Use of Force
246.01	Use of Force Continuum
246.02	Restraints
246.03	Aerosol Subject Restraints
246.04	Rigid and Expandable Baton
246.05	Electronic Control Device
246.06	Use of Firearms/Deadly Force
246.07	Deadly Force Review

Handcuffs that have a double locking device and a handcuff key will be carried while on duty by uniformed officers.

Batons and Carrier Ring:

See General Orders 246.00 - 246.07:

246.00	Use of Force
246.01	Use of Force Continuum
246.02	Restraints
246.03	Aerosol Subject Restraints
246.04	Rigid and Expandable Baton
246.05	Electronic Control Device
246.06	Use of Firearms/Deadly Force
246.07	Deadly Force Review

The rigid baton or expandable baton and carrier/ring shall be worn on the officer's duty belt. All uniformed officers will be responsible for having a baton or expandable baton in their possession while on duty. A carrier ring of similar design may be purchased. This carrier ring is subject to the approval of the assistant chief of operations.

Electronic Control Device and Carrier Holster:

See General Orders 246.00 -- 246.07:

246.00	Use of Force
246.01	Use of Force Continuum
246.02	Restraints
246.03	Aerosol Subject Restraints
246.04	Rigid and Expandable Baton
246.05	Electronic Control Device
246.06	Use of Firearms/Deadly Force
246.07	Deadly Force Review

Electronic control device qualified officers will carry the department-approved electronic control device and holster [redacted].

Revised July 1, 2011

202.06 Disposal of Uniforms

All department personnel who dispose of uniforms will remove the Saint Paul Police patch from both sleeves prior to throwing the uniform out. All department personnel will also cut out any name that has been permanently sewn into the item.

Revised February 19, 2002

202.08 Damaged Clothing Claims

There is an established fund which will be used to satisfy claims of officers who, during their course of duty, incur damage to their equipment, requiring repair or replacement of the item. In submitting a claim, the following procedures will be used:

The officer sustaining damage will submit a report, or copy of the incident report in which the item was damaged to the head of the Saint Paul Police Department Human Resources Unit. The report must contain the name and address of the party causing the damage for billing.

- If the item is available from the contract uniform supplier and if the item is damaged beyond repair, the human resources unit head will provide a "chit" to the officer authorizing replacement by the uniform supplier. Chits must be submitted to the uniform supplier within 30 days of receiving the chit from Human Resources.
- If the item is not available from the contract uniform supplier, the human resources unit head with city attorney approval may authorize the officer to repair or replace the item and submit the original bill to the human resources unit for reimbursement. Some items may need to also have assistant chief's approval for reimbursement.
- The fund will not be used for reimbursement to officers for dry cleaning costs unless otherwise stated in another section of the manual.

Saint Paul Administrative Code 35.08

The fund includes restitution for other unspecified damaged items. "For items of wearing apparel and accessories, including wristwatches and eyeglasses, not specified in this chapter, but required or reasonably anticipated to be worn by police officers in the performance of their duties, there shall be restitution to the officers of the value of the replacement of such wearing apparel and accessories, including wristwatches and eyeglasses, providing the wearing apparel and accessories, including wristwatches and eyeglasses are damaged in the course and scope of the officer's employment. Any claim for restitution must be made to the chief of police and upon her/his recommendation, may be approved for payment by the city attorney."

Revised June 24, 2014

202.09 Uniform -- Clothing Allowance

(See General Order 202.12: Transfer Allowance)

On the first day of January of each year, officers authorized to use clothing allowance will receive a credit amount as established by the Saint Paul City Ordinance. The allowance will be accumulated from one year to the next.

Officers separating from the department will have their current year's clothing allowance adjusted as follows: officers will receive full credit for each month employed during the current year. They will receive full credit for the month in which they separate from the department when employed at least 15 days in the month.

The items of uniform for which said allowance for replacement of certain items of uniform is authorized are contained in the Saint Paul Administrative Code 35.02 and the city contract with the Saint Paul Police Federation. A list is maintained in the office of the assistant chief and on the intranet.

Officers purchasing authorized items on the uniform list will obtain them from the current uniform contract holder. The receipt will be signed at the time of purchase of the item(s) and left with the contractor.

Procedures for purchasing items somewhere other than the contracted vendor:

- The officer will make the purchase of the approved clothing items from a Saint Paul vendor only. The original receipt of purchase, showing payment was made, must be submitted to the secretary handling clothing allowance in the office of the assistant chief.
- Only those items on the approved list or items that have been approved prior to purchase by the division's assistant chief will be allowable for reimbursement. Exceptions to this policy may be made for extraordinary reasons with prior approval by the division assistant chief.

Revised July 1, 2011

202.10 Required Equipment -- Plainclothes Duty

Officers while on plainclothes duty, shall carry the following department issued or authorized equipment:

- Badge, identification card [redacted]
- Plainclothes officer must have access to department uniform and/or authorized "raid gear" when involved in tactical operations.

[redacted]

Revised July 1, 2011

202.12 Transfer Allowance

In the event personnel are transferred from a plainclothes assignment to a uniformed assignment and they have not been assigned to a uniformed position during the preceding two years, the department will purchase the following uniform items:

- 4 uniform shirts depending on assignment and season.
- 2 uniform trousers of your choice.
- 1 uniform jacket, depending on the season.
- 1 summer or winter cap, depending on the season.
- 2 ties.

Personnel will only be reimbursed for the amount which exceeds the balance of their clothing allowance at time of transfer.

Exceptions to this general order may only be made by the chief of police.

Revised July 1, 2011

203.00 Police Department ID Cards

Policy:
The safety of all personnel employed by the department of police is of paramount importance to the department administration. One area of concern is the ready identification of non-uniformed officers by fellow uniformed officers in event of a major police action. A second area of concern is the safety of "in-building" personnel in that there is a need for identification of all non-uniformed police personnel (sworn and non-sworn) within the building.

Procedures:
Authorized identification badges in the police building shall consist of the following:

- Police badge - sworn personnel.
- ID card - all department personnel and authorized vendors.
- Visitors tag - all others.

Clips have been issued with each ID card to enable plainclothes employees to properly display the card on their outer garment.

- All sworn and non-sworn personnel will display their ID cards or badge as described above, during that time they are within the department of police building, whether on or off-duty.

- Unless specifically directed otherwise by the chief of police or an assistant chief, non-uniformed officers will display their ID cards or badge as described above whenever engaged in any major police action.
- Unless specifically directed otherwise by the chief of police or an assistant chief, uniformed permanent custodial staff are not required to display their ID cards as described above, but must have their ID card on their person at all times while on-duty.
- Whenever a police ID card is lost or destroyed, a general report explaining the details of the loss or destruction must be submitted before a new card will be issued.
- Whenever a police ID card is stolen, such fact should be mentioned in the body of the report submitted. If taken in an out of city offense, a general report explaining the details and the fact that the offense was reported to the police of jurisdiction must be submitted.
- Non-access IDs can be produced for sworn employees when they complete the Non-Access ID Form. A fee will be deducted from the employee's uniform allowance for the card.
- Worn or mutilated police ID cards must be surrendered to the Saint Paul Police Department Human Resources Unit employees for replacement.
- New police ID cards will be issued by the human resources unit in the event of a title change, name change or if a new chief of police is appointed.
- All requests for new IDs will be accompanied by a completed identification card information form.
- The human resources unit will photograph and issue ID cards to all personnel including newly hired or promoted employees. Any copies of the photos will be retained by the human resources unit. Access will be provided to department personnel on a "need to know" basis.
- Police ID cards are the property of the Saint Paul Police Department. All old ID cards are to be turned in to the human resources unit for destruction. When a police employee retires, the employee will be issued a new ID marked with 'retiree'. Non-sworn employees that retire from the police department will be eligible for a 'retiree' card.

Police ID cards will be turned in to the human resources unit by employees granted leaves of absence of 30 days or more and upon separation of employment.

All ID cards issued to contractors, other city employees (e.g., city attorney) and all others must be returned to the human resources unit at the end of their assignment.

Revised July 1, 2011

204.00 Traffic, Case Number and Business Cards

Saint Paul Police Department policies provide for the use of two types of business cards by its employees. All Saint Paul Police Department sworn personnel must obtain and use the mandatory business cards.

Use of Mandatory Traffic/CN:

The Saint Paul Police Department is committed to having all of its officers identify themselves by name to the people they serve. To provide this identification, the Saint Paul Police Department will facilitate the use of traffic/CN cards by every officer. All officers must obtain and carry city-approved and printed cards. The primary response officer on scene, and any other officer as requested, will be required to provide their mandatory card during any of the following situations:

- When anyone asks for the officer's name, badge number or card.
- At all traffic stops.
- To any identified victim or complainant at all calls for service.

It is the responsibility of all supervisory personnel to ensure that officers acquire, carry, and employ the cards while performing duties of a police officer. The back of the card shall contain the following statement, "If you have a comment or concern about the service you have received, you may report it to the Saint Paul Police Department, the Police and Civilian Internal Affairs Review Commission or one of the organizations listed below: Organizations on this list have agreed to function as community complaint centers for the Saint Paul Police Department."

Each officer may be issued 1,000 mandatory traffic/CN cards per year. Officers who need additional cards during the year will request them through the office of the assistant chief. Mandatory cards will be provided at the city's expense.

Optional Personalized Business Cards:
In addition to the mandatory traffic/CN cards described above, all employees have the option of having personalized business cards. This card does not replace the mandatory card. Only the mandatory card must be used in the situations described above. Officers may use only the card printed by the city and authorized by the chief of police.

The purpose of the personalized card is to provide an easy means of identification for a person who will have a need to reach department personnel at some future time. The card bears the Saint Paul Police badge logo with department identification and information regarding name, rank, telephone number, unit, etc., preprinted on the card. Sworn officer’s cards will be charged to the officer’s clothing allowance. All other employee’s cards will be charged to the unit’s budget with approval by the unit commander. Orders for personalized cards are taken through the office of the assistant chief.

There are separate forms for traffic/CN cards and for personalized business cards. Both can be found on the department intranet web site.
Only cards described above may be used by department personnel unless authorized by the chief of police.

Revised August 13, 2015

205.00 Employee Working Day Regulations

Purpose:
To define work, work week, hours required, lunch and break periods in order that all employees and supervisors are conducting themselves in relationship to a common base.

Definitions:

- **Work:** Time spent which is controlled or required by the department in furtherance of police functions.
- **Work Week:** For all employees, unless otherwise provided, eight, nine or ten hours in any 24-hour period, and 40 hours in any seven-day period from Saturday through Friday shall be the normal work day and week.
- **Work Day:** Sworn and non-sworn personnel: Employees should refer to their collective bargaining agreement with regards to the hours considered a normal work day and normal work week.
- **Lunch:** A lunch period must meet all three of the listed requirements:
  - The employee must be completely relieved of all duties for the purpose of eating.
  - The employee must not be subject to call during the lunch period.
  - The lunch period must be of 45 minute duration.
    The definition of the lunch period implies that employees of the department will work 8 or 8.5 hour shifts, dependent upon whether or not they qualify under the definition of the above lunch period. If any employee takes a lunch period which does not meet the listed requirements, that lunch period will be counted as on-duty time.
- **Rest Periods:** Employees should refer to their collective bargaining agreements for information about rest periods.

Revised July 1, 2011

207.00 Overtime Compensation Time

Ordinarily, your supervisor will plan work so that it can be completed during regular working hours. However, you may occasionally be required to work overtime. If you work overtime, you will be compensated by being paid or by receiving time off in compliance with your collective bargaining unit. All overtime earned will be approved by the employee's supervisor.

Overtime for department personnel is authorized if:

Required:

- Delay may enable the escape of an offender.
- A delay would cause the loss of evidence.
- An immediate written report is necessary for an ongoing investigation activity.
- In a supervisor's judgment, the officers involved are best able to bring a case to a conclusion by a continued work effort.

Special Events:

- Overtime will be paid for time worked at special events as authorized by the chief of police or designee (i.e. Wild / Xcel Events)

Court:

- Off-duty appearance is required.
- Court extends beyond regular tour of duty.

To Eliminate Inconvenience to Officers Who Are Required to Appear at City and County Attorney's Offices During Off-Duty Time, the Following Procedures Will Be Used:

- Before and after appearing for court, employees must stop at the city attorney's office or in the case of juvenile court at the Ramsey County Juvenile Detention Center, and punch in and out on the TASS time clock.
- If the TASS clock is not working, please contact police human resources. Employees should then complete an overtime request so that s/he does get paid for his/her time in court.
- Overtime requests for standby time shall be submitted to the employee's supervisor for approval. Employees should deliver their court notice/subpoena to their supervisor as supporting documentation for standby.

Overtime requests must be submitted within the pay period it is earned. Employees are responsible to submit their own overtime requests in TASS. In unusual circumstances (illness, injury, etc.), the supervisor may complete an overtime request for the employee.

Employees will be compensated in accordance with their collective bargaining agreement.

Officers are responsible for initiating and maintaining a personal record of their earned overtime. Submitting duplicate overtime cards is a violation and may result in discipline. Overtime that is submitted in TASS or via punching for court can be verified under "My Document History" under the admin tab in TASS.

Overtime for Court or Call-Back:
(See General Order 453.00: Court Notification Procedures)

Sworn Personnel: Overtime for court appearances/callback is accumulated under the following circumstances at the following rates:

- **Four Hours -- Court Time/Call Back:**
  Employees required to appear during scheduled off-duty time will be compensated at the rate of 1.5 times the employee's normal hourly rate for hours worked with a minimum of four hours at the employee's normal hourly rate. The minimum of four hours shall not apply when such court time is an extension of or an early report to a scheduled shift. Overtime activities (court, meetings, etc.) that are continuous or overlap shall be considered as one callback with overtime computed from the start of the first activity to the end of the last. Overtime requests are to be submitted to the immediate supervisor for approval. If an employee uses the TASS clock for punching, the time will automatically be submitted on his/her timecard and s/he does not need to complete an overtime request.

- **Two Hours -- Standby:**
  An employee required to be on standby for a court appearance during scheduled off-duty time will be compensated for a minimum of two hours based on the employee's normal hourly rate for such day s/he is required to standby, but such compensation shall not apply where the employee is called to court for an appearance on the case subject to the standby request or for any other case. The two hour minimum compensation for standby shall not apply if notification is given that the standby is canceled prior to 1800 hours of the preceding day. Unless notified to the contrary, standby status shall continue for a maximum of two consecutive days, at which time the employee shall contact the appropriate city or county trial lawyer by 1600 hours the day following initiation of standby status, who will continue or cancel standby status as required. If subpoenaed by a plaintiff's attorney, defense attorney, or the public defender, you must first notify the city or county attorney that you have been subpoenaed by the defense or plaintiff. (See General Order 235.00: Data Practices). Standby will not be granted on a day when an employee is compensated for any court appearance. You shall not submit more than one overtime request per day for "standby" regardless of how many cases you are on standby for. You shall not submit an overtime request for "standby" on a day when you are earning overtime because of a court appearance and/or are being paid by the department in any other manner during the standby hours.

- **Notification:**
  Standby must be requested by a prosecuting attorney or representative of the city or county attorney's office. Officers may not place themselves or any other officer into the standby status.

Compensation Time:
Officers will be paid for overtime earned over 100 hours. An error will be generated in TASS if an employee submits an overtime request for hours to be banked and s/he has already banked 100 hours. The overtime request must then be changed to pay in order to receive the pay. Compensation time off can be taken with the approval of the officer's supervisor.

Revised March 25, 2015

207.01 Overtime for Off-Duty Employment and Arrests

In the event an officer becomes aware of a police requirement beyond contractual agreements between the private employer and employee, s/he may request regular police assistance and/or assist as needed. Should an officer assist at these scenes, s/he will not be eligible for overtime unless s/he can make the distinction that the incident is separate from her/his off-duty job, and that her/his personal and immediate involvement in the incident was required.

Criteria for Getting Overtime Will Be:

- The officer is not receiving pay from her/his employer at the same time.
- The incident required immediate response of the off-duty officer.

- Since the officer is not being "called back," the four-hour minimum does not apply. Time and 1/2 for the actual hours worked will be credited.

Revised September 27, 2004

208.00 Vacation

Vacation will be granted as per the existing contract for each bargaining unit; all time off requires the approval of the unit head. This insure that sufficient employees are available and an equitable choice of vacations for all personnel.

Civilian Employees:
Effective December 17, 2011, civilian employees will no longer be able to borrow vacation time against future accruals. Only vacation already earned maybe used.

Vacation Time Carry-Over:
The amount of vacation time an employee is allowed to transfer to the subsequent year is covered by their collective bargaining unit. Transfers of any hours over the amount specified by the employee's collective bargaining unit must have the prior approval of the chief of police or his delegate, and such hours will need to be used by March 31 of the subsequent year.

Revised July 1, 2011

209.00 Holidays

Employees will be given time off and/or overtime pay each year for holidays according to their collective bargaining unit.

When an employee is scheduled to work on a holiday but the employee is ill or injured, holiday time will be used.

Effective January 1st, 2015, all employees that are members of the police federation will be given a bank of 80 hours of holiday time on January 1st each year.

Utilization of Holidays by federation members:

- All "non-essential" employees are expected to be off and marked holiday on their timecard for all paid holidays. In order for a "non-essential" employee to work on a holiday they must have prior approval from their Unit Commander.
- All employees considered essential and required to work on a holiday (ex. Patrol) will utilize their holiday time as follows:
    - 40 hours of holiday must be used between January 1 – June 30
    - 40 hours of holiday must be used between July 1 – December 31
- Each employee is expected to know when the 40 hours of holiday time that they are allotted during a given six month period has been reached.

- Supervisors are expected to monitor the employees they supervise to make sure they are not exceeding their holiday usage.

Revised September 18, 2014

211.00 Injured on Duty

The City of Saint Paul is self-insured for workers' compensation insurance as set forth under the State of Minnesota's Department of Labor and Industry. If you are injured in the course and scope of your employment, as defined by statute, you will receive benefits as defined by state law. Workers compensation claims are handled by staff from the Risk Management division in the City of Saint Paul Office of Human Resources.

All injuries must be reported, however minor in scope, regardless of whether medical attention was received.

The Injured Employee Must:

- Complete the Employee's Safety Report within 24 hours of the injury, or before the end of your shift, whichever comes first. This completed form is to be submitted to the employee's supervisor.
- Submit an original report when the injury is the original injury.
- Obtain a CorVel managed care ID card from your supervisor if you are seeking medical attention. This card has the billing address where all workers compensation medical bills should be mailed. You may also contact CorVel at 612-436-2500 or 877-703-4241.
- If you need an appointment to be made at a clinic closer to your home or if you have a medical related question.
  - The preferred clinic for workers compensation injuries is:
    Health Partners Saint Paul Clinic
    205 South Wabasha Street
    Saint Paul, MN 55107
    952-967-5584
    During regular business hours or urgent care hours:
    Monday to Friday 8 a.m. to 5 p.m.
    Urgent Care: Monday to Friday 5pm to 9pm
    Saturday: 9 a.m. to 5 p.m.
    Sunday: 12 p.m. to 5 p.m.

  - If an emergency or regular clinic/urgent care after hours, report to:
    Regions Hospital – Emergency Room
    640 Jackson Street
    651-221-3456
    24 hours a day / 7 days a week
- An employee may choose to not use Health Partners Urgent Care. A complete list of all CorVel providers is available from Risk Management at 651-266-6500, or you can call CorVel.

General Reminders:

- You must seek medical attention and obtain work ability / off work slip for the first day of lost time in order to have any lost time considered for workers compensation payments.
- All medical documentation needs to be submitted to the Saint Paul Police Department Human Resources Unit, or your claim and/or days off from work may be denied.
- If you receive a medical bill sent to your home, do not ignore it – it means that your medical provider has not billed workers compensation – and the bill has not been processed. Bring it to police human resources unit, or send it to risk management or mail it to CorVel immediately. Failure to do so could result in non-payment and have adverse effects on your credit rating
- If you have any questions concerning a claim, payment, or medical bills related to your injury, contact risk management/worker's compensation, Room 200 City Hall Annex; Call 651-266-6500 or fax 651-266-8886.

Freedom of Choice:

The City of Saint Paul is a certified managed care employer under the State of Minnesota's workers compensation guidelines. As such, an employee must treat with a physician within the managed care network unless they have established a previous treatment relationship with a provider which is defined as having seen a provider twice in the last two years.

You may see your own doctor, only if you have seen that doctor twice in the last two years. All tests or procedures must be pre-approved by CorVel at 612-436-2500.

The Injured Employee's Supervisor Must:

1. Complete the State of Minnesota Workers Compensation Form titled "First Report of Injury" within 24 hours after the injury or by the end of shift. Submit this form to the police human resources unit. It is very important to complete this form promptly so the department avoids being fined.
2. Complete a city's supervisor's report titled "Supervisor's Safety Report" within 24 hours after the injury or aggravation or by the end of shift. Submit this form to the human resources unit.
3. Contact the injured employee who is off work, on both the fourth and tenth day of work loss.
4. Ensure the employee's reports are filled out and submitted promptly to the human resources unit along with any medical documentation from the injury.

Failure to follow these procedures will result in monetary fines to the department and may result in denial of your claim.

Revised July 1, 2011

212.00 Line-of-Duty Death

Purpose:

The purpose of this general order is to establish procedures that will ensure the proper support and emotional care for an officer's family following a line-of-duty death.

Policy:

It is the policy of the Saint Paul Police Department to provide liaison assistance to the immediate survivors of any member who dies in the line-of-duty. This assistance will be when a line-of-duty death occurs while the officer was performing a police-related function, either on or off duty, and while the officer was an active member of the department. The chief of police may institute certain parts of this order for cases of an officer's natural death. The department will also provide a clarification and comprehensive study of survivor benefits as well as other tangible and intangible emotional support during this traumatic period of readjustment for the surviving family. Funeral arrangements of the deceased officer are to be decided by the family, with their wishes taking precedence over the department.

Discussion:

Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the officer's survivors and to the law enforcement community. In order to provide the best possible services and support for the officer's family, specific tasks may be assigned to selected members of the department. Their titles are:

- Notification officer
- Hospital liaison officer
- Family liaison officer
- Department liaison officer
- Benefits coordinator

An explanation of each of these responsibilities is contained in the Line-of-Duty Death, Policy and Protocol Manual. An officer may be called upon to perform more than one role.

Revised July 1, 2011

213.00 Military Leave

If you are called upon or volunteer to serve in the nation's armed forces, you will be given military leave. This means that you will be reinstated to your job if you apply for reinstatement within 90 days after your military service is terminated. You must apply for this leave with the Saint Paul Police Department Human Resources Unit at least five days prior to such leave.

The time that you spend in service will be counted the same as though spent in city employment in determining seniority, promotion rights, or salary increases.

Military Training Leave: If you belong to the National Guard or to the Reserve Unit of the Armed Forces, you will be permitted to take a leave of absence not to exceed 15 days, with pay during the ordered annual training period. This will not affect your vacation benefits for the year. You must contact the human resources unit with a copy of signed orders and notify your supervisor no less than five days prior to taking the military training leave.

(See Minnesota Statute 352.27, Credit for Break in Service to Provide Uniformed Service and Article 13 of the Saint Paul Police Federation Collective Bargaining Agreement and General Order 252.10: Military Deployment)

Revised July 1, 2011

214.00 Leave of Absence

Leave of absence from duty shall in no case be granted to an officer or employee who has been in the service of the city for less than three months immediately preceding her/his time or leave, except in case of absence on the grounds of sickness, disability or urgent necessity, in which case application for leave shall be accompanied by such proof of the same as the City of Saint Paul Office of Human Resources Director may require.

The head of the department may grant leave of absence from regular duty to an officer or employee who has been in the service of the city more than three months provided, however, that no leave of absence, whether granted, extended or continued, shall exceed one year.

Leaves of absence without pay are granted primarily for the benefit of the City of Saint Paul and its several departments, and not for the mere convenience of the employee.

The head of the department shall grant leave of absence without pay to enable an officer or employee to take in the city service an elective or appointive position exempted from the classified service. Such leave may be granted for a period extending over the time of actual and continuous service in such position or positions. At the termination of the elective or exempt service, such officer or employee shall be reinstated to the classified service in her/his former position or in a position in the same class and grade as the position held by her/him at the time of appointment or elective to the exempt office subject to the existence of a vacancy; and provided further, that such reinstatement shall be without loss of seniority.

The head of the department shall grant leave of absence because of disability or injury received in the performance of duty not due to the negligence of the officer or employee her/himself for the period s/he is receiving compensation payments from the city for temporary partial disability or temporary total disability.

A parental leave of absence without pay shall be granted for up to one year for employees who request such leave in conjunction with the birth or adoption date of a child.

Family and Medical Leave Policy:
In accordance with the Family and Medical Leave Act (FMLA), the City of Saint Paul will grant job protected unpaid family and medical leave to eligible male or female employees for up to 12 weeks per 12 month period for any one or more of the following reasons:

- Birth, adoption or foster placement.
- To care for an immediate family member (spouse, child, or parent) of the employee if such immediate family member has a serious health condition.
- Employee's own serious health condition which makes the employee unable to perform the functions of her/his job.

Coverage and Eligibility:
To be eligible for family/medical leave an employee must have worked for the City of Saint Paul for at least 12 months, and must have worked at least 1,250 hours over the previous 12 month period.

Intermittent or reduced Leave:
If "medically necessary," due to the serious medical condition of the employee, or that of the employee's spouse, child, or parent, leave may be taken on an intermittent schedule. If leave is requested on this basis, however, the employee may be required to transfer temporarily to an alternative position with equivalent pay and benefits which better accommodates recurring periods of absence or a part-time schedule.

"Medically necessary" means there must be a medical need for the leave and that the leave can best be accomplished through an intermittent or reduced leave schedule.

For part-time employees and those who work variable hours, the family and medical leave entitlement is calculated on a pro rata basis. A weekly average of the hours worked over the 12 weeks prior to be used for calculating the employee's normal workweek.

Other Leave Time Must Be Used First:
Employee's will be required to first use the accrued paid vacation, comp time, and accrued sick leave (where appropriate), and the voluntary leave for which they are eligible before any unpaid portion of FMLA leave is granted for any reason. The FMLA does not broaden the instances for which accrued paid sick leave can be used.

For example, FMLA leave to care for an employee's ill child would be an instance where the employee's accrued sick leave would first be used. However, FMLA leave to care for a spouse with a serious health condition would not, since sick leave cannot be used for care of an ill spouse. Collective bargaining agreements differ on these points, the rule is that if paid sick leave can be used, then its use will be required prior to the unpaid FMLA leave.

When an employee has used accrued paid vacation time or accrued sick leave for a portion of family/medical leave, the employee may request an additional period of unpaid leave to be granted so that the total of paid and unpaid leave provided does not exceed 12 weeks.

Any other type of leave, whether paid or unpaid, taken for a reason covered by the FMLA will when used in conjunction with family medical leave be considered part of the 12 weeks granted under the law.

Job Protection:
If the employee returns to work following the approved family/medical leave period, s/he will be reinstated to her/his former position or equivalent position with equivalent pay, benefits, status and authority.

The employee's restoration rights are the same as they would have been had the employee not been on leave thus, if the employee's position would have been eliminated or the employee would have been terminated but for the leave, the employee would not have the right to be reinstated upon return from leave.

If the employee fails to return within 12 weeks following a family/medical leave, the employee will be reinstated to her/his same or similar position, only if available, in accordance with applicable laws. If the employee's same or similar position is not available, the employee may be terminated.

The city shall continue to make coverage available to the employee, while on leave of absence, under any group insurance policy, group subscriber contract, or health care plan covering the employee and any dependents. The employee will be responsible for paying the costs of the insurance or health care while on leave of absence.

Employees granted leaves of absence of 30 days or more shall turn the following property in to the Saint Paul Police Department Human Resources and Inspection units prior to taking leave: badge and wreath; handgun, and ID card.

The following will be the process for approval/denial involving leave of absence requests:
1. The employee shall obtain a Request for Leave Of Absence Form from the police human resources unit.
2. The employee shall forward the completed form(s) to the chief of police for action.
3. The chief, as appointing officer, may/shall grant the leave of absence in accordance with Civil Service Rule No. 19 and shall report all such approval requests to the City of Saint Paul Office of Human Resources by signing the Leave of Absence without Pay Form. All signed forms being routed through the office of the human resources unit.
4. The affected employee shall be notified of the approval/denial by the chief or her/his designee.

Revised July 1, 2011

215.00 Sick Leave

If you are unable to report for duty, you must notify your supervisor within a 1/2 hour before the time you are scheduled to begin work.

Note: Police employees are required to make every attempt to notify their supervisor one hour before the time they were scheduled to report for work.

Any employee who has accumulated sick leave credits shall be granted leave with pay, for such period of time as the head of the department deems necessary in accordance with the collective bargaining contract. The department will not substitute vacation hours for persons without any sick leave, unless they actually have some vacation time accrued.

The supervisor may require a physician's certificate during an employee's use of sick leave. All such certificates shall be forwarded to the Saint Paul Police Department Human Resources Unit.

In no case shall such leave with pay be granted in anticipation of any future accumulation. An employee shall be paid under the provisions of this paragraph only for the number of days for which s/he would normally have been paid if s/he had not been on sick leave.

The word "sickness", as it occurs in this section, shall be understood to mean bodily disease or affliction except as hereinafter stated, when such disease or affliction is in fact disabling and shall include any ailment or condition due to bodily injury, but shall not be construed to include any ailment or condition due in whole or in part to habitual or intemperate use of alcohol or narcotics. Alcoholic addiction may be recognized as sickness while the employee is under medical care and treatment for such addiction, provided that no employee shall be granted sick leave with pay for alcoholic addiction more than twice. Narcotic addiction resulting from the administering of narcotics by order of a physician in connection with an affliction or disability may be recognized as sickness while the employee is under medical care and treatment for such addiction. Mental affliction may be recognized as sickness when it takes a form as a disease by the medical profession and afflicted employee is under medical care and treatment for such affliction. Maternity leave will be granted in accordance with the collective bargaining agreement.

An employee who does not return to work on the eighth calendar day, due to sickness or injury, must submit a sick certificate. A sample certificate is available from the human resources unit, or it can be written on a doctor's letterhead. It is the supervisor's responsibility to see that this certificate/letterhead is completed and submitted to the human resources unit.

If you are unable to work because of sickness for a period of 30 or more calendar days, s/he may be required to submit a certificate from your physician attesting to your recovery and mental and physical ability to resume your duties before you may return to work.

A supervisor may require such a doctor's certificate or at any time during an employee's illness. All such certificates shall be forwarded to the human resources unit.

When an employee is unable to work because of sickness, and said employee is claiming such sickness to be compensable as an occupational disease, such employee may, pending the decision of her/his claim, draw upon her/his cumulative sick leave credit; provided

however, that s/he shall not receive full pay during such period, but shall receive only an amount equal to the weekly compensation s/he might receive if her/his compensation claim is approved. If said claim is disapproved, s/he may be paid full pay from her/his cumulative sick leave credit or may elect to retain such unused credit for future use. In no case shall s/he be given leave with full or partial pay in excess of her/his cumulative credit.

When an employee is unable to work because of a compensable injury, s/he may elect to receive full pay by using accumulated sick leave credit, vacation credit, or compensatory overtime credit, to make up the difference between her/his compensation and regular salary.

Where an employee is unable to work because of sickness, and her/his attending physician recommends her/his undertaking employment different in nature than her/his regular city employment, for the purpose of therapeutic treatment, s/he may be permitted to accept and pursue such different employment for such therapeutic treatment purpose, subject to the consent of the City of Saint Paul Office of Human Resources Director and the appointing chief, provided in each such case that the regular pay which the employee might otherwise claim hereunder shall be subject to deduction there from on account and to the extent of any lesser equivalent amount earned by the employee in such different employment.

Sick leave without pay may be granted for a period up to but not to exceed two years. A leave of absence form must be completed for the appointing officer's approval.

Where an employee is unable to work because of a compensable injury arising out of and in the course of her/his employment with the city and has used all accumulated sick leave to which s/he was entitled and is still incapacitated as a result of such injury, the council may, by resolution, authorize additional leave of absence granted with pay for such disability and for such period of time as the council may determine, not to exceed 65 working days during any 12 month period.

The employee is responsible to ensure that her/his time sheet is coded correctly when sick leave is being used. The following are the codes to be used:

Employee Sickness	S1
Doctor Appointment	S2
Funeral Leave (non-sworn only)	S5
Injury on Duty	S6
2 for 1 Vacation Trade-In	S7
Family Emergency	S8*

*Family Emergency is to be used for care of, or doctor appointments for, the employee's ill parent, spouse, minor child, household member, or birth of a child.

Revised July 1, 2011

215.10 Bereavement Leave

Employees shall be granted time off for bereavement in accordance with their collective bargaining contract.

Revised July 1, 2011

215.20 Absence Without Leave

Absence from duty without leave, or failure to report after leave has expired or has been disapproved or revoked and canceled by the chief of police, shall be deemed a resignation of the employee on such leave, or cause for her/his discharge, provided, however, that if the officer or employee so charged shall show to the satisfaction of the chief of police that such absence or failure to report was excusable, the chief of police may then permit her/his reinstatement.
Revised April 28, 1996

216.10 Employees, Time Off to Vote

Every employee who is entitled to vote at any regularly scheduled state-wide primary or general election, any election to fill a vacancy in the office of a United States senator or United States Representative, an election to fill a vacancy in the office of state senator or state representative, or a presidential primary is entitled to absent her/himself from her/his work for the purpose of voting during the morning of the day of that election without penalty of deduction from her/his salary or wages on account of such absence.

(See Minnesota Statute 204C.04: Employees; time off to vote)

Revised July 1, 2011

217.00 Grievances

Formal grievance procedures are available to all employees as specified in Rule 26 of the Saint Paul Civil Service Rules. Employees who are members of the certified bargaining units recognized by the city may have alternative procedures available to them as specified in their particular labor agreements.
Revised July 1, 2011

218.00 Workplace Conduct Policy (Harassment)

A Policy Against Discrimination, Violence and Offensive Behavior in the Workplace:

It is the policy of the City of Saint Paul to maintain a respectful work and public service environment. The City of Saint Paul will maintain a work and public service environment

free from discrimination, from violence, and from other offensive or degrading remarks or conduct. The City of Saint Paul will not tolerate such behavior by or towards any employee or officer. Any employee or officer of the City of Saint Paul who engages in such behavior is subject to consequences. Discriminatory behavior includes inappropriate remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance. Violent behavior includes, but is not limited to, the use of physical force, harassment or intimidation, or abuse of power or authority. Behavior prohibited by this policy also includes requests to engage in illegal, immoral or unethical conduct or retaliation for making a complaint under this policy.

One specific kind of discriminatory and offensive behavior is sexual harassment. Sexual harassment, which can consist of a wide range of unwanted and unwelcome sexually directed behavior, is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submitting to the conduct is made either explicitly or implicitly a term or condition of an individual's employment or of obtaining public services.
- Submitting to or rejecting the conduct is used as the basis for an employment decision affecting an individual's employment or public services.
- Such conduct has the purpose or result of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work or public service environment.

Behavior prohibited by this policy can include unwelcome sexual remarks or compliments, sexual jokes, sexual innuendo or propositions, sexually-suggestive facial expressions, kissing, touching and sexual contact.

Any person who feels he or she is being subjected to discriminatory, violent or offensive behavior of any kind may feel free to object to the behavior and shall report the behavior to their supervisor or to the affirmative action director. In the case of violent behavior the incident needs to be reported immediately after the incident. Any supervisor who receives a discriminatory, violent or offensive behavior complaint or who has reason to believe that such behavior is occurring shall report these concerns to their department or office director or to the affirmative action director.

All complaints of discriminatory, violent or offensive behavior will be investigated promptly, fairly and completely. The facts shall determine the response to each complaint. Resolution of complaints can include, but not necessarily be limited to, an apology, transfer, direction to stop the offensive behavior, counseling or training, verbal or written warning, suspension with or without pay or termination. In the event that offensive behavior reoccurs, it should immediately be reported to their department or office director or to the affirmative action director and progressive discipline should be applied.

Employees should understand that this policy applies to each and every employee and official of the City of Saint Paul, including the mayor, city council, and members of boards

and commissions. The City of Saint Paul will not tolerate retaliation or intimidation directed towards anyone who makes a complaint.

The foregoing is a statement of policy and is not intended by the City of Saint Paul to create a contract. The City of Saint Paul reserves the unilateral right to amend, rescind, and otherwise modify the foregoing policy.

Revised July 1, 2011

219.00 Harassment Reporting

I. Reporting Procedures:

1. **Harassment of an Employee:** The city is dedicated to making its work environment free of harassment. The city's ability to act promptly and effectively is dependent on timely reports of alleged incidents of harassment. Any person who believes s/he has been subjected to harassment or has knowledge of conduct constituting sexual harassment has a responsibility to do one of the following:
   A. Take action to stop the harassment. While you are not obligated to confront the person, you may choose to speak privately with the person initiating the offending conduct and s/he may be unaware of its impact upon you. If the conduct stops, you may decide not to report the incident to your supervisor.
   B. If you do not wish to speak privately with the individual or if the conduct continues after you have communicated your concerns to the person initiating the conduct, immediately contact your supervisor or your supervisor's immediate supervisor, as appropriate, or the director of your department, or a member of the staff in the City of Saint Paul Office of Human Resources that oversee personnel and labor relations, or the city attorney. Relate to them the nature of the harassment conduct; this can be done orally or in written form.
2. **Harassment by a Service Provider:** Services on behalf of the public that are provided through a service provider under contract with the city are to remain free of any form of harassment. Any person who believes s/he has been subjected to harassment or has knowledge of conduct constituting harassment has a responsibility to do one or both of the following:
   A. Take action to stop the harassment. While you are not obligated to confront the person, you may choose to speak privately with the person initiating the offending conduct and ask her/him to stop. It is helpful to provide the person with the reasons why you are offended by the conduct, as s/he may be unaware of its impact upon you. If the conduct stops, you may decide not to report the incident to your supervisor.
   B. Any person receiving a service from the city through a service provider under contract with the city who believes they have been harassed can file a complaint of harassment with the City of Saint Paul Human Rights and Equal Economic Opportunity Department.
3. **Other Reporting Options:** If you do not wish to use the procedures previously set forth in this section a list of alternative resources is available in the appendix (end of this policy).

II. Internal Investigation Procedures (Investigation completed by Internal Affairs staff):

1. **Person Notified:** The following persons are to be immediately notified when a complaint has been made of harassment in the workplace:
   A. Within 24 hours, the individual first notified of the complaint must contact both the complainant's department director and the city's director for human resources in the office of personnel and labor relations. The director for human resources, as the city's complaint monitoring coordinator, will immediately notify the city attorney's office. In situations where a complaint involves parties from more than one department, each department director is to be notified. The above individuals are to be provided with the following information:
      1. The names of all persons involved.
      2. The time and location where the alleged incident(s) occurred.
      3. The nature of the complaint of harassment.
2. **Investigation Procedures:** Upon notification, the department director or her/his designee shall do the following:
   A. Establish a department personnel file for the investigation and proceed to conduct a full internal investigation of the complaint.
   B. Notify the director for human resources of the procedures and timetable for the internal investigation within three working days.
   C. Advise both the person bringing the complaint and the person or persons alleged to have committed the offending conduct:
      1. That a complaint has been filed.
      2. What the procedures and the timetable are for the investigation.
      3. To refrain from any conduct that could be misinterpreted or inferred by others as ongoing harassment or as retaliation.
      4. That continuation of similar conduct or perceived retaliatory action must be immediately reported to the department director or her/his designee.
      5. That in order to make a fair investigation of the merit of the complaint, the full cooperation of all concerned parties is expected.
      6. That requests for anonymity and/or confidentiality of statements made by any party in the investigation will be reviewed on a case-by-case basis and be respected unless prohibited under the Minnesota Data Practices Act; or in the opinion of the department director or her/his designee, it will interfere with a fair investigation of the facts and prohibit the implementation of appropriate and effective action.
      7. That all parties are not to discuss any statements given during the course of the investigation, nor further speculated with other about the complaint itself, nor about the investigation.

   This information shall be conveyed in a non-judgmental way to preserve both objectivity and the rights of all individuals involved in the internal investigation.
3. **Reporting of Findings:** As soon as the internal investigation has been completed, the individual conducting the investigation shall provide to the department director a written report including a summary of the investigation, findings of fact, and recommendations. The internal investigation, including the written report, must be

completed within 15 working days after filing of a complaint, unless, in the discretion of the department/director, circumstances necessitate extending the time. Once the report is received, the department director and appropriate supervisor shall:

A. Review the report and consider what action, if any, will be taken.
B. Consult with the director for human resources and the city attorney's office prior to the determination of the appropriated actions to be taken by the department director.
C. Take whatever action is necessary as soon as practical or, at the latest, within five working days of receipt of the report, unless a further review of the matter is deemed appropriate.

4. **Confidentiality of Investigations and Records:** A summary of the findings, recommendations and actions taken by the department will be provided to the director for human resources within five working days of receipt of the report by the department and will be placed in a confidential file in the office of personnel and labor relations. The contents of the office of personnel and labor relations' file and the department's investigation file will remain confidential, unless disclosure is mandated by the Minnesota Data Practices Act or court order.
5. **Harassment Involving a Provider of Services:** The city of Saint Paul Human Rights and Equal Economic Opportunity Department will follow its own procedures for the investigation and determination of appropriated sanctions on complaints made by the public against a provider of services who is under contract with the city.

III. Recommendations and Appropriate Action:

1. **Substantiated Claims:** The action taken in a particular case will depend on the existence of sufficient evidence to prove the complaint, the severity and frequency of the conduct involved, and whether prior incidents and warning notices exist. Corrective actions may include, but are not limited to, one or more of the following:
   A. Disciplinary action against the offending employee pursuant to the civil service rules.
   B. Discussion with the offending employee concerning her/his conduct and its affect on the work environment and her/his performance, including reference to specific areas in performance appraisals affected by the conduct discovered through the internal investigation process.
   C. Requiring the offending employee to seek individual counseling which may include, but is not limited to, referral to the city's employee assistance program. An optional requirement may also be included that periodic reports be provided by the employee's counselor or health care professional concerning the employee's ongoing attendance at the sessions and the projected term of treatment. Said requirement would necessitate that the employee signs a voluntary medical waiver release form. Attendance at the city's harassment training program can also be required.
   D. Separation of the employees involved through transfer.
   E. Oral or written order to the offending employee to discontinue the conduct with a warning that any further similar conduct or retaliatory actions will result in further disciplinary action, involving suspension or possible discharge.

F. Take reasonable steps to protect the employee who has been harassed from retaliation.
    1. In all cases, monitor the work environment on a periodic basis by maintaining contact with the employees involved in the internal investigation to determine whether the work environment remains free of harassment and retaliatory acts.
    2. The director or designee will contact the complainant three months after the decision to confirm that the behavior has stopped and that there have been no hostile or retaliatory acts. The director or designee shall notify the human resources director in writing, use the city Form H-007 of this follow up.

       In summary, all employees must act responsibly and promptly. Failure to do so not only makes the goal of removing unacceptable behavior from the workplace difficult, but exposes the city, the supervisors, and individual employees to financial risk and liability.

2. Findings follow-up: In all cases, inform the employee who filed the complaint of results of the investigation and the status of corrective action taken.
3. Unsubstantiated claims: When a determination has been made as a result of an investigation that the alleged harassment has not occurred or cannot be verified, all parties are to be notified promptly of this finding and the investigation closed.
4. False and malicious claims: Complaints determined to be false and malicious will be treated in the same manner as other forms of serious misconduct. It must be understood that false and malicious complaints can have a grievous affect on the individuals involved.

IV. Dissemination of Policy and Procedures:

The city recognizes that the adoption of the policy and procedures for harassment will not, in and of itself, help an employee, supervisor or manager recognize inappropriate conduct and determine what is to be done when confronted with a problem. What follows is an outline of how the city will communicate the particulars of this policy to all employees, thus providing an opportunity to ask questions and seek information.

1. All current employees, regardless of status, shall receive a copy of this policy and procedures. The employee and her/his supervisor are obligated to read and sign the acknowledgment page. The signature is an acknowledgment that the policy and procedures have been received and read, and the employee has been notified that the affirmative action division staff will be available to respond to questions raised by all employees. The acknowledgment page will be returned to the office of personnel and labor relations and placed in the personnel file within 10 working days of its receipt by the employee.
2. The City of Saint Paul Office of Human Resources will be responsible for annual notification to all employees of the existence and availability of this policy.
3. All new employees, as hired, will review the policy with their supervisor, sign the policy-and-procedures acknowledgment page, and return it to the Saint Paul Office of Human Resources within five working days of its receipt for initial review.

V. Training:

In order to gain an understanding of this issue and give meaning to the existence of the harassment policy and procedures, a wide-spread education campaign is necessary. It is through this education that a full discussion of harassment will receive the widest exposure as a work-environment issue involving the dignity, worth and rights of fellow employees, their values and perceptions, their responsibilities and their accountabilities. The city understands that recent awareness of the issue of harassment has exposed confusion as to how it is defined, recognized and handled. To help answer these questions, the city proposes the following:

1. The policy and procedures will be incorporated into the new content of the ongoing first line supervisory training program and the new employee orientation.
2. A manual of procedures on conducting an internal investigation of a complaint will be developed and disseminated.
3. Harassment training workshops will be conducted at least four times a year, with attendance open and available to all employees. Harassment training workshops will be provided to individual departments and/or special groups of employees, as warranted.
4. Training workshops for managers and directors will be conducted jointly by the city attorney, the human rights director and the director for human resources to provide the participants the means to respond to inquiries from their employees on the issue, as well as to answer questions on the legal liability of the employer.

Note: There may be unforeseen circumstances where the procedures set forth in this harassment policy cannot be used. Consultation involving the department director, the director of human resources and the city attorney's office is to take place immediately upon receipt of a complaint so that the investigation may be conducted in a consistent and fair manner with appropriate follow-up action taken. The parties involved are to be advised promptly of each step to be taken, with an approximate timetable for the completion of the investigation.

Appendix:

Additional resources for complaint follow-up:
Any person who believes they have been subjected to harassment or has knowledge of conduct constituting harassment can directly contact the following resources:

- Your appropriate bargaining unit's union representative at the work site.
- Human Rights and Equal Economic Opportunity Department
  15 West Kellogg Boulevard
- 290 City Hall / Court House
  Saint Paul, Minnesota 55102
  651-266-8900
- Minnesota Department of Human Rights
  190 E. 5th Street, Suite 700
  Saint Paul, MN 55101
  651-296-5663

- United States Equal Employment Opportunity Commission
  330 2nd Ave S., Suite 720
  Minneapolis, Minnesota 55401
  612-335-4044

Revised July 1, 2011

220.00 Jury Duty

If you are called for jury duty, you will be given a leave of absence with pay for the time you serve. However, you will be expected to come to work during any period of time that you are not assigned to a case. If you are working on a night shift, necessary changes in shift arrangements will be made so that you may serve.

Daily fees that have been paid to you for serving shall be signed over to the City of Saint Paul and sent to the police fiscal affairs unit. The employee may keep the mileage fee they are paid, provided they did not use a department vehicle for travel between home and court.
Revised July 1, 2011

221.00 Residence

All employees are required to furnish their actual current place of residence to the Saint Paul Police Department Human Resources Unit and to advise them as soon as there are any changes in address. A residential address must include an accurate street address. A post office box number is not acceptable.

Revised July 1, 2011

222.00 Resignations

To resign in good standing, a two week's notice is required unless there are extenuating circumstances. You must resign in good standing to be considered for reemployment with the city.

223.00 Severance Pay

Employees must refer to their corresponding bargaining contract for more specific information regarding eligibility for severance pay.

Revised July 1, 2011

225.00 Probation

New civilian hires, police trainees, police graduates, and promotional employees shall be on probation for a period of one year. Police trainees will be on probation during the academy, and then will start a one-year probationary period upon assignment to patrol.

An employee may be terminated at any time during the probationary period. Employment will automatically continue unless the chief of police certifies, before the end of the probationary period, that the employee has not performed satisfactorily. Therefore, it is vitally important that supervisors be aware of the deadlines involving a probationary employee who does not perform satisfactorily. If employment is terminated at the end of the probationary period, and if the probationer is entitled to veteran's preference in accordance with the Veteran's Preference Act of the State of Minnesota, s/he shall be entitled to a hearing as required by said act and in accordance with section 32 of these rules.

(See Saint Paul Civil Service Rules, 10: Probation)

Revised July 1, 2011

230.00 Disciplinary Procedures

See General Order 304.00 Internal Affairs Unit and General Orders 230.07 through 230.30:

230.07	Immediate Disciplinary Procedures
230.09	Employee's Duty to Report Misconduct
230.10	Police-Civilian Internal Affairs Review Commission (P.C.I.A.R.C.)
230.11	Employee's Rights
230.12	Civil Service Rules -- Discipline
230.13	Conduct Unbecoming a Peace Officer
230.20	Department Rules of Conduct
230.30	Drug and Alcohol Screening

I. Purpose:

The purpose of this order is to ensure the integrity of the police department by establishing procedures for handling complaints and disciplinary actions against members of the department. These procedures will assure the prompt and thorough investigation of incidents to clear the innocent, establish guilt, and facilitate suitable disciplinary action. This order is based on the premise that discipline is the function of command, and a well-disciplined force is a force which voluntarily and ungrudgingly conforms to all rules and orders.

II. Scope of This Order:

The department shall investigate all complaints lodged against it or its employees. Incidents which are to be handled in accordance with the provisions of this order include, but are not limited to, alleged or suspected violations of statutes, civil service rules and regulations, ordinances, the department's rules, policies or orders by members (sworn and civilian, including temporary employees) of the police department.

The incidents include those reported by the public, observed and reported by members of the department, those referred by the City of Saint Paul Office of the Mayor or the Saint Paul City Council, and those designated by the NAACP agreement as complaint intake sites.

Reporting and recording procedures shall be in compliance with Minnesota Statute 626.89, Peace Officer Discipline Procedures Act and/or City of Saint Paul Civil Service Rules.

III. Individual Responsibility:
Each member of the department will perform the duties and assume the obligation of her/his rank in the investigation of complaints or allegations of misconduct against members of the department, and will cooperate fully with personnel of the internal affairs unit (IAU) and/or any other member of the department conducting such investigation.

- Employees may be required to submit to a medical or laboratory examination, at the department's expense, when the examination is specifically directed and narrowly related to a particular internal investigation being conducted by the department.
- As part of an internal affairs investigation an employee may be required to be photographed and/or to participate in a line-up. Photographs shall not be publicly released without the written consent of the employee. Photographs may, however, be displayed to a prospective witness as part of an investigation. (Minnesota Statute 626.89, Peace Officer Discipline Procedures Act)
- When a financial disclosure statement is material to the investigation, an officer cannot be required to produce or disclose personal financial records without a valid search warrant or subpoena. (Minnesota Statute 626.89 Subd. 11)

IV. Department Responsibilities -- Privacy Statement:
The department shall take reasonable steps to protect the accused employee from contact with the news media without his or her consent. Neither the home address nor a photograph of the accused employee shall be released without the officer's consent.

All documents concerning complaints of employee misconduct shall be considered as internal personnel information. No private documents may be removed from the internal affairs office by any person without express consent of the chief of police, the IAU commander, or on the written order of a court of competent jurisdiction. Release of information shall comply with the Minnesota Data Practices Act.

V. Receipt of Complaints:
Complaints shall be accepted from any source, whether made in person, by mail, or over the telephone. Complaints will be formalized in compliance with Minnesota Statute 626.89, Peace Officer Discipline Procedures Act which states:

"An officer's formal statement may not be taken unless there is filed with the employing or investigating agency a written complaint signed by the complainant stating the complainant's knowledge, and the officer has been given a summary of the allegations. Complaints stating the signer's knowledge also may be filed by members of the law enforcement agency. Before

an administrative hearing is begun, the officer must be given a copy of the signed complaint."

Complaints will generally be received by contacting the IAU. In cases when non-supervisory personnel receive knowledge of a complaint, the complainant should be immediately referred to the appropriate unit supervisor or internal affairs office. It is the personal responsibility of any police person receiving knowledge of a complaint to ensure that the complainant makes immediate contact with someone who will record the complaint. If there is no supervisor or internal affairs staff available, a watch commander will receive and formalize the complaint.

If the complaint is received and processed by internal affairs staff, a complaint package will be mailed to the complainant. The contents of the package ensure compliance with Minnesota Statute 626.89, Peace Officer Discipline Procedures Act.

Should any complainant allege that the improper conduct is ongoing or that evidence of the conduct is presently available, the officer receiving the complaint is responsible for ensuring that immediate steps are taken to investigate the ongoing nature of the complaint and/or to recover any physical evidence. If the allegation is one of excessive force, if practical, photographs of injuries will be taken.

If the complaint is against an assistant chief or chief of police, the complaint should be made to the City of Saint Paul's Human Resources Department at 25 West 4th St. #200, City Hall Annex, St. Paul, MN 55012. The City of Saint Paul Human Resources Department should refer investigations of alleged misconduct to an outside law enforcement agency or criminal justice agency.

VI. Investigation of Complaints:

Internal Affairs investigations:

The IAU, upon receipt of a complaint form, shall as soon as possible after receipt contact complainants and initiate a complaint intake sheet. If during an original complaint intake interview or during this contact a complaint can be resolved through an explanation of rules or procedures to the complainant's satisfaction, the case shall be closed and so noted.

Internal affairs will investigate complaints of excessive force, use of firearms to include inappropriate use of those firearms, discrimination, and other cases as directed by the chief of police. The IAU commander reserves the right to investigate those cases normally handled at the division command level.

An investigation of a complaint will adhere to the following provisions for the taking of an accused officer's formal statement in accordance with the Peace Officer Disciplinary Procedures Act (Minnesota Statute 626.89):

- Formal statements from officers under investigation must be taken at a department location or other place agreed to by the investigating officer and the investigated officer.

- Formal statements, when practicable, must be taken during the officer's regular work shift. If taken at other times, the officer is to be paid at the officer's usual compensation rate for time spent at the session.
- A formal statement may not be taken unless there is a written complaint and the officer is provided with a summary of the allegations.
- Before a formal statement is taken, the officer shall be advised that admissions made in the course of the formal statement may be used as evidence of misconduct or as a basis for discipline. But those statements cannot be used against the employee in any criminal proceeding. (See Internal Affairs Warning)
- A complete record of the sessions at which a formal statement is taken must be made by electronic recording and/or in writing. A complete copy of the recording or a transcript must be made available to the officer.
- The officer providing a formal statement has a right to have an attorney or union representative present during the session. The officer may request the presence of an attorney or union representative at any time before or during the session. When a request for such representation is made, no formal statement may be taken until a reasonable opportunity is provided for the officer to obtain the presence of an attorney or union representative.

An investigator shall be assigned to conduct an investigation of the complaint and assemble the necessary material. Such material will normally include:

- Physical evidence (including photos of victims alleging excessive use of force -- if possible).
- Statements and/or interviews from all witnesses.
- Statements and/or interviews from all parties of specialized interest, such as doctors, employers, parents, etc.
- Investigative aids, such as police reports, activity data, complaint number information, medical reports, etc.

In non-criminal cases after the gathering of preliminary investigation data, the internal affairs office shall notify the accused employee in writing of the fact that a complaint has been made and the exact nature of the complaint. A detailed report on the matter shall be required and an appointment for questioning may be established that, whenever possible, occurs during the employee's normal working hours. If not, the sworn employee must be paid her/his current compensation rate for the time spent attending the session.

Before questioning by internal affairs, the employee shall be advised that failure to answer questions will result in disciplinary action, but that the employee's answers and the fruits of these answers cannot be used against the employee in any criminal proceeding. The employee shall be given a copy of the "Internal Affairs Warning." If, at any time during the questioning session the employee becomes a suspect in a serious criminal act, the administrative questioning shall end and the employee shall be so informed and read the Miranda warnings (if any interrogation is to continue). The case shall then be referred to the chief of police. Otherwise, the employee shall be expected to answer questions or submit materials to the investigator when so directed. The employee shall always be given an opportunity to respond to the complaint.

In cases where preliminary investigation indicates the likelihood of an ongoing criminal act on the part of the employee, the internal affairs office shall refer such complaint and/or investigation to the chief of police. Such investigation may then be conducted as a criminal investigation with the appropriate criminal charging decisions made by the county and/or city attorney. When a complaint may be treated as either a criminal or department policy violation, the complainant will be so advised by the internal affairs office and the complainant will be asked if s/he wishes to have the department investigate the incident as a criminal or departmental matter, and the matter, along with the wishes of the complainant, referred to the chief of police. The final determination of all such matters shall be the chief of police.

Upon completion of an investigation, the internal affairs investigator shall prepare a summary memo detailing the investigation and proposing a disposition, along with reasons for the proposed disposition. Dispositions are: Unfounded, Exonerated, Not Sustained, Sustained, or Policy Failure. The entire file, including the summary memo shall be forwarded to the police-civilian internal affairs review commission (P.C.I.A.R.C.) for review and recommendation.

Divisional Inquiry (External Complaints):
If an investigation is necessary, all complaints, other than those investigated by internal affairs personnel, shall be forwarded from the internal affairs office to the accused employee's commanding officer, who in turn shall ensure that the appropriate unit supervisor investigate the allegation of misconduct.

Supervisors shall interview the complainant, all witnesses, and the accused employee, as well as review all relevant reports, activity information, dispatch information, etc. Interviewing of an accused sworn officer will be done in accordance with the Peace Officer Discipline Procedures Act. Before questioning by a supervisor, the employee shall be advised that failure to answer questions will result in disciplinary action, but that the employee's answers and fruits of these answers cannot be used against her/him in any criminal proceeding. (See Internal Affairs Warning Form) The supervisor shall then submit to the unit commander all investigatory files along with a final report summarizing the matter and a recommendation as to investigative findings. A recommendation is one of the following:

- Unfounded: Allegation is false or not factual.
- Not Sustained: Insufficient evidence to prove or disprove the incident.
- Exonerated: Incident occurred but it was lawful and proper.
- Sustained: Allegation is supported by sufficient evidence to justify reasonable conclusion of guilt.
- Policy Failure: The allegation is factual. The officer followed proper departmental procedures, which have been proven to be faulty.

The commander will make a determination of the appropriate complaint disposition as unfounded, exonerated, not sustained, sustained or policy failure. The commander shall

prepare a memo summarizing the investigation and his/her decision and send the entire file to the internal affairs unit.

VII. Review by Assistant Chief:
Commanding officer's recommendation: Upon receipt of an investigation from a unit commander in which the commander makes a recommendation for suspension or discharge, the assistant chief shall review the investigative file, summary reports, proposed findings and recommendations. If the assistant chief concurs with the reports and recommendations, s/he shall prepare a memorandum of concurrence and forward summary of findings to the chief of police.

If the assistant chief, after reviewing the entire file, disagrees with the proposed findings and recommendations, s/he shall prepare a report detailing the reasons for her or his non-concurrence and new recommendations for findings and/or appropriate discipline. The entire file shall then be forwarded to the chief of police for final determination and/or action. The assistant chief shall not require or ask that a proposed finding or recommendation of the unit commander be changed to comply with the assistant chief's final report.

If the assistant chief, after reviewing the entire file, finds that the investigation is inadequate in any way, s/he shall prepare a report stating her or his findings and return the file to the originating unit or commander. Said report should be as detailed as possible and, whenever appropriate, request specific information necessary to make the investigation complete.
The assistant chief, when reviewing unit commander's summaries and complaint dispositions that do not call for action on the part of the assistant chief, should ensure that the commander's decisions and/or actions are both justified and reasonable.

VIII. Review and Action by Chief of Police:
The Chief of Police shall review summary reports, recommendations for discipline and take timely action to conclude the case.

Any disciplinary action to be taken shall be based on the seriousness of the misconduct, the extent of wrongdoing or injury to the victim, and any other relevant information which comes to the attention of the chief of police.

Upon preliminary determination that reduction or discharge is the appropriate discipline, the chief of police shall inform the officer that a meeting to discuss the appropriate discipline is scheduled and that the officer may attend if the officer wishes. When a final decision to suspend, reduce or discharge is made, the officer shall be notified in writing of the decision and of her/his right to appeal the decision to the civil service commission or grievance arbitration. (See Civil Service Rules and Federation Contract)

The chief of police, and/or their designee, shall whenever s/he deems it appropriate, review any or all files that have been closed through discipline imposed at the unit or district level or by the assistant chief through a finding of Not Sustained, Exonerated or Unfounded. The purpose of this review is to ensure that the standards used to close such cases are being uniformly applied and that the best interests of the department are being upheld.

IX. Sustained Complaints/Disciplinary and Non-Disciplinary Options:

Sustained complaints may carry the following recommendations:

Decision / Action

1. **Supervisory Counseling**: An oral warning is a verbal recommendation to correct a member for a violation of a department rule, regulation, or procedure by a supervisor to a subordinate. No further action required.
2. **Retraining:** A recommendation that the member be retrained in an area that precipitated or contributed to the cause for complaint against the member. A recommendation for retraining will supplement the other actions available to the board and cannot be a singular disposition. A letter from the chief of police for the assistant chief of the accused will be forwarded to the training unit commander directing her/him to undertake the retraining measure with recommendations as to the length and content of the retraining period. The training unit commander will advise the assistant chief at the conclusion of the recommended period whether additional training is necessary and the reasons therefore. Upon completion of the retraining, the training unit commander will forward a letter to the assistant chief of the member describing what action was taken and render an opinion as to the effect on the member's future performance in this area. A copy of this letter will also be forwarded to the internal affairs unit for insertion into the member's internal affairs unit file for a matter of record.
3. **Oral Reprimand:** An oral reprimand is a verbal order to correct a member for a violation of a department rule, regulation or procedure, which is then reduced to writing. A letter noting the facts of the incident will be inserted in the member's internal affairs unit file by the internal affairs unit upon receipt from an assistant chief.
4. **Written Reprimand:** The written reprimand is the sustained findings of a complaint against an officer where more than an oral warning, but less than a suspension, is judged the adequate discipline. There are two copies of a written reprimand, one for the officer and one for the officer's permanent internal affairs unit file. A letter noting the facts of the incident will be inserted in the member's internal affairs unit file by the internal affairs unit upon receipt from an assistant chief.
5. **Suspension:** By the chief of police - not to exceed 30 days. A letter noting the facts of the incident will be inserted in the member's internal affairs unit file by the internal affairs unit upon receipt from the chief.

In any form of disciplinary action where that information becomes part of an officer's internal affairs unit file, the officer shall be given a copy of the item that is to become part of her/his record.

X. Final Action by Internal Affairs:

1. Upon final disposition of a complaint, the IAU shall be responsible for completing the disposition of complaint report. Thereafter, pursuant to department and unit procedures, the internal affairs commander shall ensure that notice of disposition letter to the complainant(s) is initiated and performance of such other matters necessary to adequately and properly record, document, and retain facts of the complaint, investigation and disposition is completed.

2. Prior to final complaint disposition by the internal affairs office, the commander shall ensure that all files are reviewed for the presence of a final resolution to each department policy or rules violation complained of or discovered.
3. Records retention schedule:
   A. Internal affairs case files and reports may be destroyed and/or expunged after six years of the complaint's final disposition date.
   B. Internal affairs card (type of complaint, internal affairs file number, complainant name, and final disposition) are retained for five years after separation from employment.
   C. Sustained complaints case files and reports with a discipline disposition (as defined in this policy) will be retained until six months after separation of employment of the principal officer at which time it will be destroyed and/or expunged.

Revised October 26, 2015

230.07 Immediate Disciplinary Procedures

Emergency Suspension:
Any commander or supervisor has the authority to impose emergency suspension until the next business day against a member or employee when it appears that such action is in the best interest of the department. Any person so suspended shall be instructed to report to the office of her/his assistant chief or the chief at 0900 hours on the next business day unless circumstances dictate a different course of action. The commanding officer recommending or imposing the suspension will report at the same time. The final department authority and responsibility rests with the chief of police. This procedure provides for immediate disciplinary action against those members who fail to comply with department policies where it is appropriate to take immediate action. Such action shall be imposed by the immediate supervisor or the highest-ranking officer of the unit or member acting in such capacity.

Procedures:
The emergency suspension of an employee is limited to suspending the member for that one day without pay.

Discretion will be exercised in the application of this authority and suspension will normally be resorted to only when the offending member has failed to respond to less drastic methods. Care must always be taken to ensure that critical assignments are not left uncovered as result of a suspension action.

Progressive disciplinary action would suggest the following measures (greater penalty may be justified, either because of the circumstances or because of the offender's accumulative record):

First Instance	Oral Warning
Second Instance	Oral Reprimand
Third Instance	Written Reprimand
Fourth Instance	Emergency Suspension

In all of the above instances, a regressive calendar will be used.

Example:
If an employee reports late to work (unexcused tardiness) on this date (6/21/10), the key element would be how many times was s/he late over the past year using the current date as the starting point. If it was the first time, s/he would receive an oral warning. If it was the fourth occurrence, s/he would receive an emergency suspension and be instructed to report to the assistant chief's office at 0900 hours on the next business day unless circumstances dictate a different course of action.

Action under this subdivision will not bar recommendation for a more severe penalty by higher authority when it is felt that such discipline is being used to cover a transgression warranting a more severe penalty or dismissal. If a greater penalty results, any preliminary discipline served will be taken into account in fixing the larger penalty.

When the highest ranking officer of the unit imposes emergency suspension under the provisions of this order, s/he will notify her/his commander, but s/he need not notify internal affairs nor obtain a control number. No statement need be taken from the offender.

When action is taken under this subdivision, a report will be immediately forwarded to the personnel officer.

Nothing in this subdivision is meant to take away from a supervisor the prerogative of correcting, admonishing or reprimanding a subordinate whenever suspension is not warranted by the nature or circumstances of the incident.

Revised July 1, 2011

230.09 Employee's Duty to Report Misconduct

The reporting of misconduct and prevention of the escalation of misconduct are areas that demand an employee to exercise courage, integrity, and decisiveness. When an employee who is not a supervisor becomes aware of possible misconduct by another member of this department, the employee shall immediately notify a supervisor. Furthermore, an employee who observes serious misconduct shall take appropriate action to cause the misconduct to immediately cease. The fact that a supervisor is present and not taking appropriate action to stop the misconduct does not relieve other employees present from this obligation.

An employee's obligation to report and prevent misconduct begins the moment the employee becomes a member of the Saint Paul Police Department. Police officers, because of their status as peace officers, have an even greater responsibility to report and prevent misconduct. Experience, rank, or tenure are not factors in knowing the difference between right and wrong, and they do not provide an excuse for failing to take appropriate action. Although

supervisors are responsible for investigating allegations of misconduct, all department employees are responsible for preventing and reporting misconduct.

The citizens of Saint Paul expect and deserve employees who possess a high degree of integrity. Any employee who is perceived justifiably or not, to be condoning or concealing misconduct impairs the trust of the public.

Employees must respect and be aware of their responsibility to freely and truthfully report all acts of misconduct and to act, if necessary, to prevent the escalation of those acts. This is essential if the department is to maintain the trust of the public.

Effective June 21, 1995

230.10 Police-Civilian Internal Affairs Review Commission (P.C.I.A.R.C.)

(See General Order 304.00: Internal Affairs Unit)

The Police-Civilian Internal Affairs Review Commission (P.C.I.A.R.C.), created under Saint Paul Administrative Code 102, Section 01, is charged with reviewing completed investigations involving allegations of excessive force, use of firearms, discrimination as defined in the Saint Paul Legislative Code, improper conduct, improper procedures, poor public relations, and any other complaints referred to it by the mayor or chief of police.

The commission has a civilian coordinator to assist in receiving complaints from the public. This person is employed by the police department for the specific purpose of building trust in the complaint investigation process and serving as a staff position to the commission.

At the conclusion of an investigation, the internal affairs unit submits the completed case file to the P.C.I.A.R.C. for review. The commission makes a recommendation for disposition and discipline to the chief of police following their review. The chief may agree with the commission and take the recommended action. If the chief disagrees with the commission's recommendations, the chief shall notify the commission, in writing, of the action s/he intends to impose. The commission chair and chief of police have five working days to discuss any concerns they may have before any action is finalized. This provision does not prohibit the chief of police from taking immediate action in any case. In all matters, the chief of police is the final decision making authority.

Once the final disposition has been determined, the P.C.I.A.R.C. coordinator will advise the complainant of the case disposition in a written letter. The possible dispositions are:

- Unfounded: Allegation is false or not factual.
- Not Sustained: Insufficient evidence to prove or disprove the incident.
- Exonerated: Incident occurred but it was lawful and proper.
- Sustained: Allegation is supported by sufficient evidence to justify reasonable conclusion of guilt.

- Policy Failure: The allegation is factual. The officer followed proper departmental procedures, which have been proven to be faulty.

Revised July 1, 2011

230.11 Employee's Rights

Employee's rights as it relates to discipline, hearings, etc., shall be in conformance with employee contracts, civil service rules and regulations, and Minnesota Statute 626.89, Peace Officer Discipline Procedures Act.

Dismissal Action:
If an investigation of officer misconduct results in dismissal, the officer will be provided the following information in the dismissal notice.

- A statement citing the reason for dismissal.
- The effective date of the dismissal.
- A statement of the status of fringe and retirement benefits after dismissal.
- A statement as to the conduct of the officer's employment record relating to the dismissal.

Revised October 21, 1994

230.12 Civil Service Rules -- Discipline

Suspension:
An employee may be suspended without pay for a period not exceeding thirty days. An employee who has been suspended may ask for a review of her/his suspension by the civil service commission.

Reduction, Suspension or Discharge:
An employee may be suspended, reduced in rank or may be discharged for cause. An employee who has civil service status and has completed her/his probationary period has the right of appeal and a hearing if s/he is disciplined. If an employee wishes to appeal, s/he must make a request in writing within five days after s/he has been notified of the action to the City of Saint Paul Office of Human Resources.

Cause for Discharge, Reduction, and Suspension Under City of Saint Paul Civil Service Rules Section 16.B:
The following shall be cause for an employee's discharge, reduction, or suspension from the employee's position:

1. Conviction for a criminal offense or for a misdemeanor involving immoral conduct; or
2. Commission of an immoral or criminal act; but if such act is, at the time of the charge being considered, involved in a criminal proceeding before a grand jury or the courts, the employee so charged may request that the investigation be postponed or continued until

such time as the criminal proceedings are terminated, and such request shall be granted; provided the employee shall be suspended from duty and provided the employee shall execute a waiver of all right to pay during said postponement; and provided further that the employee may have the hearing or investigation proceed at any time on ten days notice in writing; or

3. Willful, wanton or culpably negligent brutality or cruelty to a prisoner or a person in custody; provided the act committed was not necessarily or lawfully done in self-defense, or to protect the lives of others or to prevent the escape of a person lawfully in custody accused of felony or gross misdemeanor; or
4. Willful violation of any of the Civil Service Rules; or
5. Conduct unbecoming a city employee; or
6. Violation of any lawful and reasonable official regulation or order or failure to obey any lawful and reasonable direction made and given by the employee's supervisor, where such violation or failure amounts to an act of insubordination or a serious breach of proper discipline resulted, or might be reasonably expected to result in, loss or injury to the city or to the public or prisoners or wards of the city; or
7. Intoxication on duty; or
8. Contraction of some infectious disease or ailment or defect which permanently incapacitates the employee for the proper performance of the duties of their position; or
9. Commission of an act which amounts to an act of insubordination, or to disgraceful conduct, whether such acts were committed while on duty or off duty; or
10. Wanton offensiveness in language or conduct toward the public or toward city employees; or
11. Incompetent or inefficient performance of the duties of the employee's position (specific instances to be charged); or
12. Carelessness or negligence of city property; or
13. Failure to pay or make reasonable provision for future payment of the employee's debts; or
14. Use of threat or attempt to use political influence in securing promotion, leave of absence, transfer, change of grade, pay or character of work; or
15. Direct or indirect solicitation or receipt of any assessment, subscription, or contribution for any political party or political purpose whatsoever; or
16. Inducement or attempt to induce a city employee to commit an unlawful act or to act in violation of any lawful and reasonable regulation or order; or acceptance of any fee, gift or other valuable in the course of the employee's work or in connection with it, for the employee's personal use from any person, when such fee, gift or other valuable thing is given in the hope or expectation of receiving a favor or better treatment than that accorded other persons; or
17. Absence from duty without leave contrary to the Civil Service Rules or failure to report after leave of absence has expired or after such leave of absence has been disapproved or revoked or canceled; however, if such absence or failure to report is excusable, the appointing officer and the Civil Service Commission may ignore the charges; or
18. Any false statements or fraudulent conduct or deception, or connivance with any person in making any false statement, engaging in any fraudulent conduct, or in attempting any deception in any official city business; or
19. Absence from duty and fraudulent request for leave with pay; or

20. Any false statement or fraudulent conduct in order to obtain compensation from the city; or assistance of any employee in fraudulently obtaining compensation from the city; or
21. Any other failure to comply with the provisions of the collective bargaining agreement for the group which includes the employee's title.
22. Any violation of Minnesota Statute 181.932 which prohibits discharge, discipline, threatening, acts of discrimination, or penalization of an employee regarding the employee's compensation, terms, conditions, location or privileges of employment because:
    - The employee, or a person acting on behalf of an employee, in good faith, reported a violation or suspected violation of any federal, state, or local law, rules or regulation to an employer, governmental body or law enforcement official;
    - The employee is requested by a public body or office to participate in an investigation, hearing or inquiry; or
    - The employee refuses an order to perform an action they have an objective basis in fact to believe violates any federal, state, or local law, rule or regulation, after the employee informs the employer that is their basis for refusal.

Revised July 1, 2011

230.13 Conduct Unbecoming a Peace Officer

This policy is established and implemented in compliance with the Minnesota Peace Officer Standards and Training (POST) Board. This policy defines conduct unbecoming a peace officer and supplements the ethical standards contained in the Saint Paul Police department manual, cites of which have been included for your reference.

Policy:
Law enforcement effectiveness depends upon community respect and confidence. Conduct which detracts from this respect and confidence is detrimental to the public interest and should be prohibited. The policy of this department is to investigate circumstances suggesting an officer has engaged in unbecoming conduct, and impose disciplinary action when appropriate.

Scope:
This policy applies to all officers of this agency engaged in official duties, whether within or outside of the territorial jurisdiction of this agency. Unless otherwise noted, this policy also applies to off duty conduct as well. Conduct not mentioned under a specific general order, but which violates a general principle is prohibited.

This policy is organized into eight principles governing conduct unbecoming an officer. Each principle is followed by the rationale explaining the principle and cites where related ethical standards are located in the Saint Paul Police department manual.

Principle One:
Peace officers shall conduct themselves, whether on or off duty, in accordance with the Constitution of the United States, the Minnesota Constitution, and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Rationale: Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them. (General Orders: 120.00, 121.00, 150.02, 150.03, 170.01, 408.01, 409.00, 409.08, 418.00, 439.16)

120.00	Law Enforcement Code of Ethics
121.00	Oath of Office
150.02	Conduct Unbecoming an Officer
150.03	Respect for Constitutional Rights
170.01	Police Action Based on Legal Justification
408.01	Arrest Defined
409.00	Arrest Procedures
409.08	Physical Searches
418.00	Informants
439.16	Investigations -- Constitutional Compliance

Principle Two:
Peace officers shall refrain from any conduct in an official capacity that detracts from the public's faith in the integrity of the criminal justice system.

Rationale: Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The peace officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust. (General Orders: 120.00, 150.03, 150.05, 150.07, 160.01, 160.04, 230.07, 230.09, 230.12 (6), 230.12 (18))

120.00	Law Enforcement Code of Ethics
150.03	Respect for Constitutional Rights
150.05	Integrity
150.07	Compliance with Lawful Orders
160.01	General Provisions
160.04	Equality of Enforcement
230.07	Immediate Disciplinary Procedures
230.09	Employee's Duty to Report Misconduct
230.12 (6)	Civil Service Rules -- Discipline

230.12 (18) Civil Service Rules -- Discipline

Principle Three:
Peace officers shall perform their duties and apply the law impartially and without prejudice or discrimination. Peace officers shall not engage in bias profiling as part of the decision-making process while engaged in the course of their duties. An officer's decision to apply the law shall not be based upon race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age.

Rationale: Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity, and perform their duties without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation or age. (General Orders: 160.01; 160.02; 160.03; 160.04; 230.20 (3))

160.01 General Provisions
160.02 Individual Dignity
160.03 Role of the Individual Officer
160.04 Equality of Enforcement
230.20 (3) Department Rules of Conduct

Principle Four:
Peace officers shall not, whether on or off duty, exhibit any conduct which discredits themselves or their department or otherwise impairs their ability or that of other officers or the department to provide law enforcement services to the community.

Rationale: A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public. (120.00; 121.00; 150.02; 150.08; 218.00; 219.00; 230.12; 230.20; 230.30; 307.00; 376.00)

120.00 Law Enforcement Code of Ethics
121.00 Oath of Office
150.02 Conduct Unbecoming an Officer
150.08 Use of Intoxicants
218.00 Workplace Conduct Policy (Harassment)
219.00 Harassment Reporting
230.12 Civil Service Rules -- Discipline
230.20 Department Rules of Conduct
230.30 Drug and Alcohol Screening
307.00 Special Investigations Unit (S.I.U.)

376.00	Automated Pawn System (APS)

Principle Five:
Peace officers shall treat all members of the public courteously and with respect.

Rationale: Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other. (150.06; 160.02; 160.07; 190.02; 230.12 (5), 230.12 (16), 230.12 (20); 304.00)

150.06	Courtesy
160.02	Individual Dignity
160.07	Interpersonal Communication
190.02	Violator Contact
230.12 (5)	Civil Service Rules -- Discipline
230.12 (16)	Civil Service Rules -- Discipline
230.12 (20)	Civil Service Rules -- Discipline
304.00	Internal Affairs Unit

Principle Six:
Peace officers shall not compromise their integrity, or that of their department or profession, by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments, or by using their status as a peace officer for personal, commercial, or political gain.

Rationale: For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the department. (120.00; 150.02; 150.05; 203.00; 216.00; 230.12 (6), 230.12 (9); 230.12 (16); 230.20 (1), 230.20 (23), 230.20 (26), 230.20 (29); 438.16)

120.00	Law Enforcement Code of Ethics
150.02	Conduct Unbecoming an Officer
150.05	Integrity
203.00	Police Department ID Cards
230.12 (6)	Civil Service Rules -- Discipline
230.12 (9)	Civil Service Rules -- Discipline
230.12 (16)	Civil Service Rules -- Discipline
230.20 (1)	Department Rules of Conduct
230.20 (23)	Department Rules of Conduct
230.20 (26)	Department Rules of Conduct
230.20 (29)	Department Rules of Conduct
438.16	Labor Relations

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.
None of these rules shall prevent officers from engaging in the free expression of political speech in their capacitates as private citizens, or the rights of police fraternal or labor organizations to endorse political candidates or express views on political issues or other matters of public concern.

Principle Seven:
Peace officers shall not compromise their integrity, or that of their department or profession, by taking or attempting to influence actions when a conflict of interest exists.

Rationale: For the public to maintain its faith in the integrity and impartiality of peace officers and their departments, officers must avoid taking or influencing official actions where the officer's actions would or could conflict with the officer's appropriate responsibilities. (120.00; 150.05; 150.11; 180.12; 180.20; 180.21; 230.12 (16); 231.00)

120.00	Law Enforcement Code of Ethics
150.05	Integrity
150.11	Outside Employment
180.12	On-Duty, Outside of City, Fully Responsible
180.20	Off-Duty, Within City, Fully Responsible
180.21	Off-Duty, Outside of City, Limited Police Authority
230.12 (16)	Civil Service Rules -- Discipline
231.00	Off-Duty Employment

Principle Eight:
Peace officers shall observe the confidentiality of information available to them due to their status as peace officers.

Rationale: Peace officers are entrusted with vast amounts of private and personal information, or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information, and to maintain public faith in the officer's and department's commitment to preserving such confidences. (230.20 (16); 230.20 (17); 230.20 (18); 235.00; 418.00)

230.20 (16)	Department Rules of Conduct
230.20 (17)	Department Rules of Conduct
230.20 (18)	Department Rules of Conduct
235.00	Data Practices
418.00	Informants

Application: Any disciplinary actions arising from violations of this policy shall be investigated in accordance with Minnesota Statute 626.89, Peace Officer Discipline

Procedures Act and the law enforcement agency's policy on allegations of misconduct as required by POST Board Rules, Minnesota . Rules pt. 6700.2000 to 6700.2600.

Revised April 13, 2012

230.20 Department Rules of Conduct

(See General Orders 150.01 through 150.14)

150.01	Loyalty
150.02	Conduct Unbecoming an Officer
150.03	Respect for Constitutional Rights
150.04	Use of Force
150.05	Integrity
150.06	Courtesy
150.07	Compliance With Lawful Orders
150.08	Use of Intoxicants
150.09	Attention to Duty
150.10	Financial Obligations
150.11	Outside Employment
150.12	Employee Grievances
150.13	Commendations
150.14	Discipline

Rules of Conduct:
A member will be held responsible for any act or omission specifically required or prohibited in these and/or other applicable rules or regulations, which in any way is prejudicial to good order or discipline, or reflects upon the good name or reputation of the police department, or adversely affects its interests.

A member is further charged with the duty to conduct her/himself at all times in keeping with the code of ethics, and the policy statements of the chief of police; all activity contrary to this concept, whether or not specifically mentioned or prohibited in these rules, may subject a member to disciplinary action.

Members shall maintain a loyalty to the department and their associates as is consistent with the law and department rules and regulations.

Members are strictly charged with establishing and maintaining a high spirit of cooperation within the department.

The following are acts which are prohibited by members of the Saint Paul Police Department:

1. Any conduct or action taken to use the official position for personal gain or influence.
2. Failure to perform a duty imposed by law, Saint Paul City Charter, civil service rules or department of police orders.
3. Disrespect to or willful maltreatment of any person.
4. Making a false report, either written or oral.
5. Drinking alcoholic beverages while on duty or in uniform except when authorized by the chief of police for a specific official assignment, or consume an amount of alcoholic beverage before going on duty that would render the employee unfit for duty or be detectable on the breath of those employees in contact with the public. While on duty or in uniform, enter any tavern or bar, except in performance of police duties, transport, cause or permit to be transported any alcoholic beverages in a police department vehicle or bring, cause to be brought or permit alcoholic beverages into the police buildings, except in the performance of police duties.
6. Failure to promptly submit a written report to their immediate supervisor with knowledge that any employee, including oneself, is under investigation by another law enforcement agency.
7. Officers who learn they are the subject of a protective order, regardless of jurisdiction, shall immediately notify their supervisor and provide the department a current and complete copy of the order. (See General Orders 438.12: Restraining Orders, 438.15: Domestic Abuse Protocol, 454.01: Restraining Orders Filed Against Officers)
8. Failure to promptly report to an immediate supervisor any information concerning involvement in any criminal activity or other unlawful acts.
9. Failure to notify an immediate supervisor of loss of driving privileges. (Executive Order 60: City of Saint Paul Employee Loss of Driving Privileges.)
10. Failure to obey department orders concerning other employment, occupation or profession. (See General Orders 150.11: Outside Employment and 231.00: Off-Duty Employment)
11. Failure to follow civil service and department rules and procedures on sick leave and injured on duty.
12. Failure to provide the department with a current address (house number and street name) and telephone number.
13. Failure to be prompt for duty assignment, including roll call and court appearance. Employee must report promptly any anticipated absence from duty or that employee will be late reporting for duty to their immediate supervisor.
14. Being absent from duty without proper authorization, or leaving duty assignment without proper relief, unless so authorized by employee's supervisor.
15. Engage in any public statements, interview, activity, deliberation or discussion pertaining to the department which reasonably can be foreseen to impair the successful apprehension of criminals, or the successful solution or prosecution of any criminal cases, or which would impair the discipline and efficiency of the department.
16. Disseminating, releasing, altering, defacing, removing or personal use of any government data, department record or information concerning police matters except as provided by department orders.

17. Communicate or cause to be communicated directly or indirectly, any information which may enable a person suspected or charged with a crime to escape from arrest or punishment, or that may enable her/him to dispose of or secret any property unlawfully obtained.
18. Recommend any specific professional or commercial service such as funeral homes, attorneys, bail or bondsmen, towing companies. Except as set forth in General Order 445.00: Towing and Storage Procedures/Authority.
19. Accept or agree to accept anything as payment for personal injury incurred in the line of duty without first notifying the chief of police in writing of the intent to settle the claim.
20. Sleeping on duty.
21. Failure to wear the uniform as prescribed in General Orders 202.01: Personal Appearance through 202.12: Transfer Allowance. Division commanders will issue specific orders for the wearing of uniforms by non-sworn personnel assigned to their division.
22. Engaging directly or indirectly in the ownership, maintenance, or operation of a taxicab, tavern, or retail liquor establishment, except as authorized by the chief of police.
23. Acting as a peace officer of the City of Saint Paul outside the State of Minnesota, except as provided for in the Uniform Act of Fresh Pursuit only after consideration of the tactical situation, or when engaging in extradition proceedings.
24. Unlawful or unnecessary use or display of a weapon.
25. Failure to immediately make a written report of the circumstances whenever force is used (see General Order 150.04: Use of Force) or a firearm is discharged, except as set forth in General Order 246.00: Use of Force.
26. Failure to inventory and process recovered property in conformance with department orders.
27. Failure to give evidence before the grand jury, in court or before any internal police disciplinary or police review board, when properly called upon to do so.
28. Smoking on duty when in view of, or in direct contact with the public, or smoking in the headquarters building, district offices, other off-site department facilities and buildings, or the department's motor vehicle fleet. Smoking is permitted in cafes and restaurants while eating or on coffee breaks, if permitted by law.
29. Except in the performance of police duty, visit any place wherein s/he knows or suspects that any statute or ordinance is being violated.
30. Undertake self-assigned investigations without notifying immediate supervisor within 24 hours of the beginning of the investigation, except that in unusual cases notification may be made to the internal affairs unit or the chief of police. Self-assigned means action initiated by any member of the department without the request, direction or instruction of a superior officer.
31. Failure to respond without delay to all calls for police assistance from citizens or other members. Emergency calls take precedence; however, all calls shall be answered as soon as possible consistent with normal safety precautions and vehicle laws. Except under the most extraordinary circumstances, or when otherwise directed by competent authority, no member shall fail to answer any communication, verbal, electronic or radio call directed to her/him. The emergency communication center shall be informed by a member when leaving the air, and when returning to a duty status.
32. Engage in any conduct which constitutes conduct unbecoming an officer or neglect of duty. Assistance: all members are required to take appropriate police action toward aiding

a fellow peace officer exposed to danger or in a situation where danger might be impending.

33. Fail as a sworn member of the Saint Paul Department of Police to take appropriate action to protect life and property, preserve the peace, prevent crime, detect and arrest violators of the law, or enforce all federal, state and local laws and ordinances coming within departmental jurisdiction.
34. Giving opinions to suspects as to what fine or penalty they should receive for an offense.
35. Failure, upon request from a citizen, to furnish your name and/or badge number.
36. The badge and cap wreath, to include issued police patches, are the property of the department and City of Saint Paul as set forth in General Order 202.03: Uniform Classes and Rules. No department employee shall display, publish, recreate in any manner, or advertise the use of an official department badge and/or police patch for usage outside the scope of duty. Officers shall not reproduce these items for "non-authorized" personal ventures.

Revised February 14, 2012

230.30 Drug and Alcohol Screening

I. Policy

This policy is adopted as authorized by Minnesota Statutes section 181.950-.957.

The results of all testing shall remain an administrative (i.e., non-criminal) matter. Unless otherwise noted results shall be retained by the inspection unit and/or part of the internal affairs unit file and handled consistent with such files.

- The members of the following units, as a condition of their assignment to the unit, are subject to drug and alcohol screening as outlined in Section II B. The units are:
  - Crisis negotiators
  - Special weapons and tactics (S.W.A.T.) team
  - Bomb squad

  Any member who refuses to submit to this form of testing for judgment, fitness and readiness for duty shall be immediately removed from assignment to the special unit. Such removal shall not affect any other assignment the officer may have.

- Any sworn officer of this department who is directly involved in a serious police incident as defined below shall be required to participate in an alcohol screening test immediately following the event, or as soon as the tactical situation allows. The supervisor in charge shall monitor the events to ensure that appropriate officer(s) participate in an alcohol screening test.

  Officers involved in the following events shall submit to testing:
  - Discharge of a firearm at a human being or a vehicle in which human beings are contained.

- Discharge of a firearm for the purpose of issuing a warning shot.
- Crashes involving a police vehicle which injury is sustained by any involved employee or citizen requiring immediate medical attention by hospital personnel. Note: This provision applies to civilian and sworn members of the department.
- Police pursuit in which the driver of a motor vehicle flees or attempts to flee a peace officer who is acting in the lawful discharge of an official duty, and such chase involves or is a contributing factor to an automobile crash by either the fleeing vehicle or pursuing police vehicle.

- An officer shall be required to submit to a drug and alcohol screening test whenever there is a reasonable basis to believe that the officer is improperly using or under the influence of drugs or alcohol. Such reasonable basis testing shall be determined to be appropriate and conducted pursuant to procedure Section II.C.
- Any officer, who is, via a valid doctor's prescription, using medication that will, after drug screening, test positive, is required to notify the department personnel unit of said fact. The officer shall also provide the personnel unit with a certificate by the prescribing physician that the type and/or prescribed dosage of said medication usage should not significantly interfere or affect the officer's police performance. If the type and/or dosage of prescribed medication do not allow the prescribing physician to so certify the officer's performance, said officer may request the physician to list any limitations to normal police duties on said certificate. In the event the prescribing physician is unwilling or unable to provide such certification or description of limitations, the officer shall nevertheless advise the police personnel unit that s/he has been provided with a prescription which may result in a positive testing. Upon receipt of information limiting an officer's normal police duties, the personnel unit shall immediately notify the chief of police of said limitation(s) and request a light duty assignment consistent with said limitation(s). The department shall take all legal and reasonable steps to provide appropriate light duty assignments and preserve the confidentiality of the medical information provided.

  Information received, pursuant to the above, need not specify what illness or injury is being treated, nor need the certificate specify what medication is being taken except as required to alert the department to positive drug screening results.

II. Procedure

A. All testing, pursuant to this policy, shall be conducted by Regions Hospital staff under the auspices of the Occupation Health Services Office. Collection shall be done in such a manner as to preserve the dignity of the officer tested, ensure the integrity of the sample, and provide the highest possible accuracy of the clinical results.

   When an officer has, pursuant to Section I, been requested or ordered to submit to drug testing, the officer will be given an acknowledgement form stating that the officer has seen this "Drug and Alcohol Screening Policy". The acknowledgement form can be found on the intranet under department forms in the "other" section. The officer shall be transported to the testing site.

The officer will next be asked to provide a urine sample. Each officer will be accompanied to a rest room by a supervisory officer or hospital staff member of the same sex to ensure that no contamination or dilution to the sample occurs.

Once obtained, the sample bottle will be capped and a tamper-proof seal placed over the cap. The officer will initial the paper label on the bottle and sign a Chain of Custody form indicating that the urine sample is their own and that the bottle was sealed in their presence. The supervisory officer will then certify on the Chain of Custody Form the date that the urine sample was collected, that the sample was duly sealed and that the sample bottle bears the initials of the officer submitting the sample. The sealed sample bottle will immediately be placed under refrigeration pending actual laboratory analysis.

If an initial screen of an officer's urine sample tests negative for alcohol or drugs, the results will be reported back to the department and the urine sample will be discarded. If the sample tests positive for alcohol or drugs, the urine sample will be immediately subject to confirmation testing. The specific confirmation test(s) will be determined by the specific drug that tested positive in the initial screen. The department will inform the officer of test results within three working days after receipt of the test result report form the laboratory. An officer may also request a copy of the test result report.

In those cases where the second test confirms the presence of an alcohol or drug in the sample, an officer may request a confirmatory retest of the original sample at the officer's own expense. The sample will be retained in a locked freezer for six months to allow for further testing by the officer in case of a dispute. An officer has the right to explain a positive test result. The department may request that the officer indicate any over-the-counter or prescription medication that the individual is currently taking or has recently taken and any other information relevant to the reliability of, or explanation for, a positive test result.

Nothing in this policy shall be interpreted or construed to mean that an officer subject to testing may not obtain independent or alternative testing at her/his own expense and initiative.

The following chemical substances will be tested for:

- Alcohol - Ethyl
- Cocaine
- Marijuana (THC - Metabolite)
- Amphetamines
- Opiates

B. For the purpose of testing officer judgment, fitness and readiness for duty, the inspection unit shall be responsible for selecting a date, twice each calendar year, in which members of the inspection unit will visit a S.W.A.T., bomb squad, or crisis

negotiators training site, and/or conduct a call-up of the units identified in Section I. A. of this general order. During this time, members of the units will be asked to submit to a drug and alcohol screening test.

C. If an officer has a reasonable basis to believe that another officer is illegally using drugs or on duty under the influence of drugs or alcohol, the officer shall notify the suspect officer's supervisor or watch commander immediately, and furnish the name and current assignment of the suspected member, along with all of the facts and circumstances which led to the belief.
   - In all cases in which the belief that an officer is on duty under the influence of drugs or alcohol is based upon observations of the suspected officer, two supervisory rank personnel are required to observe the suspected officer and concur that a reasonable basis exists to believe the officer is under the influence of alcohol or drugs.
   - Any supervisor or watch commander who is so informed of suspected illegal or improper drug or alcohol use shall notify the division commander or, in her/his absence, the on-call assistant chief and advise the assistant chief or on-call assistant chief of all facts and circumstances which led to the belief that the suspected officer is illegally using drugs or under the influence of drugs or alcohol.
   - If the information is that the officer is currently on duty and under the influence of drugs or alcohol and the assistant chief agrees that the facts and circumstances reported to her/him are sufficient to provide a reasonable basis to believe that the officer is under the influence of drugs or alcohol, testing shall immediately be ordered and conducted.
   - The employee may request that testing may initially consist of a "Preliminary Breath Test" (PBT) that will be conducted at either the district or a suitable location in the workplace, or an intoxilyzer test for alcohol at the Ramsey County Law Enforcement Center.
   - The employee may request a union representative at the PBT as long as it is requested within a reasonable amount of time and does not interfere with the timing of the test.
   - Prior to being transported to the testing site, the officer's firearms, holster, magazines, duty belt and other weapons shall be secured.
   - If a PBT shows a positive result, the employee may request an intoxilyzer test for alcohol at the Law Enforcement Center.
   - The employee may request a union representative at the intoxilyzer test as long as it is requested within a reasonable amount of time and does not significantly interfere with the timing of the test.
   - If alcohol testing is conducted with immediate negative results, the officer's equipment may be returned as soon as feasible.
   - If there is to be a delay of drug testing results, the return of the equipment belt shall be determined by the assistant chief of the employee's division or on-call assistant chief.

- If a PBT, or intoxilyzer test if requested by the employee shows a positive result, the employee will be directed to submit to laboratory testing as outlined in paragraph II.A. above.
- If the information is that the officer is not currently under the influence of alcohol or drugs, but that the officer is illegally involved in drugs or drug usage, an investigation to verify the facts or circumstance shall begin. Testing may or may not be included, dependent upon the course of the investigation, provided, however, that if testing is ordered, it shall occur only if there is a reasonable basis to believe that the officer is involved in the usage of illegal drugs.
- All personnel shall immediately document any and all information received, observations, and actions taken. All reports shall be forwarded to the internal affairs unit. No copies shall be retained by any other person or unit, unless directed by an assistant chief.

D. Any officer who, as part of her/his police duties or through off-duty social contact, ingests either directly or indirectly any drug or narcotic substance that would or may test positive after drug screening, is required to document, as soon as possible thereafter, such contact. Documentation should occur if the contact occurred in an on-duty setting. Contact occurring through off-duty social activity should be documented on an internal memo to the employee assistance program.
   - An improper positive drug or alcohol screening, obtained pursuant to any portion of the above referenced policy, shall be considered a violation of General Order 230.20: Department Rules of Conduct, number 5 and/or other appropriate sections.

Revised June 30, 2015

230.40 Employee Privacy

In order to maintain a safe and secure working environment, efficient and proper operation of the workplace, as well as ensuring department policies and procedures are adhered to, inspections of the department shall be performed periodically. Employees should be aware that they are public employees, using public facilities and equipment for the purpose of facilitating their work including but not limited to phones, computers, PDAs, electronic external data storage devices, department vehicles, desks, etc. Pursuant to O'Connor v. Ortega and Ontario v. Quon, there is no reasonable expectation of privacy in the workplace related to work itself or specific work related misconduct.

Revised July 1, 2011

231.00 Off-Duty Employment

Statement of Policy:

The primary obligation and responsibility of an officer is to the department at all times. Officers should be available for overtime duty. Off-duty employment shall not interfere with the ability of an officer to respond to an emergency recall to regular duty, nor should off-duty employment interfere in any way with the proper performance of an officer while on duty. As such, the privilege to work off-duty may be restricted or prohibited.

The rules and regulations of the department as set forth in the Saint Paul Police Department Manual will govern the off-duty officer's conduct. This policy applies to all sworn personnel including, police parking enforcement officers (PEOs), and community liaison officers (CLOs). For the remainder of this general order the word "officer" refers to all of these titles, unless otherwise noted.

The rank structure will remain intact. Therefore:

1. A subordinate shall not supervise a person of higher rank.
2. A person who is a supervisor shall not be scheduled to work off-duty by a person who directly reports to that supervisor.
3. A commander may operate in a staff capacity only for accounts which they supervise or manage. Commanders are prohibited from working for staff of lower rank.
4. The chief and assistant chiefs cannot work off-duty.

Department equipment will not be used unless a contract has been negotiated with the office of the chief, except for the items necessary to be in conformity with the uniform of the day and pac-sets. Squad car usage must be approved by the senior commander or unit commander and the approval documented on the off-duty employment application (PM0005-09).

Officers must notify the on-duty unit/district supervisor when taking a squad car for off-duty use. Officers must follow the established unit/district squad sign-out protocol. Squad cars from a unit or district's primary operational fleet shall be used only when secondary squad cars are not available. Squad cars will not be used in an off-duty patrol function.

Off-Duty Employment Application Form:

The off-duty employment application, PM0005-09, must be completed and submitted with officers' bid cards each year, prior to working off-duty. This includes officers that are compensated for scheduling off-duty employment. A separate form must be completed for each off-duty employer. This form serves two purposes: first, it acknowledges the officer has reviewed the Saint Paul Police Department's off-duty employment policies and understands the terms of these policies; second, it provides a list of all off-duty employers for whom the officer works. This form will be used for police department off-duty employment inspection purposes and internal affairs investigations only. If a new employer is added during the year PM0005-09 must be submitted, listing the new employer, 30 days prior to the first of employment.

The off-duty employment application form will be signed by the officer and submitted to her/his immediate supervisor. The supervisor will make a copy of the form to be kept at the employee's assigned unit/district and will route the original as listed on the form. If the employee is transferred, the employee will resubmit the application to their new supervisor who will file a copy and route the original as listed on the form. The inspection unit will retain the completed original off-duty employment applications.

Hours:
Officers may not spend more than 24 hours per week in off-duty employment, whether working for others or self-employed. These 24 hours do not include department-authorized overtime.

Officers may exchange vacation, holiday, or compensatory time for off-duty hours. This allows officers to exceed the 24-hour off-duty maximum by the amount of substituted vacation, holiday, or compensatory time off.

If you take a week of vacation, or a combination of vacation, holiday and compensatory time, you may work a total of 64 hours off-duty during that week.

Supervisors shall not grant a change of shift to accommodate an officer's off-duty employment, and at least 30 minutes must separate on-duty working hours and off-duty working hours. An exception to this rule would be if the change of hours was to accommodate departmental needs. Any such exceptions must be authorized by the employee's supervisor prior to working the off-duty job. An example of this would be:

> *Officer Smith works Monday through Friday 0900-1700 hours. This officer wants to start at 0700 hours on a particular day and has an opportunity to work an off-duty job that starts at 1530 hours. This scenario would be in violation of this policy unless Officer Smith starts at her/his regular time and uses personal time-off to leave two hours early or her/his supervisor can articulate a departmental need or benefit to starting at 0700 hours and her/his supervisor gives authorization prior to the start of the off-duty job.*

Off-duty officers, when placing themselves back on the payroll due to an arrest, will indicate so when filling out their overtime card in order for the department to track these activities separate from the on-duty overtime. The overtime cards have a check-off for "Off-Duty Arrest."

Span and Control:
An officer managing an off-duty employment site or event who supervises five or more, and up to 10 officers working at the same time must have a minimum rank of sergeant.

An officer managing an off-duty employment site or event who supervises 10 or more officers working at the same time must have a minimum rank of commander.

An officer managing an off-duty "special event" must have a minimum rank of commander.

If an off-duty site or event uses on-duty officers for site/event related duties, the managing off-duty officer must have a minimum rank of sergeant.

Off-Duty Special Events:
Off-duty employment at an event designated as an off-duty special event must be approved by the office of the chief. An event will be designated as an off-duty special event if off-duty employment will occur in conjunction with any of the following:

- The event is expected to draw 1,000 people or more.
- 10 or more officers (off-duty or a combination of off-duty and on-duty) will be working at the event at any one time.
- The event is designated as an off-duty special event by the chief of police.

Officers managing an off-duty special event must submit an operational (ops) plan to the senior commander in the district where the special event is being held at least one month prior to the event. Plans will be reviewed and approved by the district senior commander prior to submission to the chief's office. The plan will also include any event related city permits or note that permits have been applied for. Do not delay the submission of ops plans even if awaiting city permits. Along with the ops plan, officers managing an off-duty special event must submit the off-duty employment application to the office of the chief.

Arrests:
An on-duty squad that transports and books a prisoner for an off-duty officer will complete an original report. The off-duty officer will complete a supplemental report.

Notifications of Ramsey County Emergency Communications Center:
All officers working an off-duty job must notify the Ramsey County Emergency Communications Center (RCECC) of her/his status prior to starting the job. The notification should be made by phone, if possible, and must include the following information:

- Employee long number.
- Location of job-site (if the job is mobile, use the employer's business address or main work site.)
- Name of the employer.
- Squad car number if a squad is being used.
- Hours of work.

The RCECC will:

- Generate a case number (CN) for the off-duty event;
- Assign a radio call number to the off-duty officer; and
- Log the off-duty officer into the Computer Aided Dispatch (CAD) system.

At the completion of the off-duty job, the officer will notify the RCECC that s/he is end of tour. The CN generated will then be closed and the squad/officer logged off CAD.

Prohibitions to Off-Duty Employment:
Officers are prohibited from working off duty under any of the following circumstances:

- While on administrative only duty, sick leave, light duty, injured on duty status, during mandatory leave following a critical incident or whose job duties are restricted due to an order of a physician.
- While attending the Saint Paul Police Department Recruit Academy.
- Before successful completion of their probationary period except at events approved by the chief.
- In the capacity of a police officer while on suspension, administrative leave, executive loan, or leave of absence.
- Employment outside the City of Saint Paul, as a police officer, unless specifically approved by the chief or an assistant chief.
- Officers shall not work in or for any of the below listed establishments or services unless specifically approved by the chief:
  - Taxicab services.
  - Licensed on-sale liquor establishments or the entire property to which an on-sale license has been issued, except in the cases of events held at public facilities for which special licenses are issued, or hotels/motels, but not the liquor establishments located therein. Officers are also prohibited from working for a third party who is directly paid to employ security for an establishment that holds an on-sale liquor license. Exemptions may only be granted by the chief of police and must be reviewed yearly.
  - Beer parlors (3.2).
  - Union assemblies where union business is being conducted.
  - Teenage dances not sponsored by a recognized youth organization.
  - An establishment where a labor dispute is occurring.
  - An establishment which would tend to lower the dignity of the police service in any manner or where a conflict of interest is seen to exist.
  - Any movie or commercial productions occurring within the city limits of Saint Paul, unless prior authorization for the chief of police has been granted.
- Employment as a police officer or other law enforcement officer for any other law enforcement agency, or for any other business the department deems inappropriate, unless specifically approved by the chief of police.
- Employment in paid professional sports or athletics, unless specifically approved by the chief, or an assistant chief.
- Excessive sick leave or lateness in reporting for regular duty.
- Interference with alert performance of police duties.
- Other just or reasonable cause as determined by a supervisor, command officer, or chief of police.

Uniforms:

- Officers working off-duty will not wear raid gear, utility uniform, or attire other than the designated uniform class of the day.
- Regardless of primary duty assignment, any officer working off-duty will be in the designated uniform class of the day, class A, B or C, as defined in General Order 202.03: Uniform Classes and Rules unless otherwise approved by the assistant chief of operations.

- During the summer period, officers may wear a long sleeve shirt with a tie (no turtle neck) between the hours of 2200 to 0800 hours.
- Officers approved to work off-duty in plainclothes will dress in business casual attire.
- PEOs and CLOs may not wear the police department badge off-duty unless specifically approved by the chief, an assistant chief, or a senior commander.
- While working off-duty, department personal appearance standards (reference General Order 202.01: Personal Appearance) apply to all officers, regardless of the officer's primary duty assignment.
- [redacted]
- Off-duty officers will be subject to inspection.
- (See General Orders 202.01 to 202.05 for further details)

Boards, Commissions, and Non-Profit Corporations (Compensated):
Such participation is permitted following consultation with, and at the discretion of the chief of police.

Off-Duty Work Outside of the City:
- All of the above regulations apply.
- No uniforms shall be worn during off-duty employment outside the city.
- Off-duty work outside the city is permitted following consultation with, and at the discretion of the chief or an assistant chief.

Liability:
Liability during off-duty employment rests with the off-duty officer and off-duty employer, not the City of Saint Paul.

Revised September 14, 2012

232.00 Performance Appraisal

The performance appraisal program is in effect for all department employees below the director level and includes provisional and unclassified employees.

Objectives of the Performance Appraisal Program:
- To allow fair and impartial personnel decisions.
- To maintain and improve performance.
- To provide a medium for personnel counseling.
- To facilitate appropriate decisions regarding probationary employees.
- To provide an objective and fair method for recognition and measurement of individual performance according to prescribed guidelines.
- To identify training needs.

Use of Appraisal Reports:

- Appraisal reports serve as an important resource for actions taken by management. An employee's performance, as defined in the appraisal reports, gives information concerning suitability for assignment or reassignment, training and/or retraining needs, readiness for assuming added responsibilities, promotional candidacy status, and identification of career development potential.
- Management will utilize the completed appraisal report as a resources element in the personnel reward, development and decision processes. It is essential that the performance appraisal program produce accurate and reliable assessments of individual performance.

Other uses intended are:
- To let employees know what is expected of them and how well they are performing.
- To help determine whether a merit increase is warranted.
- To provide a continuing record of an employee's performance history.

Procedures:
General Guidelines:
- Raters/supervisors shall receive on-the-job training in the performance appraisal function and procedures including use of the forms upon promotion and/or at the in-service first line supervisor's school conducted by the Saint Paul Police Department Training Unit or the City of Saint Paul Office of Human Resources.
- Performance appraisals will be based only on behavior observed or identified during the period of the evaluation.
- The performance of all employees will be evaluated annually during the month of their anniversary of hire. Probationary employees will be evaluated at least bi-monthly. The period of the appraisal is shown on the face of each performance report.
- Employees will be evaluated by their immediate supervisor.
- Raters will be evaluated by their immediate supervisor regarding the accuracy, fairness and impartiality of the performance appraisal as well as the uniformity of ratings.
- Section/unit commanding officers will ensure the completion of each appraisal form by the appropriate supervisor.

Evaluating supervisors will:
1. Utilize established job descriptions and classifications, applicable general orders and other directives to discuss job expectations with the employee. They will ensure that each employee being evaluated is aware of:
   A. Her/his required duties and tasks.
   B. The standards of quality and productivity s/he is expected to meet.
   C. Criteria by which s/he will be evaluated must be specific to the position occupied.
   D. This discussion will be repeated at the beginning of each assessment period. Employees upon transfer or promotion to new positions shall also be indoctrinated on new requirements.
2. Follow the pertinent established performance appraisal manual and guidelines in completing performance appraisals.
3. Submit explanatory comments whenever performance ratings are unsatisfactory or outstanding.

4. Discuss the performance appraisal with each employee they have rated.
5. Allow the employee to make verbal and written comments regarding their appraisal.
6. Meet with an employee when an unsatisfactory pattern of performance is identified. This meeting should take place at least 90 days prior to the end of the ratings period. This will be documented in writing with a copy to the employee.

Each performance assessment will be reviewed and signed by the immediate supervisor of the person evaluating the employee.

Employees being rated will read and sign their assessments (indicating only that they have read it) and may make written responses which will be attached to the original appraisal document.

Review Process for Contested Appraisals:
Employees who are dissatisfied or disagree with their performance appraisal may seek a review of their ratings by following the procedures prescribed in Saint Paul Civil Service Rule 26.

Distribution and Retention of Forms:
Distribution of completed employee performance appraisal reports shall be as follows:
1. One copy to the Saint Paul Police Department Human Resources Unit for inclusion in the employee's personnel file.
2. The original overall evaluation grade is entered in the City of Saint Paul Office of Human Resources computer system for inclusion in the Office of Human Resources employee personnel file.

It is the policy of both the police personnel and human resources office to retain personnel records indefinitely.

Appraisal Terms:
The appraisal of each employee's performance shall be documented and all assigned ratings of employees returned to the police department human resources unit.

Appraisal performance indicators utilized by the department's system are limited to the following five terms:
- Exceptional (E): Performance greatly exceeds requirements of quality, quantity and timeliness. Employee has no developmental needs in these areas.
- Superior (S): Performance level noticeably exceeds requirements of quality, quantity and timeliness. While performance can still be improved, this employee significantly exceeds requirements in most, or all, aspects of the job.
- Fully Competent (FC): Performance is satisfactory on all requirements of quality, quantity and timeliness. Performance of this employee at this level is fully capable and should not be considered marginal.
- Needs Improvement (NI): Performance level is minimally acceptable, but below that of a satisfactory employee. Performance at this level is below requirements for quality and/or quantity and/or timeliness.

- Unsatisfactory (U): Performance is definitely unacceptable. It is clearly below requirements for quality and quantity and timeliness.

The overall rating must be consistent with the major areas of accountability ratings. The following should be considered in choosing the overall rating:

- Did the employee achieve the results expected during the rating period?
- Which major areas of accountability are the most important in the work done by the employee? Was performance satisfactory for these areas?
- What is the rating that is most consistent with the overall picture presented by the major areas of accountability ratings?

Change of Performance Appraisal Rating:
The chief has the authority to change the overall rating of an employee. The chief will inform the employee's assistant chief who will inform the employee's immediate supervisor that a change is being made and the reasons for the change. This will allow the supervisor to take action to correct the problems which resulted in the change of rating. All changes will be initialed and dated by the chief of police.

Program Management:
The human resources unit is responsible for the management of the performance appraisal program. S/he shall ensure that newly promoted supervisors understand the appraisal functions and will be available for assistance as needed.

S/he shall cause an annual inspection of the performance appraisal system. The objectives of this inspection will be:

- To determine instances of extreme ratings and the reasons for them.

- To investigate contested appraisals and the reasons for them.

The inspection shall result in a written report to members of the administrative team which shall also include suggested revisions and/or improvements.

Revised July 1, 2011

233.00 Commendation Review Board

The Saint Paul Police Department Commendation Program is coordinated through the support services and administration division and the assigned executive officer in support services administration division serving as the commendation review board chairman and s/he will maintain such files as are necessary to this function.

Any member may recommend any other member for consideration but must do so in writing on the recommendation form.

Commendation Review Board (C.R.B.):

The C.R.B. will be made up of 10 members (including the chairman), the chairman being an executive officer assigned to the support services and administration division. Irrespective of rank, a cross section of personnel (both civilian and sworn) from the department's divisions is the criteria for membership. The C.R.B. will be made up of the C.R.B. chairman, one district supervisor, three patrol officers, two investigators, two civilian employees and one representative from the chief's office. The C.R.B. chairman (with the approval of the chief) will select the C.R.B. members. Members will sit on the board for a period of three years. Three of the board members will be changed each year on January 1st. Alternates (10 recommended) or enough to fill in for those unable to attend meetings, will also be changed at that time. C.R.B. meeting deliberations are private and members are not to disclose deliberations with anyone outside the particular meeting unless directed by the chief of police.

The C.R.B. is authorized to investigate all recommendations from any source and will examine reports, statements, evidence and may call witnesses. The C.R.B. should only consider the actions submitted for recognition. The board should not consider the propriety of submitting an action. The C.R.B. will submit to the administrative team, all recommendations in writing. .

The chief of police will conduct the final review of all recommendations. The C.R.B. chairman will then be directed to prepare the awards, citations, letters and appropriate publicity, with copies to the personnel files.

Initiating Recommendations:
Any member may recommend any other member for consideration but must do so in writing on the recommendation form available in the watch commander's office, police human resources office, or on the department intranet. The recommendation should include documentation such as police reports, witnesses' names, statements, case number, evidence, or any other information that will assist the C.R.B. in reviewing the recommendation. Any letters from members of this department commending employee actions will be reviewed. All recommendations will be submitted directly to the C.R.B. chairman.

C.R.B. meetings are normally held on the last Thursday of each month. All matters submitted during the previous month are brought to the board for consideration. Decisions may be held over for a future meeting if more information or witnesses are required in order to make an informed decision.

Criteria:
Criteria for awards will guide the C.R.B. in their selection of proper awards and should be adhered to in all cases if the program is to have the desired effect. If the action does not meet the criteria, a "Line of Duty" (L.O.D.) letter will be sent.

- **Medal of Valor**: Awarded to an officer who, conscious of danger, intelligently and in the line of police duty, distinguishes her /himself by the performance of an act of gallantry and valor at imminent personal hazard to life, above and beyond the call of duty.

- **Medal of Merit:** Awarded to an officer for a highly creditable and unusual police accomplishment. This event or action(s) is unique and specialized in nature and would be considered an outstanding act or achievement not seen or performed frequently.
- **Life Saving Award**: Awarded to officer who goes above and beyond the call of duty, whose extreme and unusual actions saves another's life.
- **Medal of Commendation**: Awarded to an officer for exemplary work that is an extraordinary achievement above and beyond the normal scope of duties. This work may be self-initiated, but is seen as a performance or action that displayed superior intelligence and effort.
- **Unit Citation**: Awarded to a unit for exceptional performance of their duty, above and beyond what would be expected from that unit.
- **Chief's Award for Valor or Merit**: Awarded to an individual or group of individuals by the chief of police in recognition of exceptional actions or activities taken on behalf of the department and/or the City of Saint Paul.
- **Letter of Recognition (L.O.R.)**: Recognition of intelligent and excellent performance of regular duties. Recognition to a member who deals with a citizen or citizens in crisis situations to prevent harm to themselves or others, not considered at high personal risk. Will be in the form of a Letter of Recognition, a copy of which will be inserted in the personnel files and sent to the immediate supervisor.
- **Unit Letter of Recognition**: Awarded to a unit when the accomplishments of that unit are noteworthy and commendable but not of such stature as to merit a unit citation. Unit L.O.R.s will be forwarded to the awarded unit's commander. Copies of the unit L.O.R. will be placed in each unit member's permanent personnel file. The names will be submitted to the police human resources unit by the unit head.

Revised November 19, 2013

233.50 Labor Management Safety Committee

The Saint Paul Police Department Labor Management Safety Committee (SPPD L.M.S.C.) is coordinated by the executive officer of the support services and administration division. S/he serves as the labor management safety committee chairperson and will maintain such files as are necessary to this function.

The SPPD L.M.S.C. will be made up of eight members (including the chairperson); Irrespective of rank/title, the remaining members will represent the following units/labor unions:

- One representative from A.F.S.C.M.E.
- One representative from the manual & maintenance supervisor's association
- One representative from the office of the chief, one representative from the federation
- One representative from training
- One representative from human resources
- One representative from the operations division.

The committee will meet quarterly, on the third Thursday of March, June, September and December. Additional meetings may be held should the need arise.

The SPPD L.M.S.C. is a sub-committee of the City of Saint Paul L.M.S.C. (City of Saint Paul, MN - Official Website - Labor-Management Safety Committee) and the executive officer from support services and administration will also serve as a member of the City of Saint Paul L.M.S.C.. The SPPD L.M.S.C. chairperson is responsible for forwarding all minutes from the SPPD L.M.S.C. to the City of Saint Paul L.M.S.C..

In accordance with a 2009 Mayoral directive, the SPPD L.M.S.C. shall:

- Review and analyze the level of effectiveness of the department's safety programs and training and make recommendations to the department.
- Review and ensure department safety policies, procedures and practices are in compliance with applicable laws and make recommendations to the department.
- Review injury reports within the department to identify and analyze hazards and trends.
- Review the results of department work place safety inspections to identify and analyze hazards.
- Review, analyze and provide feedback to complaints and suggestions by employees.
- Conduct safety inspections as required or by request of the department or City of Saint Paul L.M.S.C..
- Promote safety awareness and communicate specific safety and health related needs and improvements to managers, supervisors and employees.

Effective June 27, 2011

234.00 Flag Etiquette

Where and When the United States Flag is Displayed:
The flag of the United States shall be displayed prominently outside of each facility of the department daily, weather permitting, from sunrise to sunset. Display of the flag of the United States at facilities of the department and by individuals representing the department shall be in accordance with provisions of the National Flag Law.

Flying the National Flag at Half-Staff:
The flag of the United States shall be flown at the half-staff position at a facility of the department only as follows:

- At the discretion of the President of the United States.
- On Memorial Day, from sunrise to noon.
- When authorized in those instances when an officer has been killed in the line of duty or has died as the direct result of injuries incurred while in the performance of her/his official duties. The flag shall be flown at half-staff until sunset of the day of the funeral.
- On other occasions at the direction of the chief of police.

Saluting at a Parade:

A uniformed officer at a parade need salute only the massed national colors at the head of the parade. When the flag is six paces from the officer, s/he shall face it and render a hand salute until the flag is six paces beyond her/him. Other groups of colors that follow may be saluted if the officer's immediate attention to duty is not necessary.

Saluting During Playing of the National Anthem:
When the National Anthem is played at any ceremony, an officer in full uniform including cap, shall assume the position of attention, face the national colors, if present, and render the appropriate hand salute. If there are no national colors present, s/he shall face the band and render the salute. Officers who are in uniform, except for a cap, shall stand at attention; officers who are in civilian dress shall remove their hats and stand at attention.

Saluting During Flag Ceremonies:
During the ceremony of raising or lowering the United States flag, those officers present and in uniform shall render the appropriate hand salute.

235.00 Data Practices

The Minnesota Data Practices Act imposes on an employee a criminal (misdemeanor) and civil penalty (suspension/termination) for willful violations of the law. This penalty may be for either a wrongful dissemination or withholding of information. Every member of the department must be aware of the significance of this Act and the procedures established to assure proper compliance.

All Saint Paul Police Department policies and practices respecting data collection (Minnesota Statute 13.02 Subd. 7) and dissemination are based on the Minnesota Data Practices Act, Minnesota Statute 13.82. Due to the dynamic nature of laws and legislation, this statute is incorporated by reference into this policy manual. It is impractical to attempt to list in this policy all data practices affecting law enforcement. Any questions maybe directed to the department's data compliance officer or records manager. The city attorney is also available to respond to difficult questions regarding data practices.

Government Data:
"Government data" means all data collected, created, received, maintained or disseminated by the department regardless of its physical form, storage media or conditions of use.
It is the policy of this department that all private, confidential or non-public government data, shall be accessed for official purposes only. Internal requests for such information shall be made only by members whose official police business necessitates having access to such information. Under no circumstances will this information be disseminated outside the agency, other than through approved procedures and in accordance with the Minnesota Data Practices Act.

Access Procedures:
Requests for information can typically be classified into two types:
1. Requests from the media.

2. Requests for information from the general public (citizens, victims, witnesses, attorneys, etc.)

Media Requests:
The public information officer (PIO) who works out of the chief's office is the point of first contact for all media requests. In the event that the PIO is unavailable, an inspector or the watch commander may handle the request in accordance with General Order: 235.60 News Media.

General Public:
The general intake point for all requests, except media, will be handled by the records unit. Due to the varied circumstances that can occur concerning dissemination of information, it is the intent of this policy that the data compliance officer and the records manager work closely to ensure an appropriate response to requests within the policies, federal and state laws.

Police Data for Private Use:
- No employee will view or obtain data for private use while on duty. All information obtained while on duty status must be for official departmental use.
- Employees seeking information for private use shall conduct their business at the public counter of the records unit, on their own time, and shall pay all fees, as any other private citizen.
- Obtaining copies of information intended for private use without paying the normal fees constitutes theft.

Confidential Criminal Data:
All criminal data gathered as part of an ongoing investigation is confidential while the investigation is active and/or the case is pending in the court system.

An investigation becomes inactive upon the occurrence of any of the following events:
1. A decision by the department to close the investigation and no longer pursue the case.
2. The statute of limitations has run.
3. The prosecution has declined to prosecute.
4. The case is dismissed, or the defendant is found not guilty in court.
5. Exhaustion of or expiration of all rights of appeal by an individual convicted on the basis of the investigative data.

(See General Order 235.50: Uniform Evidence Retention)

Cases determined to be inactive will become active and confidential upon a departmental determination to reopen the investigation.

The data compliance officer, public information officer and records manager in responding to requests for criminal data, must be able to rely on the present information in the record unit's files. The department policy of all reports being processed, cataloged and stored within the records unit, is essential.

Revised July 1, 2011

235.10 Dissemination of Criminal Data

Communications referred to in this order are inter-agency requests, oral or written, for records, photos, electronic media, video, images, non-public offense/incident, supplemental, investigative reports and other memoranda relating to criminal activity.

Purpose:

- More effective control of inter-agency communications relating to criminal activity.
- To assure accuracy and completeness of inter-agency communication.
- Assure release of data will not compromise an investigation.
- Active investigative data is released to only those with a "right to know."

Procedures:

For all private or confidential criminal data, all inquiries, written or oral shall be referred to the investigator to whom the case has been assigned.

If circumstances exist that necessitate the immediate release of criminal data in a manner other than defined in the preceding paragraph, the employee providing the information shall to the unit commander to whom the case has been assigned, outlining the source, nature of the request, and information provided.

Exceptions in these situations are subject to approval by the assistant chief of the division involved, or the executive officer acting in her/his place (see General Order 235.00 Data Practices).

Revised July 1, 2011

235.20 Administrative Lockdown

Access to some department investigative data may be restricted from general query access from department personnel. Items which may be locked down include RMS (police reports), media vault (pictures, audio recordings), video (In squad camera, CCTV) and other evidence. The term "unit" in this policy shall refer to the records, CCTV, and technology units.

Procedure

Any person of commander rank or higher may contact the review officer to have investigative data locked down. All requests must be in writing. If a matter is urgent, a verbal request shall be honored but followed by a written request.

Access

Personnel or agencies needing access to or copies of locked information must submit their request in writing to the internal affairs commander.

Unlocking Information
Units will be responsible for their locked down data. Units responsible for data being locked down shall maintain an up-to-date list of files on administrative lockdown status. Units will send a summary of cases on administrative lockdown status to the internal affairs commander on a quarterly basis.

Effective May 6, 2011

235.30 Case File Maintenance

Case files are maintained in the case management system within Record Management System (RMS). Upon completion of the investigation, investigators shall provide a final disposition within case management and submit the case to their unit commander or her/his designee electronically for review. Unit commanders will either accept or reject the disposition. Accepted dispositions are automatically stored within RMS. Rejected dispositions will automatically be sent back to the investigator with the commander's notes for correction.

Exception: At the discretion of the unit commander, a duplicate case file may be retained for a longer period of time when it is prudent to do so because of continuing victim inquiries or because of the seriousness of the crime, the monetary loss involved or its potential use as a future investigative tool.

Additionally, the district force units, narcotics/vice unit, homicide unit and special investigations unit may retain selected closed case files within their respective units. Only those closed files which contain information which may jeopardize ongoing or future investigations may be retained in these units. These records shall be stored in a secure manner with access limited to selected personnel.

All investigative units shall be allowed to maintain files of information within their units that are needed to accomplish the objectives of the unit. Each unit commander shall furnish the records unit manager with a list of the routine records and files kept within the unit. Once each year, each unit commander shall meet with the records unit manager and shall determine which unit records shall be transferred to the records unit for further retention or destruction. The retention of records shall be in compliance with all state and city data laws, in particular, the Uniform Evidence Retention Policy (Here's the Story: Uniform Evidence Retention Policy, 9/7/2010, General Order 235.50: Uniform Evidence Retention), a copy of which is maintained in the records unit.

Revised July 1, 2011

235.40 Laserfiche Document Storage

Laserfiche is used by the SPPD to electronically store paper documents. The paper documents are scanned into Laserfiche by Saint Paul Police Department records personnel. The documents are then able to be stored electronically and linked to a case number. [redacted] The documents are available to authenticated users of the Laserfiche system, both here at the police department and also at the city attorney's office. Access to the system must be approved by the technology unit and a complete audit log is stored relating to the documents and user's access.

In order for the department to be compliant with the Criminal Justice Information Services (CJIS) security policy, FBI and BCA Criminal Justice Information (CJI) shall not be scanned into the Laserfiche system.

CJI is the term used to describe the FBI data provided for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data.

The following categories of CJI describe the various data sets housed by the FBI CJIS architecture:

- Biometric data: data derived from one or more intrinsic physical or behavioral traits of humans typically for the purpose of uniquely identifying individuals from within a population. Laserfiche is used to identify individuals, to include: fingerprints, palm prints, iris scans, and facial recognition data.
- Identity history data: textual data that corresponds with an individual's biometric data, providing a history of criminal and/or civil events for the identified individual.
- Biographic data: information about individuals associated with a unique case, and not necessarily connected to identity data. Biographic data does not provide a history of an individual, only information related to a unique case.
- Property data: information about vehicles and property associated with crime.
- Case/Incident history: information about the history of criminal incidents.

No SPPD employees, sworn or civilian, shall permit the scanning and or entry of FBI CJI into the Laserfiche system. If employees need clarification on what can and can not be scanned they should get advice from the records unit manager before scanning any items.

Effective June 27, 2011

235.50 Uniform Evidence Retention

(See Here's the Story: Uniform Evidence Retention Policy and Ramsey County Uniform Evidence Retention Policy- Updated 8/3/2012)

The Ramsey County Attorney's Office, Saint Paul City Attorney's Office and Saint Paul Police Department have entered into a Uniform Evidence Retention Policy (RCERP) designed to apply to all Ramsey County law enforcement agencies. This policy should be used as a guide for determining evidentiary dispositions.

Evidence will be retained for pending civil litigation against the city. In such a case, the chief and/or assistant chiefs (or his/her designee) of the division involved in the civil litigation will notify the property room, technology, forensic services unit etc. regarding the need for evidence retention. Any directive from the chief and/or assistant chiefs will over-ride any property disposition provided by an investigative unit.

The retention of records shall be in compliance with all state and city data laws, in particular, the "Uniform Retention Schedule" and "General Retention Schedule for the Minnesota cities," a copy of which is maintained in the data compliance official.

General Orders 439.01: Property and Evidence Procedures, 439.11: Investigative Unit Procedures – Property/Evidence and 439.12: Property Room Unit Procedures explain department policy as it relates to evidence storage, retention, release and disposal.

Revised May 16, 2013

235.60 News Media

Policy Statement:
It is the policy of the Saint Paul Police Department to work with legitimate members of the news media to release public information to all media outlets, in a fair and timely manner at all times. Since a free press is guaranteed by the U.S. Constitution, no department personnel will obstruct the news media from reporting on police activities, as long as reporters obey the law in carrying out their mission. The news media is essential to a free society, and police personnel will maintain a courteous, professional demeanor when dealing with media personnel.

Official Information Sources:
News media information on department activities is available from the following sources:

- Public information officer
- Office of the chief
- Watch commander
- Records unit (via police reports)

All department sworn and civilian personnel are prohibited from voicing opinions to the news media on department matters without the permission of the chief, the public information officer or one of their designees.

Responsibility for the Release of Information:

1. The Office of the chief will approve all written news releases. Such releases must be forwarded to all news media outlets that regularly cover department activities.
2. The chief of police, the public information officer or an officially designated person will handle media interviews relating to incidents. A spokesperson, chosen by the chief or police or the public information officer, will brief the media, prepare and distribute news releases, and provide updates when possible.
3. Only the chief of police or a designee will comment on ongoing investigations.
4. The public information officer, the office of the chief, the watch commander or the records unit, will distribute routine incident information. The Minnesota Data Practices Act (Minnesota Statute Chapter 13 and Minnesota Statutes 13.43, 13.82, General Order 235.00: Data Practices) will be followed when distributing data.
5. Arrest data is released by the PIO, the watch commander, a designee from the office of the chief or the records unit.
6. Ramsey County Sheriff's Identification Unit handles the release of booking photos and criminal histories. Booking photos are to be released after a suspect has been charged, or with the consent of the investigator working on the case, his or her supervisor or at the discretion of the chief of police.
7. Department policy questions will be answered at the discretion of the chief of police or designee. Sworn or civilian personnel may be asked to respond to such inquiries by the chief of police, his designee or the public information officer. Responses will be factually based and free from personal points of view. If a response has the potential to adversely reflect upon the department, the office of the chief will be notified and a response will be crafted by the chief of police and the public information officer.
8. With input from relevant sources, including assistant chiefs, senior commanders, commanders and the public information officer, the chief of police will make all decisions on what information to release, when to release it and how to release it during on-going incidents and investigations, particularly ones that are recurring in the news media. The chief of police will also make similar decisions when the department proactively announces information to the media.
9. All department sworn and civilian personnel must obtain approval from the communications director, the chief of police or his designee prior to conducting interviews with the news media.
10. Senior commanders, watch commander and unit commanders are expected to inform the chief of police, their assistant chief and the public information officer in a timely manner about any incident or investigation that will likely draw attention from the media. This sharing of information includes developments in on-going cases, such as the imminent arrest of a suspect or the filing of a search warrant.
11. As long as it does not interfere substantially with their day-today duties, it is the responsibility of sworn and civilian personnel to conduct interviews with the media when requested to by the chief of police, the public information officer or a designee from the chief of police.

Media Ride Along:
News media reporters requesting a "ride along" with a squad car should put their request in writing to the chief of police. The ride along can only be approved by the chief and/or a designee.

Revised June 27, 2011

235.70 Civil Suit Interviews by Officers

Officers shall not talk or provide a formal statement about a case that is or maybe part of civil litigation. All private attorneys and investigators who seek an interview with police personnel shall be instructed that a subpoena to appear at a deposition or at trial will be required.

These subpoenas will be accepted in the chief's office during regular business hours.

(See Here's the Story: Civil Suit Interviews by Officers, 2/9/2011)

Revised July 1, 2011

236.00 Computer Security

This policy applies to all computer and electronic devices used by police department employees to access data, files, software, etc.

The department recognizes the responsibility for safeguarding confidential data stored in electronic files and the need to systematically enhance protection as technology advances.

To prevent unauthorized access, the technology unit commander will review and approve all permissions and authorizations for access to electronic files, databases, and websites. The technology unit commander will allow only "minimum necessary" access to authorized individuals according to applicable federal and state laws and regulations.

Each unit commander/supervisor is responsible to review and manage activation, de-activation, and restrictions for individuals under their command, and to notify the technology unit commander of personnel changes that affect user authorizations. The unit commander/supervisor is also responsible for ensuring submission of appropriate one-time and annual paperwork, including authorizations and agreements required for DVS, city email and Internet, CJIS, MNCIS, CIBRS, and access and use.

Saint Paul Police Department (SPPD) has a Terminal Agency Coordinator (TAC) which serves as a point of contact for matters relating to CJIS information access. The TAC administers CJIS system programs within the agency and oversees the compliance with CJIS policies. All issues and questions related to CJIS should be directed to our TAC.

All employees are responsible to use department computers and devices with access to protected or not public data (e.g., DVS, city and police networks, CJIS/MNCIS) only as authorized by Criminal Justice Information Services Security Policy and the Minnesota Government Data Practices Act. This includes complying with standards pertaining to device security, passwords, session locks, authentication, and minimum necessary access.

Passwords and Credentials

[redacted]

All Saint Paul Police Department staff accessing city devices [redacted], authorized by the technology unit commander, City of Saint Paul's Office of Technology and Communications (OTC), or external access administrator, as applicable. Employees must change their passwords as prompted and within the time frame set forth in the prompt or access may be shut off.

Employees may not share their unique login credentials with others.

[redacted]

Access

All employees are required to provide the computer system with true information when gaining access to data, including name, employee number, or any access code. Using another's name, login, access codes, passwords, or other credentials to access applications or data is a violation of this policy and may result in discipline up to and including termination. The sharing of your login, password, access codes or other credentials is prohibited.

All department computers and devices with access to protected or nonpublic data (e.g., DVS, city and police networks, CJIS/MNCIS) must be secured in a squad car or used only in secure locations, unless the technology unit commander has authorized access from an alternate location. Examples of secure locations are headquarters or district buildings. Examples of unsecure [redacted]. Employees must obtain authorization from the technology unit commander to access data from an alternate location or to access data from a mobile device. Authorization to access data from an alternate location or mobile device will only be granted if the access and device are deemed to be appropriately secured and in CJIS compliance. To request such access the remote access

form must be completed and approved by the unit commander/manager and technology commander. All laptop and mobile devices must be [redacted] CJIS requirements[redacted].

All data is subject to the controls detailed in General Order 235.00: Data Practices and the Minnesota Data Practices Act. In addition, criminal justice data are subject to controls detailed in General Order 238: Criminal Justice Data Policy and CJIS standards.

Remote Access

[redacted]

[redacted]

Data Ports/USB

No employee may attach any personal device(s) to a city-owned data/ port without OTC's prior written approval. This includes any private/personnel devices that contain files mixed with city and personal data. See city policy for further details. USB memory devices are available from the property room. Proper virus protection and/or encryption are needed for employees using these devices.

Hardware and Software

The technology unit is responsible for installing, maintaining, and upgrading computer systems, software, and hardware in partnership with OTC. All new software and hardware, project proposals, including test products, must be approved by the technology unit commander. No hardware or software may be used by SPPD staff unless and until all applicable agreements and forms are accepted through proper channels. All new requests for software or hardware must be initiated with the technology unit commander.

Software is copyrighted material and protected by copyright laws. As such, duplication of any application for use on more than one device is prohibited.

It is the responsibility of all SPPD employees to adhere to the data privacy policies. Employees may only access and use private data as allowed by SPPD policy and applicable laws and regulations. Employees must take all reasonable steps to ensure data security.

See the following policies for further information: 235.00 to 241.00, 440.00, 442.17.

Revised November 15, 2013

236.02 Internet Access and E-mail Policy

The city provides internet access and electronic mail (e-mail) to employees to further departmental business. All employees must comply with the city policy.

Employees should be aware that data transmitted, received and stored maybe subject to the Minnesota Data Practices Act.
Revised July 1, 2011

236.05 Social Media

This policy sets out parameters for using social media for official police business, as well as appropriate personal use for department employees. Nothing in this policy is intended to prohibit or infringe upon any communication, speech, or expression that is protected or privileged under law.

Definitions:

Matter of Public Concern- A current issue that "relates to any matter of political, social, or other concern to the community." Connick v. Myers, 461 U.S. 138 (1983)

Post- Content shared by an individual on a social media site, or any published content on a site.

Profile- All information, whether true or false, a user provides about himself or herself on a social networking site.

Social Media-Any electronic or internet based form of communication that allows users to create a platform to share information, ideas, personal messages, photographs, videos, email, and other content. Examples of social media include, but are not limited to, Facebook, MySpace, Google+, Twitter, LinkedIn, Nixle, Flickr, YouTube, SnapChat, and Instagram.

Social Network-An internet based platform or other application that allows users to create profiles, share information, communicate, and socialize with others.

Speech-Expression or communication of thoughts or opinions through spoken words, in writing, expressive conduct, symbolism, photographs, video, or related communication.

Departmental Use of Social Media:

- All department social media sites or pages must be approved by the chief of police or his or her designee.
- Social media content must adhere to applicable laws, regulations, and polices, including all information technology and records management policies of the Saint Paul Police Department.

- Posted content is subject to public records laws, and content must be managed, stored, and retrieved to comply with open records laws and e-discovery.
- Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
- Pages must clearly indicate that posted comments will be monitored, and the department reserves the right to remove obscenities, illegal content, and personal attacks.
- Pages shall clearly indicate that posted content is subject to public disclosure.
- All department approved social media sites and pages must be administered and managed by police department personnel designated by the chief of police.
- Any representative tasked with maintaining and updating department approved social media sites and pages must conduct themselves online as a representative of the Saint Paul Police Department at all times.
- Incidental and occasional personal use of social media is tolerated subject to the same policies, procedures and legal considerations that apply to business-related email and internet use. Incidental and occasional personal use of social media must be done on employee time such as during lunch or breaks.
- Department personnel must abide by and conduct themselves within the regulations outlined in the city of Saint Paul's internet access policy, when accessing social media sites.

Use of Social Media for Investigative Purposes:

- Social media sites can be used to commit crimes and victimize others. The Saint Paul Police Department recognizes the value of using social media sites to further criminal investigations, gather evidence, and prevent crimes. [redacted].

Personal Use of Social Media:

- Employees should be mindful that words and actions taken by members of the Saint Paul Police Department on or off- duty can impact the entire department.
- No employee may post or otherwise disseminate photographs or other information to which they have access as a result of their employment without the express authorization of the chief of police
- Social media posts maybe subject to department policies, including but not limited to: General 218.00 Workplace Conduct Policy (Harassment) Order 218.00 pertaining to workplace conduct (harassment) and General Order 230.13 (conduct unbecoming).

Any employee who is aware of or has knowledge of a social media posting or webpage that violates the above policy must notify his or her supervisor immediately.

Issued June 9, 2016

237.00 Department Policy on MNCIS Government Login Accounts

The State of Minnesota provides government agencies access to the Minnesota Court Information System (MNCIS). This access is offered by the State to assist government agencies in the efficient performance of duties as required by law and court rules.

MNCIS Master Nondisclosure Agreement:
The Saint Paul Police Department has entered into a Master Nondisclosure Agreement with the State of Minnesota for MNCIS Government Login Accounts.

The Agreement defines obligations of police department employees who have been given access to MNCIS public and or confidential case records. All department employees will comply with terms of the Master Nondisclosure Agreement. Users will access MNCIS records only to the extent available in the approved MNCIS government login account that pertains to their current assigned unit.

The chief of police will approve amendments to the agreement.

MNCIS Access Requests and Changes:
The department uses the Odyssey Assistant (OA) version of MNCIS. The state offers OA login accounts for each separate business unit within a government agency. [redacted] To initially obtain a login account unit commanders must complete a "Request for MNCIS Login Account" and forward it to their division assistant chief for approval. If multiple login accounts are needed within a unit each separate sub-unit must submit a login account application. [redacted]

Public Case Records:
Units at SPPD with OA access to MNCIS public case records will be able to query statewide public cases in the Minnesota District Courts. Case search by party, MNCIS case number, warrant number as well as case information, calendar and full financial information are available.

Authorized department staff accessing public case records in MNCIS should understand those records are provided to aid staff in the efficient performance of their duties as required by law and court rules. The records will help staff update themselves on the status and disposition of cases in the court system. Staff may disclose the public records as needed in the course of their duties. Saint Paul Police Department staff will refer public requests for MNCIS records not immediately related to staff duties to Second Judicial District Court.

Confidential Case Records:
Units that have an additional business need to access certain groups of confidential case records from Ramsey County must complete either a Request for MNCIS Login Account, if the unit has no previous login account or a change request

Form for MNCIS Login Account for this access. The request form must be approved by an assistant chief of police and then the Second Judicial District Court Chief Judge.

Unit commander requests to access confidential Minnesota court records outside of Ramsey County will also need the approval of their assistant chief. This access may require a State Supreme Court order.

Unit commanders requesting confidential case records must review the section of Policies and Notices for MNCIS Government Login Accounts that pertains to the type of confidential records access requested.

Unit commanders requesting access to confidential case records will handle the approval process and notify the records unit manager if the access is approved.

The Master Nondisclosure Agreement regulates disclosing State confidential information. Units with access to confidential case records must adhere to state court requirements on the use of those records. These requirements are described in the Master Nondisclosure Agreement, Policies and Notices for MNCIS Government Access Login Accounts and Table of Limits on Public Access to Case Records.

Requests for New Accounts or Account Changes on Public Case Records:
Once approved by an assistant chief, requests for MNCIS login accounts or changes to login accounts must be forwarded to the records unit manager. The records unit manager will note the requested change and will forward the requests to the State Access Representative for the Second Judicial District Court.

Contact Person for MNCIS and Records Unit Duties:
The records unit manager will act as the agency contact person for MNCIS. The Records Unit will maintain a list of all units with access to MNCIS. The Records Unit will stay apprised of State policy changes for access to MNCIS, Policies and Notices for Government Access Login Accounts, and Table of Public Access. The records unit will provide updated versions of changes to the above to the chief, assistant chiefs and unit commanders with access to MNCIS. The records unit manager will update the department policy on MNCIS access as needed.

Unit Commander Duties:
Unit commanders will authorize MNCIS users within their unit and maintain a record of login account IDs, passwords and a current list of their staff with a MNCIS password and the date staff were given access to MNCIS. The list is subject to audit at the request of the State.

Unit commanders will maintain in the unit and make available to all users to read and understand a copy of Master Nondisclosure Agreement, Policies and Notices for MNCIS Government Login Accounts and a Table of Limits Public Access to Case Records.

Commanders of units with confidential case records access to MNCIS records must obtain from staff with access to the confidential records a written acknowledgment that such staff have read the Master Nondisclosure agreement.

Unit commanders requesting to have their unit's existing account removed must forward a completed change request form to their assistant chief for approval.

Unit commanders may authorize a Change Request Form for MNCIS Login Account for password changes as needed to maintain security with access to MNCIS account(s) in their units.

Technology Unit Duties:
The technology unit will designate a staff person as technical support person who will act as a contact for State technical support and who will assist with the support for department units with access to MNCIS. The manager may initiate and authorize changes to static IP addresses.

MNCIS Minnesota Public Access:
The state also makes available to government agencies and the general public a web based version of a MNCIS login account called Minnesota Public Access (MPA) Courthouse View. Records in MPA are not official records, should not be used for background checks and name checks may be unreliable.

Web Sites (forms, information, policies):
- Minnesota Courts information site on MNCIS: Electronic copies of forms, Master Nondisclosure Agreement, Policies and Notices for MNCIS Government Login Accounts and Table of Limits, etc.
- MNCIS Odyssey Assistant Tutorial

Revised July 1, 2011

238.00 Criminal Justice Data Policy

This policy applies to all employees of the department who are authorized access, directly or indirectly, to the Criminal Justice Data Communications Network (CJDN). This is to ensure proper usage of the system and adherence to all local, state, and federal regulations. CJDN is the Minnesota Bureau of Criminal Apprehension (BCA) network that provides criminal justice agencies access to data in state and federal systems. The network consists of several systems including Minnesota Justice Information Services, Criminal Justice Information System and National Crime Information Center, Integrated Search Service (ISS), comprehensive Incident Based Reporting System (CIBRS), Minnesota Repository of Arrest Photos (MRAP), Criminal History System, Hot files, Predatory Offender Registration Search (POR), and DVS.

Information derived from the CJDN is sensitive. Improper access, use, and dissemination of CJDN data may result in disciplinary action, counseling and retraining, reprimands,

suspensions, and termination. (See Data Practices General Orders 235.00 through 238.00 & Discipline Procedures 230.00).

Access and Security of CJDN System

CJDN terminals are located [redacted] Individual access to the network is limited to employees who have been certified by the BCA to operate CDJN terminals. All other department personnel must make their criminal justice inquiries through CJDN operators. Unauthorized access to or routine viewing of CJDN terminals or CJDN data is not allowed.

All personnel and contractors with unescorted access to terminal areas must meet the following requirements:

- Successfully pass a state and national fingerprint based background check.
- Complete basic security awareness training within six months of employment or assignment and biennially thereafter, provided by the BCA. New accounts will be arranged by the technology unit.
- All visitors to computer centers or terminal areas must be escorted at all times, unless they are approved OTC personnel and/or SPPD maintenance personnel repairing equipment.

Staff having direct access to the CJDN must meet the following requirements:

- Be an employee of the Saint Paul Police Department, or approved OTC personnel.
- Pass the appropriate CJDN certification access based on your access level as determined by the TAC.

The background unit will:

- Conduct pre-employment background or assignment checks (including fingerprints sent to the BCA and FBI).
- Submit fingerprint cards of department personnel to the BCA within 30 days of employment or assignment.
- Complete fingerprint based record checks for contractors and vendors before such individuals are granted access to criminal justice information or restricted areas that have CJDN data.
- Use the appropriate purpose code when conducting pre-employment background checks for the department. (Codes can be found on the BCA website and a list will be available in the Saint Paul Police Technology Unit).
- Maintain a signed copy of the subject's background release form.

Terminal Agency Coordinator

The terminal agency coordinator (TAC) manages the operation of the CJDN terminals on a local agency level and is responsible for ensuring that all state and local policies are enforced. The technology unit commander is the TAC for the department.

The TAC will issue a unique username and password to authorized users with access to the CJDN and BCA networks. Authorized users will be given a unique password to have access to criminal histories. The criminal history password will be changed at least every [redacted].

Inquiries and Entries
Inquiries into the motor vehicle registration, driver license, criminal history or any other data through the CJDN must be performed for criminal justice purpose only. When performing any file inquiries or making any entries into any system it is important to remember that all data stored in the system is documented criminal justice information that must be protected to ensure correct, legal and efficient dissemination and use. All persons receiving data from a system accessed through the CJDN must be authorized and have a valid need to know.

Criminal history responses as well as all other CJDN printouts will be destroyed when they are no longer needed. These documents will be shredded.

Sensitivity of Data
The stored data in the network is sensitive and should be treated accordingly. Any unauthorized request, receipt, misuse or dissemination of it may result in disciplinary and/or criminal proceedings. The BCA will be informed of serious violations.

Revised May 18, 2015

239.00 Comprehensive Incident Based Reporting System

(See Minnesota Statute 299C.40)

Purpose:
The Comprehensive Incident Based Reporting System (CIBRS) is a repository of incident information submitted by law enforcement agencies in Minnesota. This electronic data-sharing program is designed to provide law enforcement access to data submitted by outside agencies on a statewide level.

The intent is to point law enforcement personnel to information gathered by other agencies to further investigations. Data provided by CIBRS is not meant to become part of the official investigative case file. For official use, the officer should obtain the information from the submitting agency.

Access:
Only department members who have met the certification requirements will be allowed to access the CIBRS database. This access is solely for the purposes to:

- Further or prepare a criminal case.
- Serve process in a criminal case.
- Inform law enforcement of possible safety issues before service of process.
- Enforce no contact orders.
- Locate missing persons.
- Conduct a pre-employment background check on a candidate for a sworn officer position.

Any employee of this department determined to have misused the CIBRS system will be subject to criminal and internal investigations, and the privilege to access the CIBRS system may be revoked.

Classification of CIBRS Data:
All data in the CIBRS system is classified as private or confidential. No data contained within the CIBRS system is public. All data gathered from the CIBRS database will be destroyed after its intended purpose.

Original documents obtained from the submitting agency will be handled as usual in accordance with General Orders 235.10: Dissemination of Criminal Data, 235.30: Case File Maintenance and 338.00: Background Unit.

Access of CIBRS Data by the Data Subject:
Individuals requesting CIBRS data on themselves must specifically ask for data contained within the CIBRS system. The subject will be referred to the records unit for assistance. No employee may release data to the subject except for the records unit manager or data compliance officer.

An individual may file a data challenge questioning the accuracy and/or completeness of the CIBRS data. An individual who wants to make a data challenge should be referred to the records unit manager or data compliance officer. The following requirements must be met and actions taken:

1. The request must be made in writing by the subject of the data and their identity must be verified through a government issued photo ID. The request must describe the nature of the inaccuracies.
2. The responsible authority will then ensure that the record(s) in question is flagged within the CIBRS database when the challenge request is initiated.
3. Within 30 days, the record challenge will be addressed, and a determination will be made by the chief of police or designee.
    a. Sustained challenges will be corrected or deleted upon determination. A letter will be sent to the data subject informing them of the results of their challenge. The responsible authority will then update the CIBRS database marking the record(s) in question as having been sustained. CIBRS will then automatically notify the responsible authorities of all agencies that have viewed the record(s) in question within the last year.
    b. If a challenge is not sustained, and the data will not be altered, a letter will be sent to the data subject informing them of the results of their challenge. They will also be informed that any appeal to this decision must be made to the Minnesota Department of Administration in Saint Paul. The responsible authority will then ensure the flag previously placed on the data is changed to decline.

If a data challenge correction is received from another agency in regards to information that this agency has obtained from the CIBRS database, the correction will be forwarded to the employee who originally obtained the data. The employee will then destroy the original data or replace it with the updated data.

Certification:
Prior to accessing, all authorized law enforcement personnel authorized access will complete the BCA training program and pass the certification test. Employees must re-certify every two years. The technology commander shall coordinate training and certification.

Revised May 18, 2015

241.00 CJIS and NLETS Administrative Messages

The Ramsey County Emergency Communication Center (RCECC) sends and receives all administrative messages (teletypes) and is responsible to ensure all system guidelines for administrative messages are adhered to.

An administrative message is a free form message enabling users of the Criminal Justice Data Communications Network (CJDN) to communicate with one another. This type of message may be used to ask for information, assistance, or to respond to requests from other agencies. Administrative messages are used to transmit virtually any type of official criminal justice information not associated with a specific message type. An administrative message may be sent to any criminal justice agency within the United States, Canada, and Puerto Rico.

An administrative message may also be used to request a statewide, regional, or all points message. The regional broadcast allows an agency to send an administrative message to a regional area or areas of the United States. Each state within the region(s) addressed will decide whether or not the message will be broadcast statewide.

Since much of the success of the system depends upon the quality of information exchanged between user agencies, guidelines have been developed that define "appropriate" administrative messages and will be adhered to when transmitting any type of administrative message.

Messages can be sent in a variety of formats to include statewide and/or national broadcasts, regional broadcasts, point to point, and agency to agency messages.

Administrative messages will be referred to as "teletypes". If an officer would like RCECC personnel to send a teletype they will contact "data" by phone or send a message via fax or e-mail and provide the following information:

- Where to send it (i.e. specific agency, metro area, regional, statewide, etc.).
- Purpose of the teletype (i.e. check an address).
- Officer's name and contact information.
- What the officer would like the receiving agency or agencies to do in the event they locate the subject of the teletype.
- In the event the teletype is in reference to a temporary situation (i.e. pick-up and hold) the officer must indicate in the body of the message the date/time the request expires.

In the event a teletype request fits guidelines for Keeping Our Police Safe (KOPS) messaging, the telecommunicator will send a KOPS message in lieu of a teletype.

Revised July 1, 2011

243.00 Communications

Telephone Communications with the Public:
The telephone is the primary method by which the services of the department are requested. All incoming calls must be answered as promptly as possible to determine if a need for police service exists and, if so, to provide the required service.

Priority of Handling Calls for Service:
It is not always possible for the department to respond to every call for service; therefore, the department must organize available resources to give the highest level of efficient service possible. Priority of call assignment depends on many factors, and it is normally the responsibility of the Ramsey County Emergency Communications Center (RCECC) personnel to make such assignments; however, an officer in the field may be required to decide whether to continue on an assigned call or handle a citizen's complaint or other observed event and cause the call to be reassigned. Such determination should be based upon the comparative urgency and the risk to life and property of the assigned call and the intervening incident. When it is impossible for an officer to handle a citizen's complaint or an observed event, s/he should, if circumstances permit, either give directions for obtaining such assistance or initiate the necessary notifications.

Telephone Courtesy:
In answering telephone calls, employees will courteously greet the caller, identify their units and themselves by name, and ask to be of assistance. Employees will make every reasonable attempt to either supply requested information and assistance or to promptly refer the party to the proper department unit or other public or private agency for assistance.
Revised July 1, 2011

243.01 Department Fax Machines

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to send electronic information by computer fax or telephone fax unless the following information is printed in the margin on at least one page of the transmission:

- Date and time sent.
- Identification of business, entity, or individual sending transmission.
- Telephone number of sending machine or such business, entity, or individual.

All police department fax machines are for the purpose of sending and receiving information necessary to the daily operations of the police department. No employee shall send or receive any facsimiles from department equipment that are not specifically police department business without permission from their unit head. Unit heads will be responsible for reviewing the content of any non-department business documents that an employee requests

permission to send. The unit head will ascertain the appropriateness of the document being sent, keeping in mind that the recipient's copy will identify that the document was sent from a police department fax machine. Under no circumstances shall a department fax machine be used to send anything of a "political nature" without permission from the chief.
Revised July 1, 2011

243.02 Electronic Communication Devices

All personnel issued a city cell phone, personal digital assistant (PDA), or other means of communication shall abide by the city's policy as explained in Here's the Story: Cell Phone Policy, 12/29/2010. Upon receipt of a device the employee will sign an agreement adhering to the city's policy. The communications services and maintenance (CSM) unit will send each employee a copy of their invoice monthly. The employee is responsible reviewing their invoice and identifying any incidental communications of a personal nature. The employee will sign the monthly invoice review form and reimburse the city for any costs for the personal use. The form and invoice will be forwarded to the unit head for review.

The CSM unit will conduct random audits each month to verify compliance with the city's policy.

Revised July 1, 2011

244.00 Telephone Numbers -- Internal

The Saint Paul Police Department Human Resources Unit is charged with maintaining a correct listing of internal telephone numbers and extension numbers.

Employee Telephone Directory:
The Saint Paul Police Department Human Resources unit is charged with and responsible for the control of the employee telephone directory, which is available solely on the intranet.

All employees are required to fill out the change of address and/or phone number form whenever there is a change in the employee's telephone number(s) and/or street address (house number and street name). Compliance with this procedure will ensure the directory, the payroll, etc., are updated.

Employee's personal telephone numbers will not be given out over the phone unless for business purposes and the requestor provide their employee number.

Revised July 1, 2011

245.10 Posting of Prostitution Data on the City Internet Site

The purpose of this policy is to establish clear guidelines, responsibilities, and consistency for posting onto the Saint Paul Police Department (SPPD) Internet Site photos of persons arrested in the City of Saint Paul and booked into the Ramsey County Jail for prostitution related crimes.

Posting Procedures:
Persons arrested in Saint Paul and booked into the Ramsey County Jail for prostitution related offenses, will have the following public information posted onto the SPPD Internet within thirty (30) days of arrest:

- Booking photo
- Name
- Age
- City of residence
- Date and location of arrest
- Other arrest/incident data

The content of the webpage shall be maintained by the vice unit. The unit commander shall ensure that the following protocol is followed:

1. The vice unit officer will obtain, compile, and verify the information to be posted.
2. The data will be turned over to the vice unit sergeant who will independently verify the information and forward onto a third member of vice unit for another verification of accuracy.
3. Only after three personnel have verified the accuracy of the information will it be approved for placement onto the Internet by a person designated by the unit.

The photos and incident information will be removed at or before 90 days have elapsed after the arrest. Photos may be removed prior to the 90 days if a formal written request is received in the vice unit from the arrestee for situations where the City of Saint Paul Attorney's Office declines prosecution of their case.

A copy of the photos, arrest information, date of posting, date of removal, and accuracy sign-off sheet will be kept in the vice unit for a minimum of one (1) year from date of posting.

Effective May 8, 2012

246.00 Officer Response to Resistance and Aggression

In a complex urban society, officers are called upon to defend themselves and others, and control individuals to manage volatile situations, effect arrests or prevent escape, enforce court orders, prevent persons from harming themselves or others, and protect public safety. Officers have many options when responding to an individual's resistance and aggression; these may include officer presence, de-escalation, and non-lethal, less than lethal, or lethal response to resistance and aggression options.

An Officer's response to an individual's resistance and aggression must be objectively reasonable and necessary and based on the totality of the circumstances, including the

severity of the crime, whether the individual poses an immediate threat to the safety of the officer or others, and whether the individual is actively resisting arrest or attempting to evade arrest. The reasonableness of an officer's response will be based on the perspective of a reasonable officer on the scene. An officer may not justify their response based on facts learned after force was used.

All responses that involve the use of force as a response to resistance and aggression must be documented, regardless of whether a suspect or any other person was injured. Documentation should include the officer's reasons for using force. Additionally, any other action (including automobile accidents) that results or is alleged to have resulted in harm to another must be documented. Reports must be written and submitted to the on-duty supervisor and accepted prior to end of shift.

A supervisor will respond to the scene and document the circumstances in the district tour summary if any of the following occur during a response to resistance and aggression:

- Visible injury, mention or complaint of any injures. If injuries are visible or there is a complaint of injury, photos must be taken.
- Any force above Soft or Empty Hand control. This includes ASR, ECD (including Drive Stuns), Hard-Empty Hand Controls, and Impact Weapons.

A supervisor response is not required if the pointing of firearms or displaying ECD is the only response.

Firearms:
Any time an officer points their firearm directly at another person, the officer should document the action.

This does not include simply un-holstering, concealing, or maintaining a firearm at a low-ready position. Due to the nature and frequency of pointing firearms during felony vehicle stops, search warrants, and SWAT operations, individual officers will be exempt from writing an individual report as long as the circumstances and names of the officers and suspects are documented by the initiating officer in an original or supplemental report.

However, if additional force is used beyond the pointing of a firearm, it must be documented individually.

Response to Resistance and Aggression Training:
Officers of this department will receive training and instruction (and, where necessary, must qualify for certification and recertification) regarding the appropriate use of any type of force, non-lethal and lethal, authorized by this department and the laws of the State of Minnesota.

The department is committed to adequately training its officers in the appropriate response to resistance and aggression. This policy supersedes any and all previous policy and training related to response to resistance and aggression and the use of force.

The department will train officers at least annual on approved responses to resistance and aggression. Current training supersedes prior training. Academy instruction and in-service training will include, but not be limited to, a review of departmental policies and laws regarding responses to resistance and aggression, use of force, the "force continuum," and any changes to applicable laws, regulations, policies, practices, procedures or techniques.

Officers will participate fully in training and put forth effort. If an officer has an injury or disability that would preclude them from training, they will supply their commander with documentation prior to any training. The unit commander will forward the documentation to the training unit commander.

Definitions:

- **Blue Team**: An application implemented by the department to document officer performance in the use of force to enable analysis of performance and trends, enhance officer safety, and identify training needs. Information compiled in Blue Team is personnel data on the employee.
- **Chemical Agents:** Aerko Freeze + P
- **Deadly Force:** Defined by Minnesota Statute 609.066, Subd. 1. "Force which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing, death or great bodily harm. The intentional discharge of a firearm, other than a firearm loaded with less lethal munitions and used by a peace officer within the scope of official duties, in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force."
- **Departmental Weapons:** Any device or instrument that the department has authorized an officer to carry and use in the discharge of the officer's police duties, and for which the officer has received technical, mechanical, and legal training and demonstrated satisfactory proficiency.
- **De-escalation:** Officer response to stabilize an encounter so that more time, options, and resources are available for incident resolution, in order to reduce the immediacy of a threat; gain voluntary compliance when feasible; and to lower the likelihood of the use of force.
- **De-escalation techniques:** Action used by officers, when safe that seek to minimize the likelihood of the need to use force during an incident, and increase the likelihood of gaining voluntary compliance.
- **Documentation:** Includes police reports and where applicable taped interviews, photographs, video, medical records, identified witnesses, third party video and pictures, memos, and forms.
- **Duty to Intervene:** Officers need to intervene when they witness other officers from using excessive or unnecessary force.
- **Electronic Control Devices:** Defined by *Minnesota Statute 624.731, Subd. 1(b)*. *"A* portable device which is designed or intended by the manufacturer to be used, offensively or defensively, to temporarily immobilize or incapacitate persons by means of electric pulse or current. This does NOT include cattle prods, electric fences, or other electric devices when used in agricultural, animal husbandry, or food production activities."
- **Great Bodily Harm:** Defined by Minnesota Statute 609.02, Subd. 8. "Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or

which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily harm."

- **Impact Weapon:** Any instrumentality specifically designed to be used to apply physical force to the person of another. See: "Response to Resistance and Aggression Continuum"
- **Less Than Lethal Force:** Any force option (see General Order 246.01: Response to Resistance Continuum) that a reasonably trained police officer should know is reasonably likely to create a risk of causing bodily harm, but does not automatically create a substantial risk of death or great bodily harm.
- **Non-Lethal Force:** Any force that a reasonable police officer should know does not, nor is reasonably likely to; create a substantial risk of causing, death or great bodily harm.
- **Reasonable Grounds/Belief:** Facts and circumstances, known or which should reasonably be known to the officer, at the time, which are such as to cause an ordinary and prudent officer to act or think in a similar way under like circumstances.
- **Reasonably Necessary Force:** The application of that type or amount of physical force that a reasonable officer would believe is necessary under the facts and circumstances then known, or which should reasonably be known.
- **Restraint:** A mechanical or physical means for limiting an individual's freedom of movement, the object of which is to secure the individual's compliance and control.
- **T.A.R.P.:** "Total appendage restraint procedure." (General Order 246.02: Restraints)
- **Totality of the Circumstances:** a set of circumstances and articulable facts available to the officer at the time of the officer's response to resistance or aggression.
- **Response to Resistance and Aggression:** The amount of effort required by a police officer to compel compliance by an unwilling individual.
- **Weapon of Choice:** Any of the various departmental weapons which the officer has received permission to carry and use in the discharge of official police duties.
- **Weapon of Opportunity:** Any object, instrumentality or device that is not a departmental weapon which an officer may deem, under the circumstances, reasonably necessary to use for the purpose of applying physical force to another.

Revised June 7, 2016

246.01 Response to Resistance and Aggression Continuum

"Each situation may require a different 'path' through the force continuum."

Definition: An organizational chart used as a general guide for the training, management and practical application of response to resistance and aggression options used by police personnel, the application of which varies with the circumstances confronting the officer.

The Saint Paul Police Department acknowledges that each circumstance requiring a response to resistance and aggression is unique. Therefore, the response to resistance and aggression continuum is not to be considered a formula, pathway or overseer of tactics or decisions made during a rapidly evolving and tense circumstance. The response to resistance and aggression continuum is a guide intended to inform the agency and educate our officers, courts and the public on force options available to the officer at the time of an incident.

Important Features:

1. Exemplifies response to resistance and aggression options available to officers, depending on suspect behaviors and circumstances.
2. It is a training tool.
3. Recognizes that suspect's actions / inactions dictate officer's choice of option(s) depicted on continuum.
4. Represents spectrum of choices available to officer, depending on suspect and circumstances; does not mandate step-by-step graduation by officer (e.g., recognizes some situations may call for immediate 'deadly force' response by officer).
5. Suspect's non-compliance dictates escalation of options from the continuum; suspect's compliance dictates officer's de-escalation of use of physical force.
6. Compels the officer to consider uniqueness of suspect, early apparent warning signs from suspect, possible pre-attack postures, and other special facts and circumstances, conditions or factors.
7. Reinforces "reality" and survival training that a combative or assaultive suspect should be considered a "no" or "maybe" person and rarely a "yes" person, unless/until compliance is foregone conclusion.
8. Facilitates report writing.
9. Demonstrable options chart for judicial proceedings.
10. Necessarily demonstrates level of officer's awareness of suspect's actions/ inaction.

"The ability to disengage is imperative!"

Components of the Response to Resistance and Aggression Continuum:
Non-Lethal Options:

- Presence and perception: By means of simple, uniformed presence, and/or coupled with identification, the officer's ability to command the suspect and seek compliance with lawful authority, to control the suspect.
- Verbalization: The issuance of legal commands, orders or directions, given with the intent to control the suspect, but also in an effort to inform and educate, if necessary.

Less than Lethal Options:

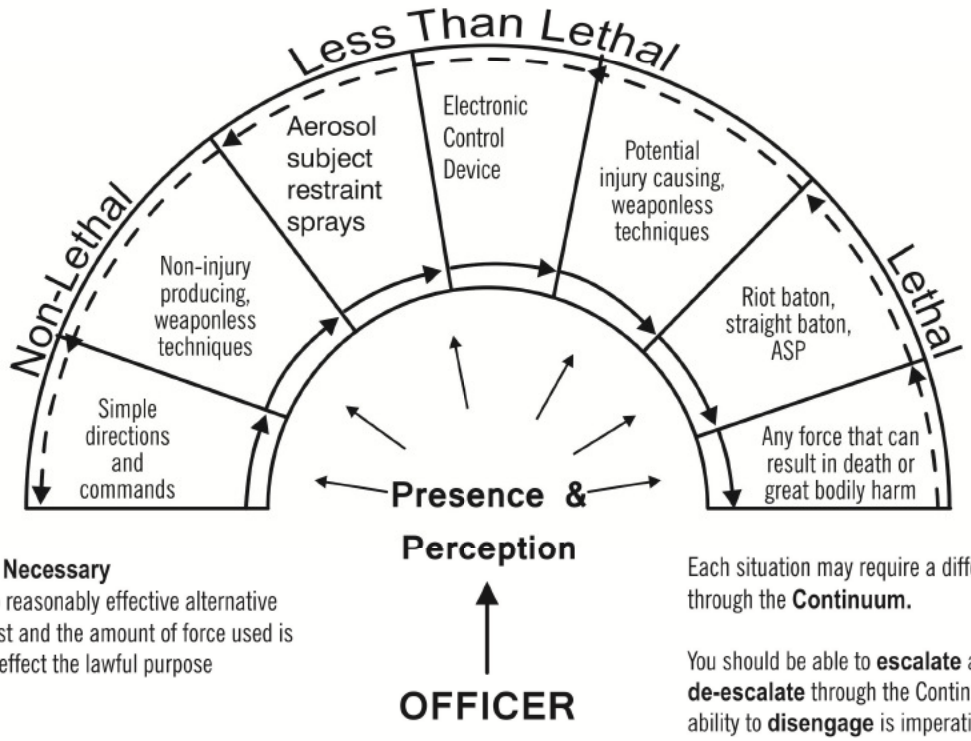
- Soft or Empty Hand control: Weaponless control, non-injury intended; may include escort holds, joint manipulation, pressure point control, and stop and frisk methods.
- Aerosol Subject Restraint (ASR): (non-lethal aerosol sprays) Intended effects are temporary. Used as necessary to effect control or restraint.
- Electronic Control Device: (non-lethal electronic control device) Potentially injury causing, painful weapon technique to effect control or restraint.
- Hard Empty Hand Controls: (also includes handcuffing techniques) Potentially injury-causing, but weaponless body techniques, to effect control or compliance.
- Impact Weapons: Potentially injury-causing, painful weapon techniques to affect control or compliance, usually including use of batons other departmental weapons, or some weapons of "opportunity."

Lethal Options:

- Deadly Force: Any force the officer knows or should reasonably know may cause great bodily harm or death. (General Order 246.00: Response to Resistance and Aggression)

Response to Resistance & Aggression Continuum

Force is used "when and only to the extent reasonably necessary."



Reasonably Necessary
means that no reasonably effective alternative appears to exist and the amount of force used is reasonable to effect the lawful purpose intended.

Each situation may require a different "path" through the **Continuum.**

You should be able to **escalate** as well as **de-escalate** through the Continuum. The ability to **disengage** is imperative.

June 11, 2015

246.02 Restraints

The use of restraints by officers is for the protection of subjects, innocent third parties and the police in dealing with such subjects. Appropriate restraint of subjects prevents subjects from damaging property, and, more importantly, from injuring themselves or others.

Restraint methods may include approved metal handcuffs and leg shackles, disposable plastic/fabric restraints, hospital-styled leather or fabric human restraints, and equipment specifically designed to secure the legs of a suspect. The securing of the hands and feet on combative subjects will be called the "total appendage restraint procedure," and will be used with reasonable discretion of transporting suspects depending on the surrounding circumstances. Suspects or persons who appear to be mentally or emotionally disturbed and

must be totally restrained should be transported forthwith by fire ambulance and restrained by appropriate personnel on a gurney unless situations reasonably dictate otherwise.

Handcuffing (see below) of all in-custody subjects over 14 years of age during vehicular transport is required, except in certain discretionary situations. Such situations would include the movement of sick, injured, impaired or disabled (including obviously pregnancy) in-custody subjects when circumstances dictate it is unreasonable to restrain said individual, or might aggravate the individual's condition. In such situations, other reasonable methods of restraint may be employed in these instances.

Further exceptions include situations where the arresting officers can articulate why handcuffing at the scene would endanger their safety or the safety of others. In these cases, the subject will be placed in the squad car and transported to the nearest, safest location where additional squads may be summoned to assist with the handcuffing. Under no circumstances will a person under arrest be brought into the holding cells at headquarters without being handcuffed.

Handcuffing Procedure:
The following procedures should be followed when handcuffing or securing subjects:

1. Subjects should normally be handcuffed with arms behind the back, unless special circumstances reasonably suggest an alternative method (see above), or an officer is equipped with proper waist belt or chain restraint and the situation suggests such method is appropriate.
2. Where it becomes necessary to handcuff two subjects together, they may be handcuffed with their hands in front and their arms intertwined, or with one set of handcuffs, handcuffed right wrist to right wrist or left wrist to left wrist.
3. Unless otherwise unavoidable, handcuffs should be placed on the bare wrists of the individual.
4. Handcuffs should be tight enough to prevent escape, but no tighter. Where the subject makes an affirmative complaint of tightness, the officer should check to make sure the handcuffs are no tighter than necessary, to properly control the subject, unless circumstances prevent an immediate check before transport to a secured area, at which time an investigation of this complaint should promptly be made by the officer.
5. Handcuffs should always be double locked upon application.
6. Handcuffs should only be removed once the subject is in a secure area and escape or non-compliance is no longer concerns.
7. Handcuffs present a weapon of opportunity for the subject, and this concern underscores all directives in handcuffing procedures.
8. Whenever possible, for added security and safety, subjects should be seat belted in squad cars after handcuffing and before transport.

(See General Order 409.06: Transportation of Prisoners and Victims)

Revised July 1, 2011

246.03 Aerosol Subject Restraint

An officer who has been trained and issued an aerosol subject restraint device (ASR) will carry the device while on duty.

The officer shall be responsible for the safekeeping of the device and file a written report of its loss or damage. If the container becomes damaged, malfunctions, or is used up, a new canister will be issued to the officer from central supply room with original issue being turned in. Should an officer lose an ASR, details of the loss must be documented by written report and signed by a supervisor.

Use of ASR:
The use of an ASR is recommended in lieu of hard empty hand options, whenever practicable, since the latter are potentially injury-producing options, while the ASR device is considered non-lethal. Appropriate use of ASRs should help to reduce unnecessary injuries to both suspects and police.

It is not mandatory that all suspects exposed to ASR be taken to a medical facility simply because of this exposure. When deciding if a suspect should be taken to a medical facility, officers do need to consider factors like trauma injuries, psychiatric evaluations or unusual reactions to the ASR exposure. If ASR exposure is the only issue, and there is no unusual reaction, decontamination can be done at headquarters before booking. Suspects exposed to ASR will be put in front of a fan at the Ramsey County Law Enforcement Center pre-booking area until they are able to keep their eyes open. An officer will be with the suspect at all times during this decontamination process. Suspects will not be accepted at the jail unless they can keep their eyes open and answer booking questions.

Revised June 7, 2016

246.04 Rigid and Expandable Baton

Officers who are previously certified on and issued a rigid baton and carrier ring, at their discretion may instead (upon certification) carry and use the expandable baton.

Expandable Baton:
The expandable baton (also known as the "ASP") is normally intended as a defensive, police impact weapon designed to afford the officer a means of controlling a non-compliant suspect.

Wearing the Rigid or Expandable Baton:
An officer may choose which of the two types of batons to utilize in the performance of police duties; however, any baton will be worn on the officer's duty belt. Officers will be responsible for having the baton in their possession while on duty.

Prohibitions:

Officers shall display and use the baton only as permitted by the department, and said baton shall not be displayed or used except in the course of official police duties.

An officer shall not use or carry other defensive, impact weapons or paraphernalia, including (but not limited to) non-authorized batons, nightsticks, clubs, blackjacks, saps, nun-chucks, weighted gloves, etc.

Reporting Use of the Baton:
Should use of the baton become necessary, whether an injury there from is apparent or not, and whether or not an arrest results, the officer shall report such use by filing an incident report.

Reports -- Loss of, or Damage to Baton:
Loss of, or damage to an officer's baton and/or carrier ring will be the officer's responsibility, and a report of such loss or damage shall be filed by the officer. If necessary, the officer will replace the baton.

Officers will not purchase or obtain a replacement baton other than a model approved by the chief of police for use by members of this department.

Baton -- Avoiding Head, Neck, Throat, and Spine Injuries:
Officers are instructed that strikes to the head, neck, throat, or spine with a baton should be avoided wherever possible in favor of other areas of the body.

However, unless an apparent, imminent threat to the officer or another reasonably suggests the use of deadly force is justifiable, then using a baton to strike the head, neck, throat, or spine is authorized and shall be considered a use of "deadly force."

Exceptions to Carrying the Baton:
Officers directing traffic will not be required to wear the rigid baton however; they are required to carry the expandable baton.

Officers on assignment at police headquarters are not required to carry a baton on their person at all times; however, said personnel shall have the baton in a readily accessible place should the officers be required to be placed back on field duty.

Revised July 1, 2011

246.05 Electronic Control Device (ECD)

Definitions and Statutory Authorization:
Electronic Control Device (ECD) is authorized in Minnesota by statute (624.731) for use by police officers.

It is a "portable device which is designed or intended by the manufacturer to be used, offensively or defensively, to temporarily immobilize or incapacitate persons by means of electric pulse or current".

'Deployment' is defined as the activation of the ECD to drive stun or fire the probes.

'Non-deployment' is defined as the removal of the ECD from the holster to generate the compliance of a subject. This includes the displaying of the ECD in the ready position, or an aiming and/or displaying of the light at or near a subject.

Department Authorization:
Qualified sworn personnel may carry and will be authorized to use the department-issued ECD model as part of their police equipment. Operators will receive one ECD, a holster, a battery, and cartridges. The ECD is only allowed to be carried or used by a qualified officer(s) while on-duty or when working off-duty within the City of Saint Paul. The department authorized ECD is the only electronic control device approved for police use within the City of Saint Paul. No modifications to said device shall be made without express permission of the chief of police. Exceptions to this policy and the type of electronic control device may only be made at the direction of the chief of police.

The training unit staff will maintain inventory control of all department's ECD which allows an accurate record of the location of the weapon and maintenance history.

Training and Proficiency:
(see ECD Review Slides)
No officer may carry or use an ECD "on-duty" or on authorized "off-duty" until:

- Qualified by department or department-approved training.
- Certified as proficient according to the training unit standards.

Wearing of the ECD:
Only certified officers will carry the ECD as a part of their uniform [redacted]

Spark Test of the ECD:
Prior to each shift, whether working on-duty or off-duty, ECD operators will conduct a spark test for a standard cycle of 5 seconds. Operators will ensure that the ECD is sparking, operating at a constant rate and shutting down at the appropriate time.
To perform the spark test on an **X26** model ECD, the operator shall:

- Remove the ECD from the holster
- Remove the cartridge from the ECD and set it aside
- Point the ECD in a safe direction
- Arm the ECD
- Squeeze and release the trigger and let the ECD cycle on its own for the full 5 seconds
- Return the arming switch to the SAFE setting
- Reload the ECD with a cartridge and return it to its holster

To perform the spark test on an **X2** model ECD, the operator shall:

- Point the ECD in a safe direction
- Arm the ECD
- Using the ARC SWITCH and not the trigger, spark the ECD for 5 seconds
- Release the ARC SWITCH
- Return the arming switch to the SAFE setting
- Return the ECD to its holster

If there is a problem with the function of the ECD contact the Training Unit for replacement or repair.

Use of the ECD:
The ECD is designed as a non-lethal weapon used as a means to control potentially violent or assaultive subjects. The device shall be used in accordance with departmental training and procedural standards. When using the ECD, personnel should use it for one standard cycle (5 second exposure) and pause to evaluate the situation to determine if subsequent activation is necessary. The subject must be given time to recover and be capable of following verbal orders. If subsequent activation is necessary, officers should restrict the number and duration to only the minimum amount necessary to control and/or place the subject in custody under the existing circumstances. Officers shall clearly articulate and justify each and every cycle used against a subject in a written report.

ECD applications for longer than 15 seconds may increase the risk of death or serious injury.

Unless the use of deadly force would otherwise be justified, the ECD is not authorized in the following situations:

- **Fire and Explosion Hazard**. ECD use can result in a fire or explosion when flammable gases, fumes, vapors, liquids, or materials are present. Use of an ECD in the presence of fire or explosion hazard could result in death or serious injury. Do not use the ECD in known flammable hazard conditions or in a situation where you suspect the possibility of a flammable hazard. An ECD can ignite explosive or flammable clothing or materials, liquids, fumes, gases, or vapors (e.g., gasoline, vapor or gas found in sewer lines or methamphetamine labs, butane-type lighters, flammable hair gels or some self-defense sprays)
- **Self-Defense Spray.** The aerosol subject restraint (ASR) issued by the department is *Aerko Freeze +P*. ASR is not among the self-defense spray that are considered flammable. Self-defense sprays that are brought into the city by another agency or used by a private citizen may be flammable, and therefore; due consideration should be taken

when deploying an ECD after the use of such spray by another agency. If another agency or private citizen has deployed its self-defense spray on a subject caution should be used in the decision to deploy an ECD on that subject.

- **Simultaneous Multiple ECD exposures.** Do not deploy multiple ECDs or multiple completed circuits at the same time without justification. Multiple ECDs or multiple completed circuits at the same time could have cumulative effects and result in increased risks. Multiple ECD exposures and the basis for multiple deployments must be documented.
- **Elevated or Unstable Surface.** The ECD should not be used on a subject who is on an elevated or unstable surface (e.g., tree, roof, ladder, ledge, balcony, porch, bridge, or stair)
- **Higher Risk Populations.** ECD use on a pregnant, infirm, elderly, or low body-mass index person or on a small child could increase the risk of death or serious injury.
- **Vehicles or Machinery.** Do not use the ECD on subjects who are operating vehicles or machinery whom may lose control of such apparatus upon application of the ECD.
- **Head.** The ECD shall not be intentionally discharged to the head of any subject.

Prohibitions:
Officers who have been certified shall display and use the ECD only as permitted by the department, and said device shall not be displayed or used except in the course of official police duties.

- The frivolous display and use of the ECD is prohibited.
- The ECD shall not be used in any interview or interrogation situation unless the physical defense of the officer or others becomes an issue.
- The ECD should not be used as a pain compliance technique including used to escort or prod individuals.
- The ECD will not be deployed when a handcuffed subject merely refuses to move or comply as ordered.
- A subject who is simply walking or running away from a scene and not posing assaultive/violent or potentially assaultive/violent behavior should not be exposed to the ECD.
- The ECD should not be used on a suspected misdemeanant who is not violent or aggressive, resisting, or attempting to flee.

Safety of Subject:
Following, any deployment of the ECD, to the extent reasonably practicable under the circumstances the involved officer shall be alert to the apparent well-being of the subject immobilized or incapacitated by the discharge. After the scene is safe, care of secondary injuries, if any, becomes a priority. In any case, where the subject makes an affirmative complaint of injury from such discharge, EMS should be contacted for evaluation or transport. Whether injury is visible or not, the officer will photograph the site of drive stun or probe impact, remove the probes if they were deployed and again photograph the area where probe impact occurred.

If the probes become attached in a sensitive area, such as the head, throat, breasts, or groin areas, or should other circumstances reasonably dictate the practicality of a medical response,

EMS should be contacted for evaluation or transport. Officers must fully document any injuries or claims of injuries in an incident report and Blue Team.

The probes and a quantity of the identification tags known as "AFIDs" will be collected as evidence.

Reporting Use of the ECD:
Each time an officer deploys an ECD they must complete an incident report and a Blue Team entry documenting the response to resistance and aggression. This requirement does not include periodic testing of the unit for functionality (see General Order 479.00: Electronic Control Device Usage Procedures). The incident report shall include in the narrative a description of all facts and circumstances surrounding the discharge of the ECD.

An officer who does not deploy the ECD, but who drew the ECD from the holster to address a subjects behavior does need to write an incident report and make a Blue Team entry documenting the ECD NON-Deployment

Accidental Discharge-ECD:
After an accidental discharge of the ECD, it is the operator's responsibility to report to the on-duty watch commander's office or the ECD operator's immediate supervisor to download their ECD data. Immediately following download, the data must be saved to the appropriate ECD file on the [redacted], printed and turned into the Records Unit with identifying case number and the officer's name. The officer must also complete an administrative report to include serial number, cartridge number and a complete narrative description of all facts and circumstances surrounding the accidental discharge of the ECD.

Loss or Damage – ECD:
If there is a loss of or damage to an officer's ECD, the officer must file a report documenting the circumstances surrounding such loss or damage. The records unit will send a copy of the report to the training unit. The training unit commander will review the report and if a replacement ECD is available the training unit will reissue an ECD to the officer reporting the loss of or damage. If the ECD was damaged, the officer will bring the damaged ECD to the training unit. If upon review of the report, the training unit finds that circumstances surrounding the loss or damage were due to negligence by the officer, the chief will be notified and determine if the officer will be authorized to continue to carry an ECD. In any event, if there is a reissue of a new ECD the training unit will notify the internal affairs unit of the new ECD number. The ECD operator will notify the unit commander or designee of the change.

For detailed ECD procedures, see General Order 479.00: Electronic Control Device Usage Procedures.

Revised June 7, 2016

246.06 Use of Firearms/Deadly Force

(See General Order 230.30: Drug and Alcohol Screening)

Use of Firearms:
Requirement that Officers be Armed:
As long as members of the general public remain potential victims of violent crime and officers, in the performance of their duties continue to be confronted with deadly force, it will remain necessary for police officers to be adequately armed for the protection of society and themselves.
An officer is equipped with a firearm to defend the public andthe officer against great bodily harm and deadly force. Officers should know that the intentional discharge of a firearm in the direction of another person or at a vehicle in which another person is believed to be may cause great bodily harm or death.

Training/Instruction -- Deadly Force and Firearms:
Before being authorized to carry a firearm, all officers will receive training and instruction with regard to the proper use of deadly force; the department's policies regarding officer response to resistance and aggression, and applicable state statutes and regulations. Such training and instruction shall continue throughout the officer's duty career, on an in-service basis.

Use of Deadly Force:
An officer may resort to deadly force only as authorized by Minnesota Statutes section 609.066 and only if reasonable and necessary. An officer is equipped with a firearm to defend society and the officer, and fellow officers, against great bodily harm or deadly force. Despite facts and circumstances which may authorize the use of deadly force in any given situation, an officer may use only that amount of force reasonable and necessary. Where practicable and reasonable to do so, an officer shall seek to use other reasonable means of apprehension, control, or defense before resorting to any form of deadly force. In reference specifically to firearms, an officer may threaten the discharge of and/or discharge a firearm only when reasonable and necessary.

Statutory Authorization for Use of Deadly Force:
Minnesota Statutes section 609.066 defines "deadly force", and authorizes the use of deadly force in the line of duty when reasonable and necessary to:

- Protect the peace officer or another from apparent death or great bodily harm.
- Arrest or capture, or prevent the escape of a person the officer knows or has reasonable grounds to believe has committed or attempted to commit a felony involving the use or threatened use of deadly force.
- Arrest or capture, or prevent the escape of a person the officer knows or has reasonable grounds to believe has committed or attempted to commit a felony, but only if the officer reasonably believes that the person will cause death or great bodily harm if the person's apprehension is delayed.

Additional Rules Involving Deadly Force and/or Discharge of Firearm:

- Officers are not authorized to discharge a firearm in circumstances involving solely a misdemeanor or gross misdemeanor; the officer must reasonably suspect a felony-status offense in order to involve a service weapon.
- Where reasonable, some type of warning should be given by the officer prior to initiating deadly force.
- An authorized warning shot may be used in a felony situation where deadly force is justified (see below).
- Officers may discharge service weapons during target practice or competition on an approved target range.
- Officers may discharge a firearm to destroy an apparently dangerous animal or one that is so sick or so badly injured that humanitarian concerns dictate this action by the officer. (See below).
- Should an officer use any force which results in a death, for administrative and investigative purposes, the officer will be temporarily removed from line-duty assignment in accordance with General Order 246.09. The officer's unit or division commander, or EAP, may make recommendations to the chief of police concerning this restriction, but the chief of police has all final authority. (See General Order 246.09: Investigations – Incidents Where Serious Injury or Death Result During Police Custody or Involvement)

Firearms -- Warning Shot:

A warning shot may be used in felony situations where the officer reasonably believes that deadly force is justified, and prior to the discharge of the officer's service weapon at a suspect. Such a warning is the officer's final option before having to use deadly force. The firing of a warning shot is at the discretion of the involved officer and depends on the suspect and the totality of the facts and circumstances of the event.

Warning Shot -- Other Requirements:

- The shot is to be discharged safely with reference to other persons and property; officers must recognize that, depending on facts and circumstances, it may not be safe or prudent to discharge a warning shot.
- If reasonable and practicable under the circumstances, an officer should issue the suspect a final verbal command such as "Police! Stop!" before discharging warning shot.
- As soon as practical, the issuing officer or assisting on-scene officer must radio that a police warning shot has been discharged, giving the approximate location.
- Regardless of the outcome of the event, or whether a suspect has been apprehended, any officer discharging a warning shot must file a written report, in accordance with General Order 246.09: Investigations – Incidents Where Serious Injury or Death Result During Police Custody or Involvement, with the department explaining the action(s) taken.

Destroying Animals:
When an animal appears to be critically injured (as opposed to dangerous -- see above), and animal control is not readily available, an officer must secure the owner's permission before destroying the animal by gunfire. In the event it appears that the animal is not only critically injured, but also dangerous, an officer is authorized to destroy the animal for humanitarian reasons and for general safety purposes. If the owner is not readily available, the names and addresses of witnesses to verify the animal's apparent status must be obtained, and the officer must file a report of the incident, including such witness information. A copy of said report must be sent to internal affairs.

If the owner is present, it is the owner's responsibility to have the animal removed after destruction. If the owner is not present, cannot be located, or refuses to cooperate, the city's public works department should be contacted.

Use of Firearm at/or from a Moving Vehicle:
Saint Paul Police Department officers are not authorized to shoot from a moving vehicle at the fleeing vehicle. It is best to attempt apprehension from a position of superior tactical advantage, if possible, by using police communications and cooperative police work rather than by firing at a moving vehicle. Firearms must not be discharged at a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person with great bodily harm or deadly force. The moving vehicle itself does not presumptively constitute a threat that justifies an officer's use of deadly force. An officer threatened by an oncoming vehicle should make every attempt to move out of the path of the oncoming vehicle unless such an attempt would unreasonably expose the officer or another to death or great bodily harm. The officer must consider the obvious danger of firing at a moving vehicle, since bullets may miss their target and/or the driver may lose control. Such risks, in most cases, advise against firing at/or from a moving vehicle.

An officer is instructed, however, that certain circumstances may warrant such drastic action, and that a moving vehicle should not become a sanctuary for suspects against whom the officer is otherwise justified in using deadly force.

Holster Requirement:
[redacted]

Revised December 24, 2015

246.07 Deadly Force Review

The Police-Civilian Internal Affairs Review Commission (P.C.I.A.R.C.) will review incidents involving an officer's use of a service firearm and/or vehicle contact tactics, in order to determine the appropriateness of such response to resistance and aggression.

Revised June 16, 2015

246.08 Review – Response to Resistance and Aggression with Weapons Other Than Firearms

Copies of reports which identify the response to resistance and aggression with weapons other than firearms shall be forwarded to the Saint Paul Police Department Internal Affairs Unit by the records unit, for analysis. These reports will include all incidents involving the use of the baton, aerosol subject restraint, electronic control device, or use of any "Weapon of Opportunity." The internal affairs unit will review the reports to ensure that the actions taken in the incident conforms to department policies and procedures. If the review indicates a violation of any department policies, procedures, or training an investigation will be undertaken by the internal affairs unit with the commander of the unit named as the complainant. This investigation will follow the procedures and policies as if a formal complaint had been received except that the chief of police shall receive a copy of the final report of the findings in each such case.

Copies of reports will also be sent to the training unit for a review of training needs.

Revised June 7, 2016

246.09 Investigations --Incidents Where Serious Injury or Death Result During Police Custody or Involvement

Policy:

A. Department Investigation

The Saint Paul Police Department will investigate all incidents of a critical nature where the involved employee acted within the course and scope of employment and which include, but are not limited to:

- The officer(s) involved used deadly force through the discharge of a firearm. Deadly Force: Defined by statute as any "force which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing, death or great bodily harm. The intentional discharge of a firearm in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force." Minnesota Statute 609.066, Subd. 1
- Intentional or accidental use of any other deadly or dangerous weapon which results in great bodily harm as a result of police involvement.
- Attempts to affect an arrest or otherwise gain physical control over a person for law enforcement purposes which result in great bodily harm.
- Vehicular incidents related to police actions that result in great bodily harm.

B. Investigation by Other Agency

In incidents involving officer use of force or response to resistance or aggression that results in the death of any person, or reasonable likelihood of death, including traffic-related incidents, the chief and his or her designee will request the assistance of the

Bureau of criminal Apprehension, Hennepin County Sheriff's Office, or another qualified law enforcement agency to conduct the investigation.

Procedures:

1. Whenever an employee of the Saint Paul Police Department is involved in an incident within the scope of or similar to the examples defined above, s/he shall immediately notify her/his supervising officer. If the incident occurs outside the city limits, the employee shall notify the responsible law enforcement agency with jurisdiction and as soon as practical, the Saint Paul Police Department supervisor, watch commander, on-call assistant chief of police, or her/his designee.
2. The chief or his or her designee will determine whether the incident is a critical incident subject to this policy.
3. The chief may direct Saint Paul Police Department personnel to assist the outside agency upon their request.
4. Whether the incident occurs in the city limits or outside, without unreasonable delay, the first responding field supervisor shall notify the watch commander or the on-call assistant chief of police, or their designee.
5. The watch commander shall also notify the assistant chiefs, chief of police, the homicide unit commander, the internal affairs commander, and other personnel as directed.
6. If a response from the homicide unit is necessary, the homicide unit commander, upon notification, shall coordinate with any other investigative units and/or seek additional resources s/he deems appropriate.
7. The internal affairs unit commander will assign an investigator from that unit to conduct a parallel, but separate, investigation to ensure all policies and procedures were/are followed.

Roles and Responsibilities:

1. Criminal investigations conducted by the Department pursuant to this policy will be assigned to the Homicide Unit.
2. The internal affairs unit shall focus their investigation on a review of training, procedural and policy matters connected with the incident and ensure that the policies and procedures of the Saint Paul Police Department were followed.
3. The federation president or her/his designee shall be allowed to visit with the involved officer but shall not discuss or speak about the incident. The federation representative(s) will not act as the monitoring officer(s).
4. The employee assistance program (EAP) director or her/his designee shall respond to the incident at the appropriate time and provide critical incident support for the involved employee and debrief other employees associated with the incident. In addition to this initial meeting with EAP personnel, employees directly involved in the incident will be required to meet, individually and in person, with an EAP licensed professional within 48 hours following a critical incident. A critical incident group debriefing for employees directly involved in the incident will be required with an EAP licensed professional and an EAP representative within 96 hours. In addition, employees directly involved in the critical incident will be required to meet individually

with an EAP licensed professional for a debrief 90 days and six months following a critical incident. The EAP director will facilitate the scheduling of this meeting.

Responsibilities:

1. As directed by the Department, the Bureau of Criminal Apprehension, the Hennepin County Sheriff's Office, or other investigating agency, involved employees shall:
   A. Remain on the scene and provide the first responding, non-involved, field supervisor with a brief, factual, public safety statement of the event for the purpose of focusing the investigative efforts, which will include, but is not necessarily limited to assisting in identifying and locating suspects, victims, witnesses, evidence, and any other information deemed pertinent to citizen or officer safety.
   B. Except for the above brief statement involved officers shall refrain from speaking to other officers about the incident.
   C. As soon as reasonably possible participate in a required, administrative alcohol screening test and/or other chemical substance screening test in accordance with General Order 230.30: Drug and Alcohol Screening. The testing process will be observed either by the watch commander or internal affairs, if available, or a person of at least one rank above the person being tested. The results of this test will not be included in the investigation conducted by the investigating unit, and must be forwarded along with a memo from the test administrator to the internal affairs unit. The memo will include; the test results, if known, details of the test process, and a list of all present during the test.
   D. Meet with assigned investigators regarding a voluntary statement.
   E. Be prepared to meet, in person, with EAP for debriefing from critical incident.
   F. Be prepared to meet again with a federation representative after the investigator interview to be briefed on the subsequent process.
2. The first responding assisting employee shall:
   A. Secure the scene until arrival of the first responding field supervisor and ensure witnesses and/or other involved persons do not discuss the incident.
3. The first non-involved responding field supervisor shall:
   A. Elicit information from the involved employee(s) concerning issues of public safety and scene identification and security. Obtain a brief, factual account of the event, and evidence. Provide, if possible, information concerning suspects and parties that may have witnessed the incident and any other pertinent information.
   B. Notify the watch commander as soon as possible.
   C. Assign an officer to accompany any injured person(s) to the hospital and recover any evidence, and record unsolicited statements. Check on medical condition of injured person(s) and relay this information to the on-scene supervisor.
   D. Assign an on-duty, non-involved officer as the monitoring officer(s) to accompany the involved employee(s) to the homicide unit with instructions to not to discuss the incident with each other or other parties. There should be a separate monitoring officers assigned to each "involved" officer and the officers should remain separated.
   E. Remain on scene and brief the homicide unit and internal affairs investigators on the information obtained from the involved employee(s).
4. The monitoring officer shall:

A. Assume control of the involved officer as so directed by the on-scene supervisor.
B. Bring the involved officer to a department vehicle and accompany the involved officer to headquarters. Report to the homicide office and meet with the commanding officer in charge of the investigation or her/his designee.
C. Remain with the involved officer at headquarters until advised by the commanding officer in charge of the investigation that you are relieved of that duty.
D. The monitoring officer will allow the federation president or one federation designee access to the involved employee(s) until a formal statement is given, or an EAP representative, or legal counsel is present. This access shall be continually monitored to ensure that details of the investigation are not discussed.
E. The monitoring officer will write a report detailing her/his actions, including who had access to the involved officer, length of time of the contact, and specifically document whether the involved officer spoke with anyone about the incident while in her/his company.
F. Upon request of the involved officer(s), ensure that the involved officer(s) is afforded the opportunity to meet with legal counsel in a confidential setting.

5. The watch commander shall notify:
A. Chief of police and/or the assistant chief of police.
B. Homicide unit commander.
C. Internal affairs commander.
D. Involved employee's unit commander.
E. Public information officer/coordinator.
F. Federation representative.
G. Commander of district or unit involved.

6. For all incidents investigated by the department, the homicide unit commander or her/his designee shall:
A. Assume command of the criminal phase of the investigation.
B. Ensure that the involved employee is not directed to prepare a written police report or participate in a compelled interview in the criminal phase of the investigation without regard for the employee's rights, including the right to legal counsel.
C. Explain the process for a critical incident to the involved officer(s) and as soon as possible allow internal affairs personnel and/or the watch commander to coordinate the administrative breath test.
D. Ensure the security of any items, equipment, and weapons used during the critical incident at the scene, with safety as the paramount goal. Any weapon in possession of the involved employee(s) should be retained by that employee until it is requested by the assigned investigator at headquarters. Under special circumstances, e.g., injury to officer, the weapon may have to be recovered at the scene. Any involved weapon will be collected as evidence.
E. Ensure that all witness personnel, including all monitoring officers or supervisors, either prepare a written report or participate in a recorded interview of the incident as soon as practical after the incident.
F. Inform the chief of police or assistant chief of police of the status of the case and a preliminary summary of what is learned from the interviews of involved employees and witnesses and physical evidence.

7. In all incidents, the homicide unit commander will notify the EAP.

8. The internal affairs unit commander shall:
   A. Ensure that the administrative breath test is facilitated in a timely manner.
   B. Ensure at least one investigator conducts an administrative investigation of the incident. That investigator will make contact with the lead investigator assigned to the criminal phase to gather preliminary information. After initial information gathering occurs, the internal affairs unit will wait until the criminal phase has concluded to proceed with further investigation.
   C. Ensure that there is no disclosure to the investigating unit of any information obtained during a compelled internal affairs unit investigation interview. Information obtained by the investigating unit shall be provided to the internal affairs unit.

Relief From Duty:

1. The involved employee shall be relieved from active duty as soon as possible and may be placed on paid administrative leave as follows:
   A. Officer(s) involved in a fatal shooting, fatal car accident, or other in-custody death will be placed on paid administrative leave for a minimum of three (3) days and not more than seven (7) days, unless approved by the chief or her/his designee. If they are coming into days off, the administrative leave days takes precedence. The officer's regular days off will be moved to begin after the initial administrative leave. During this administrative leave time, the officer will need to be available to assigned investigators, and fulfill their required EAP meeting. The limitation on the maximum number of days of paid administrative leave does not apply if there is sufficient evidence to support a preliminary conclusion that the officer may have engaged in conduct relating to the incident which, if true, would constitute a terminable offense.
   B. Officer(s) involved in a non-fatal shooting that results in injury, non-fatal car accident resulting in serious or life threatening injury to another, or an incident where force is used and severe or life threatening injury has resulted will be placed on paid administrative leave for two (2) days. If they are coming into days off, the two (2) days administrative leave takes precedence. The officer's regular days off will be moved to begin after the initial two (2) day administrative leave. During this administrative leave time, the officer will need to be available to assigned investigators and fulfill their required EAP meeting.
   C. Officer(s) who shoot(s) their weapon on duty (other than a warning shot, or killing a wounded animal, or accidental discharge) may be placed on paid administrative leave for the remainder of their current shift.
   D. An officer who witnesses a critical incident may request paid administrative leave for a period not to exceed her/his next two scheduled work days subject to the approval of the chief or her/his designee.
   E. Upon the expiration of the administrative leave, the chief of police or her/his designee shall authorize the officer to return to her/his normal shift, work location and duties.
2. For all critical incidents, as soon as possible after an officer surrenders her/his department issued weapon to investigators as evidence, s/he shall be provided with a replacement. No officer shall be rearmed without the authorization of the chief of police or her/his designee.

Revised January 27, 2016

247.02 Firearms Proficiency Program

All sworn personnel of this department are required to complete all scheduled firearms proficiency exercises. All proficiency exercises will be scheduled by the target range staff.

1. Officers who fail to complete scheduled proficiency exercises may be subject to disciplinary action, computed over a twelve-month period:
   A. One unexcused failure to appear at mandatory shoots would result in an oral reprimand by the officer's supervisor.
   B. Two unexcused failures to appear at mandatory shoots would result in a written reprimand.
   C. Three or more unexcused failures to appear at mandatory shoots may result in unpaid time off at the discretion of the administration.
2. An officer could be excused from scheduled proficiency exercises due to: attendance at a long-term, out-of-city school, extended sick leave or documented injury and other circumstances as approved by the training unit commander. District/unit commanders will notify the target range staff when an officer under their command should be excused from scheduled proficiency exercises.
3. An excused release is: Prolonged sickness (at least three weeks of the same month); special details (prolonged schooling or assignment out of city); injured on duty status (requiring recuperation of a duration of three weeks or longer); and other exigent circumstances as approved by the training unit commander. Extended vacations will be eligible for the excused privilege when the vacation period includes all assigned workdays within the month.
4. In any case, officers excused from shooting will have to contact range staff to schedule a time to qualify within one week of their return to active duty.
5. If an officer shoots the monthly qualification course and does not qualify, the target range staff will provide up to two additional targets and ammunition. If the officer fails to qualify in three tries:
   A. The target range staff will notify the training commander and the officer's supervisor in writing of the deficiency.
   B. The officer will be responsible to work with the target range staff for additional training.
   C. The officer's supervisor will be responsible to ensure that the officer has been scheduled for additional training.
6. An officer who has to schedule additional training for three qualifications computed over a twelve-month period from the date of the first retraining exercise will be designated by the target range staff as having a retraining problem.
   A. Such a shooter will be expected to work with the target range staff to improve their shooting skills, attend additional training scheduled by the target range staff and shoot for their qualification during the first week of each succeeding qualification until reclassified by the target range staff.
   B. If the officer fails to qualify for a fourth qualification computed over a twelve-month period, the officer will be rated as having a shooting deficiency. Written notification will be provided to the assistant chief of the officer's division for an assessment as to

whether the officer will be assigned to desk duty pending completion of a contract performance improvement plan.

C. A contract will be drafted by the training unit identifying the shooting deficiency, a course of action to improve the documented deficiencies and the period of time required to correct same, not to exceed ninety days. Extensions may be granted, at the sole discretion of the training and target range staff, if progress has been made, but the officer has not yet achieved competency.
D. In the event the officer still can not qualify to departmental standards, the officer will be referred to the office of the chief for disciplinary action and possible termination.
E. At any point in this process, if the officer demonstrates to the target range staff a degree of shooting proficiency that meets department standards through additional training, the officer may be reinstated to normal standing. However, in the event the officer should regress within a twelve-month period of their training, the training commander may move them back to the retraining problem list and progress from that point in the officer's training.
F. When the firearms instructor identifies a need for additional training, additional rounds will be made available to enable an individual to increase the officer's proficiency to an acceptable level.

Each sworn officer of this department is required to qualify at least annually, achieving a minimum of at least 80% with any firearm that the officer is authorized to use.

1. All sworn personnel wishing to carry an on-duty back-up weapon must notify their immediate supervisor. The supervisor will maintain a record of personnel carrying on-duty back-up weapons and include it in the officer's unit file. Any officer who is found carrying an on-duty back-up weapon without notifying their immediate supervisor will be considered insubordinate and subject to disciplinary actions.
2. All sworn personnel choosing to carry an on-duty back-up weapon or an off-duty weapon must qualify annually, and are required to provide their own duty ammunition. Ammunition carried in an on-duty back-up weapon or an off-duty weapon must be a factory load and approved by the target range staff.

Revised July 1, 2011

247.05 Firearms Cleaning and Maintenance

All sworn personnel who are issued a department handgun will be responsible for routine cleaning of the weapon. The firearm shall be cleaned and lubricated while an officer is on-duty.

At the end of each scheduled qualification or training exercise, officers will safely break the gun into two pieces on the firing line or designated cleaning area and perform routine cleaning before returning to service.

All repairs to department firearms will be conducted by the target range staff or an authorized department armorer.

The target range staff will maintain inventory control of all department weapons which allows an accurate record of the location of the weapon and maintenance history.

247.06 Safety

Target range safety rules will be posted at the target range and all personnel will strictly adhere to them. While participating in firearms training and qualification, all officers are subject to orders and instructions of the training staff without regard to rank. Violation of any of the target range rules or instructions will result in disciplinary action.
Revised July 1, 2011

247.07 General

Officers will be notified of target range hours and schedules.

All unit heads will insure that their personnel comply with this order. Scheduling and makeup arrangements will be made between the appropriate unit head and the target range staff and those requiring extra training arrangements.

A compliance report showing the attendance record will be submitted for each training and qualification to the training commander.
Revised July 1, 2011

247.08 Special Weapons

Defined:
- Tear gas gun.
- Bolt action scoped rifles.
- Automatic weapons.
- Shotguns other than service shotgun.
- Suppression weapons.

Maintenance and custody:
- The target range staff will control the inventory of all department owned weapons.
- Weapons will be assigned to the physical control of special weapons and tactics (S.W.A.T.) team or target range.
- Routine maintenance will be performed by the target range staff and S.W.A.T. team.
- All repairs and modifications will be approved and performed by a range staff member.

Training:
- All S.W.A.T. personnel will be trained in the use of all weapons authorized to be deployed by that officer.
- Records or training and qualifications by S.W.A.T. team members will be maintained by the S.W.A.T. coordinator.

Use of agency-authorized firearms and/or special weapons:

- No person(s) shall carry or use any firearm or special weapon owned by the department until s/he has demonstrated proficiency in the use of the weapon and has been authorized to use the weapon.

Revised July 1, 2011

247.09 [redacted] Less Lethal Specialty Impact Munitions (SIMS)

I. Purpose

The Saint Paul Police Department has recognized that there is a need for officers to have access to [redacted] less lethal launchers equipped [redacted] munitions to increase officer, suspect, and bystander safety. The purpose of this policy is to provide officers with direction on how and when to use less lethal Specialty Impact Munitions (further referred to as SIMS). In addition this policy defines the issuing, storage, and deployment of SIMS.

SIMS for this policy will consist of and refer to the [redacted] fired from the weapon.

No part of this policy restricts the issuing, training, and deployment of SIMS by members of S.W.A.T. when authorized by the S.W.A.T. commander during a S.W.A.T operation or by members of Mobile Field Force when authorized by the M.F.F. commander during a M.F.F. operation.

II. Authorization to Use

The definition of an officer in this policy is referring to a sergeant assigned to the operations division as a patrol sergeant, a F.O.R.C.E. unit sergeant, or a qualified operator of the [redacted] less lethal from the S.W.A.T. or M.F.F. units, under the direction of a patrol sergeant. SIMS deployment under this policy is restricted to an officer that meets the following criteria:

- No officer may carry or deploy any SIMS until the officer has successfully completed a SIMS operator's course conducted by the department and has authorization of their unit/district commander. Officers will be required to attend all department qualifications and maintain proficiency with the use of SIMS. The assistant chief of operations will maintain the SIMS operator list of those officers who have met the requirements and are authorized to carry and deploy with SIMS. The assistant chief of operations may remove any officer who has violated any part of this policy or failed to maintain proficiency with SIMS from the SIMS authorized operators list.

III. Qualifications and Training

The S.W.A.T. /M.F.F. units will conduct SIMS qualifications and training to ensure that officers maintain proficiency with the weapon. Any officer who misses an annual qualification or training without previous approval will be subject to removal from the SIMS operators list.

Sergeants assigned to the operations division as patrol supervisors will be required to attend

training and qualifications for SIMS as conditions of this assignment. Newly appointed patrol supervisors will be required to attend this training within one (1) month of assignment to the operations division as a patrol supervisor and will be responsible for coordinating this training with the training unit and range staff upon notice of transfer.

IV. [redacted]
The range will issue SIMS to the patrol districts, downtown patrol unit, ACOP and any other unit as authorized by the assistant chief of operations. District and unit commanders are responsible for the assigned SIMS at all times. A quarterly inventory will be conducted by the district/unit commander to ensure that all SIMS assigned to their unit remain in the departments possession at all times. The [redacted] are registered destructive devices with the Alcohol Tobacco and Firearms (ATF) by serial number.

Unit and district commanders will ensure that their units follow department procedures for checking out and returning SIMS. The SIMS must be signed out from storage and returned to storage by a sergeant who will be required to record the serial number of the [redacted], date and time of check out, and return. Range staff will work with district and unit commanders to develop methods for securing SIMS when they are not deployed.

The department will issue [redacted] to each patrol district, [redacted] downtown patrol unit, and [redacted] to ACOP. [redacted].

[redacted]
The department will record munitions issued and discharged by unit. If a unit discharges SIMS, that unit must request replacement munitions from the range. Units must replace deployed munitions. The range master, or designee, must record the number of [redacted] munitions issued, the complaint number for each discharge, the requesting unit and sergeant's name requesting the munition. The number of munitions dispersed to the each unit will be verified by the inspections unit semi-annually and reported to the assistant chief of operations.

VI. Securing SIM's
Patrol sergeants will be required to secure the SIMS in their department vehicle in a manner to prevent loss or theft. The SIMS will be secured [redacted] SIMS [redacted] remain the responsibility of the sergeant at all times. [redacted].

VII. Deployment
Sergeants who have met the requirements of this policy may direct the deployment of the SIMS to other approved SIMS sergeant operators as necessary in accordance with General

Order 246.00: Officer Response to Resistance and Aggression. The deployment of SIMS is considered a type of impact weapon; however discharge of SIMS fall above other impact weapons and below deadly force on the Saint Paul Police Department General Order 246.01: Response to Resistance and Aggression Continuum and should only be deployed when the requirements of this policy have been met.

Sergeants should only deploy or direct the deployment of SIMS when the deployment is objectively reasonable under the circumstances. Examples of the reasonable deployment of SIMS would include circumstances where less lethal force is reasonable, and the behavior of the suspect has limited an officer's ability to safely use other less lethal force options.

1. **Examples of circumstance appropriate for SIMS deployment**
   Examples include, but are not limited to, the following types of situations where the subject:
   a. Is armed with a weapon and the tactical circumstances allow for safe application of the SIMS.
   b. Has made credible threats to harm him/herself or others.
   c. Is engaging in behavior that threatens the safety of officers or others.
   d. There is probable cause to believe that the suspect has already committed a felony crime of violence and is refusing to comply with lawful orders.

This policy does not require sergeants to use or direct the use of SIMS in place of other response options authorized by General Order 246.00: Officer Response to Resistance and Aggression. The safety of victims, hostages, uninvolved persons, and officers takes priority over the safety of subjects engaged in perceived criminal or suicidal behavior.

If possible sergeants deploying the SIMS must notify the dispatcher and other officers by the radio that they are deploying a SIMS at their location prior to deployment.

SIMS should only be deployed when there is a cover officer specifically assigned to the SIMS operator for the duration of the SIM's deployment.

Prior to discharging a SIMS the operator will announce in a loud voice "less lethal, less lethal, less lethal" to alert all officers present to the discharge.

On-duty supervisors may re-call the deployment of SIMS by instructing the officer or asking the dispatcher to instruct the officer to secure the SIMS and return the SIMS to storage.

Procedure for First Aid:
The guidelines listed below for first aid to a subject of [redacted] munitions must be followed:

1. If after subject is apprehended with no injuries or report of injury during or after deployment:
   A. Saint Paul Fire Emergency Medical Services must respond to assess the subject.
   B. Locate the impact area on the subject.
   C. Request that a camera car respond and photograph the impact site (regardless of whether there is a visual indication at the impact site).

D. Transport the subject to booking.

2. If injuries occur or the subject complains of injury during/after apprehension Saint Paul Fire Emergency Medical Services must be called for evaluation and/or transport to a medical facility. If a subject is already being transported in a police vehicle at the time injuries are discovered, transport the subject directly to a medical facility for evaluation.
3. If any following occur the subject, the subject must be transported by Saint Paul
4. Fire Emergency Medical Services to a medical facility for evaluation:
   A. Impact to a person's face, neck, groin, chest, abdomen, or spine.
   B. The impact caused an open wound or obvious deformity.
   C. The person struck by an [redacted] round has a learned or observed complicating medical condition.

Documenting

- A Blue Team report must be completed by the operator for all incidents involving the threat or deployment of SIMS.
- Incidents involving SIMS shall be reported as a 'use of force'.

Evidence

1. [redacted] munitions and components may have evidentiary value. Collect all portions of used munitions (spent cartridges case and projectile). Turn these components into the property room (see General Order 439.02: Submitting Property/Evidence). Projectile(s) collected may be destroyed six years from date of deployment, unless needed as evidence in a criminal or civil proceeding.
2. Officers will photograph the scene and the [redacted] contact sites on the subject's body at the scene and prior to booking at the Ramsey County Law Enforcement Center.

Issued October 9, 2015

248.00 Shotguns

Department vehicles are equipped with a shotgun and rack. [redacted]

[redacted]

The target range staff will maintain inventory control of all shotguns which allows an accurate record of location of the gun and maintenance history.

District and unit commanders are responsible for the shotguns and ammunition assigned to their units. A periodic inventory will be conducted by the district/unit commander to assure that all shotguns and ammunition assigned to their unit are accounted for. If a discrepancy occurs between the items inventoried and that listed on the district/unit inventory sheet, a report will be sent to the inspection unit and target range staff. Upon change of command,

outgoing and incoming commanders will conduct a joint inspection of all inventory items listed on the district/unit inventory sheet.

[redacted]

Officers checking out or returning shotguns at the target range will load and/or clear the weapon outside any police facility. The shotgun chamber must be open when carried inside any police facilities.

Revised June 7, 1994

249.00 AR15 Type Patrol Rifles

I. Purpose

The Saint Paul Police Department has recognized that there is a need for officers to have access to AR15 type patrol rifles (patrol rifle) to increase officer and citizen safety. This policy defines the issuing, storage, and deployment of department owned and personally owned patrol rifles. No part of this policy restricts the issuing, training, and deployment of department owned patrol rifles by members of S.W.A.T. when authorized by the S.W.A.T. commander. (See Section VIII)

II. Authorization to Use

No person (s) shall carry or use any patrol rifle until s/he has successfully completed an AR operators course conducted by the department and has authorization of their unit/district commander. Officers will be required to attend all department qualifications and maintain proficiency with the rifle. The range staff shall maintain the AR operators list of those officers who have met the requirements and are authorized to carry and deploy the patrol rifles. The training unit commander has the authority to remove any officer from the AR operators list who has violated any part of the AR15 Type Patrol Rifles Policy or failed to maintain proficiency with the weapon.

III. Qualifications and Training

The range staff shall conduct regular AR15 type patrol rifle qualifications and training to ensure that officers maintain proficiency with the weapon. Any officer who misses a mandatory qualification or training without previous range approval will be subject to removal from the AR operators list.

IV. Department Owned AR Type Patrol Rifles.

The range shall issue department owned patrol rifles to the districts and any other unit authorized by the training unit commander. District and unit commanders are responsible for the patrol rifles and ammunition assigned to their units. A semi-annual inventory will be conducted by the district/unit commander to assure that all department-owned patrol rifle and ammunition assigned to their unit are accounted for.

Unit and district commanders shall set procedures for the checking out and returning the rifles assigned to their units. The range staff will work with district/unit commanders to develop methods for securing the rifles when they are not deployed.

V. Personally Owned AR Type Patrol Rifles

All officers approved to carry and use a department owner patrol rifle may choose to carry their personally owned patrol rifle on-duty. The personally owned rifle must meet the requirements of this policy. The minimum requirements for a personally owned patrol rifle are:

[redacted]

4. [redacted].
5. Approved sling.

[redacted]

8. Approved carrying case.

Officers wishing to use their personally owned patrol rifle must have their rifles approved by the range master or approved range staff. The range will maintain a record of the condition and all equipment on the rifle when it was approved. Officers may add optional approved equipment (optics etc.) to their patrol rifle. The patrol rifle must be re-inspected and approved by the range prior to using it on-duty. Any officers carrying a patrol rifle that has not been approved by the range will be subject to disciplinary action and will be removed from the AR operators program.

The personally owned patrol rifles will be inspected by the range on an annual basis. Officers are responsible for the costs of replacing or repairing items that are in need of repair.

The range shall supply duty and practice ammunition for department qualifications and authorized duty use. Officers will qualify with only one rifle example, if you qualify and train with your personally owned patrol rifle you will not be authorized to carry the department patrol rifles.

In the event that an officer is involved in a shooting with their personally owned patrol rifle, the rifle will be taken as evidence and will remain in department custody until it is released by the city and county attorney's office. If possible, the department will attempt to provide the officer with a department owned patrol rifle for on-duty use while the officer's rifle is being held.

Any officer that chooses to use a patrol rifle with a barrel of less than 16" must be able to provide documentation with federal tax stamp which shows the rifle is properly licensed. This will be verified by range staff prior to approving the use of the short barreled rifle.

VI. Securing Patrol Rifles in Squads
Officers participating in the rifle program will be required to secure the rifle in their department vehicle in a manner to prevent loss or theft. [redacted]

VII. Deployment
Officers who have met the requirements of this policy may deploy the patrol rifle they are carrying as they see necessary in accordance with the General Order 246.00: Use of Force. Officers should only deploy the patrol rifle when the incident is of such a nature that the deployment would be reasonable. Examples of the reasonable deployment of the rifle would be an active shooter call, a shooting in which the suspect may still be on scene, or other weapon related incidents.

On-duty supervisors may over-ride the officer's use of a patrol rifle by instructing the officer or asking the dispatcher to instruct the officer to secure the patrol rifle and return the rifle to storage per this policy.

VIII. S.W.A.T.
The S.W.A.T. commander will be responsible for determining the policy for the issuing, training, and deployment of department owned patrol rifles for the members of S.W.A.T. S.W.A.T. officers may not carry personally owner patrol rifles unless they adhere to General Order 249.00: AR15 Type Patrol Rifles**.**

Revised July 8, 2013

250.00 Handgun Purchase Permit

Handgun purchase permits are obtained from the police department of the municipality in which the applicant lives. An applicant must apply in person. An applicant must complete the Minnesota State Permit to Acquire Handgun Form.

There is no charge for the request. Permits are reviewed by the manager of the records unit.

The Saint Paul Police Department Records Unit will complete:
- FBI, BCA, warrant and local criminal record checks.
- Checks with the Minnesota Department of Human Services to determine if the applicant is eligible for a permit.

Minnesota Statute 624.713 lists the reasons an applicant may be denied a permit.

Permits are valid for one year. They are valid statewide, and there is no limit on the number of handguns that may be purchased with a permit.

Revised July 1, 2011

252.00 Employee Assistance Program

Purpose:
The Saint Paul Police Department Employee Assistance Program (EAP) is located "off site" and is designed to actively promote the emotional well being of all police officers, employees of the Saint Paul Police Department and their families.

Goals:
- To improve work performance by reducing absenteeism.
- To reduce job stress.
- To improve community relations by enhancing individual and departmental image as professionals.
- Assist police officers and their families to maintain healthy family relationships.
- To provide an accessible crisis intervention program for police officers and families.
- To provide a proactive outreach to troubled police officers, department employees and their families who do not initiate an employee assistance contact.

The EAP manager is the coordinator for the Saint Paul Police Department Employee Assistance Program. The responsibility for the effectiveness of the EAP rests with each individual member of the department.

Counselors from the employee assistance program are available 24 hours per day to deal with crisis situations as they occur. Contract staff includes both male and female licensed professionals who can be reached through the EAP coordinator by phone.

The EAP is available to help with short-term counseling for a variety of issues. Some typical concerns may include emotional problems, work-related or personal stress, relationship difficulties, and chemical dependence. The employee assistance professionals are available for critical incident debriefings and to help officers and their families with a post shooting response.

Program Operation and Referral Procedures:
An individual may be referred to the EAP in one of several ways. The employee may be self-referred by a supervisor, or ordered to the EAP by a supervisor.
- Self-referral: if the employee is self-referred, all information provided by the employee shall be held in confidence within the strictest of professional standards.
- Supervisor-referral: an employee may be referred to EAP by a supervisor who believes the employee is having problems with which EAP might be of assistance. The employee is under no obligation to contact the EAP based upon this suggested course of behavior. Any information provided by the employee, including attendance information, shall be held in confidence within the strictest of professional ethical standards and guidelines per HIPPA.

- An employee may be ordered to contact an employee assistance professional if the supervisor believes there are work-related problems with which the EAP may be of help. If the employee is ordered to EAP by a supervisor the appropriate form will be filled out authorizing the EAP to release attendance information only so that the EAP can verify that the officer has complied with the order in this case, the only information provided to the supervisor will be that the employee has met with an employee assistance professional as ordered. Copies of the referral form are available either in district offices or in the personnel unit.

Program Coordinator Duties:
Quality Assurance of Psychological Services
- Develops and monitors procedures to select, train, and evaluate programs and licensed professionals providing psychological services to department employees.
- Develops and maintains a network of in-panel mental health licensed professionals familiar with police issues.

Management of Employee Assistance Program Staff
- Coordinates all schedules and programs within EAP.
- Coordinates and facilitates EAP consulting activities outside the EAP.
- Coordinates call outs for after-hours emergencies.
- Manages EAP involvement in the peer support team.
- Manages EAP involvement with transitional and recovering officers.
- Provides regular feedback and evaluation to each staff member and all licensed professionals contracted to provide EAP services.

Planning
- Develops mission and strategic plan for the EAP.
- Develops and maintains a staff policy and procedures manual that reflects the progress and components of the strategic plan.
- Develops and monitors "alternatives to discipline for the chief of police.
- Develops, monitors, and maintains EAP budget.
- Develops EAP training presentations for in-service training and the police academies

Coordinates With Other Agency Support Providers
- Develops and maintains a supportive and interactive working relationship between EAP staff and adjunct employee assistance, police chaplains, Saint Paul Police Federation and others as appropriate.
- Helps group together individual case situations that have broad organizational import and present these and recommendations to the chief of police.
- Works with department's personnel and training units on validation and research issues.

Direct Services
- Provides impartial and confidential consultation to all department members.
- Provides privileged individual and group counseling as needed to all department members.

- Provides assistance with EAP services to other city agencies.
- Provides training as needed on all research, resources and programs.
- Provides assistance to employees before, during and after military deployments. (See General Order 252.10: Military Deployment)
- Provides specialized group services for employees.
- Coordinates all specialized group activities with outside agencies.
- Provide emotional support services to employees on sick leave.

Revised June 27, 2011

252.10 Military Personnel Deployment

Policy:
The Saint Paul Police Department shall provide administrative, supervisory and employee assistance support to all military employees who receive orders to report for a military active duty deployment.

Procedures:
Whenever a military employee of the Saint Paul Police Department receives official military orders for a U.S military deployment the following shall be implemented:

1. **Roles and Responsibilities Pre-Deployment:**
   A. The chief of police or her/his assistant chief designee shall meet or at least call the veteran employee and his or her family prior to deployment to express appreciation for their service.
   B. The Employees Assistance Program (EAP) director or her/his designee will offer to meet with the veteran employee and his or her family to establish a relationship and provide contact information and clarification on the Pre-deployment process. The EAP director will provide a primary contact person for pre-deployment, deployment, and post-deployment who will be responsible for monthly outreach to the family during the deployment. This may include:
      1. Child care
      2. Family assistance with grocery shopping, snow removal, home maintenance, etc.
      3. Establishing an email account with veteran employee and updates to department on monthly basis to promote e-mail, mail and care packages.
      4. Handle on-going concerns for veteran employee with payroll, open enrollment, etc.
   C. The personnel unit shall assist in setting up payroll to pay monthly bills for veteran employees prior to deploying to military active duty status. Personnel shall notify the chief, training unit, EAP, and the technology unit of a veteran employee deployment within 24 hours of receiving deployment notification.

2. **Roles and Responsibilities Post-Deployment**
   A. The chief of police or her/his assistant chief designee shall meet or at least call the veteran employee and his or her family upon return from military active duty with welcome home appreciation.

B. The unit commander or designee shall provide veteran employees the following upon return from military active duty:
   1. Information regarding their assignment.
   2. Packet with cheat sheets, partner information, dates of range qualification, etc.
   3. Allow for flexible schedule/assignment/days off.
   4. Assign with a partner for two weeks to a month.

The personnel unit shall coordinate with the unit/district commander to make sure post-deployment procedure is in place. Personnel shall notify the chief, training unit, EAP, and the technology unit of a veteran employee's return from military active duty within 24 hours of receiving estimated date of return notification.

The training unit shall provide training in arrest procedures, equipment function, range training and qualification, computer operation, geography, search and seizure, etc. for veteran employees upon return from military active duty and prior to returning to his or her work assignment.

The technology unit shall restore all accounts, RMS, DVS, Mobile Office, etc and provide a cheat sheet with log-on procedures, identification and passwords for veteran employees upon return from military active duty and prior to returning to his or her work assignment.

The EAP director or her/his designee will offer to meet with the veteran employee upon return from military active duty and prior to returning to his or her work assignment. Veterans will be offered the opportunity to meet individually and in person, with an EAP licensed professional within 72 hours prior to returning to work assignments.

(See General Order 213.00: Military Leave)

Effective June 27, 2011

253. 00 Physical Development Program

The department, during initial testing and training, spends many hours to insure that officers are capable of meeting and dealing with the general physical and psychological stresses of police work. To continue this capability, a physical development program is implemented to maintain the conditioning of the recently trained officers and upgrade, overall, the conditioning of all officers.

Objectives:
It is the specific intent of the physical fitness program to:
1. Ensure the physiological readiness of our officers for the physical demands of the job.
2. Improve performance on the job.

Implementation:

The Saint Paul Police Department physical fitness program has been developed into a four-part program, which is explained below.

Medical Screening:
This includes a "cardiac risk profile" which was developed in conjunction with a local medical facility. Each newly hired officer must fill out a medical history questionnaire and report with this to the medical facility for a full lipid profile and urinalysis.

The results of the physical examination and the medical questionnaire will be evaluated by the program physician. After reviewing each officer's profile, the physician will determine if an officer is physically capable of immediately proceeding with the fitness program or if the officer will need additional testing. If additional testing is required, it will be done under the direction of the program physician.

Officers, who because of physical limitations are unable to proceed, will remain under the direct supervision of the program physician for instructions as to an individual exercise program.

Fitness Assessment:
This includes an annual, in-house fitness assessment to determine the present state of physical fitness of each officer. It is administered yearly to all officers. It will be scheduled during the officer's birth month. Officers have 60 days to complete their assessment. Anyone not completing their test during that time period will be marked unsatisfactory on their yearly performance evaluation. This is designed to develop the data needed to plan an appropriate individual fitness program for each officer and will serve as a basis for comparison for future tests to determine participant development. The following measurements are being used for the assessment:

- Name, age, height (stocking feet), weight
- Body composition analysis
- Flexibility assessment – sit and reach test
- Muscular endurance assessment – 1 minute timed sit-ups
- Muscle strength – push-ups
- Explosive power – vertical jump
- Aerobic fitness assessment
    - 1.5 mile run.
    - 1 mile walk.
    - YMCA stationary bike.

Upon completion of their physical fitness assessment, each officer will be rated and given an individualized physical development program based upon this rating.

Any portion of the assessment that is failed will be noted on the officer's yearly evaluation. Failed tests may be retested any time during the year to get a satisfactory score.

Only officers who have completed "Saint Paul Police Physical Fitness Exemption" (PM 631-92) which has been signed by the officer and the officer's personal doctor will be exempt from testing.

An officer who fails to test, retest as scheduled or provide PM 631-92 will be subject to disciplinary action.

On-Duty Exercise Participation:
Upon completion of their assessment, all officers will be allowed participation in the exercise routines prescribed. Each officer can participate in a maximum of three, one-hour, on-duty exercise periods per week. Only one hour of exercise time, to include changing and cleanup may be used at one time. The exercise periods are not accumulative.

Scheduling:
An officer's immediate supervisor will be responsible for scheduling the exercise periods. Supervisors should use discretion in scheduling these periods to minimize the impact on overall operations and responsibilities. If the emergency communication center supervisor deems that the call load will not allow officers to exercise, the supervisor shall not release officers to exercise.

Authorized Activities:
The following activities are authorized for inclusion in the program based on an individual's fitness level and capabilities:

- Swimming
- Cycling
- Cross country skiing
- Rope skipping
- Aerobics
- Calisthenics
- Walk/run/jog
- Circuit training
- Racquetball/handball
- Basketball
- Volleyball
- Weight training
- Yoga

On-duty fitness training time may not be utilized for activities not included above without the written approval of the physical fitness coordinator.

Team Events:
The department may authorize teams in various sports as representatives of the department. Participation on such teams is wholly voluntary on the part of participants. The department, at its discretion, may allow on-duty status for travel time for events conducted out of the city. Actual participation in such athletic events will be in an off-duty status. Participants in those

events will not be eligible for on-duty injury benefits such as worker's compensation, in the event of injury.

Routine Health and Wellness Testing:
All officers are required to take a Bruce Protocol Stress Test administered by the program physician, at age 40. The next test would be required and administered at age 45 and then again at age 50. After age 50, the test will be administered every two years until age 60, when the test will be administered every year.

This testing schedule applies to officers for whom no medical problems are identified. If a medical problem exists, officers could be tested at any time, and more frequently as each individual case demands.

If it is discovered that an officer has signs of heart disease, the officer will, as soon as possible, schedule an appointment with her/his primary care physician for further evaluation which will be paid for by the officer; and the results of the test(s) reviewed by the program physician; or

The duty status of an officer following a positive test will be based upon the recommendations of the fitness program physician, in consultation with the officer's personal physician, if appropriate.

Other Testing:
Officers who are members of the target range unit, ordnance disposal unit, and special weapons and tactics (S.W.A.T.) team will have their hearing tested annually. The target range unit will be tested annually for excessive lead levels.

Injuries:
Any physical injury which occurs while engaged in on-duty exercise will be immediately reported and documented to the gymnasium staff. (See also General Orders 180.50: Injured on Duty and 211.00: Injured On Duty).

Revised July 1, 2011

254.00 Career Development

This department recognizes that our most important and valuable resources is the men and women it employs. The department realizes also that the better trained and better educated they are the more valuable they become to the department, the community they serve and to themselves and their families. It is incumbent therefore, upon the department and its employees alike to develop and seek opportunities to enhance individual growth by the furtherance and achievement of career and personal goals.

To promote these ends the department has initiated a program of career development designed to assist employees with improving their ability to perform their current job and prepare for movement upward or laterally in the organization. This process will help prepare employees to achieve their desired career objectives such as promotion and/or specialization and will provide opportunities for individual growth and stimulation at all levels.

Program Components:
In-service training -- two forms: In-service training is an important component of the department's career development program. The department will hold regular in-service training in which members take classes in work-related topics.

1. Proficiency training is intended to keep the employee up-to-date on the duties and responsibilities of the job presently being performed and to enhance the employee's skills beyond the minimum level and thereby increase the potential for upward mobility.
2. Specialty training is designed to stimulate employees to prepare for new areas of interest and specialization, to maintain and enhance the skills of members already assigned to specialized units and to increase the overall potential of the employee to advance in the department.

Included in the above is specialty training in management and supervision offered by both the department and the City of Saint Paul Office of Human Resources which is designed to assist our personnel in continued advancement in these positions.

Higher education: Higher education is perhaps the most satisfying component of the career development program as it allows department personnel to gain a more insightful understanding of society, to communicate more effectively and to engage in the exploration of new ideas and concepts. All personnel are encouraged to receive a bachelor's degree from an accredited college or university and are urged to make use of the city's tuition and reimbursement plan in the pursuit thereof.

Objectives of Career Development:

- To improve the department's utilization of each employee's skills, knowledge and abilities.
- To encourage all employees to further their education and training in the skills, knowledge and abilities of their current position and in areas of expressed interest.
- To assist employees in preparing themselves for accepting positions of greater or differing responsibility.
- To guide each employee's self-assessment relative to her/his career goals (such as promotion, specialization, etc.)
- To identify the potential number of personnel benefiting from the utilization of the career development program.
- To ensure that the department is providing career development opportunities consistent with the objectives set forth for equal employment opportunity and affirmative action objectives as promulgated in the affirmative action and equal employment opportunity program adopted by the city.
    - The Saint Paul Police Department actively encourages minority and female persons to apply for positions within the organization.

- Minority and female employees are afforded equal opportunity for self-development and advancement within the organization.

Program Administration:
Authority and responsibility for the administration of the career development program is vested in the commander of the training unit. The commander is authorized to manage both the program's operation and direction and shall provide for the following.

- To establish requirements for and provide the necessary training for all personnel assigned to conduct career development activities. This training should provide increased knowledge and skills in at least the following areas:
  - General counseling techniques.
  - Assessment techniques for determining skills, knowledge and abilities.
  - Salary, benefits and training opportunities of the department.
  - Educational opportunities and incentive programs.
  - Awareness of cultural backgrounds of ethnic groups in the program.
  - Record keeping techniques.
  - Career development programs of other jurisdictions.
  - Availability of outside resources.
- Maintenance of an annual inventory of the skills, knowledge and abilities of each employee. The individual inventories shall be completed during the annual career development/employee evaluation interview.
- Establish and maintain on file an inventory of career specialties within the department including the skills, knowledge and abilities (SKAs) needed for each specialty. Career specialty in-service training shall be based on these SKAs. This inventory shall be made available to all program participants.
- Maintenance of an annual inventory of resources used to develop in-service training requirements of the career development program. This inventory shall list the external and internal resources of the training classes and should include a brief description of the training offered by the resources.
- Maintenance and distribution of information regarding requirements, procedures and opportunities for promotion and/or transfer.
- Administration and implementation of the mandatory and career development in-service training programs to consist of proficiency and specialty training.
  - All sworn employees of the department shall be required to attend in-service training on an annual basis. The in-service training module which should contain both required and elective courses of study are designed to test the employee's proficiency in previously acquired skills, knowledge and abilities as well as to impart new skills, knowledge and abilities. An additional dimension of the in-service training module should focus on imparting knowledge about specialized assignments to employees currently considered generalists. An interested employee should be provided the opportunity to obtain knowledge necessary for her/him to pursue a specialized assignment.
  - Career specialty training courses are provided by in-house training staff or through the utilization of outside resources. Specialty training in management techniques and supervision, which is designed to assist our personnel to improve and advance in these positions, is offered by both the Saint Paul Police Human Resources Unit and

the City of Saint Paul Office of Human Resources department and shall be required of all supervisory level employees. Additionally, attendance at skill development courses is required of all sworn personnel upon promotion. Attendance at appropriate courses in the management development program offered by the office of human resources will satisfy the supervisor aspects of this requirement but operational specialty courses may also be required, e.g., investigative techniques, Drug Enforcement Administration course, etc.

- Maintain written records of all proficiency and career specialty in-service training of personnel. These records will be made available to supervisors/counselors for use in conducting the career counseling and performance evaluation interview. Supervisors are encouraged to make recommendations to training staff for improvements and specific needs in the department's training programs based on the counseling sessions.
- Liaison with administration to implement, where practical, the temporary assignment of personnel to specialized work units as a career development training assignment.
- To conduct a continuous monitoring and review of the career development program and to provide administration and employees with up-to-date information regarding requirements for achieving program goals. To conduct an annual evaluation of the career development program plan and submit a written report including any proposed revisions to the management team prior to the annual budget process.

Advanced Training and Higher Education:
Educational leave is established and authorized when absence from duty or employment is granted to an employee to undertake academic or vocational instruction as part of in-service training. Paid leave or absence from duty may be authorized to attend outside workshops, seminars or formal academic programs in the furtherance of departmental excellence. Procedures governing these activities are governed by General Order 336.10: Outside Schools Travel / Training Guidelines.

Tuition Reimbursement Program:
The City of Saint Paul has made available to all city employees a tuition reimbursement program. The policies and procedures regulating this program can be found at: http://spnet.stpaul.city/depts/humres/training_development_recognition.html

All police department employees are strongly encouraged to utilize this educational opportunity in the pursuit of their career and personal enhancement.

Higher Education: All personnel are encouraged to achieve a bachelor's degree from an accredited college or university. In order to enhance academic study, department administration, within reason and whenever practical, will accommodate modification of employee shift assignments where otherwise irresolvable conflicts occur and when to do so is not in conflict with established labor contracts.
Revised July 1, 2011

302.10 Saint Paul Administrative Code, Chapter 8 (Sec. 8.03)

Chief of Police: powers and duties.
The chief of police shall be appointed by the mayor with the consent of the council, in accordance with the provisions of the city charter, and shall serve for the term specified therein. The chief of police shall be accountable to the mayor and, subject to her/his supervision and control, shall administer the affairs of the department. S/he shall have general authority and control over all departmental staff and shall oversee the proper fulfillment of all tasks and duties assigned to the department. S/he shall have the power to prescribe such rules and regulations as s/he deems necessary or expedient for the proper operation of the department and to that end shall keep her/ himself informed of the latest administrative practices. The chief of police shall have the power and duty to take all personnel actions, including hiring, assigning and reassigning employees, including supervisory personnel, within the department and shall supervise their performance.

302.20 Office of the Chief

The Office of the Chief of Police consists of:

- Chief of Police
- Internal Affairs
- Inspections
- Public Information Officer
- Chief of Staff (executive officer)
- Chief's secretary and administrative assistant
- Police civilian internal affairs review commission (P.C.I.A.R.C.)

In addition to the above, the assistant chief's of each division report directly to the Chief of Police.

The Chief's administrative team consists of:

- Assistant chiefs of police
- Chief of Staff (executive officer)
- Research and Grants Manager
- Human resources manager

Revised July 1, 2011

302.30 Liaison

To maintain cooperation and liaison between the Saint Paul Police Department and other law enforcement agencies, the chief of police shall as needed:

- Designate department representatives to attend the meetings of or otherwise participate in the programs of law enforcement organizations that operate concurrent with or adjacent to the boundaries of the City of Saint Paul.

- The representatives working with those organizations will brief the chief on items of interest to the department. The chief shall determine initiatives and actions s/he deems appropriate to pursue with any particular organization. Appropriate liaison shall be maintained with other law enforcement organizations as determined by the chief of police.

302.40 Command Authority during Absence of Chief of Police

In the absence of the chief of police, an assistant chief appointed by the chief will be designated to assume the duties of the office. Such assignment will remain in effect during the absence of the chief of police, or the time specified by her/him. The person assuming command shall have all the power and responsibility of the chief of police, except in the following instances, unless specifically authorized by the chief of police:

- Selection and appointment of new personnel.
- Dismissals.
- Promotions.
- Demotions.
- Modification of rules, regulations, or departmental policies in non-emergencies.

In case of emergency when the chief is unable to designate the duties to an assistant chief, the mayor will temporarily appoint one to the position.

Revised July 1, 2011

302.50 Investigative Task Forces

The chief may, as needed, approve the creation of investigative task forces. The chief may also allow assignment of department personnel, equipment, or support to formal investigative task forces operated in whole or in part by adjoining agencies or agencies having concurrent law enforcement powers. In these situations the creation of or the assignment to a task force shall be governed by written directive(s).

The directive(s) shall include statements:

- Identifying the purpose of the task force.
- Defining authority and responsibilities.
- Establishing accountability.
- Identifying the resources available and their sources.
- Establishing how progress will be measured, results, evaluated, and the need for the continued existence or participation in the task force.

Revised July 1, 2011

304.00 Internal Affairs Unit

(See General Orders 218.00, 230.00 - 230.30 for disciplinary procedures)

218.00	Workplace Conduct Policy (Harassment)
230.00	Disciplinary Procedures
230.07	Immediate Disciplinary Procedures
230.09	Employee's Duty to Report Misconduct
230.10	Police-Civilian Internal Affairs Review Commission (P.C.I.A.R.C.)
230.11	Employee's Rights
230.12	Civil Service Rules -- Discipline
230.13	Conduct Unbecoming an Officer
230.20	Department Rules of Conduct
230.30	Drug and Alcohol Screening

The Saint Paul Police Department Internal Affairs Unit is established as a staff function under the office of the chief. This function coordinates and exercises staff supervision over investigations of complaints against the department or allegations of misconduct against members of the department.

The internal affairs unit exists to insure the integrity of the department by prompt and thorough investigation of alleged or suspected personnel misconduct, and policy and procedure violations. In doing so, the unit will:

- Clear the innocent.
- Establish guilt.
- Facilitate prompt and just disciplinary action.

Internal affairs will be responsible for the investigation of the following type of cases:

- All allegations by citizens against the department's personnel involving misconduct or negligence of duty.
- All referrals from the Saint Paul Office of the Mayor, Saint Paul City Administrator, Saint Paul City Council, Office of Human Rights, the State of Minnesota Peace Officer Standard and Training Board, and State of Minnesota Human Rights Department.
- Workplace misconduct allegations.
- All incidents wherein department policy or procedures have been violated in the use of force.

Internal Affairs Function Will:

1. Upon receipt of an alleged violation:
   A. Refer it to an appropriate command
   B. Make a preliminary investigation and then assign it to an appropriate command
   C. Make an independent investigation of the complaint.

2. Notify the chief of police immediately of cases involving members of the department which allege:
   A. Violations of law
   B. Violations of human rights
   C. All other serious acts of omission
3. Assist supervisors engaged in complaint investigations:
   A. When internal affairs unit assistance may be needed the decision will be based on the seriousness of the alleged violation and the determination of need by the internal affairs commander after conferring with the commanding officer where the complaint originated.

Revised July 1, 2011

305.00 Inspection Unit

The Saint Paul Police Department Inspection Unit is established as a staff function of the office of the chief. The inspection unit's purpose is to increase organizational effectiveness and support change by analyzing the department's culture, processes, and structure. Inspection personnel have no command authority over line operations.

Personnel:
The inspectors assigned to the unit are directly accountable to the unit head who answers directly to the chief of police.

Functions:
- Examines procedures and compliance. If changes in procedures are needed, this unit will submit necessary data explaining this need and also recommend possible remedial action to be taken.
- Examines the adequacies and deployment of department resources to maximize benefits and recommend what changes that may be necessary to eliminate identified deficiencies.
- Anticipate where deficiencies may develop.
- Inspectors will conduct unannounced inspections of the property storage areas.
  - During these inspections security procedures and property accountability will receive primary attention. A random comparison of records and physical property will be the primary focus of these efforts but a variety of activities should receive attention during successive spot inspections.
  - The inspection supervisor or her/his designee, who is neither directly nor indirectly associated with any property held by the department. The requirement here is to ensure the integrity of the acquired property control system and does not specifically require an accounting for every item of property.
  - Inspections will conduct an annual audit of items checked out of the property room for in-house use.
- Conduct staff inspections within all organizational components as directed by the chief of police.

    - Major deficiencies noted will be addressed in writing to appropriate commanders with a follow-up date established, allowing enough time for commanders to correct deficiencies and submit a written report of corrective action taken, to their respective division assistant chief.
- Inspections will conduct audits of drugs and narcotics evidence that are to be destroyed.
- Inspections will conduct an audit of all firearms in the property room that have been marked for destruction and will witness the destruction.
- Inspections will inventory all monies from the property room held over 90 days and deposit these funds in the bank in the applicable City of Saint Paul accounts.
- Inspections will conduct drug and alcohol screening tests of personnel assigned to hostage negotiation, special weapons and tactics (S.W.A.T.) team, and the bomb squad as directed by the chief. Testing may be done at scheduled training or inspection personnel may call-up the units.
- The inspection unit may provide one full-time driver for the mayor and relief drivers as needed.
- The inspection unit personnel will conduct random checks on off duty employment for compliance with off duty rules and regulations.
- All other tasks as assigned by the chief of police.

Revised July 1, 2011

307.00 Special Investigations Unit (S.I.U.)

(See General Orders 470.00: V.I.P. Security Plan, 475.00: Covert Operation Plans and 477.00: Petty Cash, Imprest, Buy/Investigative Funds)

The special investigations unit (S.I.U.) is headed by a commander who is responsible for the administration and coordination for the unit. S/he is accountable to the assistant chief of the major crimes division for the operation of the unit and is subject to the general duties of unit heads. Unit personnel are accountable to the unit head for the performance of their duties consistent with the general duties of investigators.

S.I.U.:
The S.I.U. shall have the primary responsibility for the investigation of organized criminal activity and related matters within the City of Saint Paul. Adjunct to the responsibility for the investigation of organized criminal activity, the S.I.U. shall perform the function of the Saint Paul Police Department's intelligence component. It shall have responsibility for the collection, evaluation and dissemination of criminal intelligence data within and outside the department.

S.I.U. Commander:
The S.I.U. commander shall be responsible for coordinating and overseeing the control and enforcement of organized criminal activity. S/he shall submit, not less than quarterly, a report to the assistant chief of the major crimes division summarizing the unit's activities in regard to complaints, investigations and arrests.

The S.I.U. commander is responsible for all the activities of the S.I.U., including supervision of field operations, maintenance, evaluation and purging of intelligence files, dissemination of criminal intelligence, and the control and use of all surveillance equipment assigned to S.I.U. Specific responsibilities of the S.I.U. commander includes the following:

- Control and maintenance of the informant file master list (General Order 418.00: Informants).
- Control and maintenance of the S.I.U. investigative fund (General Order 477.00: Petty Cash, Imprest, Buy/Investigative Funds).
- [redacted].
- Reports on unit activities.

Definition: "Organized Criminal Activity" means any combination or conspiracy to engage in criminal activity as a significant source of income or livelihood, or to violate or aid, abet, facilitate, conceal, or dispose of the proceeds of the violation of criminal laws, including, but not limited to laws relating to theft/fencing operations, racketeering, gangs and organized criminal activity, illegal sale and possession of firearms, prostitution, gambling, counterfeiting, obscenity, extortion, loan-sharking, drug abuse and illegal drug distribution, or the corruption or bribery of law enforcement officers or other public officials, officers or employees.

Goals and Objectives:

The goal of the S.I.U. is to identify and investigate all valid complaints of organized criminal activity, to provide investigative support to other department units, to obtain and disseminate criminal intelligence, to lend assistance to other law enforcement agencies conducting law enforcement activities within the confines of Saint Paul, to provide the specialized tactical assistance necessary and desirable in fulfilling the mission of the Saint Paul Police Department. The unit shall function as both an intelligence and tactical investigative unit.

- Conduct criminal investigations.
- Conduct search warrants as necessitated by S.I.U. investigations.
- Apprehend individuals associated with organized criminal activities.
- Coordinate and facilitate the prosecution of individuals associated with organized criminal activities.
- Conduct V.I.P. protection details.
- Collect and disseminate criminal intelligence.
- Establish liaison with federal, state and local police agencies operating within the City of Saint Paul.
- Assist other Saint Paul Police Department units.
- Conduct any other law enforcement activities necessary to control, monitor and suppress organized criminal activities in the City of Saint Paul.
- Monitor career criminals and work with patrol to ensure appropriate information flow. Identify and target such career criminals and work with county attorney's office for strengthened prosecution.

It shall be the responsibility of this unit to be aware of investigations within the city by other agencies to assure that arrests are made properly, that local policies are understood and that

all reports and evidence are handled properly and are submitted to the units responsible for their security.

Intelligence Functions:
S.I.U shall have the following intelligence functions:

- Establish and maintain liaison with federal, state and local law enforcement agencies.

Tactical Functions:
S.I.U. shall have the following tactical functions:

- Provide tactical assistance to other department investigative units upon request.
- Provide tactical assistance to other law enforcement agencies upon request.
- Provide V.I.P protection. (See General Order 470.00: V.I.P. Security Plans)
- Conduct investigations of organized criminal activity.

Intelligence Procedures:

[redacted]

Investigative Fund – S.I.U.:

[redacted]

All funds are subject to audit by the police or city accountant and state auditor. The funds will be reimbursed at least quarterly and at year's end.

The investigative funds and the amounts allotted are based on the size and volume of transactions. The manager/custodian is authorized to use the funds only up to the established value of the fund.

[redacted]

Tactical Functions:

S.I.U. shall have the following tactical functions:

- Provide tactical assistance to other department investigative units upon request.
- Provide tactical assistance to other law enforcement agencies upon request.
- Provide V.I.P protection. (See General Order 470.00: V.I.P. Security Plans)
- Conduct investigations of organized criminal activity.

Tactical Procedures:

Tactical functions of the S.I.U. shall be conducted consistent with the following procedures. The S.I.U. commander shall be responsible to ensure all activities of the S.I.U. are conducted consistent with and within the guidelines of all federal, state and local laws and regulations.

S.I.U. shall assist any units within the department to the extent feasible, restricted only by the limited resources of S.I.U. All reasonable requests shall be responded to without delay.

[redacted]

Career Criminal Program:

The purpose of the career criminal program is to identify "career criminals", i.e., individuals who commit repeat serious offenses and are thereby of primary concern to law enforcement officers, to target these individuals as subjects of law enforcement efforts, and to thereafter remove the target from the community through aggressive investigation and coordinated prosecution tactics.

The S.I.U. commander shall be responsible for the management and operation of the department's role in the career criminal program.

Revised July 1, 2011

307.01 Special Investigations Unit (S.I.U.) Digital Forensics Evidence Procedures

A procedure for requesting processing/analysis of evidence by the Special Investigations Unit's Digital Forensics Lab has been established to facilitate better communication between the Digital Forensics Lab and those units within the police department requesting analysis.
Should digital analysis of an item be desired, the investigator/police personnel assigned to the case will:

- Complete the SIU Digital Evidence Examination Request Form (#1112-04) that is located on the intranet under forms. The form can be filled out electronically and sent to the shared mailbox SPPD-SIU-DigitalForensicLab@ci.stpaul.mn.us
- All SIU Digital Evidence Examination Request Forms must be accompanied by either a signed search warrant or signed consent form.
- Turn all digital evidence into the property room using the Evidence Manager. (SIU will retrieve the digital evidence from the Property Room when they are ready to process it.)
- SIU will submit any newly developed evidence into the property room after documenting that generation of new evidence using the Evidence Manger.

Revised June 6, 2016

308.00 F.O.R.C.E. (Focusing Our Resources on Community Empowerment)

The Saint Paul Police Department F.O.R.C.E. Unit is headed by a sergeant who is responsible to the district commander. Unit personnel are accountable to the unit head for the performance of their duties. F.O.R.C.E. duty assignments are determined by the unit head.

Rationale:
The Saint Paul Police Department recognizes the negative and pervasive influence that problem properties have on the quality of life in our community. The department also recognizes that illegal behavior and related activities are a social phenomenon that requires a coordinated response between our police officers, our citizens, and the combined resources of the City of Saint Paul. The F.O.R.C.E. unit is designed to combine resources in an effort to attack the scourge of drug use through a variety of strategies. Primary duties include problem property resolution.

Objective:
To combine the elements of patrol, an environmental housing inspector, our citizens, and other related agencies and programs in an effort to successfully interdict problem properties and inappropriate behaviors. By working closely with our citizens and other city agencies, F.O.R.C.E. will attempt to reduce both the level of crime and the opportunities for such crimes.

Functions:

- Investigate cases involving problem properties that include street-level drug abuse.

- Obtain, execute and return search warrants.
- Interrogate suspects and prisoners.
- Assist the operations and proactive services division on squad calls involving problem properties and related behavioral activities.
- Assist other units and agencies on investigations as determined by the unit head.
- Coordinate with and abide by the direction of the narcotic vault custodian in the handling, storage, and destruction of drugs and drug paraphernalia.
- Develop a close working relationship with the citizens of Saint Paul, and in so much as resources allow, respond to their concerns promptly, courteously and efficiently as pertaining to drug and related behavioral activities.
- Maintain the necessary files and records to fulfill the F.O.R.C.E. mission.
- To respond quickly to a variety of events and situations that requires F.O.R.C.E. personnel.
- To build police-community partnerships to combat crime.

It shall be the responsibility of the F.O.R.C.E. unit to coordinate their strategies with whatever city, county or private agencies that are appropriate in furtherance of their mission.

Revised July 1, 2011

309.00 Research and Development Unit

The Saint Paul Police Research and Development Unit have the basic responsibility for staff work essential to the development of departmental policies and procedures. It also serves as the grant writing unit for the department. The unit generates and submits grants and then administers awarded grants. In addition, this unit is responsible for crime analysis and compiles departmental statistics into printouts which are used by management and line units as an aid in decision making. This unit is also responsible for publishing analysis of this material and other non-statistical information as determined by management for their use in formulating plans both short and long-term.

Functions:

- The unit serves in a staff capacity by completing and consolidating into standard developmental programs and procedures, those planning projects providing for operational alternatives.
- Design, approve and control all departmental forms, and expunges forms as they become obsolete.
- Conduct surveys, studies, and other detailed analysis for department use.
- Provide for the compilation, preparation of the department's annual activity report and other reports necessary for effective management practices.
- Conduct follow-up analysis of plans previously adopted and currently operational and evaluates results for the purpose of making adjustments and improvements where necessary.
- Prepare weekly felony warrant, crime mapping, and district council reports.

- Prepare periodic reports of year-to-date comparisons: Part I and part II offense comparisons and analysis; updates of offenses and case number figures in all files; prepares semi-annual analysis report of operational activities, typically including the following: type of activity, location, time and date. Distribute reports to the appropriate units or persons.
- Distribute administrative and analytical reports and publications to appropriate unit commanders, unit heads, management team staff, city department managers, press and citizen groups as deemed appropriate and allowed by law.
- Utilize all available data in formulating crime analysis reports, to include the following factors: frequency of crime; geographical factors; chronological factors; victim, target, suspect and vehicle descriptors; modus operandi factors; and physical evidence information.
- Reference the following source documents for crime analysis: offense reports, domestic assault reports, crime trend mapping data, the Saint Paul Police Department database, and CAD data.
- Conduct periodic surveys of crime analysis products to evaluate usefulness.
- Maintain the police department manual.
- Maintain mapping software, update mapping database, creates maps to identify trends, problem areas, and areas of interest for reports and inquiries.
- Other duties as assigned by the administrative team.

Supervision:
The personnel in the unit report directly to the commander of technology and research who reports directly to the assistant chief of support services and administration. The commander will ensure that staff members maintain an efficient and effective working relationship with members of the management team, unit heads, district commanders, technology unit and records unit as the combined work is closely related. The commander is responsible for the preparation of working schedules, review and action of complaints, recommendations, etc. The commander is further responsible for the establishment of job priorities, assuring that daily, monthly, and special reports are completed on a timely basis.

Revised June 7, 2016

310.00 False Alarm Unit

The Saint Paul Police Department False Alarm Unit is in charge of the processing of all false alarms.
Documentation of alarm calls are the responsibility of the responding officer(s) and a report made in the department Records Management System (RMS). The documentation shall include the exact address of the alarm and details of the circumstance along with other required information. False alarm means the activation of an alarm system which is intended to summon a police response by the alarm system user, owner, designated contact person or person in control of the premises on which the alarm system is placed, through intentional misuse; mechanical failure or malfunction; improper installation, maintenance or supervision; or negligence.

These reports are then entered into the City of Saint Paul Electronic Computerized License, Inspection and Permit System (ECLIPS). This database generates invoices to customers that have occurred false alarms. Charges are generated on the following basis: A warning will be issued by the city for the first two violations in a calendar year. Fines will be assessed for false alarms in excess of two. Saint Paul's fines are based on a structured step fine schedule established by department of safety and inspections.

Payments are credited to accounts using ECLIPS. Payment is then sent to accounting unit for final processing.

The alarm unit is able to generate a report that shows what account(s) has had an excessive amount of calls for false alarms.

Customers with any questions or concerns are explained the city ordinance and referred to the department of safety & inspections for any questions on the required permit.

Revised July 1, 2011

311.00 Fiscal Affairs

The Saint Paul Police Fiscal Affairs Unit, under the direction of the assistant chief of support services and administration, shall provide planning and budget support to the divisions, sections and units of the department and shall be responsible for the purchasing, and fiscal management functions. The unit is also responsible for the coordination of the annual operating budget, supervision of internal expenditures and internal controls, and shall maintain liaison with the City of Saint Paul Office of Financial Services. The unit head is directly responsible to the assistant chief of support services and administration.

Unit Functions:

- Advise as to the financial status of the department.
- Maintain liaison with other units of city government as required.
- Supervise the purchasing process.
- Conduct the necessary correspondence connected with the purchasing and accounting process.
- Apprise the various units of the department, as well as the chief and assistant chiefs of the status of the unit budgets.
- Maintain the necessary records and files in connection with the purchasing, budgeting, and accounting processes.
- Conduct other such duties as directed.
- Review financial records of associated agencies such as reserves.
- Review and audits petty cash funds and procedures.
- Advice department managers on proper accounting controls and procedures carried out by the units.
- Intergovernmental billings
- Cash receipts
- Accounts receivables – dunning letters

- Council resolutions

Revised July 1, 2011

311.10 Fiscal Management

Budgeting:
The department's annual operating budget shall be developed in coordination with all unit heads as provided in General Order 193.17: Budgeting.

The fiscal affairs unit manager shall be responsible to inform, assist, and provide each assistant chief with the schedule, procedures, and guidelines related to the budget preparation process. Unit heads shall prepare and submit written recommendations based on operational and activity analysis for use in development of the department's budgets to their respective assistant chief who will make recommendations to the chief of police. These recommendations shall include an assessment of present personnel, equipment and funds.

The Saint Paul Police Department Fiscal Affairs Unit is responsible for providing monthly reports classifying each appropriation and expenditure by function, organizational component, activity and object. To insure fiscal integrity a report shall be made monthly to the chief of police, division assistant chiefs and unit heads giving the status of expenditures for each program history and any exceptions to the spending plan or appropriations. This monthly report will include but is not limited to the following data: initial appropriation for each program/account, balances at the beginning of each month, expenditures and encumbrances made during the period and the unencumbered balance.

Inventory Control:
A complete perpetual listing of all capital property, equipment and miscellaneous assets is maintained in the City of Saint Paul Office of Financial Services. Annually the Fiscal Affairs unit, utilizing this listing, oversees an annual inventory of property under the control of the police department. During this process each unit shall receive a printout listing all items of property assigned to it. All units shall conduct a physical check of each item in the inventory to verify its continued assignment. Upon completion of this inventory the printout will be returned to the fiscal affairs unit for corrections, additions or deletions. The responsible unit head's signature and phone number shall be affixed to the first page and initials thereafter denoting the accuracy of the inventory.

Internal Monitoring:
The fiscal affairs unit is responsible for continuous monitoring of the department's non-cash fiscal activities. Discrepancies shall be reported to the chief of police and division assistant chiefs. Internal audits concerning police operations may be requested by the chief of police at his/her discretion.

Revised July 1, 2011

311.20 Purchasing and Requisitioning -- Procedures

Minnesota Statute 471.345 and the City of Saint Paul's purchasing procedures are formal procedures and guidelines for controlling purchasing of the department's supplies, equipment, and contracts for service. The City of Saint Paul's purchasing procedures can be accessed on the City of Saint Paul's intranet web site.

Purchases of supplies and equipment and contracts for services will be accomplished in accordance with the city's purchasing procedures and Minnesota statutes. All purchases of supplies, equipment, and contracts for services from grants must be in accordance with federal and/or state grant rules, policies, and procedures. The City of Saint Paul is required to pay all applicable Minnesota state sales taxes, including purchases from vendors outside the State of Minnesota.

Food cannot be purchased until an administrative order is approved. The unit commander or unit head must contact the fiscal affairs unit at least one month prior to food purchases. All unit commanders or unit heads must complete a professional service contract before any catered food is purchased.

Requests for supplies and equipment must be authorized by the unit commander or unit head on the appropriate procurement card, master contract, purchase requisition, or travel request form. Unit commanders or unit heads are responsible for insuring sufficient funds are available for their requests and are responsible for providing all information and specifications required to properly order the merchandise.

Operating supplies and/or equipment costing $2,500 or less may be ordered by the unit commander or unit head with a procurement card as the authorization for purchase. The appropriate state sales tax and shipping cost must be included in the total cost. The unit commander or unit head must insure that the best price has been obtained on all items ordered.

Operating supplies and/or equipment exceeding $2,500 must be ordered by using a master contract or a purchase requisition. If a master contract does not exist, a purchase requisition input form must be completed by the unit commander or unit head, signed by the division head, and then submitted to the fiscal affairs unit for approval. The unit commander or unit head is responsible for providing all the necessary specifications and information on the purchase requisition input form. Suggested vendors may be provided by the unit commander or unit head. Requests for sole-source vendors must be justified as the only provider of the supplies and/or equipment needed.

Requests for travel and training must be submitted to the chief of police on the appropriate travel request forms after receiving approval from the unit commander or unit head, training commander, and division commander. Travel request forms approved by the chief of police are submitted to the training unit for processing. All requests for travel and training expenses must be made in accordance with the City of Saint Paul's travel policy.

Travel expenses cannot be reimbursed to or paid for a non-city (Saint Paul) employee until an administrative order is approved. The unit commander or unit head must contact the fiscal affairs unit at least one month before the non-city employee travel date.

Professional services (i.e. one-time instructors) must not be ordered until a professional service contract is completed. The City of Saint Paul's policies for professional services must be followed for all contracts. The unit commander or unit head must insure the best price has been obtained for the services provided. Professional service contracts for more than $2,500 must be done through the City of Saint Paul's purchasing department. All professional service contracts must be processed through the fiscal affairs unit for signature routing.

Vendors must send an invoice to the unit commander or unit head for all items purchased. Upon receipt of the merchandise or services, the unit commander or unit head must verify that the invoice is correct by signing and dating the invoice and indicating the budget code and purchasing authority number used for the purchases. If the invoice does not include the appropriate Minnesota state sales tax, the unit commander or unit head must note on the invoice that the state sales tax needs to be paid. The signed invoice is then sent to the unit commander's or unit head's accounts payable person for payment. Invoices for grant purchases must be submitted to the fiscal affairs unit for payment.

The unit commander or unit head may submit reimbursement requests that are under $75 to the chief's office by using the appropriate petty cash form. Original receipts will be required for all reimbursements under the department's petty cash fund. The budget code(s) must be included on the original receipt. It is the unit commander's or unit head's responsibility to verify that funds are available in the appropriate budget code(s) used for all petty cash reimbursements.

Revised July 1, 2011

320.00 Support Services and Administration Division

The Saint Paul Police Department Support Services and Administration Division are responsible for the daily operation of the department. This division includes the following units and sections: Grant identification and management, fiscal affairs, research and development, alarms, human resources, property evidence and technology (technology unit, impound lot, property room, central supply, forensic services, records and CSM units), training (PDI/Academy, range, health and wellness, recruitment and background units), building maintenance, capitol improvement budget, emergency management, fleet, ordinance disposal, and employee assistance program.

Revised June 14, 2013

320.10 Assistant Chief of Support Services and Administration Division

Under the administrative direction of the chief of police, the assistant chief of Support Services and Administration Division has executive charge of the personnel and units under her/his command. The duties include the following:

Duties and Responsibilities:

- Report directly to the chief of police and submit oral and written reports to the chief on activities, plans and problems.
- Direct and controls units assigned to the support services and administration division on a 24-hour basis.
- Develop long-range plans with the unit heads for the effective delivery of services provided by their units.
- Develop budgets which represent the financial resources needed by units in the division to accomplish their goals and objectives during the budget cycle.
- Develop realistic performance standards for personnel within the division and evaluate the results produced by those individuals on a continuous basis.
- Stay abreast of unit plans and programs and submit reports to the chief of police which assess the effectiveness of those activities in the community and department.
- Provide administrative guidance to develop members assigned to the division by delegating authority and responsible assignments at every opportunity.
- Responsible for the efficiency of and discipline of all employees in the division.
- Coordinate unit planning efforts and review plans and proposals submitted by staff.
- Delegate administrative tasks to the unit heads for the purpose of developing managerial skill and potential.
- Investigate complaints about service or personnel within the division.
- Decide on discipline, transfers, assignments, and make recommendations for dismissal of personnel within the division.
- Direct and complete performance reviews on personnel in the division and assure uniformity of the ratings among the units within the division.
- Meet and confer with business, civic, fraternal, religious, political leaders and media to keep abreast of community interests and trends.
- Conduct staff meetings to exchange information and to facilitate planning efforts of all assigned units affecting the delivery of service and long-range planning for the department.
- Oversee the activities of division employees performing diverse functions in support of the police department mission.
- Ensure the provision of essential services to the citizens, other city agencies and the members of the Saint Paul Police Department.
- Respond directly to citizens and other interested parties having complaints or information about the quality of services from division personnel.
- Assume the duties of the chief of police when designated.

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Revised July 1, 2011

321.00 Crime Prevention

This function is under the direct supervision of the district commander.

Rationale:
The Saint Paul Police Department is committed to the development and perpetuation of community crime prevention programs. The department recognizes that crime is a social phenomenon that requires a coordinated response involving both the community and the police department in order to be successful.

Objective:
Police officers and crime prevention staff will perform residential and commercial security surveys in an attempt to show what steps could be taken to make homes and businesses more crime resistant. The crime prevention staff will also be involved in the education of businesses and the community through presentations and other educational opportunities.

Functions:
Crime prevention services will include surveying. Residential and commercial security surveys will be conducted by crime prevention staff upon request or referral by members of the department.

Crime prevention outreach done by the department staff routinely includes, but is not limited to:

- Community festivals
- Safety fairs
- Residential building events
- Neighborhood groups
- National Night Out
- Special events sponsored by community groups, churches, and businesses
- Training, follow-up, assistance in Crime Free Multi-Housing
- Inter-governmental events
- Department hosted training sessions

Full-time staff for crime prevention education is assigned to each of the three patrol districts and are expected to provide department personnel and community members with all resources available to further the education of the public on topics of prevention and safety. Sharing of staff resources between the patrol districts is expected and should be coordinated by the district investigation commanders.

Resources available for the crime prevention function:

- Printed material for distribution by officers at scenes of crimes or by crime prevention staff at meetings, seminars, surveys, etc.
- Video presentations for crime prevention presentations or in-service training, maintained by the crime prevention unit.
- Explorer post members.

- District police officers.
- Neighborhood groups.
- Media attention.
- A list of foreign language and sign specialists is a required resource for the unit.

Revised July 1, 2011

322.00 Impound Lot

The impound lot is intended to provide a secure facility for the storage of vehicles, bicycles or other larger or dangerous items which come into the custody of the department as found, recovered, is evidence of a crime, or property held for safe keeping for the owner who, for example, may be rendered incapacitated as a result of a motor vehicle crash.

The manager in charge of this unit shall be responsible and accountable for control of all property accepted by or stored in the impound lot storage area. S/he reports to the commander of the property and evidence section.

Functions:

- Facilitate proper disposition of vehicles in a timely fashion and whenever possible within six months.
- Conduct auctions of unclaimed or unwanted vehicles.
- Maintain records as required for its operation (General Order 445.00: Towing and Storage Procedures/Authority). Whenever a new unit supervisor is appointed s/he and her/his predecessor shall jointly conduct an inventory of vehicles to ensure that records are correct. This inventory should consist of a sufficient sampling to guarantee the integrity of the system and accountability of vehicles.

Revised June 6, 2016

323.00 Property and Evidence Section

The Saint Paul Police Department property and evidence section are headed by a commander and consists of the following units:, records, property room, central supply, and impound lot. The functions and responsibilities of these units are described under the individual units.

The property evidence section commander has responsibility for the property and evidence management functions performed by the units under her/his control including the accountability, issuance and maintenance of agency owned and acquired property. In accord with this responsibility, s/he shall conduct documented biannual inspections to ensure:

- That compliance with department regulations and applicable statutory requirements regarding property and evidence management is being maintained and that all property under her/his control is being protected from damage and/or deterioration.
- Determine disposition of unclaimed property.

Revised July 15, 2013

324.00 Building Maintenance

The Saint Paul Police Department Building Maintenance Unit is comprised of non-sworn personnel whose primary task is the upkeep and maintenance of the buildings and grounds occupied and utilized by the department. The unit head is responsible for the satisfactory condition of these facilities and for the performance and supervision of her/his assigned personnel. S/he is directly responsible to the executive officer of the support services and administration division.

Functions:
Provide custodial and maintenance services as directed.
Revised July 1, 2011

325.00 Communications Services and Maintenance

The communications services and maintenance unit is comprised of non-sworn personnel whose primary task is to provide the technical expertise required to maintain the department's communications systems at an uninterrupted operational level. The unit head directs the unit and is responsible for ensuring that the unit is properly staffed. S/he reports to the technology commander.

Functions:
- Provide the services necessary to maintain all levels of communications on an efficient operating basis.
- Provide, by contract, services to other governmental agencies.

Revised July 15, 2013

326.00 Records Unit

Organization:
The Saint Paul Police Department Records Unit is the principal repository for all police department data-collected by the department. It will be staffed and accessible for all department personnel 24 hours a day. The public will have access to the records unit during regularly established hours set by the commander of the property and evidence section.

Supervision:
Direct supervision of personnel assigned to the records unit is provided by the records unit manager. The manager
is directly accountable to the commander of the property and evidence section.

Function:
The basic function of the records unit is to provide and maintain a repository of all reports and other department data received into the unit. These documents might be information regarding criminal offenses, complaints, investigations, or services performed by the police department.

Responsibilities:
It is the responsibility of the records unit to receive, compile, file, and otherwise manage the information outlined in the 'Function' section above. It will be the responsibility of the unit manager and section commander to ensure that appropriate internal policies and procedures are established to serve the information needs of the department in a timely manner.

Revised June 6, 2016

326.01 Reports Review

Supervision:
The review officers (records management specialists) are accountable to the unit head of the records unit.

Function:
- To review all reports and other documentation submitted to the records unit. That review should ensure that reports and other documents are complete and accurate. In addition, the review officers are responsible to send Report Rejection Notices to those individuals whose reports need further action or are missing entirely.
- Establish necessary policies and procedures for their shift to ensure that records information is collected and disseminated in a timely fashion.

Revised July 1, 2011

327.00 Technology Unit

The Saint Paul Police Department Technology Unit operates in conjunction with the city Office of Technology and communications (OTC) to develop and maintains all computer-oriented applications and equipment within the department.

Supervision:
The unit is under the supervision of the technology commander.The supervisors are responsible for maintaining a working liaison with the City of Saint Paul Office of Technology and Communication (OTC), Ramsey County Data Processing, and the State of Minnesota Criminal Justice Information System, all of which are integral parts of our overall departmental operation. The supervisor is also responsible for the personnel administration of the unit establishment of job priorities, the evaluation of computer-related hardware, requests for new programs, ongoing program and systems evaluation, appropriate application of all property/evidence of a data processing nature which is to be converted to department use, establishment of a help-desk, and overall maintenance of software and hardware.

Technology Unit Staff:
The technology unit staff is comprised of both sworn police personnel and civilian personnel. The unit is responsible for the installation, maintenance, and upgrading of computer systems,

software, and hardware. The staff will work with outside vendors on design and development of software for department use. This includes the use of a backup system for department files. Staff will evaluate current operating systems, procedures, and equipment and make recommendations for the proper maintenance, replacement or upgrading of those systems and equipment. Staff will provide, arrange for, or work with Saint Paul Police Department staff to provide training on software and hardware on applications in use in the department. OTC staff will provide help-desk services, a PC replacement program, and maintenance of laptops, support for a wireless network for the Saint Paul Police Department, and contracted police departments.

Revised July 15, 2013

329.00 Fleet Unit

The manager of the Saint Paul Police Department Fleet Unit is responsible for the acquisition, outfitting, coordination of maintenance and disposition of all department-owned vehicles.

Functions:

- Coordinates the repair of department vehicles.
- Maintain records on each vehicle, including cost of gas, oil, labor and materials for repair and depreciation.
- Maintain records necessary for the efficient management of the department fleet.

Revised July 1, 2011

330.00 Ramsey County Emergency Communications Center

The City of Saint Paul contracts for dispatch services with the Ramsey County Emergency Communication Center (RCECC).

The RCECC Manager of Emergency Communications is responsible for the management and efficient operation of the RCECC.

Functions:

- Answer 911, non-emergency and administrative lines for police, fire, and EMS agencies in Ramsey County that are served by the center.
- Enter calls for service for police, fire, EMS services, and dispatch personnel.
- Receive and query information requests from local, state, and national databases for the agencies served by the center.
- Process towed vehicle requests.
- Enter and delete stolen/recovery information on articles, vehicles, wanted persons, guns, etc.
- Send/receive teletypes and/or KOPS messages when requested.
- Enter/clear information in ALERT on felony pick-ups.
- Maintain contact lists for animal control, park security, Minnesota duty officer, and other disaster management resources.

- Monitor squad status for law enforcement agencies served by the center.
- Manage resources allocated to calls for service for agencies served by the center.
- Disseminate information as appropriate and requested via radio, message, or phone.

(See General Orders 441.00 - 441.07)

441.01 Department Call Numbers

441.02 Complaint Numbers and Calls for Service

441.03 Ramsey County Emergency Communication Center - Data

441.04 Radio Procedures

441.05 Radio Call Priorities

441.06 Pac Set Radio Procedures

441.07 Radio, Computer, MDC Communications

Revised July 1, 2011

331.00 Special Weapons and Tactics (S.W.A.T.) Team

(See General Orders 405.00 - 406.00)

405.00 Special Weapons and Tactics (S.W.A.T.) Team

406.00 Barricaded Suspects

The special weapons and tactics (S.W.A.T.) team is headed by a commander who is responsible to the assistant chief of operations division. Personnel assigned to the S.W.A.T. team are under the functional control of the S.W.A.T. team commander while performing S.W.A.T. team activities or related training. Because of the diverse assignments of these personnel, they shall at all other times be under the supervision and control of the division and unit head to which they are assigned. S.W.A.T. team members are required to qualify with specialized weapons on an annual basis. Qualification shall be to the department's S.W.A.T. standard.

Functions:

- Respond to hostage situations on request.
- Respond to barricaded suspect situations on request.
- Respond to sniper situations on request.
- Assist with dignitary protection on request.
- Respond to warrant service on request.
- Respond to civil disturbances on request.
- Provide tactical training as needed on request for this and other departments.
- Respond in any situation where the supervisor on the scene determines the S.W.A.T. team can assist.
- Maintain an on-going training program.

Revised July 1, 2011

332.00 Bomb Squad (Ordnance Disposal)

(See General Orders 463.04 thru 463.20 for procedures)

463.01	Bomb Squad-Functions
463.04	Authority Bomb Squad
463.05	Investigative Responsibilities of Bomb Squad
463.08	Authorization for Dispatching Bomb Squad Technicians
463.09	Bomb Threats
463.10	Responding to a Bomb Threat
463.12	Bomb Searches
463.13	Bombs and Suspicious Objects
463.14	Evacuation and Ventilation
463.16	Security at Explosion Scenes
463.17	Blasting Caps, Improvised Explosive Devices, Common Explosives and Incendiary Devices
463.18	Explosives Storage Bunker
463.20	Hazardous Material

The Saint Paul Police Department Bomb Squad is commanded by a sergeant who is responsible for administrative activities and reports to the assistant chief of support services and administration division. For bomb squad call-outs/activations for squad response to incidents, the bomb squad must notify the chief of police or assistant chief. Personnel assigned to the bomb squad are under the functional control of the bomb squad commander while performing bomb squad functions or related training. Because of the diverse assignment of these personnel they shall at all other times be under the supervision and control of the unit head as to whom they are assigned for their primary duties.

The bomb squad shall be responsible for specific searches for concealed explosives, explosive and incendiary devices. Also bomb squad personnel shall be responsible for identifying and neutralizing explosives and incendiary and chemical devices.

Functions:

- Investigate all bomb related threats and does follow-up investigations.
- Prepare and present cases to city or county attorney and collect and prepare evidence.
- Respond to and conduct follow-up investigations of all bombing incidents (pipe bombs, fire bombs, improvised explosive devices, etc).
- Respond to any request for service involving suspicious packages and articles.
- Identify and render safe all explosives and improvised explosive devices through established disposal procedures.
- Recover and dispose of hazardous explosive chemicals.

- Assist other law enforcement agencies in explosives and related matters.
- Assist business and civic groups in areas related to bomb threats and business security.
- Issue blasting permits and inspect on-site operations for compliance of safety regulations.
- Inspect and maintain the department's ordnance related equipment.
- Train, coordinate, and assist department personnel in ordnance-related matters.

Revised July 1, 2011

333.00 Community and Volunteer Services Unit

The Saint Paul Police Community and Volunteer Services Unit is headed by a sergeant who reports to the senior commander of citywide services. This unit includes a variety of programs and functions which are defined below.

Responsibility:
The community and volunteer services unit recognizes the need for enhanced civilian participation in the functioning of the Saint Paul Police Department. The staff will facilitate a variety of programs designed to assist the patrol function while enhancing civilian awareness and participation in departmental goals and activities.

Objectives:
- Establish, select and maintain an explorer post.
- Select, train, and assign officers through the speakers bureau to address topics of concern from the general public.
- Provide a video tour presentation of the police department and, if warranted, an officer to expand the presentation for interested groups.
- Administer and schedule the department's ride-along program.
- Administer, and schedule unit vehicles for various community events. Schedule unit vehicles for needed maintenance and repairs.
- Sponsor and administer the Saint Paul Police Band.
- Establish, select, train, and maintain the Saint Paul Police Reserve Program.
- Establish, select, and maintain the Saint Paul Police Internship Program.
- Sponsor and administer the Saint Paul Police Honor Guard.
- Issue street closure permits for events, parades, races, block parties, and public assembly.

All requests for the services of programs must first be directed to the office of the chief for review and approval prior to assignment.

Functions:
Police chaplains corps: Maintain and sponsor the Saint Paul Police Chaplains Program. The community and volunteer services unit head will be responsible for all policy governing departmental operations while the head chaplain will be responsible for religious policies. Where conflicts arise departmental policy will supersede.

Explorer post organization: The Saint Paul Police Department, in partnership with the Boy Scouts of America, Indianhead Council, maintains and sponsors the Saint Paul Police Explorer Post #454 in order to aid in the development of young citizens of Saint Paul and foster career interest in law enforcement. The post will serve to assist the department through various public service projects.

The chief of police will appoint a command level officer to serve as the institutional representative and be the department liaison with the Boy Scouts of America. The institutional representative will be responsible for the direction of the explorer program, assisted by a post committee comprised of department personnel chosen by her/him, one of whom shall be the unit head of the community and volunteer services unit.

The post committee shall select its own chairperson by election and shall select qualified persons to serve as the post advisor and associate advisors. The committee shall meet regularly to review post programs and activities and provide the necessary support to those functions.

The post advisor shall be a sworn member of the department and will be responsible for maintaining post organizational structure, application and enforcement of post by-laws, development and execution of training programs, organizing and scheduling activities, and maintaining liaison with the post committee. The post advisor will be assisted by associate advisors and may call upon qualified persons to serve as consultants with approval of the post committee.

To facilitate the supervision of post activities, arranged time off from the post advisor's duty schedule will be made when such time off will not seriously hamper department operations. The designation of "special duty" status will be reserved for events of extended duration. Associate advisors and consultants will be limited to arranged time off or "special duty" status.

The unit head of community and volunteer services will notify the affected units of the duty status requirements of personnel involved.

Tours, speakers, films, demonstrations: requests to the department for tours, video tapes, speakers, or demonstrations from churches, schools, parent-teacher associations, civic groups or any other private citizen(s) or public groups, will be made in writing to the chief of police. The requesting letter will indicate the time, place, date, subject, size and composition of the group, and the name, phone number and address of a contact person.

The community service unit will maintain a list of authorized speakers. Departmental personnel are not authorized to speak at a function as official representatives of the department without prior approval and authorization of the chief of police. Personnel who are authorized to participate in outside functions may on occasion be offered a stipend in gratitude for the service rendered. When this occurs, the donation will be accepted in check form, made payable to the Saint Paul Police Department. Payment will then be forwarded to

the fiscal affairs unit with an explanation as to its origin. Only contributions offered voluntarily will be accepted.

Public appearances -- band and pistol team: The Saint Paul City Council, by Resolution No. 262987, has resolved "That members of the Saint Paul Police Department who must attend the scheduled practice or appearance with the Saint Paul Police Band or the Saint Paul Police Pistol Team, while they are on duty as police officers, may be paid their regular wages during such appearance provided that such wage payment shall be subject to the approval of the proper city officials."

The resolution further states that the "appearance of these groups is an expenditure for a public purpose and provides excellent public relations in so doing".

Members of the department who are members of the cited units or wish to become members are to identify themselves by registering with the community and volunteer services unit.

Three registers will be maintained in the office of the community and volunteer services unit.

Each register will identify members of the department who are participating in each of the areas by name, assignment, and the number of hours spent by each member in practice and in performance while in an on-duty status with the department.

Schedules of practice and appearances are to be submitted to the community and volunteer services unit at least thirty days in advance of the scheduled event. The community and volunteer services unit will notify the immediate superior of the officer or member involved. Upon receipt of the schedule, the immediate supervisor of the affected unit member will examine the work schedule for the month and make every reasonable effort to accommodate the member of the particular function. Where scheduling conflicts occur, the supervisor will decide in favor of the City, for while the administration supports these efforts, the prime responsibility is the member's original purpose of employment.

The community and volunteer services unit will submit a quarterly report documenting the activities of each unit to the office of the chief. The report will be submitted prior to the tenth of each April, July, October and January of each calendar year.

Time off for band/honor guard appearances will be as follows:

- If the member has a regular day off, s/he will not be compensated for the appearance.
- If the appearance is "in town," members will be allowed four hours off duty. Tour I member's supervisors will decide which tour will be marked "detached duty (band, honor guard, etc.)." ("In town" is defined as the seven-county metro area. If the appearance is "out of town" (outside of the seven-county metro area the member will be marked "detached duty" for the entire tour. Tour I supervisors will decide which tour will be marked "detached duty."
- Rehearsals for band or honor guard members on tours I or II will be on the member's own time. Members on tour III will be granted three hours off-duty.

- The department expects that officers making special appearances with time off from duty will participate equally with their off-duty time.

Honor guard (current use of the honor guard):

- All honor guard requests must be submitted to the chief of police.
- Only the chief of police can approve the use of the honor guard.
- The community and volunteer services unit will notify the immediate supervisor of the member(s) involved.
- Every reasonable effort will be made to use on duty members for the honor guard detail.
- Honor guard members may be eligible for overtime status.
- Any officer of the Saint Paul Police Department, regardless of rank, may apply for a position with the honor guard.
- The honor guard is authorized for 20 members.
- Honor guard equipment and uniforms will be purchased by community and volunteer services.

Ride-along program:

In order to assure uniformity in the administration of the ride-along program, the following policies and procedures are set forth:

- All ride-along requests are to be in writing. They must be directed to and approved by the chief of police or her/his designee in advance. Only district commanders or the watch commander may approve last minute ride-along requests. In this case, the district commander and/or watch commander will still attempt to contact the chief of police or her/his designee for confirmation, and in all cases, a written request must still accompany the request. All forms should be forwarded, along with a letter of request, to the community and volunteer services unit.
- Ride-alongs will be scheduled by the community and volunteer services unit only after proper approval has been given.
- All participants (except city attorneys required to participate as a condition of employment) must sign a waiver before participating in a ride-along.
- Under no circumstances will participants ride along with relatives or significant others. The only exception to this is in the case where the ride-along is also a certified law enforcement officer.
- Participants must be 18 years of age or older.
- Participants are allowed only one ride-along per calendar year, unless authorized by the chief of police or her/his designee. In cases of a last minute request, it shall be the district commanders or watch commander's responsibility to determine if the person making the request has had a previous ride-along during the calendar year.
- Ride-alongs are allowed only with the three districts and the traffic enforcement unit (no K-9, F.O.R.C.E., ACOP, investigative units, etc.) unless authorized by the chief or her/his designee.
- Ride-alongs are permitted on any day of the week (except holidays) and are open to all tours, but they are limited to one per district per tour.

- Participants will not be permitted to wear any sayings, insignias or emblems on their clothing; and are not allowed to bring weapons, handcuffs, cameras or recording equipment of any kind.
- A two-week notice is necessary to allow enough time to verify an opening in the schedule and process the paperwork.

The community and volunteer services unit will forward a letter to the requester indicating the date for the ride-along and the requirements for the ride along person to meet, i.e., preparation of the waiver form and the date and time and place the person will meet the squad.

The community and volunteer services unit will notify the district commander of the ride-along assignment and its date and time. All ride-alongs will be picked up and dropped off in front of the police building at 367 Grove Street.

The squad will meet the person at the desk and prior to leaving for the squad the officer will see to it that a waiver form is signed. If the ride-along does not wish to sign the waiver, there will be no ride-along program for that person.

A copy of the ride-along waiver is forwarded to the community and volunteer services unit to complete the file.

The policy indicates the possibility of early termination for whatever reasons. On those occasions, the officer who does the terminating will write a letter and forward the letter to the community and volunteer services unit describing the circumstances. The community and volunteer services unit will make a copy of the letter for file and forward the original to the appropriate division commander.

The policy also provides for unscheduled visits and ride-alongs. When the unscheduled ride along is authorized by the chief or the assistant chiefs, the paperwork is to still take place although it will follow the activity rather than precede it. There should still be a written request for the ride-along which, upon approval, will go to the community and volunteer services unit.

Revised July 1, 2011

333.01 Community Relations

The conduct of each employee reflects on the department as a whole; therefore, the responsibility for achieving our community relations objectives is shared by all personnel.

Rationale:
The Saint Paul Police Department, recognizing that a viable and effective community relations program is an essential ingredient in achieving cohesive and harmonious interaction with the community, has established a community relations function.

Commitment to Community Relations:

- The department is committed to establishing close ties with and responding to the needs of the community.
- The department is strongly committed to correcting actions, practices and attitudes that may contribute to community tensions and grievances.

Responsibility:
The authority and responsibility for developing and coordinating the department's community-relations function is vested in the public information officer.

The role of district commanders is also vital and essential to the success of the department's community-relations efforts. District commanders are required to be actively involved in interaction with the district councils and all active community organizations within their jurisdictions. Additionally, during the exercise of their routine activities they shall become aware of areas of concern to community residents and of situations that could develop into problems affecting law enforcement in the community.

All department employees are encouraged to use community and volunteer services personnel as a primary resource when interacting with community groups and organizations.

Community Input for Police Policies:
Input from the community in the development or revision of department policies can help ensure that they reflect the needs of the community.

Revised July 1, 2011

333.02 Employee Volunteer Activities

As of January 1, 1990, no monetary compensation will be given to any employee involved in volunteer activities regardless of the relationship of these activities to department operations. Work schedule adjustments will be made in accordance with the current collective bargaining agreement.

Revised July 1, 2011

333.03 Reserve Peace Officer Program

The volunteer Saint Paul Police Reserve is under the command and control of community and volunteer services.

The purpose of the Saint Paul Police Reserve is to augment the Saint Paul Department of Police with well-trained reserve officers to be utilized in non-law enforcement situations that (1) will be of such duration so as to deplete the regular patrol force on the street, or (2) the number of regular officers on duty is inadequate to cope with the situation.

Scope of Authority:

Since September 19, 1966, the Saint Paul Police Reserve, by authority of the chief of police, has been approved for utilization in limited situations for traffic and crowd control at civic events, natural and man-made disasters (major storms, floods, fires and accidents) and like happenings.

Reserve officer duties do not include enforcement of the general criminal laws of the state unless accompanied by a licensed peace officer. The reserve officer does not have powers of arrest or authorization to carry a firearm or other defensive weapons other than aerosol subject restraint (General Order 246.03: Aerosol Subject Restraint and General Order 150.04: Use of Force) while on duty.

Organization Structure:

- Coordinator of police reserve unit (police officer).
- Under the direction of a police reserve commander and sergeants.
- Reserve police personnel are authorized by assignments, the use of department resources (communications equipment, squads, etc).
- At all times reserve officers are subordinate to regular police officers and part of the rank structure under the police reserve commander and sergeants.
- The police reserve unit is authorized to maintain 125 active volunteers who will each work a minimum of 100 hours per year. An additional 25 inactive volunteers are authorized to be assigned by the unit head of Community and Volunteer Services where the total time contributed is less than 100 hours per year.
- The members of the police reserve unit will comply with all department rules and regulations while performing the duties of a reserve officer. The community and volunteer services unit will periodically send a current list of reserve officers and their phone numbers to the Ramsey County Emergency Communications Center.

Revised July 1, 2011

333.04 Crime Prevention Program

The department employs specialists in each patrol district responsible for reaching out to the community to provide advice and assistance in preventing crime.

Residential security survey program:

- Uniform premise survey forms shall be filled out at all surveys and a copy of said survey left with the concerned person.
- Ongoing consultation with departmental personnel to better enable the unit to respond to changing techniques in criminal activity.
- Develop and maintain an understanding of the latest security hardware, locks, and a rudimentary knowledge of alarm systems and related items to serve as a resource for the department, city offices and the community.

Literature drop program:

Utilize volunteers in an attempt to saturate a targeted area with crime prevention materials.

Special programs:

- Develop special programs on as needed basis with assistance from the research and development unit and/or investigative units.
- Upon request, provide presentations to interested civic, community, business and neighborhood groups on any subject relating to crime prevention

Community education program:

- National Night Out
- Crime Free Multi-Unit Housing
- Community/business and crime prevention seminars:
  - Shoplifting detection
  - Personal safety
  - Robbery prevention
  - Residential security measures
  - Violence
  - Gangs
  - Graffiti
  - Drugs

(See crime prevention General Orders 333.00: Community and Volunteer Services and 333.01: Community Relations)

Revised July 1, 2011

334.00 Chaplain Program

Operating under the authority of the chief of police and administered by head of community and volunteer services, the Saint Paul Police Department sponsors and maintains a police chaplaincy program. The police chaplain coordinator of the Saint Paul Police Department will act as liaison and coordinator of the police chaplain program and its personnel. Police chaplain personnel will function in that role only after approval of the Saint Paul Police Department. The mission of said program is both internal and external.

The internal mission of the Saint Paul Police Chaplain Program is to provide professional guidance to the chief of police and to the Saint Paul Police Department, and to promote the spiritual, religious, moral, corporate and personal well-being of members of the department, and when the situation so dictates, to be a force of reconciliation within the department.

The external mission of the Saint Paul Police Chaplain Program is to offer spiritual guidance and assistance to persons confronted with crisis experiences, and when the situation so dictates, to serve as instruments of reconciliation, easing stress-related situations involving the public, a tool of police community relations.

Revised July 1, 2011

334.01 Chaplain Program -- Procedures

- The chaplain shall conduct her/himself at all times as a supporting aid of the law enforcement officers.
- The chaplain is not a law enforcement officer and shall at no time assume such a role. Her/his responsibility is to assist the law enforcement officer when asked to do so in matters within the chaplain realm. S/he shall not in any way interfere with the officer in the performance of her/his duties.
- The chaplain should have a basic knowledge of the duties of the law enforcement officer and seek to keep abreast of new procedures by attending recommended classes and training.
- A list of chaplains which includes their denomination and phone number(s) is available in the Ramsey County Emergency Communications Center.

Revised July 1, 2011

334.02 Responsibilities of Chaplains

- The chaplain shall not publicly criticize the action of any law enforcement officer or chaplain. Chaplains shall not gossip about other officers or chaplains regardless of whether the subject is true or false. Any chaplain having a grievance shall take up the matter through official channels.
- The police chaplain is not to release any information on cases to any news media or the general public. All information secured should be held in confidence and used only for the benefit of person or persons involved.
- The police chaplain shall keep her/himself informed of all policies and procedures as outlined in the police chaplain manual.
- The police chaplain shall stand ready to accept directions as they may be given by the law enforcement officer, and shall be ready to aid in times of national and community emergency.
- A chaplain shall, while on duty, dress and conduct her/himself in keeping with professional etiquette
- Personnel are authorized, by assignments, the use of department resources (communications equipment, squads, etc).
- Members will comply with all department rules and regulations while performing their duties. The chaplains will provide a schedule to the department and Ramsey County Emergency Communications Center.
- A chaplain shall, when called to the scene of a problem wait for directions from the officer.
- The chaplain is responsible to the officer in charge and shall not interfere in any way as s/he carries out her/his duties. If the officer has left the scene with the chaplain in charge, and the situation deteriorates so that the chaplain has reason to believe an illegal act may be committed, s/he shall again summon the officer.
- Chaplains will make themselves visible to all concerned but, will not offer suggestions relating to the performance of the officer's duties.

- Chaplains representing clergymen will give such assistance as is appropriate to their function when requested by the officer in charge.
- All chaplains shall carry Saint Paul Police Department issued identification with respect to any assigned police department duty, purpose and authorization.
- The function of this program will be to have chaplains serve as instruments of reconciliation easing the difficult task of confrontation with the public -- hence benefitting both the police and public.

Revised July 1, 2011

335.00 Human Resources Unit

The Saint Paul Police Human Resources Unit assumes all the responsibilities associated with maintaining accurate and current records of all personnel within the department. The unit head reports directly to the assistant chief of support services and administration.

Unit Functions:

- Maintain all payroll records. (sick time, vacation, overtime, compensatory times, etc.).
- Process the police department payroll bi-weekly and distribute balance sheets.
- Maintain medical record files on every employee's injuries and special conditions.
- Provide multiple cost analysis reports for special projects.
- Maintain all records of personnel in the department. Provide the release of public data in personnel files when requested.
- Provide assistance in the functions of recruitment, classifications, wage determination, employee motivation and discipline.
- Post all civil service examination notices.
- Maintain personnel files for both sworn and civilian employees.
- Review existing or propose new job specifications to insure the sufficiency of cited job requirements and minimum qualifications.
- Maintain a management information system which identifies all permanent and temporary positions authorized by the department adopted budget. Publish a monthly report listing personnel assigned to each authorized position and any vacancies which exist. A position master file will be maintained by the human resources unit which reflects any additions, deletions or transfers occurring within the department.
- Coordinate the annual selection and recognition of the officer, detective and civilian employee of the year and medal of valor ceremonies.
- Coordinate monthly commendation review board meetings which are chaired by the support services and administration executive officer.
- Work with city human resources as a liaison for testing, grievances and other issues.
- Process all new hires, promotions, transfers and separations.
- Distribute performance evaluations to be completed on all permanent and probationary employees.
- Track accommodations provided to employees as required by the American Disabilities Act.

- Issue ID and building access cards to sworn and civilian employees, police reserves, police explorers, chaplains and consultants.

Revised July 1, 2011

336.00 Training Unit

The Saint Paul Police Training Unit under the direct supervision of a commander, reporting to the assistant chief of support services and administration, is responsible for providing all departmental training. This training shall be consistent with the Minnesota Peace Officer Standards and Training (P.O.S.T.) Board requirements and reflect the department's training goals. It includes the training provided to both sworn and non-sworn personnel whether conducted internally or provided by outside sources.

Training Unit Functions:

- Administer, maintain, coordinate, plan, develop and conduct training programs for the Saint Paul Police Department and the professional development institute (PDI).
- Responsible for the staffing administration and operation of the police training facilities.
- Conduct or otherwise provides the recruit academy for all police officer candidates.
- Notify employees of required training and training that is available to department personnel; encourage continuing education for off-duty officers and publicize the availability of such programs.
- Prepare, maintain and distribute records reflecting the mandated P.O.S.T. training received by all department members.
- Assure that required training programs are attended; maintain attendance records and notify the appropriate division commander in case of unexcused absences.
- Conduct or otherwise provide for the presentation of in-service training, specialist training and other educational or training programs for all members of the department.
- Select and train instructors.
- Implement and evaluate departmental training programs.
- Review and approve all lesson plans to maintain consistency with department policy and to coordinate the department's overall training objectives.
- Perform other activities as directed by the assistant chief of support services and administration.
- Coordinate attendance at citywide training sessions offered through the City of Saint Paul Office of Human Resources.

Department Training Goals:

- Provide employees with job-related training that will enhance productivity, effectiveness and job satisfaction.
- Conduct in-service training in accordance with P.O.S.T. Board Continuing Education Criteria which meets licensing requirements and department needs as identified by the training advisory committee.
- Prepare and distribute training bulletins as required which emphasize or explain new, difficult or revised laws or department procedures.

- Provide specialized training to employees whose job assignments require such training.

Evaluations, Revisions and Updating of Training Programs:
The department is aware of the need to be dynamic and flexible in its training requirements and programs to ensure that its officers are always properly and adequately prepared to meet ever-changing legal and operational requirements.

The training unit staff will seek to identify any problems connected with the department's training facilities, materials, equipment and schedules. Written critiques of training programs and instructors' performance shall be completed by employees receiving training and shall be maintained and utilized by the assistant chief of support services and administration to affect appropriate revisions.

Resources for Training Program Development:
The training unit is responsible for the identification of resources which may be used to develop training programs. The unit should use all available resources in training program development including, but not limited to:

- Department inspection reports.
- Staff reports and/or meetings.
- Consultation with field personnel and field observations.
- Training evaluations.
- Participation and approval by the chief of police.
- Problems or deficiencies identified in internal affairs unit investigative reports as recognized and summarized by the office of internal affairs commander.

Attendance Requirements -- Training:
Attendance during recruit orientation and designated in-service training sessions is mandatory. Daily attendance rosters will be maintained by the training staff.

Employees attending training sessions must sign in to be credited with attendance and/or to gain P.O.S.T. credit.

Absences for illness or emergencies require notice to the training unit staff in advance of the commencement of the training session. Personnel required to make a court appearance or other temporary absence from class will notify training staff for the absence and times.

Personnel scheduled to attend training sessions are expected to arrive on time or be subject to disciplinary action.

If attendees are absent from training sessions which are P.O.S.T. mandated or fail to meet the minimum training hours required they must make arrangements for rescheduling make-up sessions through their supervisor. Failure to do so may result in loss of police officer license.

Records of training sessions successfully completed by department personnel are maintained by the training unit.

External Resources and Cooperative Training:
The training unit utilizes training resources available through public and private organizations, locally and nationwide, to broaden or enhance its training curriculum.

These resources may be employed to augment internal instruction or to provide an independent training topic.

Additionally, the Saint Paul Police Department Training Unit conducts and encourages cooperative training with other law enforcement and criminal justice agencies on an international level. The training unit maintains records of this extensive training activity.

Revised July 1, 2011

336.10 Outside Schools Travel / Training Guidelines

Scope
This travel policy applies to all SPPD employees who travel on city business for distances of 100 miles or more one way from Saint Paul or for those who travel and stay overnight outside of the seven-county Twin Cities metropolitan area on city business. Travel at City expense is permitted to accomplish work-related business, training and professional development. All travel must serve a public purpose and be directly related to the functions of the City.

City Employee and Appointed Official Authorization
Authorizing supervisors are responsible to ensure, prior to approval of any travel, that funds are available in a City Council approved budget. Employees must submit a Travel Training Approval Form for approval prior to making any travel arrangements or expenditures. The Travel Approval Form must include the budget code and dollar amount. Upon approval, the Executive Assistant in the Assistant Chief's Office must contact the Office of Financial Services to obtain a Travel authorization number (T#) which must be used as the authority for payments related to the travel claim.

Travel Time and Extended Stays
The authorizing official or his/her designee will be responsible for determining the appropriate number of days allowed for travel. The number of days allowed are determined based on the actual start and end times of the conference. The maximum time allowed for travel will be the day prior to the start of the conference until the day after the conference or meeting concludes, unless costs for travel can be reduced by an extended stay. Every effort will be made to bring the employee home the day the training or conference ends. Employees are not required to make an extended stay in order to reduce the price of an airline ticket. However, if an individual chooses to stay over an extra night to obtain a reduced airfare, the savings must total more than the daily per diem for lodging and meals, as defined in this policy. Employee's time will be based on their regular work schedule and no comp time or overtime will be approved. Any excess travel time falling within the normally-scheduled work week will be at the employee's expense.

Transportation

Transportation expenses incurred for travel by any means will be reimbursed according to the method of travel up to the amount of airfare available when the travel was approved (which should be at least 30 days in advance) as indicated by the City's travel agency or another reputable travel reservation service, such as http://www.delta.com or www.travelocity.com. This documentation must be provided with the Travel Expense Claim Form when not traveling by air.

By Air: Airline reservations should be made at least 30 days, or as far in advance as possible, in order to take advantage of reduced fares. Travel by air will be reimbursed for the lowest cost airfare available for one person traveling from the boarding port to the port of destination and return. The employee or official is responsible for the cost of cancellation of non-refundable ticketing, lost tickets or reissue/change of ticket if done at the traveler's request.

Employee or Official's Personal Vehicle: Travel by an employee's personal vehicle will be reimbursed for mileage as taken from a trip planning service, such as MapQuest.com or the American Automobile Association (AAA), from the employee's personal residence or worksite to the hotel or motel where the employee will be staying or the conference or meeting location, whichever is the shortest distance, not to exceed the cost of airfare. The rate per mile for reimbursement shall be determined by the City's Administrative Code Chapter 33 - Reimbursement for Car Expense and/or the appropriate bargaining unit contract. This covers all expenses traveling to and from the destination. If more than one employee rides in the vehicle, only the owner of the vehicle will be reimbursed for vehicle travel. The employee will be responsible for all fines and damage or liability due to an accident. The employee has the option of using a department gas card in lieu of mileage reimbursement.

City-Owned Vehicle: The employee's use of a city-owned vehicle must be approved in advance. If the vehicle will be going out of state, insurance must be obtained through the City's Risk Management Service. Request forms can be obtained from the Assistant Chief's office.

By Bus or Train: Travel by commercial bus or train will be reimbursed, up to the amount of airfare, to and from the destination.

Taxi: Taxi fare will be reimbursed for transportation between the employee's home and the airport (or vice-versa), and from the destination airport to the place of lodging or to the meeting site (or vice-versa). Airport shuttles, vans or courtesy cars should be used if they are reasonably available. The public purpose for any other taxi fares must be explained. Taxi service to and from a restaurant will not be reimbursed unless there is no restaurant easily accessible from conference center or hotel. Itemized receipts are required for all ground transportation costs.

Automobile Rental: No reimbursement will be made for expenses of automobile rental unless there is prior approval by the Chief. The reimbursement rate for authorized automobile rental shall be the actual costs for up to an intermediate size vehicle. Only official business-related use of a rental automobile will be reimbursed. Any personal use of a rented vehicle must be reported by the employee and a prorated portion of the total cost deducted from the bill and paid by the employee or official. The employee will be responsible for all fines, damage or liability due to an accident. The employee's personal automobile insurance policy is primary and must include both no-fault and liability coverage. No reimbursement will be made to the employee for

additional insurance coverage provided by the rental company. Only gas used for official purpose may be reimbursed. Gas used for side trips and/or sightseeing must be paid by the traveler.

Parking
Parking expense incurred at the final destination place of lodging is reimbursable when traveling by a personal or rental automobile. Airport parking expense can be reimbursed up to the amount of taxi fare to and from the employee's home to airport, whichever is less. Itemized receipts for parking expenses are required for reimbursement.

Lodging
Lodging expense will be reimbursed for the actual amount paid for a single standard room at the conference hotel or at the United States General Services Administration (GSA) maximum lodging rate for the destination city. Any additional costs incurred if accompanied by a non city employee will be at the employee's expense. A two-person room rate will be reduced to a single person room rate if one of the persons staying in the room is not a city employee. If an employee is attending a conference, reimbursement will be made for the single (one person) room rate, at the conference facility. A conference facility is either directly at the site of the conference or listed in the brochure as a conference hotel or within close proximity of the conference location. Lodging expense incurred en route to a final destination will not be reimbursed unless specifically approved by the Chief. Itemized receipts are required for all lodging expenses.

Meals
Reimbursement for meals will be made for the actual amount paid up to the maximum GSA per diem Meals and Incidental Expenses (M&IE) rate for the destination city or the closest comparable destination. Meal expense will be prorated for part days as listed on the GSA webpage. Tips and sales tax are included in the GSA M&IE rate**.** Acceptable tips are no more than 20% of the food cost**.** Original itemized receipts (which show the items ordered) are required for all meals. The bottom-line credit card receipt is not sufficient and the employee will not be reimbursed for this amount. If actual expenses exceed the applicable M&IE per diem rate, the excess amount is a personal expense of the traveler. Meal expenses incurred en route to a destination will not be reimbursed unless the travel exceeds six hours in duration and the expense is specifically approved by the Chief. Meals included as part of the conference, meeting and/or hotel lodging will not be reimbursed. The daily per diem will be reduced according to the GSA M&IE breakdown. The City will use the GSA per diem rates effective on January 1, of any given year, for the entire calendar year. The use of the GSA M&IE rate will prevent travel expense payments from becoming taxable income to employees and will minimize the City's administrative costs for managing travel expenses. Only nonalcoholic beverages purchased with a meal are reimbursable. No reimbursement will be made for alcoholic beverages or snack items.

Airline or Hotel Benefits
Minnesota law (Chapter 15.435) provides that whenever public funds are used to pay for airline travel by elected officials or public employees, any credits, frequent flyer miles or other benefits, including compensation for denied boarding, issued by an airline to an individual passenger must accrue to the public body (the city) financing the travel. In the event the issuing airline will not

honor a transfer or assignment of any credit or benefit, the individual passenger (city employee or official) shall report in writing the receipt of the credit or benefit to the Office of Financial Services within 90 days of receipt of the benefit or credit. Some lodging facilities also provide a free night of lodging or specified discount after a number of days paid. Such benefits are the property of the city and must also be reported to the Office of Financial Services within 90 days of receipt. The Office of Financial Services will maintain the information provided by city employees on the amount of city-paid frequent flyer miles or similar non-transferable benefits for review by the State Auditor.

Travel Expense Claim Form

A Travel Expense Claim Form must be completed, signed by the employee and submitted to the Assistant Chief's Office with all required original itemized receipts. It shall be the Chief or his/her designee's responsibility to review and sign the Travel Expense Claim Form consistent with this policy. The Travel Expense Claim Form must be submitted to the Office of Financial Services within 15 working days of the employee's return from travel. Expenses on the Travel Expense Claim Form must be only for the employee whose name appears on the form. Reimbursable expenses for other traveling city employees or officials must be submitted on separate forms. Failure to submit the required forms and receipts within 15 days of return could be grounds for disciplinary action against the employee up to and including discharge.

The following original itemized receipts (a canceled check or credit card invoice [i.e., monthly statement] are not acceptable receipts) must be submitted with the Travel Expense Claim Form along with a copy of the Travel Approval Form:

- Airline, other transportation carrier ticket or electronic ticketing documentation showing the fare paid, date, time and destination (staff should indicate whether the fare was charged to a personal credit card or the City's procurement card);
- Receipts for bag fees (documents traveled for each leg of the journey, to and from the destination);
- Receipt or copy of the registration form for any conference or meeting registration fee, even if paid by the city in advance;
- Itemized original lodging receipt;
- Taxicab, shuttle van, airport limo or auto rental receipts;
- Meal receipts
- Parking receipts
- Receipts for any other authorized expenses.

Travel Advances

Travel advances are not an option. If travel causes undue monetary hardship, arrangements can be made to prepay everything except for ground transportation and meals.

City Procurement (Credit) Card

As a general rule, employees should not be issued a City of Saint Paul procurement credit card for travel. Arrangements can be made through the Assistant Chief's office to prepay some expenses. All travel expenses made using the procurement card must be documented by itemized receipts.

Miscellaneous

- Supplies and other expenses will be reimbursed if necessary to the trip; however, the employee must provide itemized receipts and justification for such expenditures, if separate from conference fees.
- Internet fees are reimbursable only if required to conduct City business and approved in advance by the Chief of Police.
- Reimbursement may be made for laundry expenses if the travel is more than four days.
- Reimbursement for highway or bridge toll fees paid by the traveler will be made when the employee is authorized to travel by either personal vehicle, city-owned vehicle or rented vehicle. Receipts are required for reimbursement.
- No reimbursement will be made for the purchase of alcoholic beverages, traveler's checks, snacks or beverages not with a meal, or ATM fees.

This policy does not allow reimbursement for travel related expenses of non-City employees or officials. A separate City Council resolution is needed to establish the authority and public purpose of any non employee paid travel.
Expenditures for items not listed in the Travel Policy are not reimbursable.

Revised May 5, 2014

336.20 Health and Wellness Program

The physical fitness coordinator is responsible for the operation of the gym and is directly responsible to the head of the training unit.

Physical Fitness Coordinator Responsibilities:

- Provide reports and maintain records relating to the physical fitness program.
- Schedule and annually test sworn members of the department as well as parking enforcement officers and community liaison officers.
- Provide exercise programs to help employees improve their fitness.
- Counsel and educate employees on an individual or group basis on health concerns such as weight loss, cardiovascular risk factors and strength training.
- Instruct physical fitness activities such as running, weight lifting, and group fitness classes.
- Schedule officers for exercise stress tests with the program physician according to the program's protocol. Determine if stress tests are indicated more frequently based on the individual's coronary risk factors.
- Keep current on new fitness and health innovations/information.
- Maintain equipment in fitness facility.
- Provide testing and physical training to academy recruits.
- Provide CPR class to employees.
- Design and implement various health/fitness promotions to motivate employees to better health.

Hours of Operation and Physical Fitness Personnel:

- 24-hours a day unless otherwise posted on the gym door.
- Physical fitness personnel staff the gym facility in varying hours Monday through Friday.

Participants of Police Gym:

- Only employees of the police department, employees' immediate families, police reserve officers, police explorers, police chaplains, and persons authorized by the chief of police may use the gymnasium and its equipment.
- No person under 12 years of age will be permitted to be in the gym or use the facilities.
- Family members of employees must be accompanied by the employee unless prior arrangements have been made with the coordinator. A "family member" is defined as the spouse or "significant other," or child who is currently residing at the same residence as the employee.
- Guests will be allowed access to the gym and its facilities only after receiving written permission from the chief of police. Copies of this permission form shall be kept on file in the gym office and the watch commander's office.

Rules of the Gymnasium:

- All participants shall be familiarized with each piece of equipment, by the coordinator or designee, prior to using the facilities.
- Each participant will sign in on the log sheet provided, before using the facilities.
- After using the facilities, participants will return all the equipment to its proper location.
- Participants shall wear proper gym attire while using the gym facilities.
- All gym privileges will be suspended when the facilities are used for training programs and/or special events.

All participants shall adhere to the rules and regulations of the gym. Misuse of the facilities shall be cause for disciplinary action or termination of guest privileges.
Revised July 1, 2011

336.30 Professional Development Institute (PDI)

The Saint Paul Police Professional Development Institute (PDI) is a specialized function within the training unit. Its purpose is to provide specialized, cost-effective, quality training for outside law enforcement agencies and low-cost training opportunities for department personnel. It is coordinated by a training unit staff member.

Coordinator Responsibilities:

- Develop curriculum for specialized training programs, both management and skills, to be marketed to outside law enforcement agencies.
- Conduct periodic surveys to determine any special training needs in the law enforcement community.
- Assist chiefs, sheriffs, training coordinators, etc., with an analysis of their departmental training needs.
- Market PDI course offerings via brochure development, announcements etc.

- Serve as facilitator for specialized in-house instructors.
- Analyze current trends in police training for possible application in PDI courses.
- Negotiate instructor fees, tuition costs and coordinate all contractual agreements.
- Maintain all records and prepare an annual budget relating to PDI courses.

Revised July 1, 2011

337.00 Target Range

The Saint Paul Police Target Range Unit is commanded by the range master who is responsible to the training commander. The range master is responsible for developing curriculum, scheduling and other duties as necessary.

Functions:

- Conduct firearm classroom instruction.
- Develop and implement programs for training in-service and recruit officers.
- Schedule range training hours for police officers.
- Prepare annual unit budget and orders supplies.
- Supervise and assists in maintaining all department weapons and equipment assigned to the range.
- Supervise and assist in maintaining range facilities and equipment--indoor and outdoor.
- Provide records of all firearms training of department personnel.
- Test and evaluate weapons and ammunition.
- Keep all firearms records.
- Range officers are authorized to set and enforce rules and regulations pertaining to range operation and safety.
- The range master and training unit commander will develop courses of fire and required levels of proficiency. They are authorized to set schedules for training sessions at the ranges and to make recommendations for firearms and ammunition used by department personnel.
- The range master has the authority to enforce all rules and regulations as posted authorized to make temporary changes in order to fit a given situation, where necessary. Safety is one of the prime considerations.
- No person shall use the indoor or outdoor target range without having designated police department range personnel present. The only exception to this regulation would be when the user possesses a written authorization prior to using either facility from the training commander.

Revised July 1, 2011

338.00 Background Unit

The Saint Paul Police Background Unit is established as a staff function of the training unit. This function conducts employment background investigations when the department plans to

hire employees. This function may also be called to conduct employment backgrounds for other city agencies. Proper fees and expenses are forwarded to the department by the appropriate outside agency.

Background investigations are conducted in accordance with Minnesota Statutes Chapter 13, Chapter 181, 626.87, Minnesota Rule 6700.0700, Minimum Selection Standards, Board of Peace Officers Standards and Training: Training and Licensing.

Revised July 1, 2011

340.00 Patrol Operations Division

The Saint Paul Police Department Patrol Operations Division is responsible for the enforcement of criminal laws, detection and apprehension of criminals, recovery of stolen and lost property, deterrence of crime and the delivery of innumerable services for the welfare and safety of the community.

The criminal investigative function is vested in the patrol operations division which has the responsibility for follow-up investigations of felonies, gross misdemeanors and misdemeanors which fall within its jurisdiction and for the identification, apprehension, and prosecution of offenders.

Duties and Responsibilities:

- An officer's primary responsibility is to connect law enforcement resources to the needs of the community. To that end, an officer shall make every effort to not only act as an enforcement agent but, just as important, a resource to the community to identify and assist in those areas that may fall outside the bounds of traditional law enforcement.
- Conduct preliminary investigations to include locating witnesses and the processing of crime scenes, complaints, and original reports taken in the field.
- Continue follow-up as far as possible and makes a recommendation as to whether the investigative units should continue the investigation.
- Answer and make appropriate disposition of all called-for service cases.
- Regulate citizen conduct and control crowds as required.
- Make all preliminary traffic/crash investigations.
- Control traffic and enforce traffic laws.
- Patrol the streets and business sections of the city to suppress criminal activity and detect hazardous conditions.
- Assist in emergencies such as fires, floods, and other natural disasters.
- Render first-aid to sick and injured persons.
- Make inspections of business, industrial and recreational facilities as well as the properties of the city.
- Perform other work as required or directed by the chief of police or his or her designee.
- Enforce the laws of the United States, the State of Minnesota, and the City of Saint Paul and effects arrests or issues citations when transgressions occur.

- Respond to police calls for service of an emergency and non-emergency nature 24 hours a day, every day of the year.

Revised July 1, 2011

340.10 Assistant Chief of Patrol Operations Division

Under the administrative direction of the chief of police, the assistant chief of patrol operations has executive charge of patrol and investigative personnel and their activities under her/his command. The duties include the following:

Duties and Responsibilities:

- Report directly to the chief of police and submit oral and written reports to the chief on activities, plans and problems.
- Direct and control units assigned to the patrol operations division on a 24-hour basis.
- Develop long-range plans with the unit heads for the effective delivery of services provided by their units.
- Develop budgets which represent the financial resources needed by units in the division to accomplish their goals and objectives during the budget cycle.
- Develop realistic performance standards for personnel within the division and evaluate the results produced by those individuals on a continuous basis.
- Stay abreast of unit plans and programs and submit reports to the chief of police which assess the effectiveness of those activities in the community and department.
- Provide administrative guidance to develop members assigned to the division by delegating authority and responsible assignments at every opportunity.
- Responsible for the efficiency of and discipline of all employees in the division.
- Coordinate unit planning efforts and review plans and proposals submitted by staff.
- Delegate administrative tasks to the unit heads for the purpose of developing managerial skill and potential.
- Investigate complaints about service or personnel within the division.
- Decide on discipline, transfers, assignment and make recommendations for dismissal of personnel within the division.
- Direct and complete performance reviews on personnel in the division and assure uniformity of the ratings among the units within the division.
- Meet and confer with business, civic, fraternal, religious, political leaders to keep abreast of community interests and trends.
- Conduct staff meetings to exchange information and to facilitate planning efforts of all assigned units affecting the delivery of service and long-range planning for the department.
- Oversee the activities of division employees performing diverse functions in support of the police department mission.
- Ensure the provision of essential services to the citizens, other city agencies and the members of the Saint Paul Police Department.
- Respond directly to citizens and other interested parties having complaints or information about the quality of services from division personnel.

- Assume the duties of the chief of police when designated.

Revised April 26, 1995

341.00 Districts

The districts are divided by means of geographical boundaries. Within these boundaries, each neighborhood beat has been identified by means of a numerical designation. These neighborhood beats form the basis for the deployment of the personnel assigned to each district. The personnel are assigned to neighborhood beats commensurate with efficient/effective delivery of law enforcement services. A primary and secondary squad is identified for each neighborhood beat thereby, affixing accountability for the delivery of police services. The availability of district personnel is assessed on a daily basis to provide the most complete coverage of all the district's neighborhood beats. The district beat boundaries are periodically reviewed to address any significant changes in the demand for police services.

Districts are designated as Eastern, Western and Central and are responsible for the uniform patrol function in the district's areas on a 24-hour basis. The districts are also responsible for police-community relations, crime prevention, problem properties, and vice control functions which are within their scope.

Revised July 1, 2011

341.10 Beats

Neighborhood policing identifies with geographic areas within each district which are referred to as beats. Beats incorporate well-defined neighborhoods within Saint Paul into police service areas. A complement of police officers and one supervisor are assigned primary responsibility for each beat. The officers and supervisors have duties outside the service area as calls for service and other police activity demands. However, the supervisor is ultimately responsible for coordinating community-oriented policing activities within the assigned beat. Neighborhood policing brings residents of the neighborhood, business owners and operators in that neighborhood, and the police officers closer together to work on common issues that affect the quality of life and the public safety in that neighborhood. Neighborhood members should recognize and know by name the officers in their beat. Officers should identify problems and take proactive measures to solve public safety related issues with community support and assistance.

One basic tenet of neighborhood policing is to provide the officers with a specific area that they are primarily responsible to police in a community-oriented and problem-solving mode. Thus officers can take pride in their activities, projects, and successes to the betterment of the quality of life in their beat. There are many tools available for the officers to continue the Saint Paul Police Department's tradition of service to the public. First, consider these definitions of the programs and structure of the police department which exist to assist officers in their community-oriented policing activities:

- District: approximately one-third of the city's area.
- Neighborhood: smaller geographic area defined by the community that has like issues. The area that a resident or business identifies with (i.e., Payne-Phalen, Dayton's Bluff, etc.)
- Beat: geographic area that a police squad is assigned to patrol (as defined in CAD system).
- Substation: a subset of the district. This office accommodates a number of officers and one or more supervisors. The police personnel assigned use the office for roll calls, meetings, etc.
- Storefront Office: a small office located within a service area where one or more officers come and go. Volunteers may staff this office, as well. This is smaller than a substation and has fewer officers assigned to it.
- Service Area: a combination of neighborhoods which have an assignment of police personnel as primary service providers.

Revised July 1, 2011

341.20 District Commander -- Senior Commander

The district senior commander is responsible for all district police activity in the geographic area designated as a district area and is under the immediate direction of the assistant chief of patrol operations.

Duties and Responsibilities:

- Responsible for police services within a district area on a 24-hour basis.
- Responsible for the on-duty activity of district personnel assigned to her/his command.
- Instruct members of her/his command in their duties and responsibilities.
- Initiate district planning to provide a high level of community satisfaction with the delivery of police service.
- Implement, oversee, and budget initiatives and projects.
- Responsible for training subordinates and having an interest in their career development.

Revised July 1, 2011

341.30 District Commander -- Duties

Under the direction of a district senior commander, district commanders are responsible for supervising the daily operations of the district's delivery of police services.

Commanders of investigative units within the Saint Paul Police Department Operations Division shall report directly to their respective district senior commander and shall have complete responsibility for the operation of their specific unit.

Duties and Responsibilities:

- Represent the department/district in the field and in the absence of the district commander assume the district commander's duties, when assigned.
- Supervise major crime scenes, public safety incidents and other events.
- Supervise beat sergeants and assist with problems in those areas.
- Coordinate special events within the district and liaison with other elements within the department and the community.
- Attend community/block club meetings as necessary to assist in resolution of problems and to maintain community involvement.
- Schedule patrol and investigative sergeants, supervise their performance and prepare their performance appraisals.
- Monitor overall personnel performance standards and evaluate personnel through performance evaluation review.
- Conduct internal affairs investigations, receive, record and disseminate internal affairs unit complaints; review responses and prepare dispositions as well as assisting with discipline and personnel matters as required.
- Inform district senior commander of problems, activities and personnel matters.
- Insure proper use of departmental equipment, office space and fleet inventory.
- Oversee the district patrol rifle, shotgun, and in squad car camera security and inventory procedures.
- Oversee the distribution of subpoenas to officers and sergeants and ensure return receipt of distribution to the records unit and inspection unit.
- Oversee the monthly download of electronic control devices (ECD) and their maintenance per General Orders 479.00: Electronic Control Device Usage Procedures and 246.05: Electronic Control Device.
- Oversee non-sworn personnel, e.g. clerical staff.
- Implement, oversee, and budget special programs, initiatives or projects.
- Continually examine the district's functions and procedures to determine if they meet the goals, objectives, and mission of the department/district.
- Inform other districts, investigative units, and law enforcement agencies of criminal activities and trends.
- Review reports and monitor district crime activity.
- Identify training, equipment and staffing needs.
- Communicate policy and procedures to district personnel.
- Oversee the district F.O.R.C.E. unit

- Oversee crime prevention activities.
- Supervise activities of district investigators.

Revised July 1, 2011

341.40 District Supervisor -- Sergeant

Under the direction of a district commander, a district supervisor is responsible for supervising police operations in the district area or shift to which s/he is assigned.

Duties and Responsibilities:

- Responsible for the efficiency, discipline, and appearance of officers under her/his command. (Sergeants shall lead by example, setting high standards of professionalism, performance, and accountability).
- Communicate policy and procedures to subordinates.
- Responsible for training subordinates and having an interest in their career development. This training shall not be limited to roll calls.
- Prepare daily squad deployment to meet service demands.
- Inspect officers' uniform and equipment to ensure the good appearance and proper working order.
- Inspect the work place facilities to include, but not limited to; the roll call room, equipment and locker rooms, and parking facilities. All work areas are to be in compliance with department regulations. Deficiencies shall be corrected.
- Responsible for the adherence to General Orders 479.00: Electronic Control Device Usage Procedures and 246.05: Electronic Control Device related directly to her/his tasks and the tasks of subordinates.
- Monthly inspection of department-issued patrol rifles and shotguns, including examining serial numbers of each weapon and ensuring that all weapons, magazines, and ammunition are accounted for and secured when not in use. The sergeant shall report to the unit commander any discrepancies.
- Monthly inspection of squad car maintenance, in squad car camera, laptop and other equipment.
- Distribute subpoenas per department policy to subordinates and return receipt verifications to the records unit and inspection unit.
- Make proper notifications when no watch commander is working.
- Responsible for the efficient handling of all calls directed to officers under her/his supervision.
- Confer frequently with the district commander regarding the crime conditions and service delivery in her/his assigned area.
- Conduct follow-up interviews with citizens requesting police service to ascertain the efficiency and effectiveness of officers.
- Ensure radio messages directed to her/his assigned area are acknowledged by officers and a prompt response policy is followed.
- Investigate reports of officers not performing their assignments, failure to respond to radio calls, or reports of improper police performance.

- Meet regularly during her/his tour of duty with officers to review reports for completeness and legibility, determine if a follow-up investigation is necessary and signs off on all reports.
- Initiate district planning efforts with officers to address specific problems and develop solutions.
- Maintain records of officers' performance, to assist in completing regular or follow-up performance evaluation reports.
- Report changes of assignments of personnel to the Ramsey County Emergency Communications Center during the tour of duty.
- Investigate any reports of injuries to officers and damage to or loss of department equipment, property or vehicles under his/her command.
- Attend community and civic meetings which may impact the delivery of police service in her/his assigned area.
- Inspect the daily activity logs of officers.
- Respond to headquarters periodically during tour of duty to deliver reports and pick-up district correspondence or delegate this.
- Respond to the following incidents in her/his area:
    - Crashes involving department vehicles (General Order 640.06: Crashes Involving Department Vehicles).
    - Incidents resulting in the serious injury of department personnel.
    - Robbery in progress.
    - Bomb search scenes where a bomb or suspicious object is located (General Order 463.13: Bombs and Suspicious Objects).
    - Bomb search scenes where large numbers of people must be evacuated (General Order 463.14: Evacuation and Ventilation).
    - The end of squad-pursuit scenes (General Order 443.03 Command and Control).
    - Homicides, unusual or suspicious death scenes (General Order 365.00: Homicide and Robbery Unit).
    - Emergency assistance needed by the Ramsey County Jail (General Order 409.07: Emergency Assistance at Ramsey County Jail).
    - Traffic crash scenes where an individual sustained an injury that may result in death or great bodily harm.
    - Any situation that may require the summoning of the special weapons and tactics (S.W.A.T.) team, e.g. hostages, barricaded suspect, snipers (General Order 405.00: Special Weapons and Tactics (S.W.A.T.) Team).
    - Any situation where three or more squads are needed for crowd control, e.g. strike scenes, protests, marches.
    - Bomb blast scenes, before and after (General Order 463.16: Security at Explosion Scenes).
    - Missing person search efforts that involve three or more squads.
    - Emergency or unusual incidents in her/his area to assess the need for additional commitment of police resources.
- Routine police incidents to observe and assist officers and to assess their performance abilities.
- Inspect department vehicles assigned to the district and/or other units to ensure the compliance with departmental regulations.

- Will gather information from available sources on criminal activity, hazards, and potential hazards within the district area. This information will be retained and given out at roll call. All such information will be kept in the district, accessible to district members.

Revised July 1, 2011

341.50 Police Officer -- Duties

General Duties:
Saint Paul Police officers are the department's immediate diplomat when dealing with the public. Not only does the police officer represent the department, but also the government of the City of Saint Paul. It is important to maintain a professional demeanor while fulfilling this important role; a role that also includes, but is not limited to, that of a neighborhood problem solver. Police officers are encouraged to take the initiative and proactively seek out these problems and find solutions in an effort to enhance the livability of the City of Saint Paul and further the mission of the department. Police officers are expected to proactively solve problems rather than react to the harmful consequences of problems.

A police officer is responsible for providing services to the City of Saint Paul. An officer shall direct her/his best effort toward the intelligent, courteous, compassionate, and efficient accomplishment of the goals and mission of the department. The officer shall be vigilant and on the alert for violations of laws and ordinances and shall take reasonable action.

The police officer shall report promptly for duty, at the designated hour and place, for roll call, assignment, and inspection.

Police officers may be assigned to special events, community meetings, parades, or other assignments. It is the responsibility of the officer to understand her/his duties. When in doubt, the officer should ask her/his supervisor for clarification (all inquires should follow the chain of command).

Quality of Life Conditions:
- Police officers shall take notice of conditions which tend to endanger the health, safety, or convenience of the public or negatively impact the livability of the city. S/he shall immediately take the initiative and cause the removal of the undesirable conditions.
- When the removal of the undesirable condition is the responsibility of another agency, or another agency is required to enforce the ordinances, the officer shall immediately notify the agency whose responsibility it may be.

Police Officer Initiatives and Traits:
- Police officers should seek out training and experience to enhance skills and job performance, including taking the initiative to learn laws, ordinances, and department policy and procedures.
- Police officers should make every effort to know their assigned beat's geography, notable citizens, and crime trends. This knowledge will not only enhance the proactive patrol of

the area, but improves the problem-solving ability of the officer. Sometimes police officers can solve a neighborhood problem by engaging other resources – including residents, schools, businesses, and other government agencies.

- Police officers handle a wide range of problems, many are not criminal in nature, but community policing. (The community values police involvement in non-criminal issues and recognize the contributions a police officer can make in solving these problems).
- Electronic devices, e.g. cell phones and laptops greatly enhance police service, but discretion must be used so that this technology does not impede proactive patrol, minimize observation skills, or negatively impact driving skills.
- Regardless of the type of physical force employed by the police officer and whether or not injury is sustained by the suspect, the officer will complete an incident report when force is used (General Order 150.04: Use of Force).
- Police officers should treat all persons in a respectful and professional manner. The use of profanity serves no purpose and is prohibited.
- Testifying in court is one of the basic functions of a police officer. Officers shall respond to court subpoenas and court notices as required and be in compliance with Court Notification Procedures set out by this department (General Order 453.00: Court Notification Procedures)
- Police officers shall take into custody property that has been lost, stolen, or abandoned.
- Police officers shall carefully investigate suspicious activities and give all complaints attention. S/he shall take police action in those cases which come under the jurisdiction of the police department and inform interested parties of laws or ordinances relative to the complaint. If the legal remedy of the complaint lies outside the jurisdiction of the police department, s/he shall advise the complainant accordingly and refer her/him to the proper authority.
- Upon sight, or receipt of information from any source of an unusual or serious crash, crime, or other occurrence requiring police attention, an officer shall immediately respond and give such assistance or take such police actions as the circumstances may require. S/he shall also conduct a preliminary investigation and submit reports as required.
- At scenes of crimes where scene safety and security has been established, officers shall not do anything that might interfere with the investigation or destroy evidence. The first patrol officer will be in charge until relieved.
- The first duty of a police officer at the scene of a homicide is to guard the scene, exclude all unauthorized persons, and detain all witnesses and/or potential suspects for interviewing. Unless directed to do so by the supervisor in charge, officers shall not touch or permit others to touch anything in such a manner that latent fingerprints, DNA or other valuable evidence might be destroyed. Also, unless directed to do so by the supervisor in charge, they shall not handle any guns, knives, or other instruments used in the commission of a homicide or other crime, nor shall they permit any unauthorized person to do so.

Services for the Safety of Motorists and Pedestrians:

To ensure the safety of motorists and pedestrians, officers shall be watchful for hazards within the city. Officers shall take appropriate action to eliminate the hazard, or to contact the proper authority or agency to cause the hazard to be corrected.

In cases of a stalled or stranded motorist, officers shall provide all reasonable assistance. When the vehicle is a traffic hazard or obstruction, the situation shall be resolved, e.g. vehicle being towed to the impound lot or the motorist arranging for a private business to clear the obstruction. Officers may transport the driver of a stalled vehicle to a place of shelter where the motorist can obtain assistance. Under no circumstances shall the officer transport a party out of the city without prior approval of a supervisor.

In incidents involving fire or medical emergency, procedures documented under General Orders 446.00: Fire Procedures and 401.00: Medical Emergency shall be followed.

Temporary Assignment to Investigative Units:
Occasionally officers may be temporarily assigned to assist various investigative units.

Revised July 1, 2011

341.60 Downtown Beat

Purpose:
The City of Saint Paul has one of the largest skyway systems in the nation. It is comprised of 2 1/2 miles of skyway system that connects approximately 40 square blocks of downtown and provides indoor comfort to some 100,000 people who use the system on a daily basis. Currently the downtown area is a fully functioning community containing three basic elements:

- The residential community.
- A work force for more than 600 businesses.
- A cross section of all elements including shoppers, clients, juveniles, business people, etc.

The downtown beat was established to provide greater specialized service to the downtown area.

Downtown skyway beat personnel are part of the central district. Unit personnel are responsible to a sergeant for the performance of their duties.

Function:
To maintain for the safe use and quiet enjoyment for all who reside, work, shop, or visit the downtown area.

Duties:
All police functions applicable to the area, including but not limited to:

- Skyway beat officers should attempt to be known by those they serve. An effort should be made to maintain regular contact with businesses in the area, to be accessible to those

who frequent "the loop," and to provide for swift action with thorough follow up to complaints.

- They will assist with voice pages and radio calls in their assigned areas, whether routine or crime in progress.
- Personnel assigned to the skyway beat will report to the skyway office for roll call assignment and inspection by a ranking officer at designated time.
- Officers will be available, visible, and responsive to the community.

Revised July 1, 2011

341.70 Front Desk

(See General Order 455.00: Building Security)
The front desk is located in the Griffin Building and is staffed by an employee of the police department. The desk officer's primary purpose is to assist visitors to the police department in securing desired information. Desk officers will extend every courtesy to visitors and strive to project a positive attitude that bears favorably upon the department at all times.

The desk will be staffed on a 24-hour basis.

Functions:

[redacted]

- Ask preliminary questions and seek basic information for walk-in visitors. Items such as case numbers, who the investigator is assigned to their case and a phone number should be given to visitors. Desk officers should inquire if there has been an original report; if not, the desk officer shall make a report, or redirect to Teleserve and if the visitor still wants to visit a specific unit, the desk officer should direct the visitor to the proper office if it is open.
- Assist the public with information and directions.
- Call the predatory offender unit to notify them about a predatory offender requiring updates or registration needs. If predatory offender unit personnel are not available, a change of address packet should be given and a call to the predatory offender unit or on-call representative should be done.
- Receives and forwards administrative messages:
  - Sick-return information.
  - Prepare tour maps.
- Log house watch program.
- Complete miscellaneous errands for central district sergeants.
- Complete forms for entering stolen property information into the national crime and information center (N.C.I.C.) system.
  - Deliver copies of same to records and RCECC data.
  - Monitors the CCTV per department policy (General Order 480.00: Closed Circuit Television (CCTV))

Revised July 1, 2011

341.80 District Investigations and Other Units

Investigative and all other units within operations division shall report through the chain of command to their respective district's senior commander.

The investigator and commander's duties are listed under General Order 360.20: Investigative Unit Commander's Duties and 360.30: Investigative Unit Personnel.

Revised July 1, 2011

341.90 O.R.C. (Organized Retail Crimes) Unit

The Saint Paul Police Department (SPPD) organized retail crimes (ORC) unit is responsible for city-wide shoplifting and organized retail crimes investigations. The ORC unit is headed by a sergeant who reports to the western district investigative commander.

Rationale:
The SPPD recognizes organized retail crime as having a negative influence on the quality of life in our business and neighborhood communities. The department also recognizes that those involved in professional shoplifting are oftentimes also involved in other crimes as well. Additionally, the department knows that fencing operations within our city take in stolen merchandise for re-entry into commerce.

The department therefore tasks the ORC unit with targeting professional shoplifters and fencing operations for enhanced enforcement through applicable laws. This requires a coordinated partnership with our patrol districts, FORCE, SIU, APS, DSI, local businesses and business groups, loss prevention personnel, city and county attorneys' offices, as well as other local, state and federal law enforcement agencies.

Objective:
To combine the elements of law enforcement, loss prevention, prosecuting agencies, and other agencies and groups in an effort to successfully interdict chronic offenders involved in shoplifting and fencing operations throughout the City of Saint Paul. By working closely with the prosecutors' office, the ORC unit also develops meaningful criteria for prosecution of habitual offenders and diversion of those involved in theft whose actions are not associated with organized retail crime.

Functions:
- Investigate cases involving shoplifting and other crimes exhibiting ORC behavior citywide.
- Obtain, execute and return search warrants on fencing operations citywide.
- Interrogate suspects and prisoners.
- Work closely with prosecuting authorities to efficiently and effectively manage theft case loads, focusing on prosecution for chronic offenders and fencing operators.
- Assist other units and agencies on investigations as determined by the unit head.

- Develop a close working partnership with the business community of Saint Paul in order to effectively address organized retail crime activity.
- Conduct training for law enforcement and private business personnel in the area of organized retail crime.
- Maintain the necessary files and records to fulfill the O.R.C. Unit mission.
- To actively pursue and facilitate inter-agency cooperation in combating organized retail crime.

It shall be the responsibility of the O.R.C. Unit to coordinate their strategies with whatever city, county or private agencies that are appropriate in furtherance of their mission.

Issued October 14, 2013

342.00 Citywide Services Section

The Saint Paul Police Department Citywide Services Section is managed by a senior commander who reports to the assistant chief of operations division. The unit manager is subject to the general duties of all other managers of the patrol operations division. Unit personnel are accountable to the unit manager for the performance of their duties and compliance with all policies of the Saint Paul Police Department.

The citywide services section is comprised of the following units: ACOP, canine, traffic enforcement unit, mounted, parking enforcement, and traffic and accident investigation unit.

Revised July 1, 2011

343.00 A Community Outreach Program (ACOP)

Purpose:
Since 1991, the Public Housing Agency (PHA) and the City of Saint Paul Police Department have collaborated to provide the community policing program known as A Community Outreach Program (ACOP) to create a drug-free and crime-free environment and to provide for the safety and protection of residents, employees, and visitors in public housing developments.

Scope:
The ACOP community-oriented team consists of both officers and community liaison officers (CLOs). ACOP efforts are focused primarily on the four Saint Paul Public Housing sites of McDonough, Mt. Airy, Roosevelt and Dunedin. The ACOP office is located directly in a family housing site.

Objectives:
- Improve the working relationship between the public housing communities and the police department.

- Expand the police services provided to public housing residents by utilizing various types of patrol methods, to include squad, bike and foot patrol.

ACOP Officers:
ACOP officers perform all the duties of police officers. They patrol public housing neighborhoods, respond to calls for service, and interact with residents and property managers.

In addition to regular duties, ACOP police officers perform numerous tasks designed to allow them a proactive approach to crime prevention and control. They routinely attend resident council meetings, coach local athletic teams, and provide leadership for various community groups and other youth activities. ACOP police officers are selected especially for their ability to provide positive role models for area youths. Their activities aim to empower the residents of our public housing communities.

CLO -- Community Liaison Officers (A.C.O.P. Interpreters):
Interpreters are trained to provide assistance to the residents of the four public housing areas in English, Lao, Hmong, Thai, Somali, Spanish, and other languages as available. They serve in the main office from 8 a.m. to 10 p.m. The ACOP interpreters provide an invaluable service to our public housing residents. Through their language skills, they provide an effective conduit to the police for people of diverse origins and backgrounds.

Revised July 1, 2011

344.00 Canine Unit

The canine unit is supervised by a sergeant and commanded by the senior commander of the citywide services unit.

The canine unit assigns one canine to each of their officers. The goal is to have canine units on the street 24 hours a day, seven days a week.

The primary purpose of a police canine is to support the line officer as in “officer safety” capacity.

Canine officers are expected to perform all the duties of a district officer except transporting people in the back of the squad.

In addition, the canine is to be used as locating tool. Typical functions include, but are not limited to:
- Suspect tracks
- Building searches
- Open area searches
- Evidence searches
- Narcotics searches
- Explosives searches

- Other duties as assigned

Canine officers will regularly conduct public demonstrations to promote the use and understanding of how canines function as a law enforcement tool.
Revised July 1, 2011

345.00 Traffic Enforcement Unit

(See 600.00 section general orders for detailed traffic enforcement unit information)

The primary responsibility for traffic related services and traffic law enforcement rests with the operations division. The degree and level of specialization within the unit will vary from time to time depending on the level of available resources and identified needs. Specific functions assigned to the Saint Paul Police Department

The traffic enforcement unit may be reassigned if the need for a specialized traffic unit no longer exists.

The traffic enforcement unit shall have primary responsibility for planning, analysis, inspection, and coordination of the department's traffic services program.

Unit Organization:
The unit is supervised by a sergeant and commanded by the senior commander of the citywide services section.

Functions:
- Development and coordination of the department's selective enforcement program, to include specialized DUI, seat belt, and speed enforcement efforts.
- Operation of speed measuring devices (radar, laser, etc.).
- Liaison with local traffic safety groups.
- Other functions as assigned.

Revised July 1, 2011

346.00 Traffic and Accident Investigation Unit

The purpose of the Saint Paul Police Department Traffic and Accident Investigation Unit is to perform technical investigation of all fatal and serious injury crashes, crashes involving department vehicles, hit and run crashes and follow-up investigation on felony and gross misdemeanor arrests or other traffic related cases as required.

Specific Duties Include:
- Timely response to serious crash scenes when required (listed above).
- Thorough investigation of fatal and serious injury crashes for evidence of criminal negligence or other violations.

- Investigation of hit and run crashes in order to identify the driver, secure criminal prosecution, where possible, and assist the injured or aggrieved party in gaining civil restitution.
- Case preparation for prosecutorial review and assistance at trial.
- Review of crash reports for quality control in terms of completeness, accuracy, legibility, and compliance with department policy.
- Provide information to the senior commander and district senior commanders regarding unusual occurrence or crash trends.
- Perform other duties as assigned.

Revised July 1, 2011

347.00 Mounted Police Unit

The Saint Paul Police Department Mounted Police Unit is supervised by a sergeant and reports to the citywide services section senior commander. Mounted police duty assignments are citywide.

Functions:
- Patrol deployment against ongoing criminal situations.
- Respond to calls for service and back up officers in the area deployed.
- Patrol deployment for traffic during crowd control situations.
- Special duty at events.
- Provide community education.
- Search and rescue activities.
- Other duties as assigned.

Officer Selection:
Officers who volunteer for mounted duty will be evaluated in the areas of performance of police duties, community-relations, physical condition and riding skills.

Candidates will be interviewed by the mounted police unit sergeant, the personnel officer, and the senior commander of the citywide services unit before completion of a riding skills evaluation. An eligibility list will then be compiled and forwarded to the chief of police.

The chief of police will select officers for the mounted police unit from the eligibility list.

Horse Selection:
Horses for mounted police unit will be selected from a donation list kept by the mounted police unit sergeant. The senior commander or designee will inspect the horses for suitability.

A horse that is selected by the unit and professional trainer will then be screened by a veterinarian for the physical ability to handle police work.

Operations:

Mounted police unit operations will be directed patrol. Patrol operations plans will be coordinated with the district senior commanders or their operations commanders.

Mounted officers will be assigned beats during their tour.

If a horse evacuates on a sidewalk or crosswalk, the officer remove the manure to the gutter. Litter and manure from trailering will be cleaned up prior to leaving an area.

Revised July 1, 2011

347.10 Mounted Police Team

The Saint Paul Police Department has mounted police teams for use by patrol operations division senior commanders upon request. The purpose of these guidelines is to inform all police personnel of the capabilities of the mounted police teams, and as a guide to be used when planning for their use.

Street Crime Patrol:
When there is an ongoing criminal situation, such as robberies of persons, street prostitution, street gang activity, drug activity, etc., a mounted police team may be employed as a suppression technique. The mounted officers have greater visibility and presence due to their height on horseback. The mounted team has a longer linger time on the beat than other forms of patrol. The mounted officer's presence is projected for blocks due to their height. They patrol at about 3 mph and can respond at up to 22 mph.

Traffic and Crowd Control:
Mounted police teams are an effective traffic and crowd control technique due to the visibility and observation enhancement provided by their height and size. Motorists and pedestrians can much more easily identify a controlled street or intersection from a greater distance, as compared to officers on foot. The height and size of the mounted team results in a greater degree of voluntary compliance to the officer's direction, from motorists, non-hostile and hostile crowds.

Special Events:
Mounted teams employed for special events can reduce the number of officers assigned. This is the result of the greater degree of voluntary compliance to a mounted officer's direction. It is also a result of the enhanced police presence due to the height and size of the mounted team. Typical use at special events would include crowd and traffic control, control of an area, vehicle or officer rescue and surveillance.

Respond to calls for service and back up officers in the area deployed.
Mounted teams can respond to a crime scene for protection, can be used to back up beat officers in arrest situations and can provide traffic and/or crowd control. This will usually be limited to the area where the team is assigned, but they can trailer to other areas of the city if the incident is prolonged.

Provide Community Education:
Mounted teams can be used at community meetings and gatherings to demonstrate their use and provide information on police issues. These are coordinated through the chief of police and the senior commander of citywide services.

Search and rescue:
Mounted teams can be used to search large areas of dense growth or open space for lost persons or suspects. The horse's sense of smell, hearing and vibrations will alert the animal to a human presence much more efficiently than human senses. The horse will indicate to the officers, when the horse is alerted by an unseen presence. The mounted team can cover large areas rapidly.
Revised July 1, 2011

348.00 Parking Enforcement Unit

The Saint Paul Police Department Parking Enforcement Unit is supervised by a sergeant who reports to the citywide services section senior commander. The purpose of the unit is to augment the department's enforcement effort in regard to all parking regulations and to expedite the safe movement of traffic elements. Such personnel are authorized to issue parking citations and to order the movement or towing of vehicles found to be in violation, in accordance with department policy and procedure. It will be the responsibility of parking enforcement officers to:

- Enforce all statutory and ordinance parking regulations to include the towing and
- Issue citations to vehicles for violations of parking regulations.
- Patrol an assigned area of the city by foot and/or motorized vehicle.
- Testify in court relative to the issuance of parking citations.
- Assist at special events and civic functions such as parades, etc., in enforcing parking regulations and providing information to civilians needing assistance.
- Perform related duties as required.

Revised July 1, 2011

349.00 Watch Commander

The watch commander is the staff officer responsible for the monitoring of street activities during a specific tour. The watch commander is supervised by the assistant chief of operations. Their authority is subordinate to persons of higher rank and to persons of equal rank responsible for a particular event or incident.

The primary function of watch commander is one of inspection, review, and to notify the appropriate person to be responsible for events which arise.

Functions:

- Review arrests to ensure the validity of charges, elements and arrest procedures.
- Receive complaints from citizens about police service and remedies the issue through a district supervisor or reports to the appropriate unit for further investigation.

- Receive telephone inquires from citizens on matters of a police nature that cannot be satisfactorily addressed by another element of the department.
- Serve as liaison with judges and attorneys seeking the release of clients and causes notification of the investigative unit when the release of a felony suspect is ordered prior to formal charging.
- Inspect the headquarters building complex periodically to ensure physical security.
- Monitor ongoing activities and notifies the appropriate district commander, unit heads, or assistant chief when necessary to investigate or resolve the respective issue.
- Handle routine media inquiries.
- Perform administrative tasks related to the function of the watch commander's office.
- Schedule personnel to work the office during holiday, vacation, overtime, or other required watch commander relief:
  - Maintain current acting watch commander relief list.
  - Notify personnel assigned to relief duty.

Revised July 1, 2011

360.00 Major Crimes and Investigations Division

The Saint Paul Police Department Major Crimes and Investigations Division are responsible for investigating crimes. The division is comprised of the following units and sections: gang/gun, homicide/robbery, family and sexual violence, crimes against property, youth services, special investigations narcotics/vice and other investigative task forces.

Revised July 1, 2011

360.10 Assistant Chief of Major Crimes and Investigations Division

Under the administrative direction of the chief of police, the assistant chief of major crimes and investigations has executive charge of the personnel and units under her/his command.

Duties and Responsibilities:

- Report directly to the chief of police and submit oral and written reports to the chief on activities, plans and problems.
- Direct and control units assigned to the major crimes and investigations division on a 24-hour basis.
- Develop long-range plans with the unit heads for the effective delivery of services provided by their units.
- Develop budgets which represent the financial resources needed by units in the division to accomplish their goals and objectives during the budget cycle.
- Develop realistic performance standards for personnel within the division and evaluate the results produced by those individuals on a continuous basis.
- Stay abreast of unit plans and programs and submit reports to the chief of police which assess the effectiveness of those activities in the community and department.

- Provide administrative guidance to develop members assigned to the division by delegating authority and responsible assignments at every opportunity.
- Responsible for the efficiency of and discipline of all employees in the division.
- Coordinate unit planning efforts and review plans and proposals submitted by staff.
- Delegate administrative tasks to the unit heads commanders for the purpose of developing managerial skill and potential.
- Investigate complaints about service or personnel within the division.
- Recommend discipline, transfers, assignments and makes recommendations for dismissal on personnel within the division.
- Direct and complete performance reviews on personnel in the division and assures uniformity of the ratings among the units within the division.
- Meet and confer with business, civic, fraternal, religious and political leaders to keep abreast of community interests and trends.
- Conduct staff meetings to exchange information and to facilitate planning efforts of all assigned units affecting the delivery of service and long-range planning for the department.
- Oversee the activities of division employees performing diverse functions in support of the police department mission.
- Ensure the provision of essential services to the citizens, other city agencies and the members of the Saint Paul Police Department.
- Respond directly to citizens and other interested parties having complaints or information about the quality of services from division personnel.
- Assume the duties of the chief of police when designated.

Revised July 1, 2011

360.20 Investigative Unit Commander's Duties

Commanders of investigative units within the Saint Paul Police Department Major Crimes and Investigations Division shall report directly to the assistant chief of the major crimes and investigations division, and shall have complete responsibility for the operation of their specific unit.

Commander Duties:

- Commanders shall lead by example, setting high standards for professionalism and accountability.
- Commanding officers should continually look to those subordinates needing training and experience with various cases in order to enhance their professional development.
- Responsible for the clearance of a specific class of crimes by the arrest of the perpetrator, the successful prosecution of criminal cases, and the recovery of stolen property and its return to rightful owners.
- Supplement direct supervision of their personnel by analyzing the reports of individual investigators. They shall be responsible for their efficient operations and for the maintenance of close cooperation and professional relations between their unit and other department units.

- Responsible for the successful completion of the investigation of all crimes that are assigned to their unit and shall require their subordinates to exert their best efforts in the investigation of such crimes and clearance by arrest.
- Responsible for the complete, accurate, and prompt preparation of reports by their subordinates.
- Instruct the personnel under their command in the collection, identification, and preservation of evidence. They shall assure the chain of custody of all evidence is established to ensure its proper presentation in court.
- Ensure the investigative workload is equitably distributed among individual investigators and according to investigative acumen, skills and demonstrated proficiencies commensurate with specific case requirements to ensure assignment of the most qualified.
- Make regular checks on the activities and efficiency of the investigators assigned to their unit and make recommendations where necessary.
- Hold regular meetings with their subordinates to discuss current problems and conditions affecting their unit and formulate plans and procedures designed to increase their effectiveness.
- Manage resources and investigations by analyzing statistical data and be well versed in crime patterns and trends as appropriate to the unit's functions.
- Require investigators to give special attention to professional criminals and to use every legal means to convict them of their offenses and to suppress their criminal activities.
- Ensure compliance of their officers with all department rules, regulations and procedures.
- Prepare service ratings, vacation schedules and work schedules for the members of their unit.
- Maintain good relations with the public.
- Responsive to community concerns and speak at community forums as required.
- Make certain the reports submitted by investigators contain the names of members of the uniformed force or others who give assistance.
- Assist other jurisdictions and shall maintain proper relations with outside law enforcement agencies.
- Review requests by investigators under their command for polygraph examinations.
- Responsible for the appearance of personnel under their command.
- Tasked with the responsibility of training subordinates and having an interest in their career development. Responsive to community concerns and speak at community forums as required.
- Manage resources and investigations by analytical methods to determine crime patterns and trends.
- Manage investigations to ensure to avoid conflict with other units.

Revised July 1, 2011

360.30 Investigative Unit Personnel

General Duties:

- Keep their commander informed of all matters coming to their knowledge relating to the interest of the department. They shall use their best efforts in the prevention and suppression of crime, and in the detection and apprehension of criminals.
- Give diligent, efficient, and prompt attention to the investigation of crimes assigned to them and utilize all agencies at hand and elsewhere for the clearance of crimes by the arrest of the offender and the recovery of stolen property. They are responsible for proper and complete preparation of their cases for court.
- Familiarize themselves with criminals, their practices, haunts, associates, and acquaint themselves with the various modus operandi used by criminals in the commission of their crimes.
- Conform strictly to the rules and regulations and procedures of the department.
- Perform all duties as assigned to them by their commander, and shall be responsible for the completion of the same.
- Cooperate with all other personnel, units, divisions of this department, along with all other agencies within the guidelines of the department.
- Keep their commander informed on the progress of their investigations. They shall report the need for further guidance when further seems impossible.
- When a case has been assigned to an investigator, s/he shall interview the complainant, and consult with the complainant from time to time regarding the progress of the case, until it has been closed.
- Investigators shall submit a written report of their action on each case on which they have performed any work.
- Report to their commander at the beginning of the tour and as required during their tour of duty.
- It shall be the duty of investigators to render assistance, to other members of the department, but they shall not interfere with or work independently upon any case, unless by the direction of their commander.
- After a suspect is arrested in a case, the investigator is responsible for preparing the case for prosecution. S/he shall submit a summary of all facts relating to the crime and the arrest. There shall be included a brief resume of the testimony to be offered by each person who should be subpoenaed.
- An investigator will be responsible for maintaining a “working file” on each case assigned to her/him. This file will contain copies of all reports, statements, lab examination results, or any other information pertaining to that case. The unit head or a designee shall have accessibility to these working files. When the case is closed or pended the entire working file will be sent to the records unit. The records unit will then be responsible for these files until such time as the case may be reopened, microfilmed, and/or purged.
- When an investigator develops evidence in the furtherance of their investigations, that evidence shall be submitted to the property room via the Evidence Manager.
- Investigators will ensure that police department data is submitted to the records unit for processing, scanning, and storage.

- Investigators will not store evidence in their home units or at their desks. Evidence must be submitted to the property room as soon as practicable or returned to the custody of the property room when analysis is complete.
- Investigators will communicate with the district roll calls in their respective areas of responsibility regularly, to exchange criminal intelligence information, crime statistics, crime trends and other relevant information.
- Investigators will prepare and issue pickup for suspects-and provide officer safety and information for other units, officers, and agencies when necessary to assist the investigator with his/her case.
- Investigators shall coordinate efforts with other investigative units to avoid conflict.

Revised June 6, 2016

361.00 Family and Sexual Violence Unit

Function:
The Saint Paul Police Department Family and Sexual Violence Unit (F.S.V.U.) are headed by a commander who reports to the assistant chief of major crimes and investigations.

The F.S.V.U. has four sections, family violence, elder abuse, predatory offender registration, and sex crimes. These four sections act independently in regard to case specialties with each having an executive sergeant.
The sex crimes section is charged with the responsibility of investigating all reported cases of criminal sexual conduct, indecent exposure, obscene phone calls, peeper, all other sexual offenses and child abuse.

The family violence section is charged with the responsibility of investigating all cases of physical abuse that are interfamilial in nature, involving victims who are over 18 years of age. Husband/wife, boyfriend/girlfriend, and shared children parents are all considered interfamilial.

The F.S.V.U. does not handle cases of babysitters, and daycare operators, or cases that involve order for protection, restraining order, or no contact orders where there is no interfamilial relationship.

CSC:
The Saint Paul Police Department has agreed to the Ramsey County Adult Sexual Assault Protocols, which are outlined in the Sexual Assault Protocol Booklet upon entrance to the police academy. An additional copy of this booklet is available through the F.S.V.U. commander upon request.

In cases of severity or serious immediate public safety are concerned the watch commander, during evening hours, and or sex crimes unit will be called. The scene will need to be examined and held for processing for potential evidence.
- Officers will exercise tact in all interviews with victims.

- If the victim consents, officers will bring the victim to [redacted] to meet with the sexual assault nurse. This alleviates the need to re-interview the victim multiple times and to obtain the CSC evidentiary kit.
- Evidence will be collected at the scene and photographed.
- Evidence at the hospital/medical facility will need to be collected and turned into the police property lockers or in cases of a CSC kit placed in the refrigerator using the Evidence Manager.

[redacted]

When the victim is a juvenile, parental consent should be obtained or a juvenile court order is applicable. Juvenile victims can be brought to [redacted] for a more comprehensive child exam. MCRC accepts children less than 13 years of age for all sexual assaults and under the age of 18 years old if the crime is interfamilial or the crime is committed by a person in authority. [redacted] All other protocols should be followed in cases where juveniles are victimized.

If the victim gives indication that s/he has ingested a so-called "date rape" drug, such as GHB or Rohypnol, the SANE will collect a urine sample from her/him. This specimen will be placed in a DUI kit issued by the BCA. [redacted] will have these kits available on site. Once complete, the DUI kit will be turned over to the officer along with the CSC kit. Both kits must be submitted into the property room using the Evidence Manager under the same case numbers and turned into the CSC refrigerator in the property room.

Child Abuse, Battering or Abandonment:
(See General Order 437.02: Use of Detention and Arrest)

The original officers responding to the call should obtain the necessary information for an original report. Information should include a specific description of the child's injuries or suspected injuries, the victim's account of what happened (if old enough to talk), statements or information obtained from possible witnesses, relevant information from available others who know the family, the circumstances as to how the abuse was discovered and reported, etc.

The officer who takes the initial report of an assault or criminal sexual conduct on a child must deliver a copy of that report and a copy of the child protection worker's child abuse outline to the F.S.V.U.

Photographs of visible injuries must be taken, preferably at the scene if the injuries do not require immediate medical care, rather than at the hospital. Photographs can also be taken of the scene if evidence is present or the cause of injury can be clarified.

The officer can take the child into immediate custody (Minnesota Statute 260C.175) if the officer reasonably believes the child is in "surroundings or conditions which endanger the child's health or welfare." This decision should be based upon one or all of the following:

- The police officer's professional opinion based upon experience.
- A physician's report and recommendation.
- Other professional information or advice.

When an officer decides to place a police hold on a child under the age of 12, the child must be transported to [redacted] for examination prior to placement in an emergency shelter home. The officer will call the numbers posted in the [redacted] for an available shelter home and complete a detention form. The pink copy of the form will be sent to the juvenile unit and all remaining copies presented to the shelter home staff when the child is delivered. If the child to be placed is 13 years of age or older, a decision to place a hold on the child will be made by the F.S.V.U., the juvenile unit, (or the watch commander when the juvenile unit is closed). It is important that every effort is made to notify the parent or guardian that the child has been taken into custody and this should be noted in the report.

Officers should determine if the child needs medical attention. The child should be taken to a medical facility preferably [redacted] for a medical evaluation.

Revised June 6, 2016

361.10 Predatory Offender Registration (POR) Unit

Purpose:
This policy establishes procedures for the registration of predatory offenders and to provide for community notification, as deemed appropriate, relative to the release of those offenders, while maintaining the legally required privacy and other rights of those offenders.

It is the policy of this department to provide the information authorized by law consistent with the needs of public safety and the legal rights of the offender. The Department will exercise any and all discretion afforded by applicable laws.

Authority:
Minnesota Statute 243.166 — Predatory Offender Registration
Minnesota Statute 244.052 — Community Notification (Prison)
Minnesota Statute 244.053 — Community Notification (non-prison)
Minnesota Statute Chapter 13 — MN Government Data Practices Act

Registration Process
If an offender is not registered in the state of Minnesota and is living in the City of Saint Paul, the offender is required to meet with local law enforcement and register as a predatory offender. This initial registration process will be completed by the Predatory Offender Registration (POR) Unit. The offender must meet in person and complete a Bureau of Criminal Apprehension (BCA) POR Form. DNA will be collected (pursuant to Minnesota Statute 299C.105 Subd. 1) by the officer registering the offender. The offender will then have a photograph and fingerprints taken by the Ramsey County Sheriff's Department. The Registration form, DNA, photograph, and fingerprints will be sent into the BCA.

If an offender is registered and is moving to or moving within the City of Saint Paul then the offender must come into the Saint Paul Police Department and make contact with the POR Unit to make changes to his/her registration. These changes are made on a BCA Change of Information (COI) form. This must be done in person and a signature is required on all paperwork. Offenders must complete in person the following changes:

- Primary Residence
- Secondary Residence
- School
- Employment
- Vehicles

The paperwork will be forwarded to BCA by the POR unit.

Homeless offenders are required to meet once a week within the jurisdiction in which they are staying. All homeless offenders living within the City of Saint Paul are required to register. The offender will meet with a POR officer and complete a one page BCA Lack of Primary Address Form which needs to be signed by the offender. This paperwork will then be forwarded to the BCA by the POR unit.

Community Notification

The Minnesota Department of Corrections (DOC) will provide the department with notification of sexual offenders as defined in Minnesota Statute 243.166 at least 14 days prior to release from prison or parole. The notification will be in the form of "Offender Fact Sheets."

Community notification does not involve offenders assigned to half-way houses, residential treatment programs, or those under continued supervision of the DOC. It also does not apply to those offenders sentenced to community correction facilities, such as the workhouse.

Levels of Risk / Notification: There are three levels of risk that offenders may be assigned by the DOC. Notification must be planned within two weeks after the DOC notifies the department.

Level One

Lowest risk level: Local law enforcement will be notified when an offender moves to the city as well as any victims within the city that request that information.

Level Two

Moderate risk level: Partial community notification is applicable to where a possible victim may be, based upon where the offender is living, working or visiting. Examples are local home day cares/day care centers, schools, parks and recreation centers. Law enforcement is required to notify these establishments, which is usually done by mailing out a letter however it can be done verbally, electronically, or by the discretion of the POR unit to meet the notification requirements.

Level Three

Highest risk level: Information on all level three offenders are public data to include: name, birth date, physical description, photo, offense information, and the block in which s/he is living. The DOC will place the level three offender on a public website after they receive the authorization from the law enforcement that has jurisdiction on where the offender is living. The community will be notified by a mailing, full community notification, phone message, electronically or at the discretion of the Saint Paul Police Department.

The offender is not allowed to attend the community notification meeting if the offender is the topic, pursuant to Minnesota Statute 244.052 subd. 4.\

Unassigned Risk Levels
The POR unit has the authority to request the DOC to evaluate the offender if the offender is moving to Minnesota from another state to determine if a risk level is needed. If this is not requested, an unassigned risk level offender can be treated as a level two offender on out of state offenders per Minnesota Statute 244.052 subd 3A (e).

The BCA will also notify the POR unit on all offenders with risk levels, as well as offenders without risk levels who move to or within the City of Saint Paul. Clerical will then notify each district of these changes.

Risk levels are assigned to registrants who are released from prison on or after January 1, 1997. Juvenile offenders convicted of a predatory offense are not assigned a risk level. Out of state offenders are not assigned a risk level but one can be requested (see above). Offenders who have not been subject to the prison system are not assigned a risk level.

Data Practices:
Some level three POR data is public and available on the BCA POR Web site. Other information is private and to be used for law enforcement purposes (Minnesota Statute Chapter 13).

Revised July 1, 2011

361.20 Elder Abuse Unit

Minnesota Statute 626.557 mandates that law enforcement professionals who have knowledge of the abuse or neglect of a vulnerable adult or have reasonable cause to believe that a vulnerable adult is being or has been abused or neglected shall immediately notify the Department of Human Services common entry point per Minnesota Statute 626.557 Subd. 4.

The crimes against the elderly unit is charged with the responsibility of investigating all reported cases of abuse or neglect involving victims over the age of 65 and involving vulnerable adults. The investigators are under the direction of the family violence and sexual assault commander.

Upon receiving a report involving victims meeting the above criteria, investigators assigned to the crimes against the elderly unit will notify the Department of Human Services common entry point and investigate these crimes or assign to the proper investigative unit. The investigators may work in conjunction with other units, local, county, state and federal agencies while conducting their investigations.

Revised August 13, 2015

362.00 Arson Investigations

The Saint Paul Police Department Arson Unit investigators and the Saint Paul Fire Department Arson Investigation Unit work cooperatively.

The fire department investigators determine the cause and origin of fires. Arson unit members receive cause and origin training and may assist in determining cause and origin or will assist fire investigators when requested.

When arson is suspected, fire investigators notify police investigator(s). The investigation shall proceed with the objective of collecting sufficient evidence for origin, cause of the fire leading to arrest and prosecution. If other crimes are discovered as a result of the arson investigation (e.g., homicide) the information and evidence will be turned over to the proper investigative unit. The arson investigator will assist as needed.

Arson unit member(s) respond to fire scenes to assist fire investigators when there has been a death associated with the fire, when a death may result or when fire investigators need assistance (e.g., major fires, explosions, etc.).

In addition to arson fires, the arson unit investigates false fire alarms and tampering with fire alarms when the suspect(s) are adult.

When the crimes investigated by the arson unit are clearly suspected to have been committed by juvenile offenders, the case is normally turned over to the juvenile unit.

From time to time, investigators assigned to other units may receive training in arson investigation. These investigators will serve as back up arson investigators when the regularly assigned arson investigator is unavailable or requires assistance at a scene such as a fatal or major fire.

Revised July 1, 2011

363.00 Auto Theft

The Saint Paul Police Department Auto Theft Unit is charged with the responsibility for the investigation of all attempted and reported cases of stolen motor vehicles, the apprehension and prosecution of offenders and the recovery and return of such vehicles to their rightful owner, when an adult is known or suspected of being the perpetrator. The youth services section will investigate cases with juvenile suspects.

Maintain working case files, tickler files, as necessary to their functions as authorized by the unit head.

Revised July 1, 2011

363.10 Auto Theft Preliminary Field Investigations

Upon the receipt of a call alleging a motor vehicle theft the officer will:

1. Contact Ramsey County Emergency Communication Center (RCECC) data channel to determine if the vehicle may have been towed by a private contractor or repossessed.
2. Prepare an original report.
3. Enter the property as stolen using the Evidence Manger.
4. Upon the completion of the call by the field units, place necessary administrative data on the complaint memo and forward to the records unit.
5. Contact RCECC data for entering the vehicle as a stolen in the NCIC system.

Notification of RCECC:
Upon receipt of a stolen auto call from the RCECC or on tour notification from a citizen, the officer will proceed to the location of the call or the alleged theft location and prepare a report following the procedure as set forth in the report writing manual, even when the car was recovered at the same time.

If the auto has been stolen, the officer preparing the auto theft report will notify the RCECC of the theft promptly by phone, giving the following information to be entered into NCIC:

- License number of the car
- Year and type
- Serial number, VIN
- Make, year, model, and color
- Record owner's address, phone number
- Location of theft
- Complaint number

Stolen vehicle information and the notification of RCECC about the stolen auto information shall be documented in an original police report.

The reporting officer will decide and instruct RCECC whether the vehicle should be broadcast as a stolen or as a stop and identify in the case of a breach of trust. Under questionable cases, or cases lacking information, the auto theft unit will verify if a vehicle is to be considered a stolen auto. Sufficient information for a broadcast via radio and electronic methods would be year, color, model, and license number. Officers will prepare an original report even if the complaint is lacking some information. Instruct the complainant to contact the auto theft unit with the additional information.

Auto Theft – Notification of Registered Owners
In all cases when a stolen auto is recovered, the officer shall ensure that RCECC has attempted to contact the registered owner when a phone number is listed in the NCIC comments. Registered owners shall be given the option to recover their vehicle within a reasonable amount of time in lieu of automatic impoundment.

Auto Theft Recoveries-Towed to the Impound Lot:
A recovered stolen vehicle represents a crime scene and therefore will be processed by only sworn police officers or personnel from the forensic services unit.

Sworn police officer recovering stolen vehicles will:
1. Thoroughly search all vehicles for suspect evidence, turning in all contraband, weapons, and valuables discovered.
2. Enter the recovered vehicle in the Tow Manager prior to the vehicle reaching the impound lot.
3. If the license plates have been removed from the recovered vehicle, officers will document the plates are stolen in the recovery report and notify RCECC of the stolen plates for NCIC entry.
4. Notify the emergency communication center of the recovery identifying the recoveries by license number, make and model and location of recovery.
5. If the auto is missing major parts (stripped) it will be towed to the impound lot and placed on "hold for auto theft" for processing.
6. "Holds for auto theft" should only be placed on a vehicle for evidentiary purposes other than fingerprinting and/or photographing that can't be taken care of on the street.

Auto Theft Recoveries - Turned Over to the Owner:
A recovered stolen vehicle represents a crime scene and therefore will be processed by only sworn police officers or personnel from the Forensic Services Unit.

Sworn police officers recovering stolen vehicles to be turned over to the owner at the scene of the recovery will:
1. Thoroughly search all vehicles for suspect evidence, turning in all contraband, weapons, and valuables discovered.
2. Enter the recovered vehicle as recovered and turned over to the owner in the Evidence Manager.
3. If the license plates have been removed from the recovered vehicle, officers will document the plates are stolen in the recovery report and notify RCECC of the stolen plates for NCIC entry.

4. Notify the emergency communication center of the recovery identifying the auto by license number, make and model and location of recovery.

RCECC:
The officer will notify the RCECC so their personnel can broadcast a cancellation and call a contract tow company if not turned over to the owner.

Recoveries Out of City:
Upon receipt of information relative to a Saint Paul stolen vehicle recovered out of city, the investigator will write a supplemental report to include:

- Administrative data.
- The date and the location of the recovery.
- The agency that made the recovery.
- If the vehicle has been impounded, if so, where.
- The condition of the vehicle.
- If any arrest has been made, juvenile or adult.
- The name of the authority authorizing the cancellations.

Auto Theft Unit:
The auto theft unit will prepare a supplement report and note these changes in RMS, when necessary, when any change is made not already documented in the case status of an auto theft incident. (See General Order 439.01: Property and Evidence Procedures and General Order 445.00: Towing and Storage Procedures/Authority)

Revised June 6, 2016

363.20 Breach of Trust

Breach of trust is a generic term used for documenting the origination date of a civil dispute in which a vehicle is taken under circumstances other than auto theft.

Examples of situations in which a breach of trust report should be taken:

- An auto dealer lets a vehicle out for a test drive and the vehicle is not returned in the period of time designated.
- A rental car agency lets a vehicle out and the renter does not return the vehicle within the prescribed time.
- A business setting where an employee has the vehicle in the field and does not return it to the business.
- A situation where the vehicle is loaned to another for a certain length of time and the vehicle is not returned as promised.
- A situation where an intimate relationship develops, even if short in duration, where the owner/possessor of the vehicle finds her/his vehicle missing.

A domestic situation where a "significant other" takes the vehicle is an example where no report should be taken. This is an example of civil a matter, not a criminal matter, and the complainant should be advised to seek recourse through the civil court system.
If a breach of trust report is taken, the Evidence Manager process should not be used. An original report may be filed by the officer documenting the breach of trust. The complainant should be advised that the report documents the occurrence and that only the Saint Paul Police will have knowledge of the breach involving their vehicle. They should also be advised that the vehicle plates and VIN will be entered into our local databases as a breach of trust but not the national system as a stolen vehicle. Should their vehicle be stopped, it may be towed and the owner is responsible for all related expenses. If the person opts to not have a breach of trust report taken, they should be advised to call the auto theft unit after 30 days in order to report the vehicle stolen.

When a vehicle taken in a breach of trust is returned to the owner, the complainant shall be advised to notify the department so an officer can submit a supplemental report stating the circumstances surrounding the return of the vehicle. The reporting officer shall notify RCECC and to ensure that the vehicle has been removed.

Officers stopping vehicles reported as a breach of trust shall positively identify, but not arrest, the driver and other occupants unless there are other reasons to make an arrest. Officers will also attempt to notify the owner to pick up the vehicle. If unable to make contact with the owner, have the vehicle towed to the impound lot so the rightful owner may recover the vehicle. Do not 'Hold' the vehicle for any investigative unit unless warranted by other circumstances, i.e. used in a crime.

Revised June 6, 2016

364.00 Fraud & Forgery

Worthless Documents:
Worthless documents include the following: non-sufficient funds (NSF) checks, account closed checks or no account checks, counterfeit checks, refer to maker of checks, forgery, offering a forged check, and financial transaction card fraud.

General:
Officers answering a call on account closed, NSF, refer to maker, stop payment or worthless electronic checks received within city limits that do not exceed $1,500 may present the complaint with the check diversion program card and direct the person to call the number on the card to report the circumstances to the Saint Paul Bad Check Program.

If the check writer's diversion is not successful, the case may be referred back to the fraud and forgery unit for further investigation and/or referral of the check writer for prosecution. The person who received the check must be able to identify the person who presented the worthless check or no prosecution is possible.

Checks not eligible for the program include promissory notes and/or arrangements to hold the check for deposit or credit extensions, second party checks, checks in which partial payment has been made, or checks that are currently in collections by a collections agency or attorney (checks can be forwarded to the check diversion program after the agency has sent them back as uncollectible).

Officers should make a report, and not make a referral to check diversion, in the case of:

- NSF, account closed, refer to maker, stop payment or worthless electronic checks received within city limits that exceed $1,500
- Counterfeit checks, altered checks, forged checks, fraudulent or stolen checks, checking account opened using fraudulent information and any situation where an arrest is made.

Offering a Forged Check:
A check is not an instrument of credit. It is a conditional promissory note of payment, or a savings account with special provisions. Successful prosecution requires the account holder to sign an affidavit of forgery which dishonors the check and creates the crime of offering a forged check. Furthermore, the check must be accepted in person within the corporate limits of the City of Saint Paul. The individual or merchant who accepts the check is the victim and must be able to identify the person who offered the check. The officer should write an offense report.

Financial Transaction Card Fraud:
The person who accepts the credit card must be able to identify the suspect or prosecution is precluded. This should be noted in the offense report. An affidavit of forgery is required for each transaction since each transaction is a separate crime and the original affidavit is turned in with the worthless document report.

The elements of the crime of financial transaction card fraud require that the charge card is lost or stolen; the owner did not authorize the use of the card or account number; and the suspect is the person who made the charge. In either case, the suspect is booked and a new picture and fingerprint card is created. The suspect of the misdemeanor crime is then tagged and released, while the suspect in a gross misdemeanor or felony case is jailed.

Forgery:
An aggravated forgery occurs when the suspect alters or falsely makes, with the intent to defraud, any writing or object other than a check or financial transaction card; with the intent to defraud, makes, engraves, possesses or transfers a plate or instrument to create a writing, check, or financial transaction card; or with the intent to defraud, utters or possesses any forged writing or object other than a check or financial transaction card.

All other acts of forgery involve the intentional use, destruction, altering, possessing, misplacing, falsely making, or mutilating writings or objects in an act intending to injure or defraud another person. The report is entitled forgery and may include, for example, such items as a forged birth certificate, a forged marriage license, or a false college transcript or diploma. For successful prosecution, the victim must be able to identify the suspect presenting or possessing the forged object or writing.

Counterfeit Currency:
Write an offense report describing the circumstances of recovery, follow proper cash handling procedures (General Order 439.06: Money Storage) and turn the currency in as evidence.

Embezzlement:
The officer will write a police report documenting the basics of the crime. The fraud and forgery unit will provide the complainant with a Reporting White Collar Crime Packet. Do not write an offense report unless the complainant is turning in the completed packet at the time the report is requested.

Bank Fraud:
A suspect will use artificial means to inflate his/her bank account, usually by depositing fraudulent checks then making a series of withdrawals via ATM or teller.

Checks used are often from accounts opened for fraudulent purposes, checks from closed accounts, or checks stolen or taken in burglaries. The best indicator of a bank fraud is the dollar loss to the bank.

Identity Theft:
Identity theft is to transfer, possess, or use an identity which is not the suspects own for fraudulent purposes. The crime of identity theft is reported in the jurisdiction in which the victim resides. Write an offense report and turn any evidence into the property room during business hours. Outside of business hours such evidence shall be turned into a property locker following procedures for turning in evidence/property under General Order 439.02 Submitting Property/Evidence.

If there is any question as to procedure or practice in a situation, contact the fraud and forgery unit for assistance.

Evidence:
Turn any checks, documents, affidavits, sales slips, counterfeit currency, and security tapes provided as evidence shall be turned into the property room during business hours. Outside of business hours such evidence shall be turned into a property locker following procedures for turning in evidence/property under General Order 439.02 Submitting Property/Evidence.

Revised October 14, 2013

365.00 Homicide and Robbery Unit

Function:
The Saint Paul Police Department Homicide and Robbery Unit is headed by a commander who reports to the assistant chief of the major crimes and investigations division. The homicide and robbery unit is charged with responsibility for the investigation of all reported

cases of assault, homicides, robberies and other related crimes including attempts for the purpose of apprehending and prosecuting the perpetrators thereof. This unit will additionally investigate:

- Kidnapping
- Impersonations of police officers
- Abduction
- Suicide attempts (aiding and abetting)
- Riots
- Disorderly conduct cases
- Bigamy
- Coercion
- Assaults on departmental personnel
- Questionable deaths
- Officer-involved critical incidents
- Robbery
- Cold Cases
- Harassment, stalking and terroristic threats (non-domestic)
- Unlawful possession of tear gas and/or electronic control devices
- Drive-by shooting and other offenses involving the intentional and/or accidental discharge of a firearm
- Unlawful possession of bullet proof vest offenses

These duties are in addition to the primary functions, unless the perpetrator is known to be a juvenile.

Preliminary Homicide Scene Procedures:

Purpose: To clarify the initial procedures to be followed to ensure protection and preservation of any possible evidence at the scene of a homicide.

First Officers at the Scene:

The first officers at the scene largely determine the success or failure of the subsequent investigation. Clues which are destroyed through thoughtlessness or carelessness can never be brought back again and thereafter the task of reconstruction may be impossible.

Remember -- only the necessary number of police personnel should conduct the initial investigation. The least number of personnel permitted into the crime scene area the better.

1. Ascertain that the victim is dead.
   A. Give medical aid if there is any doubt.
   B. Should the victim have to be moved, make mental note of the position of the body and the immediate area around same to include any objects that are present.
2. Be accurate and methodical in all you do. Do not lose your composure.
3. Make written notes for your report regarding:
   A. How call received (radio, telephone, citizen)
   B. Time call received and time you arrived at scene
   C. The weather conditions
   D. Who was present at scene upon your arrival

E. Everything that you observe, to include reactions

4. Protecting the scene:
   A. First officer at the scene shall request a district supervisor to come to the scene.
   B. The officer will then find a position at a reasonable location at or near the scene to keep unauthorized persons, including other police personnel away from the crime scene.
   C. The officer assigned to guard the crime scene will record in a report the names of all persons entering the scene. This officer will be responsible to start a Crime Scene Sign-in (PM 607-10R). This form requires all personnel entering the scene to provide the following information: printed name and signature, their agency and unit assignment, the time of entry and exit, and the reason for entry into the crime scene.
   D. The officer will advise the supervisor of the situation.

Supervisor at Scene:
The supervisor, on arrival, is in charge of the scene, and is responsible for the continued protection and preservation of the scene.

1. Notify the watch commander and advise of the situation. When no watch commander is on duty, the supervisor will contact the on-call chief. This should be accomplished by telephone if possible, preferably not the phone at the crime scene.
2. Supervisor will take charge protecting the crime scene until homicide or forensic laboratory personnel arrive to take charge.

Homicide Unit or Forensic Services Personnel:

1. Upon arrival at the crime scene by an investigator or forensic services personnel, these personnel will assume control and responsibility for the crime scene itself and the continued investigation.
2. All other police personnel will take their orders from the investigator or forensic services personnel until excused from the scene by them.

General:

1. The homicide unit investigator in charge of the scene will determine when and what information will be given out. All police personnel shall refrain from discussing anything pertaining to the crime or crime scene with unauthorized persons (press, spectators, etc.). The public information officer will field calls from the media. (See General Order 235.60: News Media)
2. No one will enter the crime scene without approval from the officer-in-charge and will only enter after having signed the crime scene log sheet.

3. All personnel entering crime scene will prepare a written report detailing why they were there, what they did, and what they observed.

Revised May 16, 2013

366.00 Forensic Serivces Unit

The Saint Paul Police Department Forensic Services Unit (FSU) exists to provide quality forensic services to our clients.

The FSU is committed to performing unbiased forensic analysis which is accurate, precise, reliable, and timely. The staff is a combination of both civilian professionals and police specialist. The unit reports to the lab manager.

Functions:

- Provide information in the areas of forensic science and fingerprint identification
- Latent print processing, comparison, and AFIS searching
- Provide services in the areas of photography and crime scene investigations – general crime scene documentation, collection, processing, presumptive blood testing, and species specific blood testing
- Provide examinations of physical evidence – DNA and trace evidence collection
- Maintain records as required
- Conduct forensic mapping and diagramming
- Provide crime scene reconstruction services
- Provide crash reconstruction services

Forensic Services Truck -- Special Purpose Vehicle:
The forensic services support vehicle, contains supplies and equipment to be used at crime scene sites for the processing of crime scenes and for the documentation and collection of evidence. Only forensic services personnel are authorized and trained to use this vehicle.

The responsibility for the contents of the vehicle as it relates to crime scene processing rests with the forensic services unit manager or a designee. Mechanical maintenance of the vehicle is provided by the motor fleet unit. The vehicle must be operated by a forensic services employee with a valid driver's license when used in its capacity as a support vehicle. Other authorized use of the vehicle is permitted by the motor fleet unit personnel for maintenance purposes or personnel working on the vehicle performing general maintenance. Any other use of the vehicle requires permission from the assistant of chief support services and administration, the chief of police, or manager of the forensic services unit.

Revised July 12, 2013

368.00 Youth Services Section

(See General Order 437.00: Juvenile Procedures)

The Saint Paul Police Department Youth Services Section is headed by a commander accountable to the assistant chief of major crimes and investigations. The unit head is subject to the general duties of the major crimes and investigations division unit heads. Additionally, he/she will require and administer an annual evaluation of all enforcement and prevention programs relating to juveniles. Unit personnel are accountable to the unit head for the performance of their duties.

The Saint Paul Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. In support of that concept

and to function effectively in the juvenile justice field, the department will maintain a close working relationship with other components of the juvenile justice system. The Ramsey County Attorney's Office, Ramsey County Corrections Office, Ramsey County Juvenile Court and the Minnesota and Ramsey County Departments of Human Services are all critical to the successful accomplishment of our enforcement and prevention objectives.

Functions:
Investigate all cases except homicides, burglaries and criminal sexual conduct coming to its attention where juveniles are suspected of committing the crime.

- Investigate crimes, apprehend juvenile offenders, and conduct follow-up processing of youth arrests.
- Within guidelines established by the juvenile court and the Ramsey County Attorney's Office, coordinate and/or prepare court cases in which a juvenile offender is involved.
- When and where appropriate, adjust cases and direct juvenile offenders out of the juvenile justice system.
- Recover and return stolen property to the rightful owners.
- Assist the crime prevention unit in designing and implementing programs intended to prevent and control delinquent and criminal behavior by youths.
- Maintain juvenile arrest files, working case files and tickler files as authorized by the division commander and in accordance with Minnesota Statute 260C.171.

Fire and Emergency Evacuation Procedures for Juvenile Holding Cells:
In case of fire or other event which would require the evacuation of the building or immediate area:

- It is the responsibility of the officers in the youth services section report writing room to check and clear all cells of prisoners.
- The youth services section investigator assigned to the office at the time will do a second sweep of all juvenile holding cells and clear any remaining prisoners.

- There are fire extinguishers located in the youth services section and in the main hallway immediately outside of the juvenile holding area cell.

Police Athletic League:
The police athletic league (PAL) promotes positive relationships between police officers and at-risk, inner-city youth through community-based educational and recreational opportunities. PAL will help to guide our youth away from negative behavior such as gangs, violence and drugs, by providing alternative activities for our youth, while establishing a rapport with police officers serving as mentors and role models. Officers will have the opportunity to have a positive impact on the lives of inner-city youth and guide them to become productive and contributing members of our community.

PAL will be staffed by a coordinator who will be responsible for all administrative duties to include overseeing grants, budgets, reporting and other administrative duties listed below. The PAL coordinator will organize and coordinate the PAL summer field trips and summer youth employment.

Functions:

- Supervise PAL officers and civilian staff who work as coaches, mentors, chaperones, and volunteers.
- Coordinate and schedule PAL games, practices, and field trips.
- Order and maintain equipment for PAL activities.
- Seek out grants, donations and make regular reports.
- Oversee the PAL budget.
- Complete PAL quarterly and annual reports for national PAL grants and juvenile reports.
- Coordinate transportation between Saint Paul Public Schools, transportation, parks and recreation, and municipal athletics to schedule PAL teams into the park leagues.
- Facilitate acceptance of Saint Paul's local PAL program into the National PAL Chapter's Organization.
- Perform public speaking on youth programs.
- Organizing PAL banquet activities.
- Coordinate the distribution of mailings, summer programming sign-ups.
- Approve staff uniform / equipment purchases.
- Maintain the PAL website.

PAL staff requirements:

PAL staff will be responsible for coordinating year-round seasonal athletic teams Additional duties will include programming and maintaining youth rosters and ordering uniforms, equipment, and inventory. This will allow time to coordinate and prep during the offseason.

Revised July 1, 2011

369.00 Missing Persons Unit

Also see General Order 435.00: Missing Persons

The Saint Paul Police Department Missing Persons Unit shall be directly responsible to the commander of the youth services section.

Duties and Responsibilities:

- Responsible for attempting to locate persons reported to be missing, except where kidnapping or abduction is involved.
- Investigate the circumstances surrounding the mysterious disappearance of persons to assist in the proper direction of efforts to locate them.
- Initiate and coordinate teletype, radio and other messages pertaining to missing persons.
- Notify the appropriate investigative unit if foul play is suspected in the disappearance of a person and provide that unit with all information available.

- Coordinate the Project Life Saver Program and maintain equipment.
- Update cases at the 30, 60 and 365 day anniversary dates, and document the updates in a supplemental report.

Revised September 15, 2015

370.00 School Police Patrol Coordinator

Purpose

The school police patrol coordinator is staffed by a police officer, who is under the authority of the youth services section commander. The school police patrol coordinator is responsible for school patrol operations for the Saint Paul Public School district personnel; transportation department, principals, school staff, and school patrol members to provide safe and efficient service to students of the City of Saint Paul.

Functions

- Coordinate the city's school police program in cooperation with Saint Paul schools.
- Provide training of school patrol officers in general traffic safety and school crossing techniques.
- Assist assigned school staff in supervising school police operations by periodic inspection of crossing and bus operations.
- Assist school staff in determining safe routes.
- Investigation and charging of reported school crossing and school bus violations.
- Periodic inspection of school buses for proper equipment, operations, and loading in accordance with state statute and school district regulations.
- Provide information and referral to school staff on police services regarding general health and welfare issues involving school children.
- Coordinate with civic groups to secure ongoing support of the school police program.
- Coordinate with school transportation department personnel to determine and assess bus safety needs and/or all other related problems or requests.

General:

- Provide annual reports on school police patrol program activities
- Maintain records of requests and services provided.
- Perform other duties as assigned.

Revised July 1, 2011

372.00 Gang and Gun Unit

The Saint Paul Police Department Gang and Gun Unit commander reports to the assistant chief of the major crimes and investigations division. Unit personnel are accountable to the unit commander for the performance of their duties. Gang and gun unit duty assignments are citywide as determined by the unit commander or duty supervisor.

Rationale:
The Saint Paul Police Department recognizes the negative and pervasive influence that violent street gangs and guns have on the quality of life in our community. The department also recognizes that violent gang crimes and gun-related violent activities are a social phenomenon that requires a coordinated response between our police officers, our citizens, and the combined resources of the City of Saint Paul. The gang and gun unit is designed to combine resources in an effort to prevent and respond to illegal gang and gun activities in the City of Saint Paul.

Goals:
1. **Prevention:** Prevent young men and women of Saint Paul from entering into a violent, street gang lifestyle.
2. **Intervention:** Locate confirmed gang members and provide them with alternatives to the gang lifestyle.
3. **Apprehension:** Locate and apprehend confirmed gang members who have committed a crime or are in the act of committing a crime.
4. **Charge:** Charge suspects for illegally possessing firearms and/or committing gang-related criminal acts of violence.

Functions:
- Locate, arrest, and charge violent offenders of gang and gun crimes.
- Identify and monitor activities of confirmed gang members. Enter and update their information.
- Educate young men and women about the consequences of the gang lifestyle.
- Disseminate updated gang and gun information to the operations division.
- Provide activities that will lead to producing productive members of local communities.

It shall be the responsibility of the gang and gun unit to coordinate their strategies with whatever city, county, or private agencies that are appropriate in furtherance of their mission.

Revised July 1, 2011

374.00 Narcotics Unit

Narcotics Function:
The Saint Paul Police Department Narcotics Unit will enforce all existing laws pertaining to the abuse, possession or sale of controlled substances by offenders and to assist all other agencies, state, federal, and municipal, whose similar investigations bring them into the City of Saint Paul.
- Investigate any cases involving drugs.
- Obtain, execute and return search warrants.
- Interrogate suspects and prisoners.
- Assist the districts on squad calls that involve drugs.
- Develop and utilize informants.
- Assist other agencies on investigations within the city.

- Perform all presumptive drugs testing for all suspected controlled substances recovered where criminal charges are being sought for a violation of controlled substance laws.
    1. Narcotics hold book officers will be trained and certified to conduct presumptive testing.
    2. These tests will be conducted in a controlled environment and in accordance with the training and standards of the NIK Polytesting System.
    3. Investigators who have a case involving suspect's controlled substance violations can request testing by the Narcotics unit via an email to SPPD-narcotics@ci.stpaul.mn.us.
    4. Please specify the following in the email:
        1. Case number
        2. Item Number
        3. Description of item needs to be tested
        4. How quickly the item needs to be tested
        5. An email address where the results report should be sent

Investigative Fund - Narcotics:

[redacted]

All funds are subject to audit by the police or city accountant and state auditor. The funds will be reimbursed at least quarterly and at year's end.

[redacted]

Revised July 12, 2013

375.00 Vice Unit

The Saint Paul Police Department Vice Unit commander is responsible for the administration and coordination of the unit. S/he is accountable to the assistant chief of the major crimes and investigations division and is subject to the general duties of unit heads. Unit personnel are accountable to the unit head for the performance of their duties consistent with the general duties of investigators.

Vice Enforcement:

[redacted]

General Investigative Procedures:

Information related to organized criminal activity and vice activity is received proactively and reactively. Proactive information is obtained through the use of [redacted] self-initiated investigations. Reactive information is generated from police reports, citizen reports, reports from outside law enforcement agencies and anonymous sources. Vice personnel should promptly investigate all reported vice activity through the use of the following procedures:

- Interview complainants, witnesses, reporting officers and individuals suspected of criminal activity seeking information, statements, admissions, and confessions.
- Consult and communicate with other law enforcement officers, both within and outside the Saint Paul Police Department.

[redacted]

[redacted]

- Prepare and execute search warrants based upon probable cause and belief of criminal activity gleaned from the sources identified above.
- Render assistance to other law enforcement officers and agencies seeking to reduce and suppress criminal activity.

[redacted]

- Utilize publicity via the media and public meetings to gain support and encourage reporting of illegal activities.
- Investigate liquor licensing infractions, prepare cases of violations and make appropriate recommendations to the City of Saint Paul Department of Safety and Inspections (DSI).
- Conduct investigations related to legal and illegal gambling activities as governed by state law and city ordinance. Gambling infractions within the control of licensed businesses will be presented to DSI for appropriate civil penalties against business licenses.
- Vice unit staff conduct investigations related to domestic and international human trafficking in conjunction with the United States Immigration and Customs Enforcement and the Ramsey County Attorney's Office. Human trafficking includes sex trafficking and forced labor investigations.

Revised July 1, 2011

376.00 Automated Pawn System

Due to the intimate knowledge of items purchased by pawn shops, second hand dealers or insurance companies, and the fact that the Automated Pawn System (APS) has regulatory control over such shops, APS personnel (sworn and non-sworn) shall not privately purchase any items from such shops and/or insurance companies.

Under the supervision of the crime against property unit commander, the APS manager:

- Overseeing the day-to-day operations of the city's pawnshops.
- Initiating and assisting with investigations involving pawnshops and their clients.

- Working with out-of-city agencies on investigations involving the city's pawnshops and their clientele.
- Conducting on premise compliance checks to verify the accuracy of information provided to APS, as well as enforcing city ordinances pertaining to pawnshops.
- Monthly billing for APS fees collected by the pawnshops and the accounts payable related to participation in the APS.
- Supervising the APS jurisdiction administrator in the daily operations pertaining to the APS. Collecting and reporting data pertaining to the APS as needed.

District investigators should work with the Automated Pawn System when stolen property is located in a pawn shop.

Revised July 1, 2011

400.00 Social Service Agencies

Resources:
To ensure effective response to the vast array of social needs which confront the community, this department utilizes the "East Metro Community Resource Directory," published by First Call for Help.

Copies of this book are kept in the emergency communication center, each district office, watch commander's office and the youth services section. Officers shall familiarize themselves with the community resources available as listed in the directory.

Police officers are often required to respond to situations where all or a portion of the services required are best provided by a social service agency. Some instances will be complex and require both a police and social service response. In cases of a violent domestic dispute, the abuser may be arrested while the victim(s) would best be served by referral to a crises shelter or counseling service. There is often a need for officers of this department to refer citizens to the many agencies available to provide such aid.

Referrals are Appropriate:
- In all instances where health needs are necessary, such as the need for food, clothing, shelter or medical attention.
- Where the health or welfare of individuals is at risk because of their inability to care for themselves and/or failure of those responsible to adequately do so.
- When individuals are the subject of abuse, whether sexual, physical or mental and are in need of advocates and protection.
- In cases of substance abuse, especially in situations where children or family members suffer as a result -- rehabilitative and counseling services may be in order.
- Whenever a need for educational or employment assistance is necessary.
- When civil rights are abused (e.g., by landlords).
- In situations of great stress, emergency, or crises where a supportive network is needed to maintain stability. Examples of such instances include: deaths, suicide attempts, divorce, sexual assault or any extremely traumatic experience.

- For family or juvenile problems including domestics, runaways, or where family counseling and/or youth advocacy needs are apparent.
- For victims of crime who seek reparation or assistance.
- For youth recreational alternatives.
- Where there is need for financial assistance, such as energy assistance, housing supplement, etc.
- Where interpretive, signing, protective or similar services are needed.

While the above criteria, does not address every situation, they do represent some of the most common and also serve as a guide to officers in applying good judgment and resourcefulness to others.

Revised July 1, 2011

401.00 Medical Emergency

Medical emergency is an unforeseen event affecting an individual in such a manner that a need for immediate medical care (physiological or psychological) is created. The Saint Paul Fire Department Ambulance / Paramedic Unit is designated as the primary transporting agency for emergency sick and injured persons to a hospital.

Therefore, if while on tour or upon receipt of a call and subsequent arrival at the scene, police officer(s) determine a medical emergency exists a fire department ambulance/ paramedic unit will be requested. Police officers will render first-aid at the scene of any crash or other incident where there are injured persons when they arrive before the ambulance.

Exceptions:

- There will be instances when officers come upon an injured or sick person while on tour in which the circumstances and good judgment dictate that the police unit will handle the situation summarily. The prime consideration in these instances will be the victim's welfare.
- In situations where an officer comes in contact with an injured party being transported to a medical facility in a civilian vehicle, the officer should provide first-aid to the injured party. If treatment required is beyond the capabilities of the officers, paramedics or ambulance service should be requested. Because a civilian vehicle would not meet the statutory definition of an emergency vehicle, escorting of such vehicles is prohibited. This does not prohibit officers from transporting the injured party if, in the officer's opinion, such action is warranted.
- A relative or friend may accompany the victim in a police vehicle en route to the hospital. This party can be of assistance in registering the victim, providing victim's medical history and to take charge of the victim's belongings. This would be especially true where the victim is a juvenile and parental consent is necessary before the hospital can begin treatment.

Revised July 1, 2011

401.01 Hospital Procedures

[redacted]

4. Prepare a police report.

General:
Be alert for a possible criminal situation, i.e., battered children, pill bottles, alcohol containers, etc.

If you are suspicious of the cause of injury, detail the circumstances in a report and call it to the attention of your supervisor. A report is required if the situation is an incident that requires police action.

Officers who come in contact with contagious diseases will prepare a report stating the circumstances.

Revised July 1, 2011

401.02 Illness, Injury or Death Notification

Police officers are regularly called upon to investigate incidents involving serious injuries, illnesses and death. During the course of these investigations it often becomes necessary to notify the next of kin.

Whenever such notifications are required, the officer shall obtain complete and accurate information concerning the person's name, address, nature and extent of injuries or illness, circumstances of death, hospital, funeral home or other pertinent location involved.

The officers will contact a police chaplain, brief the chaplain of the circumstances surrounding the incident at a place away from the next of kin before the notification is made, and together they will make every effort to contact the next of kin in person or, if in another city, to have a police representative from that city notify the next of kin in person. If at all possible, death notification by phone is to be avoided. Notifications concerning serious

injuries or illness may be made by telephone when time is of the essence and expeditious notification is necessary.

If an officer is detailed to make notifications of a similar nature as a result of a request from other jurisdictions, the officer will contact a police chaplain, and together they will make every effort to promptly notify the next of kin in person. If the notification cannot be made, the requesting agency will be notified of that fact and the reason the notification could not be made.

If a chaplain cannot be located, the officer will make the notification in a considerate manner and assist the family in anyway he or she can.

Revised July 1, 2011

401.03 Notifications

Notifications of Medical Examiner and Watch Commander:
Officers who arrive at a scene where a death has occurred under circumstances which appear suspicious shall notify their supervisor who will take charge of the scene. The supervisor will notify the medical examiner of the death. The on-scene supervisor will notify the watch commander or homicide and robbery unit of the nature and circumstances of the death.

Revised July 1, 2011

402.00 Animal Bites -- Injured Animals

Injured or Dead Animals:
Owner present:

- It is the owner's responsibility to have animal cared for or removed.

Owner is undetermined:

- Saint Paul Animal Control will respond (available on car to car talkgroup and by phone during business hours.) If the animal is injured after normal working hours and officer safety is a risk (animal is too vicious or threatening) refer to the emergency call roster (contact data). An officer should stand by until animal control is on the scene.
- For severely injured deer that are down, Animal Control can respond to dispatch and remove the animal. If the animal is dispatched by the police officer, or already dead, public works will be the contact for removal. If the police officer dispatches an animal, the incident must be documented in a police report. If a party would like to take possession of a dead deer and no Department of Natural Resources conservation officer is available, a police officer may issue a Road Kill Deer Possession Permit.
- Raptors (birds of prey) hold special status alive or dead. Contact animal control or deliver these animals to the shelter.

Animal Bites:

1. Prepare an animal bite report according to instructions in the report writing manual.

2. If you have an animal to be impounded and the animal shelter is closed [redacted] message providing information as to where the animal came from and why it was impounded when the animal is dropped off.
3. Saint Paul Animal Control personnel will answer all calls on vicious animals during their working hours. There are occasions when it may be necessary for them to call the police for assistance. Once the animal is subdued, the animal control officers will assume the responsibility of the animal. Injured animals, not involved in a human bite, should be referred to animal control.
4. Dogs and cats which have been involved in a human bite incident must be quarantined for ten days. If the animal is apprehended and it is possible to hold the dog and the owner is unknown, call animal control. If the animal is destroyed in the field (General Order 246.06: Use of Firearms/Deadly Force) call the animal shelter during normal working hours. When it is necessary to destroy an animal do not damage the head in the process. If it is necessary to deliver a dead animal to the animal shelter by the police, suspected rabies only, the animal is to be placed at the animal control shelter and information left on an available form (clipboard on kennel). Wild animals involved in a human bite (skunk, civet cat, raccoon, fox, and bat) should be destroyed immediately. If this situation occurs when the animal shelter is closed, deliver the carcass to the animal shelter. Be sure to supply all pertinent information on the form supplied. Small animals (birds, snakes, and mice etc) which are alive should be placed in a cage or aquarium located in the garage area of the animal shelter. It is important to remember that most injured animals will bite when attempts are made to help them. Caution should be exercised in handling and transporting an injured animal.
5. Saint Paul is liable for all known dangerous dogs. A dangerous dog is an animal with two or more reported bite incidents, or one serious bite incident. An accurate description of the animal is very important. Every effort should be made to determine the owner of the animal and inform them of the immediate quarantine, and/or have the owner sign the quarantine agreement if available.
6. Animal control will follow up on assurance of quarantine, enforcement if necessary, and dangerous animal proceedings.

Revised July 1, 2011

403.00 Emotionally Disturbed Persons

Purpose:
To outline the general procedures to follow when responding to calls involving emotionally disturbed persons, it is important that we capture relevant data of these incidents by preparing the police report. The information will be channeled, via the review desk, to the appropriate unit(s) within our department. Notifications will also be sent by the records unit to the appropriate service provider i.e. health and human services, adult protection, child protection, etc.

When transporting a person, whether emotionally disturbed or not, to a medical facility, detox, shelter, group home or elsewhere – the appropriate report shall be written. A medical transport report may be used when an officer is transporting a person to a medical facility in a non arrest situation where no force beyond handcuffing has been used. (See Here's the Story on Medical Transport Reports Oct/2013)

Response:

1. Respond promptly and safely.
2. Avoid using red lights and siren, unless it appears that a hazard exists or that some dangerous act is being or has been committed. (sirens, etc., may further agitate the patient.)

Arrival:

1. Evaluate the situation and reduce any negative influences.
2. Take action to protect yourself and others present, including the patient.
3. If possible, get all information available through witnesses, family and others.
4. Establish communication with the person.
5. Consider the legal situation.
    A. Is the person a danger to him/herself or others?
    B. Is there probable cause, based on demonstrable fact or testimony that would support a criminal charge?

Report:

1. If the individual is transported in connection with the commission of a crime (whether the individual is the suspect or victim), normal procedure will be followed.
2. If transported for medical assessment by the officer or paramedics, regardless of method, the officer will write a medical transport report.

The Violent Patient:

To prevent injuries to responders, the patient and bystanders:

1. Restrain patient if situation dictates.
2. If necessary, summon assistance.
3. Take appropriate action per department procedures.
4. Assist patient in obtaining professional assistance.
5. Though behavioral patients are a medical situation, the violent nature of the patient may dictate the police will need to transport the patient. If transported by ambulance, an officer may be required to follow for the EMT/paramedics safety.

Situations where a patient is apparently agitated but not violent require thoughtful actions:

1. Ascertain that the patient is unarmed and not in proximity to weapons.
2. Reduce fear, anxiety and tension in the patient.
    A. Avoid any show of force.
    B. Try to establish a friendly or understanding relationship with patient.
    C. If possible, determine whom s/he trusts or has faith in and summon to the scene.
        1. Clergy
        2. Physician

3. Relative or friend
3. Practice restraint and patience.
4. Do not make statements as to your opinions regarding the person's sanity.
5. Consider calling supervisor.

Barricaded patients present particularly dangerous situations:
1. Call supervisor.
2. Ascertain if patient has weapons available.
3. Protect yourself and bystanders.
4. Establish communication with patient.
5. Use every available resource in terms of back-up officers, emergency medical services, clergy, crisis intervention trained officers and crisis/ hostage negotiators, physician and friends.
6. Force should be used only when necessary and/or when every other technique has failed.
   A. Consider use of non-lethal techniques (ASR, Electronic Control Device, etc.).
   B. Explain the need for particular action(s) and probability for damage to household members or friends

Non-violent patient cases:
1. Recognize that families or friends will sometimes try to have people committed because they are senile, mentally impaired, or abnormal.
2. If no emergency appears to exist, suggest other remedies available.
3. Probate court.
   A. Psychiatric physicians and clinics.
   B. Other social services, community, family or church groups.

Transportation:
The officer can use discretion when determining the best medical facility for the patient after considering other factors such as attending physician, previous hospital stays, etc.

Upon arrival to the medical facility, the officer will turn the patient over to medical staff. In cases where the patient is uncooperative the officer will be expected to place a transport hold on the patient. The hospital will supply the 72 hour hold form (In either case a medical transport shall be written).

A reasonable amount of time for the intake process is approximately 20 minutes. Federal law states that any person in need of care on the hospital campus is the responsibility of the hospital. You are not obligated to assist in securing, guarding or moving the patient. The officer may return to service as the hospital has sole authority to admit the individual. No arrest has been made under the terms of this law.

Revised October 14, 2013

405.00 Special Weapons and Tactics (SWAT) Team

(See General Order 331.00: Special Weapons and Tactics (SWAT) Team)

The Saint Paul Police Department Special Weapons and Tactics (SWAT) team is a disciplined team of officers specifically trained in the use of specialized equipment and tactics and capable of responding to occurrences that require the necessary skills and technical expertise to abate a critical incident with a minimal use of personnel and force.

Scope:
Respond to incidents where the personal safety, property or welfare of citizens is deemed critical in nature as a result of threatening or aggressive action by an individual or group.

Organization:
The responsibility for maintenance of the SWAT function rests with the assistant chief of the operations division who may delegate the operational authority to a ranking officer in charge, hereinafter referred to as the SWAT commander. In the absence of the appointed SWAT commander, an acting commander may be designated by either the assistant chief or the SWAT commander.

SWAT Commander's Responsibilities and Duties:
To suppress the incident in the most expeditious and lawful manner possible with the minimum use of force necessary and the least amount of damage to property.

The commander will make the most efficient use of all resources available to her/him from within and outside the department.

The SWAT commander will submit reports to the assistant chief of the operations division detailing the SWAT activities and actions taken. The SWAT commander will keep abreast of current operational methods and include them in an ongoing training program for SWAT members.

Upon activation of the SWAT team for a particular incident, the scene responsibility shall rest with the SWAT commander through whom other ranking officers present will coordinate their activities.

Upon being summoned to an incident where SWAT involvement is deemed the most appropriate course of action by the requesting supervisor, the total scene responsibility will rest with the SWAT commander.

Responsibilities of SWAT Team Members:
During their normal tour of duty, officers designated as SWAT members will be immediately responsible to their unit or district supervisors and will function under their direction and control unless:

- The incident is such that a full or partial S.W.A.T. call-out has occurred.
- The mitigating circumstances are of such proportion that immediate reaction is required by the S.W.A.T. members present in their best judgment of the situation.

All other police personnel at the scene will function at the direction of their supervisors who will coordinate activities with the SWAT commander.

The follow-up investigative procedures will be performed by the appropriate investigative unit.

Summoning SWAT:
Officers should summon their immediate supervisors to all incidents that have, or appear to have, the potential for becoming, or have developed into a critical situation. The supervisory officer at the scene has the responsibility to survey the situation and recommend the necessary action, except where the circumstances of the incident require immediate action by the on-duty SWAT officers. On-duty SWAT should be summoned or called-out in the following situations:

- Hostages, where an obvious or suspected hostage situation exists.
- Barricaded suspect.
- Snipers.
- In any situation where the supervisor on the scene determines that the SWAT can provide tactical advice or assistance to abate the situation with a minimum of danger to persons or damage to property.

Call-Out:
A situation that requires the immediate action of SWAT will be relayed to the district sergeant by any sworn officer at the scene. The district sergeant will notify the watch commander of the circumstances at the scene. The watch commander will then contact the on-call assistant chief to determine whether a SWAT call-out is warranted. The SWAT commander will initiate the SWAT call-out. SWAT members responding to a SWAT call-out will report to the designated area for instructions. If no watch commander is on duty, the patrol supervisor may be directed to assist in making required notifications and obtaining permissions.

The prime concern of any officer upon identifying a situation as potentially hazardous to persons or property should be to summon qualified assistance to abate the situation without further aggravation. The officers should use their discretion to determine whether hazardous situations might be exceptional cases requiring the use of the SWAT for the protection of all involved.

High Risk Warrant Service:
If a unit within the Saint Paul Police Department has a signed search warrant they feel requires SWAT to make entry, that unit commander will contact a SWAT commander. The SWAT commander will work with the unit to determine if the entry should be made by SWAT. The SWAT commander will advise the unit commander what needs to be present in order to use SWAT or possible other tactics that would secure the scene or apprehend the suspect(s). After discussing the issue with a SWAT commander, the unit commander will then contact the on-call assistant chief or chief of police to make a formal request to use SWAT to make entry. If approved, the SWAT commander will determine the date and time of day the SWAT team will make entry.

SWAT Weapons:
Special weapons assigned to the SWAT functions are stored in the SWAT armory. Target range personnel are responsible for their maintenance and operational readiness.

The upkeep of other equipment used exclusively by the SWAT will be the responsibility of the SWAT commander.

[redacted]

SWAT Van and Pickup Truck -- Special Purpose Vehicles:

[redacted]

- The chief of police, assistant chief of operations division, SWAT commander and/or any of her/his supervisors may authorize use of the vehicle for any critical response.
- The SWAT training and administrative coordinator is responsible for the conditions and maintenance of the SWAT vehicles.

Revised June 8, 2016

405.50 Crisis Negotiation Team

The St. Paul Police Department's Crisis Negotiation Team (CNT) is a team of sworn personnel who, in addition to their regular duties, are trained to talk with suicidal persons, barricaded persons, or hostage takers in high-risk situations with the goal of resolving situations peacefully.

The CNT is comprised of officers, sergeants and a commander. All members of the team have completed a basic hostage negotiation training program and many have completed additional specialized training programs.

Scope:
The team responds to calls involving barricaded subjects, suicidal individuals, and hostage incidents. The team's mission is to bring about a peaceful resolution to incidents where someone is threatening harm to themselves or others. Although negotiation is the preferred method of resolution, the CNT also works closely with the St. Paul Police Departments Special Weapons and Tactics Team.

Responsibilities of members:
A. Negotiator Commander -- Duties and responsibilities of the negotiator commander or team leader include the following:

- Reports to the Assistant Chief of Operations in matters concerning the team.

- During tactical operations, reports to the SWAT Commander and provides for a continual exchange of information.
- Insures that any specialized negotiator equipment is maintained in a state of operational readiness and makes recommendations, justifications, and budget requests for replacement or additional equipment.
- Ensures that a current list of negotiators and contact information is provided to the department and the Ramsey County Emergency Communications Center.
- Coordinates all negotiator training with the team designee for training.
- Evaluates negotiator performance and makes recommendations concerning performance as necessary.
- Adopts and maintains standard operating procedures governing the duties and responsibilities of negotiators.
- Coordinates the administrative affairs of the negotiator section.

B. Negotiator -- Duties and responsibilities (including the negotiator commander/team leader) include the following:

- Maintains the mental and physical health and conditioning standards required for negotiators.
- Maintains all issued critical response equipment in a state of operational readiness.
- Attends scheduled training exercises. (Absences must be excused by the CNT unit commander or team leader)
- Attends scheduled negotiator training exercises.
- Responds to call-outs, which may occur at any time, with all authorized equipment.
- Immediately upon arrival at an operation, establishes liaison with the negotiator commander/team leader or incident commander.
- Reports to the negotiator commander/team leader or designee in matters concerning negotiation activities.
- Keeps the negotiator commander/team leader and/or incident commander informed of all developments during a critical incident.
- Follows the directions and orders of the negotiator commander/team leader and/or incident commander.
- Maintains communications with the incident commander during an operation to insure constant security, intelligence transferal, and continuity of effort.
- Maintains all issued Critical Response Unit equipment in a state of operational readiness.

Call-Out:

A crisis situation that requires the immediate action of the CNT will be relayed to the district sergeant by any sworn officer at the scene. In the case of a suicidal individual, the district sergeant can ask dispatch to check if there is an on-duty crisis negotiator available to respond. The district sergeant can contact the CNT commander when situations involve a suicidal individual of the need for a crisis negotiator. The district sergeant will notify the watch commander of the circumstances at the scene when one is on-duty. The watch commander will notify the CNT commander of the need for crisis negotiators at a scene. In cases involving a barricaded person, armed person or a hostage situation the district sergeant will notify the watch commander when one is on duty of the need for SWAT.

Protocols for a SWAT call out will be followed when the situation is a barricaded person or a hostage situation.
Issued June 8, 2016

406.00 Barricaded Suspects

Tactical Plan:
A barricaded suspect poses an extreme danger not only to officers who seek to arrest her/him, but to other persons as well. [redacted]

[redacted]

Use of Chemical Agents:
[redacted]

Hostage:
[redacted]

The department maintains hostage negotiators for this specific purpose and hostage negotiators may be called out after approval has been granted.

Revised July 1, 2011

407.00 Minnesota State Patrol Helicopter

The Minnesota State Patrol Helicopter is available for use 24 hours per day. Saint Paul Police Department officers are encouraged to make use of this valuable asset. The state patrol

helicopter can communicate directly with our squads and dispatchers if the dispatcher patches the appropriate Saint Paul main channel into an available regional talkgroup (i.e. LTAC, STAC, etc.). State patrol helicopter pilots will not become directly involved in a Saint Paul incident unless requested to do so by Saint Paul Police Department personnel.

An official request for assistance should be made by a supervisor monitoring the incident. This request may be made to the dispatcher or the Ramsey County Emergency Communication Center (RCECC) Shift Supervisor. The dispatcher may attempt to contact state patrol dispatch on METCOM, or a phone call may be made to the state patrol dispatch center to ask if the helicopter is available to assist. Provided the helicopter is able to assist, the RCECC Shift Supervisor will assign an available talkgroup for the incident. The dispatcher or RCECC Shift Supervisor will coordinate with the state patrol as to which talkgroup to communicate with Saint Paul officers.

A brief description of the type of incident and the location should be given to the state patrol dispatcher for relay to the pilot. Once radio contact is established with the state patrol helicopter pilot, the incident supervisor will coordinate the radio traffic between all units involved.

If there is no pilot on duty when the state patrol dispatcher is called, the requesting supervisor shall be notified. S/he will then decide if the situation warrants requesting that a pilot be called in to duty. [redacted]

If a request is made for the state patrol helicopter and one is not available, this information should be included in the incident report.

As soon as the supervisor in charge of the incident determines that the helicopter is no longer needed, s/he will notify the RCECC Shift Supervisor or dispatcher and the state patrol helicopter pilot immediately so the helicopter unit can be released from the incident and the talkgroup used can be put back in service.

Supervisors and officers should know that the state patrol helicopter pilot will activate the helicopter's video camera once they become involved in any incident. These tapes are generally kept for seven days unless there is something of evidentiary value on the tape. If a copy of a tape is needed a supervisor should make the request by contacting the State Patrol Aviation Officer.

Revised July 1, 2011

408.00 Arrest Authority

(See General Orders 408.01 -- 408.07)

408.01	Arrest Defined
408.02	Probable Cause
408.03	Statutory Authority
408.04	Exceptions to In-Presence Requirements
408.05	When Force May Be Used to Make an Arrest
408.06	Search Incident to Arrest
408.07	Recording of Arrest Information

408.01 Arrest Defined

"Arrest means taking a person into custody that the person may be held to answer for a public offense." Arrest" includes actually restraining a person or taking into custody a person who submits." (Minnesota Statute 629.30, subdivision 1)

Revised July 1, 2011

408.02 Probable Cause

All arrests, with or without a warrant, must be based on probable cause.

You must have sufficient knowledge of facts and circumstances that would lead a reasonable police officer to believe that a crime has been committed and that the suspect committed the crime.

Arrests without a warrant may be made under the following conditions:
According to Minnesota Statute 629.34: When arrest may be made without a warrant:

- When a public offense has been committed or attempted in the officer's presence.
- When the person arrested has committed a felony, although not in the officer's presence.
- When a felony has in fact been committed, and the officer has reasonable cause for believing the person arrested to have committed it.
- Upon a charge based upon reasonable cause of the commission of a felony by the person arrested.
- Under the circumstances described in clause (2), (3), or (4), when the offense is a gross misdemeanor violation of Minnesota statutes 609.52: Theft, 609.595: Criminal Damage to Property, 609.631: Check Forgery, 609.749: Harassment, Stalking, or 609.821: Financial Transaction Card Fraud.

- Under circumstances described in clause (2), (3), or (4), when the offense is a non-felony violation of a restraining order or no contact order previously issued by a court.

According to Minnesota Statute 629.341: Allowing probable cause, arrests for domestic violence; immunity from liability,
Subdivision 1. "a peace officer may arrest a person anywhere without a warrant, including at the person's residence, if the peace officer has probable cause to believe that within the preceding 24 hours the person has committed domestic abuse." "The arrest may be made even though the assault did not take place in the presence of the peace officer."

According to Minnesota Statute 629.343: Allowing probable cause arrests for offense on school property:
"If the peace officer has probable cause to believe that the person within the preceding four hours has committed a fifth-degree assault, as defined in Minnesota Statute 609.224, on school property, as defined in Minnesota Statute 609.66, subdivision 1d. The arrest may be made even though the crimes were not committed in the presence of the peace officer."

Probable Cause "Pick-up":
When an officer has probable cause to make a felony or selected misdemeanors arrest based upon the totality of the circumstances surrounding an incident, the officer is authorized to broadcast a "pick-up" for the person's arrest. This "pick-up" will be entered into the e-brief system. Instructions are found on the Intranet. Officers will be allowed to issue a pickup for 24 hours. It should be noted, however, this information will not be entered into the ALERT computer and will only be kept for 24 hours. E-brief will send a message to the Ramsey County Emergency Communication Center for airing.

The officer will also record the fact the "pick-up" was entered in their original report. This must be done in order to give the assigned investigator the chance to review the case and follow-up to reissue a formal "pick-up" or cancel the "pick-up" entirely.

If an investigator does, in fact, decide to issue a formal "pick-up," the investigator will enter it in the e-brief system will then be active until an arrest of an individual is made. The e-brief program will disseminate the pickup to the Ramsey County Communications Center for airing and enter into the ALERT system.

This information will remain in the computer for a period not to exceed 30 days and will be reentered after reviewing the information by the investigator.

Revised July 1, 2011

408.03 Statutory Authority

The Saint Paul Police Department is a general police agency and as such has authority to enforce the laws of the State of Minnesota and the ordinances of the City of Saint Paul. Minnesota Statutes, Chapter 629.30 and 629.40 provides authority for your actions.

Minnesota Statute 629.31: When arrest may be made without a warrant:
"An arrest for a felony or gross misdemeanor may be made on any day and at any time of the day or night. A warrant arrest for a misdemeanor may not be made on Sunday or between 10:00 p.m. and 8:00 a.m. on any other day except:

- When the judge orders in the warrant that the arrest may be made between those hours.
- When the person named in the warrant is found on a public highway or street."

Minnesota Statute 629:35: When arresting at night is permissible:
"A peace officer may arrest a person at night without a warrant if the officer has reasonable cause to believe that person has committed a felony. An arrest under this section is lawful even if it appears after the arrest that no felony has been committed. When arresting a person at night without a warrant, a peace officer shall inform that person of the officer's authority and the cause of the arrest. This warning need not be given if the person is apprehended while committing a public offense or is pursued immediately after escape."

Minnesota Statute: 629.40: Allowing arrests anywhere in the state:
"Subdivision 2. Out of jurisdiction arrests:
In any case in which a person licensed under Minnesota Statute 626.84, subdivision 1, may by law, either with or without a warrant, arrest a person for a criminal offense committed within the jurisdiction of the officer, and the person to be arrested escapes from or is out of the county, statutory or home rule charter city, or town, the officer may pursue and apprehend the person to be arrested anywhere in this state.

"Subdivision 3. Authority for out of jurisdiction arrests:
When a person licensed under Minnesota Statute 626.84, subdivision 1, in obedience to the order of a court or in the course and scope of employment or in fresh pursuit as provided in subdivision 2, is outside of the person's jurisdiction, the person is serving in the regular line of duty as fully as though the service was within the person's jurisdiction.

"Subdivision 4. Off-duty arrests outside jurisdiction:
A peace officer, as defined in Minnesota Statute 626.84, subdivision 1, clause (c), who is off-duty and outside of the jurisdiction of the appointing authority but within this state may act pursuant to Minnesota Statute 629.34 when and only when confronted with circumstances that would permit the use of deadly force under Minnesota Statute 609.066. Nothing in this subdivision limits an officer's authority to arrest as a private person. Nothing in this subdivision shall be construed to restrict the authority of a political subdivision to limit the exercise of the power and authority conferred on its peace officers by this subdivision."

Minnesota Statute 609.06: Authorized Use of Force:
Reasonable force may be used upon or toward the person of another without the other's consent when the following circumstances exist or the actor reasonably believes them to exist:

- When used by a police officer or one assisting a police officer under the public officer's direction:
  - In effecting a lawful arrest.
  - In the execution of legal process.

  - In enforcing an order of the court.
  - In executing any other duty imposed upon the police officer by the law.
- When used by a person not a police officer in arresting another in the cases and in the manner provided by law and delivering the other to an officer competent to receive the other into custody.
- When used by any person in resisting or aiding another to assist an offense against the person.
- When used by any person in lawful possession of real or personal property, or by another assisting the person in lawful possession, in resisting a trespass upon or other unlawful interference with such property.
- When used by any person to prevent the escape, or to retake following escape, of a person lawfully held on a charge or conviction of a crime.
- When used by a parent, guardian, teacher or other lawful custodian of a child or pupil, in the exercise of lawful authority, to restrain or correct such child or pupil.
- When used by a school employee or school bus driver, in the exercise of lawful authority, to restrain a child or pupil, or to prevent bodily harm or death to another.
- When used by a common carrier in expelling a passenger who refuses to obey a lawful requirement for the conduct of passengers and reasonable care is exercised with regard to the passenger's personal safety.
- When used to restrain a mentally ill or mentally defective person from self-injury or injury to another or when used by one with authority to do so to compel compliance with reasonable requirements for the person's control, conduct or treatment.
- When used by a public or private institution providing custody or treatment against one lawfully committed to it to compel compliance with reasonable requirements for the control, conduct or treatment of the committed person.

Revised July 1, 2011

408.04 Exceptions to In-Presence Requirements

(See General Order 438.15: Domestics)
The Minnesota statutes provide a number of exceptions to the in-presence requirements for arrests by police or private citizens.

Theft in Business Establishments:
Merchants and their employees may detain a theft suspect if there is reasonable cause for believing s/he has taken or is in the act of taking an article of value without paying for it from the merchant's place of business or from any vehicle or premises under the merchant's control. The person detained must be promptly informed of the purpose of the detention and may not be subjected to unnecessary or unreasonable force, nor to interrogation against her/his will. The sole purpose of the detention is to deliver the suspect to a police officer without unnecessary delay, and the officer is then authorized to make an arrest for theft on reasonable cause, without a warrant. (Minnesota Statutes 629.365, 629.366)

Domestic Abuse:
A police officer may make a warrantless arrest of a person anywhere, including at the person's place of residence, if the officer has probable cause to believe that the person within the preceding 24 hours has assaulted, threatened with a dangerous weapon, or placed in fear of immediate bodily harm, her/his spouse, former spouse, or other person with whom s/he resides or formerly resided, or other person with whom the person has a child or an unborn child in common, regardless of whether they have been married or have lived together at any time. "Family or household members" means spouses, former spouses, parents and children, persons related by blood, persons who are or have resided together, persons who have a child in common and persons, who have or have had a significant romantic or sexual relationship. The arrest may be made even though the assault did not take place in the presence of the police officer. (Minnesota Statute 629.341)

Violation of an Order for Protection or a Domestic Abuse No Contact Order:
A police officer shall arrest without a warrant and take into custody a person whom the police officer has probable cause to believe has violated an order for protection or a domestic abuse no contact order, even if the violation of the order did not take place in the presence of the police officer, if the existence of the order can be verified by the officer. (Minnesota Statute 518B.01, subdivision 14(e) and subdivision 21(d))

Driving While under the Influence:
As discussed more fully in Rule 4 of Minnesota Rules of Criminal Procedure, Minnesota DUI law provides that a police officer may lawfully arrest a person [for DUI] without a warrant upon probable cause, without regard to whether the violation was committed in the officer's presence. (Minnesota Statute 169A.40)

Revised July 1, 2011

408.05 When Force May Be Used to Make an Arrest

If a police officer has informed a defendant that the officer intends to arrest the defendant, and if the defendant then flees or forcibly resists arrest, the officer may use all necessary and lawful means to make the arrest but may not use deadly force unless authorized to do so under Minnesota Statute 609.066.

After giving notice of the authority and purpose of entry, a police officer may break open an inner or outer door or window of a dwelling house to execute a warrant if:

- The officer is refused admittance.
- Entry is necessary for the officer's own liberation.
- Entry is necessary for liberating another person who is being detained in the dwelling house after entering to make an arrest.

(Minnesota Statute 629.33: and General Order 410.00 Warrant Procedures)

Revised July 1, 2011

408.06 Search Incident to Arrest

After making a valid arrest, the arresting officer(s) may undertake a search of the arrested party without a warrant. This warrantless search allows a full search of the arrestee's person and also may extend into an area under the immediate control of the suspect into which s/he may reach for a possible weapon. It is limited, however to the area in which the suspect may reach or lunge. (See Chimel v. California 395 U.S. 752 (1969))

Effective November 9, 1989

408.07 Recording of Arrest Information

(See General Order 409.02: Booking Procedures)
Arresting officers, when booking an adult, will complete the following:

- An offense and/or arrest report.
- Ramsey County Sheriff's Office Authority to Detain Form.
- Victim Notification Form (if applicable).
- Offender tracking form
- A local criminal history record check must be attached to each arrest report. A previous conviction may enhance or aggravate the current offense to a higher level offense. If there is no criminal history, officers should note that at the end of their report.

What the prisoner says and does that may be of evidentiary value while in the officer's presence and/or during transportation should be noted and a report made.

Officers, when processing a juvenile arrest, will (when applicable) complete the following:

- Complete an offense and/or other arrest reports.
- Arrange for fingerprints on all suspects held for a criminal offense.
- Obtain photographs.
- Complete a juvenile detention report when the juvenile is placed in juvenile detention or a shelter facility.
- Juvenile detention alternatives initiative RAI worksheet is to be completed by the watch commander, juvenile investigator, or tour sergeant in the absence of the preceding two. The form will be faxed to the JDC prior to the juvenile being transported.

Revised July 1, 2011

409.00 Arrest Procedures

(See General Orders 439.16: Investigations – Constitutional Compliance, 437.02: Use of Detention and Arrest, 630.03 Serious Juvenile Traffic Offenses)

On-Scene Arrests:

The Miranda warning must be given only in situations of custody and interrogation. Specifically, if a person is under arrest and you, as a police officer intend to question the subject, that person must be warned. Custodial interrogation is defined as, "Questioning initiated by law enforcement officers after a person is taken into custody or otherwise deprived of his or her freedom in any significant way."

Spontaneous and/or unsolicited statements made by the suspect without the Miranda warning are admissible in court. Should a suspect make such statements, the officer need not interrupt or provide the Miranda warning. When such statements are made, they should be carefully listened to and documented in the respective report.

It should be noted that many situations arise in which the Miranda warning is not required. For further information refer to Training Bulletin 90-2: Interrogation and Miranda Warning Requirements.

It is always advisable to remove a suspect from the view of spectators as soon as possible.

The arresting officers should keep in mind that while their primary duty is to get their prisoner to her/his destination, the ultimate goal is still the successful prosecution.

Prisoners should be separated as soon as possible, and kept separated while in jail to prevent them from communicating or fabricating a story. Officers should be alert to prisoners attempting to dispose of evidence.

When clothing is of evidentiary value, it should be taken from them in the jail and turned in as evidence. This should be done after a picture has been taken of them with their clothes on. Prisoners will be provided with a pair of coveralls to wear by the correction officers.

A criminal citation is issued to adult offenders as the initial step in the prosecution process for all misdemeanor and petty misdemeanor cases other than traffic violations, whether or not an arrest is made, (Rule 6 Subdivision 1, Minnesota Rules of Criminal Procedure). Do not give tag for felonies, gross misdemeanors, or to juveniles.

If an officer decides to proceed with prosecution of a misdemeanor or petty misdemeanor, a citation must be issued and the accused no longer detained unless:

- The officer has reason to believe the defendant may not appear as promised because the accused is unable to satisfactorily identify her/him or has a past history of not responding to criminal proceedings.
- The defendant may cause harm to her/himself or another, may engage in further criminal conduct, exhibits assaultive behavior, verbally threatens others, or is charged with a crime which constitutes a violation of previous conditions of release.

"Mixed Bag Arrests":
When misdemeanor violations have been committed by a person being arrested for a current felony or gross misdemeanor offense, the arrestee should be put on the hold book for the felony or gross misdemeanor only. All misdemeanor and petty misdemeanor charges should be listed in the report. [redacted]

If a failure to obtain a charge for a felony or gross misdemeanor occurs, the unit handling the arrest may then issue citations on the misdemeanors.

Persons Arrested for Another Jurisdiction:
The primary Saint Paul officer assisting an agency from another jurisdiction which results in an arrest in the City of Saint Paul will submit documentation (police report, pictures, etc.) consistent with department policy to include:

1. Outside agency name, officer(s) name, case number, etc.
2. Name of person arrested, arrest location, time arrest and basis for arrest.
3. Name, addresses of person(s) with the suspect at the time of his or her arrest.

All persons arrested in the City of Saint Paul must be booked into the Ramsey County Law Enforcement Center prior to being transported to another jurisdiction for detention if the following factors exist:

1. Physical force was used to apprehend the arrested person by a Saint Paul police officer.
2. The arrested person is also wanted for criminal offenses committed in the City of Saint Paul.

If neither of the two conditions applies, the suspect may be turned over to the outside agency.

Revised August 20, 2013

409.01 Persons Disabled in Communication

It is the policy of the Saint Paul Police Department to furnish appropriate aids and services whenever necessary to ensure effective communication with individuals who are disabled in communication or for whom English is a second language.

Minnesota Statute 611.31 says, a ""person disabled in communication" means a person who: (1) Because of a hearing, speech or other communication disorder, or (2) Because of difficulty in speaking or comprehending the English language, cannot fully understand the proceedings or any charges made against the person, or the seizure of the person's property, or is incapable of presenting or assisting in the presentation of a defense."

Communicating with a Suspect Prior to Arrest:
All persons whether disabled in communication or not will be treated equally under the law. If probable cause exists to make an arrest, an officer should not provide disparate treatment to a person who is disabled in communication. The officer should use reasonable means to

communicate based on the totality of the circumstances, including available auxiliary aids and services. If needed, the officer will contact a supervisor to determine if an interpreter will be needed. No interpreter is needed prior to an arrest being made.

Communicating with a Suspect after an Arrest:
Saint Paul Police officers are required to communicate to all suspects why they are being detained or arrested.

Prior to transport or as soon as feasible, the transporting officer shall notify the Ramsey County Adult Detention supervisor that a person disabled in communication will be turned over to their custody and, if relevant, the need for an interpreter or other auxiliary aid of service.

If property is seized under Minnesota Statute 609.531, subdivision 4: Seizure, from a person disabled in communication, the seizing officer will make a qualified interpreter available if the person whose property was seized is disabled in communication and requests one.

Prior to interrogating or taking the statement of a suspect disabled in communication, the arresting officer must make a qualified interpreter available to the suspect to assist them throughout the interrogation or taking of a statement (Minnesota Statute 611.32). An arresting officer may not have another officer or investigator interpret for them during an interrogation or taking of a statement. All interrogations with deaf or hard of hearing individuals will be video recorded in order to document the actual words spoken by the suspect, the arresting officer, and any interpreter. Interrogations of all others disabled in communication will be audio taped. If an interpreter is used, all identifying information about the interpreter will be included in the officer's report.

A suspect who is disabled in communication may waive the assistance of an interpreter and consent to written communication. In such cases, all written communications must be retained. The originals must be turned in to the property room or property room locker as evidence, and a copy turned in with the officer’s reports.

In all cases the Miranda rules apply.

Communicating with a Victim or Critical Witness:
Officers must provide auxiliary aids necessary to communicate effectively with a deaf or hard-of-hearing complainant, witness, or victim promptly after learning such individual is deaf or hard of hearing.

Obtaining a Qualified Interpreter:
If an officer needs a qualified interpreter, they should contact the unit that will investigate the case or their supervisor for authorization. (The investigative units, districts, and the watch commander, will have a list of qualified interpreters, the languages they interpret, and their phone numbers.)

Information for the Report:
As previously mentioned, if communication is accomplished in writing, the original writings must be turned in as evidence and a copy turned in with the officer's report. If a qualified interpreter is used, all information about the interpreter (full name, full address, and contact phone numbers) must be written in the officer's report. As outlined above, suspect interrogations must be video or audio recorded. Video and/or audio recording is also recommended for victims and witnesses disabled in communication including the deaf and hard of hearing. This procedure will assure that any dispute regarding proper interpretation of a person's statements can be properly resolved later if necessary.

Revised January 7, 2014

409.02 Booking Procedures

Prisoner Detention:
The Saint Paul Police Department operates and manages a temporary (up to two hours) holding room for housing prisoners and suspects pending the formal booking process.

This regulation governs the operation and maintenance of that holding room complex.

The watch commander will be responsible for the operation and maintenance of the holding room, in accordance with the provisions of this regulation.

Arrest Paperwork Procedures:
1. Officers must complete the Authority to Detain and Offender Tracking Forms for each person arrested.
2. A victim information and notification form must be completed for any crime where there is a victim. (See Minnesota Statute 611A.06)
3. A local criminal history record check must be attached to each adult arrest report. It is not necessary to attach this record if the arrested party is a juvenile. If there is no criminal history, officers should note that at the end of their report.
4. All arrest reports written when there is no watch commander on duty, are sent to the tour supervisor.
5. Any criminal tags issued for misdemeanor arrests must accompany the report, not be placed in the traffic violation bureau tag box.
6. A driver's license check must be attached to any person arrested for a driving offense.
7. The cutoff time for court is 0400 hours. That means that any person arrested before 0400 will go to court that weekday. Officers must complete arrest paperwork in a timely fashion, especially on "late arrests" so that the reports will get to the Saint Paul City Attorney in time for presentation in court.
8. Be sure to note in the report whether the person was booked or tagged and released.
9. Certain charges aggregate with previous convictions, officers are reminded to check the arrested person's criminal history for previous convictions for the same offense. Those might result in an "up charge," i.e., from a misdemeanor to gross misdemeanor for the current charge.

Training:
All employees having the responsibility of detaining arrestee in a holding room will be trained in the policies governing the detention. Follow-up/in-service training will be conducted as needed. Recorded verification of this training shall be maintained in the training unit files.

Security and Control:
Officers arriving at the Ramsey County Law Enforcement Center with suspects who require processing before a final determination is made regarding whether they will be booked into the Ramsey County Law Enforcement Center shall proceed immediately to the detention room and place their suspect into one of the numbered cells therein.

Handcuffs:
Anytime two or more suspects are held in a detention cell all parties shall be handcuffed as long as multiple detainees are in the one room. See General Order 246.02: Restraints for further information on handcuffing criteria.

The following will be adhered to by officers upon arriving at the Ramsey County Law Enforcement Center (LEC) with an arrested person:

[redacted]

2. All arrested persons will be searched for weapons, contraband, markers and evidence, before being placed in the holding cells. A search of the cell will be conducted for weapons and contraband by the arresting officer prior to incarcerating and upon removing suspects. Any deficiencies in security and any incidents which threaten the facility or any person therein shall be reported immediately to the watch commander and documented in a written report.
   A. It shall be the responsibility of the watch commander to make a daily inspection of this facility, including condition of locks, walls, floors, ventilator covers, glass panels, access plates, protective screens, doors and other security devices to ensure that they are operable, in good repair, and have not been tampered with.
   B. Watch commanders are to make periodic checks of the holding room cells during their tours of duty to insure that the "two-hour rule" is observed. These checks will be noted in their daily log report to the chief.
3. Officers will enter the cells to place arrested persons in or to remove that same person. At no time will officers remove another officer's suspect without the consent of the arresting officer.
4. Any property confiscated from the arrestee shall be turned in under the manner prescribed in handling evidence or property as set forth in the department manual. Property confiscated from the arrestee shall be returned to that person at the time of release unless it is to be held as evidence or contraband. Return of any confiscated property at a later date will be governed by rules set forth in the department manual relating to property/evidence procedures.

5. There are [redacted] holding cells at the LEC that are designated specifically for placement of juvenile arrestees. Juveniles are not to be placed in the adult holding rooms or vice versa.
   A. Male and female arrestees shall never be placed in the same holding cell. Where practical, male and female suspects are to be separated by as many cells as possible.
   B. When juvenile cells are full, the arresting officer(s) will remain with the arrested suspect(s) until either a juvenile holding cell becomes available or an investigator takes custody and releases them.
6. Any arrestees who are obviously under the influence of drugs and/or alcohol while in custody and who begin exhibiting violent or self-destructive behavior shall be kept under constant observation, and shall be moved out of the temporary holding room as quickly as possible to the Ramsey County Law Enforcement Center or Regions Hospital. If in need of medical treatment, arrestees should be taken directly to Regions Hospital and booked at the hospital.
7. If an arrestee is released from the holding room rather than being booked, it is the responsibility of the arresting officer to confirm positive identification of the party being released and to document in her/his report, the circumstances surrounding the release as well as the name of the person who authorized the release.
8. In that there are only [redacted] holding cells, they are not to be used in the event of group, or mass arrest situations. Contingency plans for mass arrests are contained in the operations manual.
9. In that the holding rooms are for short-term detention, arrestee's rights for access to attorneys and phone calls will be honored at the law enforcement center after completion of the booking and identification process.
10. Anyone that does not have official law enforcement business is prohibited from access to the holding room area.
11. The arresting officer(s) will be responsible for observation of arrested persons they place in the room to ensure their safety and welfare while in custody. In any case, arrestees will be visually observed by the arresting officer at least every 15 minutes. Searches of a person and presence in rest rooms will be handled by an officer of same sex as the prisoner.

[redacted]

13. In the event a prisoner escapes from the holding facility [redacted] The RCECC in turn shall broadcast this information in its entirety every half hour or until advised otherwise by the watch commander The RCECC shall be responsible for broadcasting cancellation of pick-ups, once the escapee has been apprehended. The discovering officer, the arresting officer and other personnel with knowledge of the incident shall complete a report regarding the incident.

Management Information Systems:
Notations will be made in the officer's report regarding persons detained in the holding room but who subsequently are released and not booked. The information will contain the individuals name, address, date of birth, reason for detention and name of person authorizing release.

Physical Plant:
1. The holding room cells will meet the following minimum specifications:
   A. Adequate lighting.
   B. Circulation of fresh or purified air in accordance with local public health standards.
   C. Access to a toilet, wash basin with hot and cold running water, and drinking water.
2. The department's evacuation plan contained in the Emergency Procedures Manual addresses contingencies that may occur in the Griffin Building. In the event an evacuation is necessary, it shall be the responsibility of the arresting officer(s) to see that the arrestee they have placed in a holding cell is evacuated in accordance with the plan. The watch commander to ensure that all holding cells are properly evacuated. It is incumbent on these same officers to maintain control over their arrestee until that person may again be safely incarcerated in a holding cell or jail facility. Should an arrestee sustain an injury because of a building emergency it shall be the responsibility of the arresting officer to see that the party receives the proper medical attention either from paramedics or at [redacted].
3. Emergency exits are highlighted to identify the nearest, primary emergency exit and alternate emergency exit to be utilized in the event it is necessary to evacuate the cells. It is the responsibility of all users to familiarize themselves with this floor plan.

Safety and Sanitation:
Fire Safety and Suppression:
All personnel shall familiarize themselves with the department's Emergency Procedures Manual that addresses what to do in case of a fire in the building. A copy of this manual is posted in the report writing room. A copy is also kept in the watch commander's office, as well as one copy in each district office.
- A fire extinguisher is located in the report writing room immediately adjacent to the holding room facility.
- Additionally there are heat and smoke detectors located in the holding room facility. There are also automated sprinkler heads in the hallway of the facility.
- It shall be the duty of the custodians to inspect the following items at the prescribed intervals:
  - Fire extinguisher and sprinkler system -- weekly
  - Auto fire detection devices and alarm system -- daily

The inspection should focus on verifying the presence of equipment and detecting any tampering or damage.

Medical and Health Care Service:
A first-aid kit is located on the wall opposite the holding cell doors for use as the need may arise in the holding room area. This kit shall be inspected weekly by the watch commander personnel, and replenished as necessary.

If the arresting officer feels the arrested party needs medical attention it shall be her/his responsibility to summon paramedics and/or transport the party to Regions Hospital for evaluation. In the arresting officers absence this responsibility lies with the watch commander, should s/he receive a request from the arrested party.

Juvenile Booking:
Juveniles transported to the Griffin Building as a result of an arrest will be taken to the youth services section during the hours they are staffed and at all other times to the watch commander (if on-duty). The arresting officer(s) will advise the watch commander of the name and circumstances of arrest of any juvenile taken directly to the youth services section for disposition.

The pink copy of the Juvenile Detention Report Form will be retained in the youth services section. If the parents of the juvenile are at the Griffin Building, they will be given the blue copy. All other copies go to the detaining authority.

During the time periods that the youth services section is not staffed and the watch commander or patrol supervisor initiates the detention process for juveniles, the pink copy of the Juvenile Detention Report Form will be held for juvenile personnel until picked up by them the following business day. All other copies go to the detaining authority.

Revised June 3, 2014

409.03 Jail

The Ramsey County Jail is located at 425 Grove Street. This facility is under the control and direction of the Ramsey County Sheriff.

Watch Commander: The watch commander has no responsibility for the operation of the jail, except when a request for assistance is forthcoming from the jail supervisor, who is a sheriff's supervisor.

Firearms: Firearms will not be permitted in the jail area. [redacted]

Telephone Inquiries Regarding Prisoners:
- Transfer telephone inquiries concerning prisoners in custody to the jail.
- Refer inquiry about disposition of recent cases to clerk of court.

Telephone Restrictions: Saint Paul officers may restrict a prisoner's telephone privileges by requesting "Attorney Only" status. The deputy will record the officer's name and reason for the restriction, e.g., calls to a coconspirator may jeopardize an ongoing investigation, etc. The restriction may remain in effect only until the prisoner is formally charged or released. Once charged, normal telephone privileges are restored. A number of additional telephone restrictions exist in Ramsey County Sheriff's Office policy concerning victim contact, no contact orders and emergency situations.

Medical Treatment:
Prisoners in need of medical treatment should be taken directly to the Ramsey County Sheriff's Security Unit at Regions Hospital for processing. Notification and papers as described under policy General Order 409.02: Booking Procedures are required for processing.
Revised July 1, 2011

409.04 Decontamination Sites and Procedures

Purpose:
The purpose of this plan is to establish policy and procedure for the maintaining, equipping and use of decontamination sites, located at various Saint Paul Police facilities. This plan refers to and complies with Minnesota Department of Labor and Industry Occupational Safety and Health Division regulations dealing with blood-borne pathogens and hazardous substances.

Site Locations:
The following facilities shall house decontamination sites for the use of all Saint Paul Police employees:

[redacted]

Identifying and Equipping:
Command staff at each location, are responsible for maintaining the contamination site, including ensuring its functionality and being equipped with proper decontamination materials.

Specific areas shall be designated as decontamination sites at each of the above listed facilities. [redacted] shall designate one specific area for female employees and one specific area for male employees. The impound lot shall designate one specific area to serve all employees.

The specific site within the above listed facilities shall be clearly marked as a decontamination site. Information shall be posted at each site to inform users of the proper

procedures for decontamination, the location of decontamination equipment or clothing and the proper disposal of all contaminated material, property and clothing.

Each of the above listed sites shall maintain:

- A biohazard container for the disposal of contaminated material and property.
- A supply of biohazard bags for securing and handling contaminated clothing.
- A supply of biohazard tags or labels and tapes that clearly identify containers, materials or clothing as contaminated items and sites.
- A supply of disposable clothing for use after decontamination procedures.

Decontamination Procedures:
Upon exposure to blood-borne pathogens or hazardous materials, employees shall immediately proceed to the nearest facility that has been designated a decontamination site. Employees shall obtain the necessary decontamination material and proceed to the specific site. [redacted]
All contaminated materials, property or items shall be placed in the containers that are provided.

All employees' clothing that is contaminated shall be placed in paper bags securely fastened and marked as contaminated. The officer(s) will also attach a property tag to the outside of the bag with the CN.

Employees shall complete the decontamination procedures as suggested by their level of contact with possible blood-borne pathogens or hazardous materials.

Upon completion of the required decontamination procedures as outlined for their level of contact, employees shall mark the decontamination site as "Contaminated" with the proper tags, labels or tapes.

All bagged employee clothing shall be taken to [redacted]. The contaminated clothing shall be placed in [redacted]. These bags shall be clearly marked as contaminated by tags, labels or tapes. Name of owner must be clearly identified on the items for return after proper laundering.

Decontaminated site supervisors shall notify the on-duty Saint Paul Police custodial staff of the contamination of the site as soon as possible. Supervisors assigned to the facility where the decontamination procedure takes place shall document that the affected employee did follow prescribed procedures as outlined by their level of contact. Custodial staff shall ensure the clean-up of the contaminated site as soon as possible. Records shall be maintained by the chief custodial engineer of all decontamination clean-up.

Removal and Disposal of Contaminated Material:
All contaminated clothing shall be picked up by a contracted service for laundering. This contracted service must have the appropriate license to handle contaminated clothing. Employees shall be notified when to pick up laundry items on their return.

All contaminated materials and items at decontaminated sites shall be brought to [redacted] by custodial personnel on a scheduled basis. Items shall be taken to a licensed disposal site by custodial personnel or picked up by a licensed contractor for disposal on a scheduled basis.

Disposal of Contaminated Needles (Sharps):
A needle stick or a cut from a contaminated needle can lead to infection from Hepatitis B Virus (HBV) or Human Immuno-Deficiency Virus (HIV), which causes AIDS. Police department employees are exposed to possibly contaminated sharps in various situations, including searches, recovery and handling of property and evidence, and removal of improperly disposed of needles.

Sharps Containers:
Containers for sharps are labeled with a bio-hazard label and/or color-coded red to ensure that everyone knows the contents are hazardous. Puncture-resistant boxes for disposable sharps have a lid, and must be maintained upright to keep liquids and the sharps inside.

Sharps Turned In As Evidence:
Sharps turned in as evidence analysis must be inserted into the cylindrical bio-hazard containers with the red end caps in place. The outside of the container must be marked as a bio-hazard. (Other sharps, such as fixed-blade knives should be plainly marked and packaged so they do not cut through the container to prevent injury to property room personnel.)

Proper Disposal:
The best way to prevent cuts and sticks is to minimize contact with sharps. That means disposing of them immediately and promptly after recovery. Contaminated sharps must never be sheared or broken.

1. Sharps shall be secured immediately, or as soon as possible, in the cylindrical containers marked with the appropriate bio-hazard warning label. [redacted].
2. The containers should then be placed in the puncture-resistant container. When disposing of contaminated sharps, employees must not reach by hand into the holding container.

Needles must be disposed of in the proper containers only, and must not be placed in any trash receptacle where contact and injury of another employee is possible.

Careful handling of sharps can prevent injury and reduce the risk of infection. By following these work practices, employees can decrease their chances of contracting a blood-borne illness.
Revised July 15, 2013

409.05 Citizen's Arrest (By a Private Person)

(See Minnesota Statute 629.37)

PM 15-93R Citizen's Arrest Form:
Officers taking into custody a person arrested by a private citizen for a misdemeanor committed in that private person's presence, shall have that private person fill out the Citizen's Arrest Form PM 15-93R.

A statement covering the facts of the offense shall be made on the arrest report by the officers.

If arrested by a store detective, they will usually prepare a statement for the officers to include with reports. Officers should collect those reports and turn them in with their reports.

At headquarters, the citizen's arrest form will be turned in with the reports.

Officers who have probable cause to believe that an offense has been committed, will accept the citizen's arrest request and inform the arrested party what s/he is being arrested for.

Officers will instruct the private person making the arrest that they may have to appear in court to testify.

Officers who turn down a citizen's arrest will write a report detailing the circumstances and documenting the facts on which the decision to refuse the arrest was based. This information should be included in any report already required by the situation or as a general report under the CN prompting the call for service.
Revised July 1, 2011

409.06 Transportation of Prisoners and Victims

The following are established rules and procedures for the transportation of prisoners which will provide for the safety and security of the transporting officer(s), prisoner(s) and the public.

Transport Vehicles:
Only those department vehicles which have been modified to minimize unassisted prisoner exit from the rear compartment including removal of rear door handles and window cranks may be used for prisoner transportation. All department marked squads, traffic cars and the patrol wagon have been so modified and in addition are also equipped with a safety barrier between the front and rear compartments.

Transport Vehicle Searches:

- Any vehicle whose use throughout any tour may include prisoner transport must be searched and examined at the beginning of each shift prior to such use. (See General Order 442.10: Inventory and Inspection)
- All vehicles used for prisoner transport must be searched prior to and after transporting prisoners. Most vehicles will not have been under continuous control and this search is conducted to preclude the introduction of weapons, contraband or other items.

Prisoner Searches:
(See General Order 409.08: Physical Searches)

Anytime an officer arrests or otherwise receives someone in custody who is to be transported, it is the responsibility of the transporting officer(s) to field search the subject(s) for weapons or contraband prior to being transported. This search shall include determination of the contents of all pockets and clothing articles as well as purses. Items such as purses and baggage shall not be left in the passenger's compartment with the prisoner during transport but should be kept in the driver's compartment or trunk of the transport vehicle.

When it is necessary to conduct searches of prisoners of the opposite sex, officers may obtain the assistance of an officer of the same sex or perform the search in the company of another officer.

Officer and Prisoner Seating in Transport:

- When transport of prisoners is to be accomplished by patrol vehicles with the safety barrier installed, the transporting officer(s) will occupy the front compartment of the vehicle. Prisoner(s) will be seated in the rear compartment. Seat belts will be in place whenever possible.
- Department vehicles not equipped with the safety barrier and which are staffed by one officer will not be used for prisoner transportation.

En route:

- During the transport process, officers will not lose sight of prisoners. One exception to this requirement may be exercised if it becomes necessary for a prisoner to make use of toilet facilities in unusual transport situations. This may be allowed only after the transporting officer(s) establish that adequate security can be maintained.
- An officer transporting prisoners has the primary responsibility of the safe delivery of the prisoner(s) and therefore a transport should not be interrupted to render police services. One permissible exception is the existence of a situation where there is grave and imminent danger to third parties and assistance is immediately required and can be rendered with minimum risk to all parties. Any such interruption requires the transporting officer to notify the Ramsey County Emergency Communication Center (RCECC) as to the location and nature of the activity.
- Due to concerns for providing security and safety to the public, the prisoner, and the transporting officer, a prisoner is not to be allowed to communicate with anyone while being transported.

Restraint of Prisoners During Transport:

- Except for discretionary situations in the movement of sick, injured, impaired or handicapped, prisoners are to be restrained during transport. Normally this will be accomplished by handcuffing the prisoner behind the back. The transporting officer, however, may at her/his discretion, handcuff persons in the front in certain situations such as:
  - Elderly or frail persons arrested for minor offenses.
  - Juveniles arrested for minor offenses.
  - Women in advanced stages of pregnancy.
  - Other physical disability where a prisoner would be injured if handcuffed behind the back.
- If two prisoners are to be transported, they may be handcuffed in front with arms intertwined or they may be handcuffed right hand to right hand or left hand to left hand. In no event will a prisoner ever be secured to any portion of a vehicle during transport.

Special Transport Situations:

1. If transporting a prisoner of the opposite sex, the officer will notify the dispatcher of her/his/their location and mileage at the beginning and end of any transport and also at any stop and resumption in between (for example: for identification purposes by victim at crime scene).
2. On occasion, officers are required to arrest and transport mentally-disturbed prisoners. All mentally-disturbed prisoners will be restrained to insure the safety of the officer and prisoner. The means of restraint to be selected by the officer will be dictated by the conduct of the prisoner and will be commensurate with it. Officers may employ the handcuffs, flex cuffs or leather restraints which are available in the district emergency cars. In instances of extremely violent behavior where complete restraint and immobilization are required, officers will summon a paramedic unit who has the means of strapping such parties to their gurney. An officer will accompany the paramedic unit to the place of detention. Transport of mentally disturbed prisoners between facilities (detention, medical, etc.) will be performed by sheriff's personnel.
3. Transport of physically and mentally handicapped prisoners usually dictates the employment of special care and attention. Consideration for the safety of the officer and prisoner remain paramount in these situations but additional factors must be addressed and determinations made to ensure it is maintained. Officers must determine:
   A. Vehicle to be employed for transport.
   B. Restraints to be employed, if any.
4. During transport, prisoners may be handcuffed right hand to left hand to facilitate movement of the group. The large number within this group permits this accommodation while also contributing to the reduced possibility for escape.
5. If the receiving facility needs to make any reasonable accommodations, the transporting officer will provide as much advance notice as possible.

Guidelines:

Handicapped prisoners who require the use of a wheel chair or who wear prosthetic devices may be transported in police squads if the transporting officer is satisfied that it can be done

safely. Wheel chairs or crutches may accompany the prisoner if they can be accommodated in the trunk of the police vehicle. Not all handicapped prisoners will require restraint but it must not be assumed that restraint is never required. Transporting officers must make the decision regarding choice of vehicle and use of restraints. Whatever restraining device, or combination thereof, is utilized it should not interfere with the prisoner's ability to balance or protect her/himself during transport. All handicapped prisoners should be seat-belted in unless the handicap or prosthetic device precludes this.

Factors to be considered when determining whether or not to restrain are: criminal history of the prisoner, current and past demeanor, propensity/ability to interfere, escape, and/or impair the safety of the transport.

Officers may call for the patrol wagon to make the transport if in their judgment; it is the appropriate vehicle in a given situation. Where immobility or other serious impediment exists, officers may request a fire department paramedic unit for the transport. In these instances, fire department personnel will determine how the prisoner will be restrained. The paramedic unit will be accompanied by squad to the detention facility.

Upon occasion, a prisoner will be sick or injured incidental to arrest. In these instances the responding officer must render first-aid and evaluate the seriousness of the condition. Her/his assessment will determine whether s/he will transport or request a fire department paramedic unit. If the illness or injury is not of a serious nature and will not be aggravated by transport in the police vehicle, this will be the prescribed action taken. If the sickness or injury appears to be of a serious nature, a paramedic unit will be requested. If the responding officer is unable to evaluate the seriousness of the prisoner's illness or injury and/or is uncertain whether the prisoner's condition would be aggravated by transport in a police vehicle, the officer should request a paramedic unit be dispatched. The fire captain aboard the responding unit will determine the transport vehicle arrangement after examining the prisoner and rendering aid. In either case the restraining of the prisoner will be in a manner consistent with her/his injury and the conditions of the arrest, gravity of the offense, demeanor and history of the prisoner. In some instances and at the discretion of the officer restraint may not be required.

The prisoner will be transported to Regions Hospital for medical attention before being taken to the detention facility. If it is necessary for the prisoner to remain at Regions Hospital s/he will be booked by phone and turned over to the Ramsey County Sheriff Security Unit.

Escape:

1. If a prisoner should escape while being transported, the transporting officer(s) will:
2. Immediately notify the RCECC by radio and provide at least the following information:
   - A. The location of the escape and the last known direction of travel.
   - B. Whether the escapee(s) is/are armed.
   - C. A complete physical description of the escapee(s) including clothing.
   - D. The reason the escaped person(s) was/were in custody and an assessment of the potential danger the escapee(s) presents to the public particularly in the immediate area.

E. Summon necessary aid if escape was incidental to another event, e.g., accident.

3. If practical the transporting officer(s) will pursue and make every attempt to apprehend the suspect.
4. Prepare a report detailing the circumstances of the escape.
5. Notify their immediate supervisor and the watch commander.
6. If an escape occurs in another jurisdiction the above data will be provided to the law enforcement authorities
   in that jurisdiction in the most expeditious manner.

Guidelines for Other Inter-Facility Transportation of Prisoners and Victims:

- Health facility to health facility: Transporting patients from one health facility to another is not the responsibility of the Saint Paul Police Department. Examples: Regions Hospital to the Ramsey County Detox Center, Ramsey County Detox Center to Regions Hospital, United Hospital to Regions Hospital, HealthEast Midway Hospital to Bethesda Hospital, nursing home to anywhere.
- Shelter homes and juvenile detention center: The transportation of juveniles from shelter homes to the juvenile detention center is not our responsibility unless the juvenile is being arrested by someone at the shelter home for an offense committed there or upon warrant. In this case appropriate reports and detention forms are completed.
- Conversely, our policy is not to transport juveniles from the juvenile detention center to shelter homes.
- [redacted] and shelter homes: Children transported from [redacted] to shelter homes by our department personnel are the result of a case in our jurisdiction only. We do not transport children who are the subject of an offense in a different jurisdiction.
- Example: A Saint Paul child abuse case is brought to [redacted] by someone else. Our personnel respond for the original report and to complete the juvenile detention form for placement in a shelter home and transport as needed.
- Example: Our personnel transport a child to [redacted] and wait for the child to be seen and then placed -- same original report and juvenile detention form for placement in a shelter home.
- In all cases where we transport a juvenile to a shelter home, foster home, or detention facility, a juvenile detention form must be completed and a report written.
- State hospital patients: On occasion, patrol personnel may have contact with patient's home on leave from state hospitals. Most often when this occurs we arrive at a point where we have the person in custody but no place to take them: i.e., Anoka Hospital is too far but they would like the patient returned, Regions Hospital treats them but releases them because manifestations of psychological problems cease and they are then "o.k.", the person is not a criminal per se.
- The Ramsey County Sheriff's Office has the responsibility to transport or arrange for transportation of the patient back to the state hospital facilities.

Patrol Wagon:

- The patrol wagon can be used for transporting individuals to the detox center.
- The patrol wagon is to be used for transporting large numbers of prisoners.
- Only sworn personnel may operate the patrol wagon.

Revised January 31, 2012

409.07 Emergency Assistance at Ramsey County Jail

To standardize procedure and assure effective assistance is provided, the following procedure will be followed when the department is notified of an emergency at the Ramsey County Jail.

Revised July 1, 2011

409.08 Physical Searches

Officers shall advise the persons they are arresting of the fact of the arrest, including the nature of the offense leading to the arrest.

Officers shall conduct a custodial search of the person they have arrested before transporting that person to headquarters for further investigation and processing.

All strip searches and body cavity searches shall be conducted at headquarters, a police facility, or a medical facility after arrest, under conditions detailed below under "strip search" and "body cavity search" as applicable.

Neither officers nor their agents shall subject a person whom they have arrested for only a misdemeanor offense, traffic offense, or regulatory offense to any search more probing than a custodial search, as defined below, unless the officers have grounds for upgrading the arrest to a felony arrest.

This policy does not affect current procedures for the collection of blood in certain driving under the influence investigations.

Consent Search Advisory:
Saint Paul Police Department policy requires officers to give individuals a consent search advisory before asking to conduct a search of their person or vehicle, when this search is based solely on a request for consent. Searches pursuant to reasonable suspicion, probable cause, or incident to arrest will not require this advisory. The advisory will make it clear to the individual that they have the right to refuse to give consent to the officer to search their person or vehicle. It will also inform the individual that when they give permission they can stop the search and withdraw their permission at any time. Finally, it will make it clear to the individual that should they grant permission for the search and the officer finds illegal items, the individual is likely to be arrested and prosecuted. The consent search advisory reads as follows:

1. I would like to search you (or your vehicle).
2. You should know that you have the right to refuse to allow me to search you and your vehicle.
3. If you do grant me permission you may stop the search at any time.
4. If, I find anything illegal you will likely be arrested and prosecuted.
5. Do you understand what I have told you?
6. May I search you?
7. May I search your vehicle?

Types of Searches:
Frisk Search:
This is the "pat down" type of search, generally used for a check for any possible weapons

Custodial Search:
A "custodial search" is a search, after an arrest, for concealed weapons or contraband and evidence of crime and fruits of crime before the officer transports the person to headquarters. It is a more thorough search than the "frisk search," but it is not a "strip search" or other more intrusive search.

Strip Search:
This search means the removal or rearrangement of some or all of an arrested persons clothing so as to permit a visual inspection of the body which may include the undergarments of such person. Strip searches shall not include searches of any body cavities other than the mouth, nose, or ears.

Any police officers or employees of the police department who wish to conduct a strip search shall:

1. Notify their immediate on duty supervisor who shall request and receive permission from a person of at least one rank higher, and;
2. Write an original offense report and include the following:
   A. The name of the person subjected to the search.
   B. The name of the police supervisor authorizing the search.
   C. The names of persons conducting and/or observing the search.
   D. The time, date, and place of the search.
   E. A description of the results of the search.

3. The records unit will forward a copy of the report to the inspections unit and research and development.

Officers conducting the search should request the removal or rearrangement of the arrested person's clothing. Officers shall not touch the body or underclothing of the arrested person. Officers should then request the arrested person to allow for a visual inspection.

If the arrested person refuses and defies the request, the request is then followed by an order. If this order is also refused and defied then and only then may the officer touch the body or underclothing of the arrested person. This must be done in a reasonable manner for the sole purpose of facilitating the otherwise authorized visual inspection.

All strip searches shall be conducted only by persons of the same sex as the arrested person and shall be conducted at police headquarters, other police facility or medical facility. The search shall be conducted in a place that cannot be observed by persons who are not physically conducting the search and particularly by persons of the opposite sex.

The inspections unit will maintain a file of all strip search reports. Copies of the report(s) documenting the above listed information shall be available to the arrested person as provided in the Minnesota Rules of Criminal Procedure and/or pursuant to the Minnesota Government Data Practices Act. The inspections unit shall keep statistical data pursuant with the 2001 NAACP agreement.

Body Cavity Search:

A "cavity search" is a search by touching or probing a person's body cavities, which include the stomach or rectum of any person, and the vagina of a female. The mouth, nose or ears are not considered body cavities for the purpose of a body cavity search, see "custodial search" and "strip search," above.

No body cavity search, as defined above, shall be conducted without first obtaining a properly issued search warrant. The application for the search warrant shall contain the following affirmations or information, in addition to any affirmation or information required under United States or Minnesota law, including all the requirements of probable cause set forth in Minnesota law:

- The identities of the licensed physician or registered nurse who will conduct the search or, if those identities then are unknown, an affirmation that the search will be conducted by a licensed physician or registered nurse whose identity will be recorded in the papers for the warrant return, and who will be acting under the direction and control of the officer executing the warrant.
- The precise place the search will be conducted or an affirmation that the search will be conducted under sanitary conditions.
- The identities of any persons other than the physician or nurse who will be present at or able to view the search or, if these are then unknown, an affirmation that the search will be conducted under conditions assuring maximum privacy consistent with good medical and police practice.

General:

[redacted]

- During the arrest process, the most dangerous period is during the physical search of the suspect. The arresting officer is in very close contact with the suspect at a time when the suspect is usually not handcuffed. The main reason for the search is for weapons. After the officer is satisfied that the suspect has no weapons, s/he may then search for contraband or evidence.
- Every suspect that an officer is going to talk to, where the officer has articulate facts that indicate the suspect may pose a threat to the safety of the officer, a "hands in view" procedure should be exercised.

Revised July 1, 2011

409.12 Legal Process

General:

Minnesota Statute 387.04 assigns the responsibility for civil and criminal process services in the sheriff of Ramsey County. However, inherent in any law enforcement officer's duties, on occasion, is the task of executing criminal process. This may include service and execution of any of the following:

- Arrest warrants
- Search warrants
- Summons
- Subpoenas

Each entity within the Saint Paul Police Department receiving items for legal process shall comply with department procedures appropriate to the service/execution requested. (See General Order 410.00: Warrants Procedures and General Order 447.00: Execution of Search Warrant)

Procedure:

The procedure for service of process shall be as follows:

For each item received for legal process, the records unit shall complete a legal process service form -- PM 605-90 noting the following information:

- Date and time received.
- Unit assigned item.
- Type of process requested.
- Source of document.
- Name and address of person concerned.
- Date assigned.
- Court docket/file number.
- Date service due, if applicable.

The records unit shall forward the document to the appropriate unit for service which shall note each attempt at service of process as follows:

1. Officer assigned.

2. Date and time service is affected /attempted.
3. Person served.
4. Method of service.
5. Location.
6. Reason for non-service.
7. Date returned to the records unit.

On return of the document to the records unit, the date which the document is returned to the origination entity shall be noted. The completed legal process service form shall be retained in the records unit for a period of six months.
Revised March 28, 1995

410.00 Warrant Procedures

General:
This section provides an explanation of the different types of arrest warrants likely to be encountered by Saint Paul Police Department officers and the procedures to be followed in executing and processing them. The execution or assistance in execution of all arrest warrants, including civil arrests, shall be performed only by sworn personnel.

The general warrant function is the jurisdiction of the Ramsey County Sheriff's Office. The Ramsey County Sheriff's Warrant Office is located in the Ramsey County Law Enforcement Center at 425 Grove Street. The office is staffed 24-hours a day, seven days a week to facilitate the disposition of warrants and to assist law enforcement officers in the processing of warrants.

Although the general warrant service function is the responsibility of the sheriff's office, all officers are reminded that arrest warrants are court orders directing law enforcement officers to take an individual into custody subject to the directions of the specific warrant being served. Therefore, it is the responsibility of members of this department to be vigilant for persons subject to arrest by virtue of an outstanding arrest warrant and to exercise due diligence in bringing these parties before the court.

Listed below in a general order of descending severity and priority for service are the various types of arrest warrants likely to be encountered by departmental officers. All officers are cautioned that any time a person is taken into custody the situation requires the exercise of extreme caution for the safety of individual officers, citizens and the subject of the warrant.

Criminal Warrants:
1. Felony (adult & juvenile)
2. Gross misdemeanor (adult & juvenile)
3. Misdemeanor (adult & juvenile)
4. Youth conservation commission warrants
5. Bench warrants
6. Writs
7. Family court warrants

8. Probate court warrants

Felony Warrants:
Felony warrants may be served at any time, and officers should exercise as much care as they would on an actual felony arrest. Persons arrested on a felony warrant may be bailable and if so, the officer may inform the person of the amount.

Writs:
Writs of attachment are issued by a court of record pursuant to a violation of a court order or an act of omission wherein the court had set forth certain schedules, sentences or restrictions. They may be served at any time.

Writs are not bailable unless a magistrate has so endorsed them and set a figure of bail.

Probate Court Warrants:
Probate court warrants are commitment warrants. Take the person to Regions Hospital. The deputy on duty will be able to obtain a hard copy of the warrant. (See Minnesota Statute 253B: Civil Commitment) May be served at any time.

Family Court Warrants:
Family court warrants are warrants that deal with separations, divorces, etc., and are usually served by the sheriff's office. If officers of this department serve this type of warrant, the subject is to be turned over to the sheriff's office for disposition. Maybe served at any time.

Bench Warrants:
Bench warrants are issued by the court for a person that had been arrested, bailed out, and then failed to show up for the scheduled court appearance. If bail is required, it will be posted on the face of the warrant by the district court issuing same. It may be served at any time.

Youth Conservation Commission (Y.C.C.) Warrants:
Y.C.C. warrants are the order of the director of the Y.C.C. of the Department of Corrections, and are written on state form "Corr. 262". These warrants carry the same authority for execution as other warrants.

These warrants may be served at any time. These warrants are issued for the apprehension of escapees or for persons who have violated probation or parole. Persons up to the age of 25 years could be subject to a warrant of this type.

Juvenile Court Warrant:
Juvenile court warrants are issued from juvenile court, and may be served at any time. The warrant may be for juveniles or an adult.

Misdemeanor Warrant:
Maybe served only from 0800-2200 hours daily, but not on Sundays (unless a warrant is "Night capped" or unless the person named in the warrant is found on a public highway or street). Assume misdemeanors are not night capped unless the actual warrant so states.

Most traffic warrants (meter, equipment violation, speed, etc.) will call for a bail, but if the party can be prevailed upon to pay the listed bail, s/he may do so and no court appearance is necessary. This may be done at the Ramsey County Law Enforcement Center at 425 Grove Street. S/he will be issued a receipt; no further action will be taken on the charge unless the subject wishes to contest the charge which s/he may do by contacting the Traffic Violations Bureau the following day and they will arrange a court date.

If the warrant calls for bail and a court appearance, the party will be booked and then be allowed to bail out, and be issued a court appearance slip by the deputy receiving the bail.

Out-of-State Warrant:
Out-of-state warrants will normally be served by members of this department. Prior to taking a person into custody, the officer should verify the jurisdiction will extradite.

Out-of-County Warrants:
Warrants issued by a court in the State of Minnesota can be served by Saint Paul Police officers in the City of Saint Paul. These warrants will usually be acted on by the Ramsey County Sheriff's Warrant Unit, and if served, the party is held for the proper jurisdiction.

General Warrant Procedures:
If Saint Paul officers arrest a subject in Saint Paul and find there are warrants for the subject issued for another court, the officers will note in their report said information, and place a hold for their jurisdiction on the booking sheet. The corrections officer will notify the proper agency.

If officers on a traffic stop find there is a serviceable warrant for the subject, and the warrant calls for a court appearance, arrest the subject and book on the warrant. The arresting officer may add an additional offense (or offenses) as a result of the traffic stop and document these in the arrest report. At the officer's discretion, a citation may be issued to the subject prior to booking and not placed a hold for the traffic offense.

When booking a prisoner into the Ramsey County Jail on a felony charge, any outstanding misdemeanor warrant(s) should be added to the booking card (the 48-hour or 36-hours rule will apply in these cases). When the suspect appears in court on the felony charge, the outstanding warrant will be addressed.

Warrant Field Arrest Procedures:
1. Make inquiry by name via MTC, radio, phone to Ramsey County Emergency Communication Center data
2. If response is negative, take whatever action justified by reason for original stop of person or vehicle.

3. If an active warrant exists, the emergency communication center will call the Ramsey County Sheriff's Warrant Unit or other agency to validate existence of warrant and determine if it is night capped, and if court appearance is required.
4. After verification of actual existence and validity of warrant service, officers may make an arrest.

Clearing the Warrant:
Once a suspect is booked into the jail, the Ramsey County Sheriff's Office clears the warrants from the computer.

Voluntary Turn-In:
If a party appears at the desk and a warrant is active, the party should be instructed to report to the Ramsey County Sheriff's Office, 425 Grove Street, for service whether the warrant is night capped or not.

Signing of Served Warrants:
A warrant is not officially served until it has been signed and dated on its face which is accomplished when:

- The arresting officer has the warrant in their possession or receives it from the Ramsey County Sheriff's Warrant Office.
- The warrant is officially served at the first court appearance by the court officer.

When officers have the warrant in their possession and it has been signed and served the warrant will then be turned into the records unit.

Out-of-City Service of Criminal Legal Process:
The members of this department will not normally serve criminal process outside of the city limits.

When an officer determines that it is necessary to serve a criminal legal process outside of the city, that officer will first, request permission from their immediate supervisor to leave the city. The officer should contact the proper jurisdiction and inform them of the situation and request assistance.

Absentee Wanted by the Armed Forces:
Military personnel that are absent without leave from their units are of no concern to this department unless:

- They have committed some violation of the law for which they would normally be arrested -- traffic, criminal code, etc.
- The department has received a copy of the Defense Department Form DD-553, Absentee Wanted by the Armed Forces, or U.S. Army Deserter Information Form DA-3835. This is the military version of a warrant.

Officers of this department do not have the authority to arrest for absent without leave (A.W.O.L.), unless the department or the Ramsey County Sheriff's Warrant Unit is in possession of a DD-553 or DA-3835 form. A check with the missing persons unit or the

Ramsey County Sheriff's Warrant Unit after normal hours will be made to locate the pick-up request form. If the form is there, the officers then are authorized under 10 U.S.C.A. 808, ART 8 to arrest and hold the party at the Law Enforcement Center for the military authorities. Military personnel who are A.W.O.L. for over 30 days are classified as deserters, and desertion is considered a felony.

Telephone information about an A.W.O.L. or information received on the street should not be acted upon unless it is verified that the department has a copy of the DD-553 or DA-3835 for that party.

Military personnel who voluntarily try to turn themselves in should be advised to do so to any recruiter or else the detachment at Fort Snelling, or return to their original unit.

Federal Felony Warrant:
The United States Marshal has furnished this department with federal felony warrants for local persons. This information is in the warrant file in the computer. The marshal's office would like to be notified immediately upon the service of one of these warrants. Book arrested parties "Hold for U.S. Marshal." The watch commander's office has telephone numbers for the marshal's office.

Revised July 1, 2011

416.00 Report Writing

Detailed report writing rules and procedures in effect for the department are set forth in the report writing manual.

Reporting Requirements:
Every incident which occurs or is alleged to have occurred within the jurisdiction of the Saint Paul Police Department shall be reported in one or more of the following categories:

- Citizen reports of crime.
- Citizen complaints.
- Citizen requests for service when:
  - An officer is dispatched;
  - An employee is assigned to investigate;
  - An employee is assigned to take action at a later time.
- Criminal and non-criminal cases initiated by law enforcement officers.
- Incidents involving arrests, citations, or summonses.

Documentation of the above listed categories shall be by one or more of the following: completed field report, citation, field interview card, complaint card or computer-aided dispatch entry. All incidents are also entered into the agency's RMS computer system via the Evidence Manager or original report.

Information to be Included in Report:
Upon receipt of an initial complaint, an attempt shall be made to obtain the following information:

- Complete all relevant forms and fields in paper and computer report writing or evidence management systems.
- Date and time of the initial reporting.
- Name (if available) of the citizen requesting the service, or victim's or complaint's name.
- Nature of the incident.
- Nature, date and time of action taken (if any) by law enforcement personnel.
- If property is recovered by officers and turned into the property room, that property shall be entered under the appropriate category in the Evidence Manager or Tow Manager before any original report is completed.

Report Writing Review:
Because of the many details, procedures, etc. that is involved in the presentation of reports and the transposing of a street situation into writing, the following procedures will be adhered to. The purpose of these procedures is to ensure turned in reports and investigations are complete and as correct as possible.

1. If two officers are assigned to a squad, both officers will review each other's reports -- as both names are on the reports. Additionally, the senior officer on the squad is responsible for the content of the reports.
2. Major crime reports (e.g., homicides, robberies, major burglaries, sizeable thefts and/or any unusual incidents) will be submitted as soon as possible for information and review.
3. When a watch commander is on-duty all arrest reports and serious and/or high profile incidents (e.g., homicides, critical incidents, fatal crashes, etc.) will be turned over to the watch commander for information, review, and sign-off. In the absence of a watch commander, a supervisor will perform this duty.
4. To ensure quality and compliance with procedures, supervisors must review and sign-off on all other reports written by their subordinates. Exceptions to this policy may include serious and/or high profile incidents whereby officers may be directed to submit their reports to the investigating unit for review and approval.
5. All police department paperwork (data) produced will be submitted to the records unit for filing and distribution purposes.
6. Evidence gathered during an initial or ongoing investigation should be submitted to the property room according to General Order **439.01 Property and Evidence Procedures**

Revised June 6, 2016

416.01 Coplogic

Coplogic is an online report writing system that allows citizens to write and submit reports for certain crimes. The Coplogic program can be located by clicking on the "file a police report" link on www.stpaul.gov, or by going directly to www.stpaul.gov/onlinereport.

Reporting Requirements:
An Officer will respond to in-progress incidents, all crimes with evidence or possible suspect information, and any incident where the crime just occurred and there is a likelihood the suspect may still be in the area.
The following criteria must be met in order to submit a Coplogic report online:

- The incident must be a non-emergency situation
- The incident must have occurred within the Saint Paul city limits
- The incident did not occur on a State Freeway or Highway
- There is no suspect information
- The complainant filing the report must be an adult (age 18 or over)
- The incident cannot be a biased motivated crime
- Lost, damaged, or stolen items must not include firearms, prescription medications, or other materials that threaten public safety (ex. explosives or toxic substances)

The following reports may be referred to the online Coplogic reporting system:

- Criminal Damage to Property
- Graffiti
- Illegal Dumping
- Harassing phone calls
- Lost Property
- Misdemeanor Theft (under $500)
- Theft from Auto
- Fraud and Forgery
- Detached Garage Burglary
- Informational Reports

Personnel Responsibilities:
When a citizen calls requesting a report the ECC operator, teleserve officer, or front desk officer will determine if the incident meets the referral requirements for the online Coplogic reporting system. If so, the following steps shall be taken:

- Determine if the complainant has internet access or explain they can utilize a kiosk to access the online reporting system at the police headquarters lobby, East or West Districts.
- Explain the online Coplogic reporting system. Coplogic link can be located at www.stpaul.gov or www.stpaul.gov/onlinereport.
- Under no circumstances will the ECC operator, teleserve officer, or front desk officer refuse to send an officer to take a report or refuse to file a teleserve report if the complainant requests one instead of utilizing the online Coplogic reporting system.

Coplogic Review Policy:
The Coplogic reports will be reviewed on a daily basis by the teleserve officer working in each district. The teleserve officer will sign on to the Coplogic system and review submitted reports at

least once per shift. Complete instructions for reviewing Coplogic reports will be kept at each district's teleserve desk and on the intranet under Technology Unit.
When reviewing each report the teleserve officer will do the following:

- Confirm that all Coplogic reporting criteria have been met.
- Confirm that the crime took place in the City of Saint Paul, but not on a State Freeway or Highway. Any crime that took place outside the city limits or on a State Freeway or Highway will be rejected and an email will be sent to the complainant.
- Ensure that all submitted reports are as complete and accurate as possible.
- Confirm the elements of the crime being reported are reflected in the narrative.
- If additional information is needed the teleserve officer will send a follow-up email to the complainant outlining exactly what information is needed.
- During the review process the teleserve officer is not responsible for making grammatical corrections to the citizens' report.

Revised June 30, 2015

418.00 Informants

The following are established guidelines and procedures governing the use of informants by members of the Saint Paul Police Department. All personnel shall adhere to the policy and the procedures.

Policy:
Department members are encouraged to cultivate individuals as sources of information. The use of such sources of information must be strictly controlled by the Saint Paul Police Department. Responsibility for the use of informants resides with individual members of the department and their unit heads. Strict adherence with the procedures set forth herein is mandatory for all members of this department.

Informant:

Informant is defined as a person who is working with or providing information to a member of this department, with or without expectations of compensation, who furnishes information on criminal activities or individual criminals. Informants are classified as either an active informant or a passive informant.

Active Informant:

A person who has been or may become the subject of a criminal investigation, s/he may be under arrest or subject to arrest as a result of criminal activity. The active informant generally expects compensation for her/his assistance in either the form of prosecution consideration or compensation in some other form.

Passive Informant:

A citizen who without expectation of compensation assists the department by providing information relative to an investigation, alleged criminal activity or individual criminals. This includes witnesses, victims, and concerned citizens. A passive informant is not subject to the portfolio procedures set forth below. However, a passive informant may become an active informant and subject to the general procedures.

General Procedures:

Unit Head Responsibilities:

[redacted]

Officers/Investigators Responsibilities:

[redacted]

[redacted]

Individual officers shall be responsible for verifying the reliability of individual informants. They shall inform each informant of the following:

[redacted]

Informants -- Use by Patrol Officers:
The use of informants is not limited to investigative units. Patrol officer are encouraged to cultivate informants in their daily patrol activities. Patrol officers who identify potential informants are to be guided by the policies and procedures set forth herein. [redacted]

Revised June 8, 2016

420.00 Line-up Procedures

The Ramsey County Attorney's Office recommends the following guidelines regarding suspect identification.

Sequential Photo Display
Several factors significantly reduce the likelihood of misidentification in a line-up. Using a sequential photo display instead of simultaneous displays and also using an independent administrator (or a functional equivalent [FE]) can reduce misidentification.

When an officer/investigator desires to show a photo display, the Sequential Photo Display Form (revised June 8, 2011) must be used.

The officer/investigator working on the case may participate in the production of the photo display line-up. Descriptors given by the witness as well as the suspect's characteristics (if known) should be used for completing the line-up. At least five characteristics should be used if possible (e.g., age, sex, race, height, weight, hair, facial hair, eye color, etc.) Before finalizing the photo group, the officer/investigator should view the lineup in its entirety to

make sure the suspect does not stand out. The photographs should be numbered for future reference. [redacted] A ratio of fillers to suspects of at least 5:1 should be used (five fillers plus the suspect). The Ramsey County Law Enforcement IWS 9 Imageware Systems), MRAP, and other programs may be used to facilitate and produce lineups so long as they are fair and created impartially. DVS and other photographs may be used when other photographs are unavailable. Minn. Stat. §171.07 sub. 1a-(2).

Procedure:

1. Use of an independent administrator; An officer/investigator that is not familiar with the suspect or suspect's photo position should be used as the administrator if one is available. It is preferred that the investigator with knowledge of the suspect's identity must be out of witness' view. However, this investigator may be available for consultation by the administrator, if needed, during the display. The primary investigator may conduct any needed follow-up interview with the witness after the display. If no independent administrator is available, a functional equivalent must be used which assures that the investigator does not know which photo is the suspect's. The administrator/investigator will inform the witness via the Sequential Photo Display form, that he/she does not know the order of the photographs. Regardless of method, investigators will be prepared to testify as to the unbiased method and fairness of a display.
2. The sequential photo display procedure is the same for either method (independent administrator or FE):
   A. The administrator should read the "administrator side" of the Sequential Photo Display form and fill out the appropriate box (IA or FE). Complete the information at the top of both sides of the form.
   B. Select the applicable IA or FE language on the "Witness Side" of the form. Read and check off the six instructions to the witness on the Witness Side of the form. The witness should initial that he/she understands the instructions. The alternate simplified version (form revised 6/8/11) may be used for children, mentally impaired adults and persons with limited knowledge of English. This form can also be used for other types of photo displays such as vehicles, guns, homes, weapons, etc.
   C. Display the photos to the witness in sequential form with only one photo visible at a time. Be careful not to give the witness any feedback during or after the photo display.
   D. Record any comment the witness makes while examining the photos and any other relevant observations (e.g., physical reactions).
   E. If the witness makes an identification, ask the witness how certain he/she is of the identification. The witness responses should be recorded on the "Administrator Side" of the form. If the witness asks about what type of scale, grading method, or certainty percentage should be given, tell him/her to use whatever method seems right to him/her.

F. Do not show the lineup more than once *unless* the witness requests it. If requested, show the entire lineup, in the same order as originally shown, even if the witness requests only one or a few.
G. At the conclusion of the photo display, the witness should complete the lower section on the "Witness Side" of the form. The investigator is permitted to assist the witness with this portion of the form if requested by the witness.

3. Written and Photo Record of Photo Identification or Non-Identification:
   A. The lower section on the "Witness Side" of the form is the record, in the witness' own handwriting, of whether any identification made and, if so, how certain the witness is of his/her identification (encourage the witness to put comments in his/her own words). The witness should sign and date the form. If the witness refuses to sign, write "refused" below the space for the witness's signature. This written record must be maintained whether or not the witness identifies any person.
   B. Preserve the photo display used. The six-person template for simultaneous photo displays may be used for this purpose. If identification is made, have the witness sign and date in the space underneath the identified photo. The original photo display will be submitted as evidence to the property room.
   C. The "Administrator Side" of the form must also be completed. This includes "How certain are you of your identification?" It must also include how many times the display was shown, the administrator's summary of witness comments made during the photo display and any other relevant observations.
   D. In addition to this form, the administrator's actions regarding the photo display will be detailed in a supplementary police report.
4. Exception for Children 12 and Under:
   Scientific research does not demonstrate the superiority of the sequential method for witnesses 12 and under. Use the simultaneous method in these cases. However, an independent administrator should still be used whenever possible. Rather than using the Sequential Photo Display form, use the alternate simplified instructions if appropriate. The supplemental report should also include any comments made by the witness, any physical reactions while examining the photo display, a statement of whether the witness selected any photo, and if a selection was made, the witness' level of certainty. Older children may be asked to sign and date the picture selected.
5. Multiple Perpetrators:
   When there are multiple perpetrators, the same ratio of fillers to suspects should be used (at least 5:1). However, the person preparing the photo display has the option of preparing separate lineups for each suspect or, if all suspects have similar characteristics (such as in gang cases with multiple perpetrators of the same age and ethnicity), one large lineup containing all suspects. If more than one identification is made, use a separate Sequential Photo Display form for each suspect identification.
6. Multiple Witnesses:
   If more than one witness views the photo display, consider placing the suspect in different positions in each. Be sure to preserve a photo record of the order of photos shown to each witness and to have each witness sign and date any photo selected on separate photo displays.
7. Follow-up Interview by Investigator:

After the independent administrator has completed the photo display, the assigned investigator may follow up with any supplemental interviews-as needed. The investigator should refrain from talking to the witness about his/her selection until the case is closed and a suspect has been charged. If the witness is concerned for his/her safety and wants to know if the suspect is in custody, that question may be answered.

8. The sequential photo lineup and display form are considered evidence. These items should be entered into the Evidence Manager and placed in the property room as soon as practicable.

Revised June 6, 2016

421.00 Intelligence Information

During the course of an officer's duties, s/he acquires information that may be of an intelligence nature, or information pertaining to criminal activity. Methods of transmitting this information to the concerned units have been established.

Revised July 1, 2011

423.00 Preliminary Field Investigations

The patrol officer is responsible for the preliminary investigation of all crimes and incidents which are assigned or reported to her/him or which s/he discovers. The scope of the preliminary field investigation by a patrol officer may constitute the entire investigation. Patrol officers conducting preliminary investigations will follow-up the reported offense as far as possible. The follow-up will include, but is not limited to, canvassing the vicinity of the scene for witnesses and a search for physical evidence.

Nothing in the above is to be construed as prohibiting any sworn officer from initiating a preliminary investigation should circumstances dictate that the action is appropriate.

Preliminary Field Investigation Procedures:
These are general investigative procedures to be followed as they apply.

Scope of Preliminary Investigation:
1. Begins upon discovery or report of crime. Speed of initiation of investigative process is often crucial.
2. Ends when everything possible has been done.

Responsibility for Preliminary Investigation:
1. Operations has responsibility for:
   A. Immediate response to crime.
   B. Acting to apprehend offender.
   C. Preservation of life and property.
2. Manner of discharge of responsibility dependent upon type of offense and other factors. Techniques and procedures impossible to predict on a case-to-case basis.
3. In general, the preliminary investigation may include, but are not limited to the following:
   A. Proceed to the scene promptly and safely.
   B. Render assistance to any injured.
   C. Determine if a crime has been committed.
   D. Affect an arrest of suspect(s) if possible.
   E. Protect the crime scene as completely as possible.
   F. Notify your supervisor and/or investigative unit, if necessary.
   G. Note all conditions, events and remarks made by persons present.
   H. Interview complainant and witnesses.
   I. Protect or arrange for protection of evidence.
   J. Inquire with businesses and citizens for video evidence.
   K. Collect and preserve evidence and/or arrange for collection and preservation by forensic services personnel.

L. Locate and identify witnesses (neighborhood canvas).
M. Report the incident accurately and fully according to the manual.
N. Interrogate suspect(s).
O. Submit all reports to the on-duty supervisor. All reports must be written, submitted, and accepted before the officer's shift is over.
P. Contact the watch commander when available prior to booking suspects and/or in cases of serious offenses. In the watch commander's absence, the unit or officer's immediate supervisor will be notified.

Duties of First Officer(s) at Scene:

1. Care of injured.
   A. Saving life is our paramount duty.
2. Determine if crime has been committed.
3. Arrest perpetrator if still at scene.
   A. Pursue if apprehension likely.
   B. Identify or describe as quickly as possible and alert other units through communications systems.
   C. Separate offenders, if possible.
4. Separate witnesses, if possible, to insure personal independent recollection.
5. Protect crime scene.
   A. Insofar as possible, isolate crime scene.
   B. Keep out all unauthorized persons, including police officers not actually engaged in investigation.
6. Arrange for collection of physical evidence.
7. Locate, identify, and interview witnesses and interrogate suspects.
   A. Obtain names, addresses, and telephone numbers of witnesses whether they have left the scene or not.
8. Important conditions/events should be recorded.
   A. Time of arrival, notification or discovery.
   B. Weather conditions.
   C. When discovered by whom, etc.
   D. Approximate time of commission of crime.
9. Reports.
   A. Accurate and complete.
   B. Patrol officer prepares the state crash report original offense report and supplementary reports as required.
   C. Investigators write supplementary reports.
   D. All arrest reports and response to resistance and aggression reports must be written, submitted, and accepted to the on-duty supervisor before the officer's shift is over.
10. Serious crimes.
    A. Notify the watch commander as soon as possible of nature of crime.
    B. If the watch commander is not working, notify the patrol sergeant who will notify the district commander and the on-call assistant chief.

Duties of Supervisors (On-Duty)

1. Ensure all reports are submitted correctly prior to the end of shift. If officers are still writing an arrest report, the supervisor shall notify the next on-duty sergeant of the situation to ensure the case reports are completed.
2. Take immediate action to notify the chain of command and/or internal affairs if the supervisor is told or becomes aware of a violation of department policies and procedures.
3. Respond to all response to resistance and aggression incidents in the supervisor's district.
4. Approve all arrests before officers detain individuals at the LEC.

Search for Physical Evidence:

The following guides are useful in situations where evidence collection will be handled by persons other than Forensic Services personnel.

1. Record:
   A. Description of each piece of evidence found.
   B. Date, time, and location found.
   C. How and where marked.
   D. Identify all persons handling evidence to show chain of possession.
   E. Disposition of evidence.
2. Search of crime scene:
   A. Survey and plan manner of search.
   B. Sketch or arrange for photographs of crime scene.
   C. Search for marks, stains, and general conditions of significance.
   D. Search for traces of material important to inferring injury, weapons, and tools used.
   E. Search for signs of forcible entry.
   F. Do not mix evidence. Separate items of evidence and package individually.
   G. Measure where necessary to determine positions of evidence items or internal building construction.
   H. Photographs will be taken of all serious crime scenes. When photographs are not taken, an explanation as to why the photographs were not taken will be included in the original or supplementary reports.
   I. When physical evidence is not recovered at the scene of a serious crime, an explanation as to why physical evidence was not collected will be included in the original or supplementary report.
   J. Whenever available, materials and substances from a known source will be collected for submission to the property room. The identification and comparison of evidence collected with samples from a known source carries a significant degree of value. The location from which a known source sample is obtained must be documented.

Delineation of Authority:

1. The primary squad dispatched to a crime scene is responsible for that scene. That officer will write the original incident report and process the scene for latent finger prints and physical evidence. If in the opinion of the primary officer a supervisor is required at the scene, the primary officer may request a supervisor.
2. Upon arrival at the scene, a supervisor may assume responsibility of the scene directing the primary officer to continue the processing. The supervisor may also

request the assistance of a crime scene response officer or, with approval of the watch commander or district commander, the services of the forensic services unit to process the scene.

3. The supervisor may also request an investigator to the scene. Upon her/his arrival, the investigator will be responsible for supervising the processing of the scene.
4. If the forensic services unit is summoned to the scene by the watch commander or district commander, the responsibility for processing the scene rests with forensic services personnel.
5. In all cases, officers at the scene may be directed to assist with the processing.

Revised June 7, 2016

424.00 Investigations, Follow-Up

Follow-up investigations are a continuation of the preliminary investigation and are usually but not always initiated by the emergence of solvability factors during the preliminary phase. The follow-up investigation is intended to identify suspects and produce evidence relating to the guilt or innocence of any suspect that can be used in a prosecution; and also to facilitate the recovery of property.

Actions to be taken in conducting follow-up investigations include, but are not limited to, the following steps:

1. Review and analyze all reports from the preliminary phase.
2. Conduct additional interviews and interrogations including supplemental or second contact interviews with principals.
3. Review departmental records (criminal history, photos, etc.).
4. Seek additional information (informants, beat officers, witnesses, etc.).
5. Review and evaluate evidence and request forensic services where needed utilizing the forensic services examination request form (#288-13R1).
6. Arrange for dissemination of information, as appropriate.
7. Where necessary, plan, organize and conduct searches.
8. Identify and arrest suspects.
9. Collect physical evidence identified through investigation and turn said evidence into the property room properly sealed.
10. Determine suspect's possible involvement in other crimes.
11. Prepare cases for court.
12. Present cases to Ramsey County and/or Saint Paul Attorney's Office for prosecution.

Additional guidance for follow-up investigations can be found in the charging process booklet.

When the case is completed it will be submitted to the unit commander for review. All completed cases must include a disposition of all property and evidence related to the case.

Revised July 2, 2013

424.01 Photograph, Audio and Video Recordings

(See General Order 440.00: Digital Evidence)
During the course of an investigation, if video, photographs or audio recordings are made pursuant to that investigation, the following will occur depending upon the type of media captured:

Video or audio digital storage devices owned by the agency (i.e. audio digital recorder, digital pictures, digital video recorder, etc.): The digital recording will be downloaded into an approved department management system (e.g. Media Vault, forensic services unit, property room, Media Drive, CCTV data management system, etc.) and these actions will be documented in a related police report. For non-evidentiary storage, digital recordings will be documented through department-provided, non-evidentiary record systems. Note: Data received electronically from a third party may be stored in this manner unless the electronic data is considered evidence of a crime.

Video or audio digital media on a disk or flash drive by a third party: The copy (or copies) retained by the Saint Paul Police Department will be entered into Evidence Manager and placed into the property room. All actions should be documented in a related police report.

Whenever any photographs taken by film or videos cassette of an evidentiary nature are taken, form PM 77-01R (for still photographs) and/or the Video Analysis Request form (for videotape recordings) will be completed. At a minimum, the date, time, case number, location and the name of the officer making the photographic record will be completed. Interviews recorded on a video or audio cassette shall be entered into the Evidence Manager and turned into the property room.

Revised June 6, 2016

424.02 Photograph, Audio and Video Recordings of Saint Paul Police Officers

Members of the public may record or photograph SPPD officers in the line of duty.

A. Individuals have a legal right to record officers from any location where they have a legal right to be present, including public parks and sidewalks, common areas of facilities and buildings, and the individual's home or business.
B. As long as the photographing or recording takes place from a location where an individual has a legal right to be present and such activity does not interfere with law enforcement operations or threaten officer safety, officers shall not prohibit or discourage photographing or recording. Additionally, officers shall not:
    1. Order the individual to cease recording;
    2. Demand identification;
    3. Demand that the individual state a reason why he or she is taking photographs or recording;
    4. Detain the individual;
    5. Intentionally block or obstruct cameras or recording devices; or
    6. Threaten, intimidate, or otherwise discourage an individual from recording.

NOTE: Officers may ask questions during the course of a contact, but may not order a person to stop or require an answer unless the officer has reason to believe that a person has committed, is committing, or is about to commit a crime. Taking photographs or recordings, without more, does not constitute suspicious conduct.

C. Individuals do not have a right to interfere with a police officer performing official duties. Interference consists of conduct, threats, or actions that prevent officers from doing their job.

1. Individuals recording police activity do not have a right to cross a police line or enter a crime scene.
2. If an individual is photographing or recording police activity from a position that threatens officer safety OR interferes with an officer's ability to perform police duties, officers shall direct the person to move to an alternate position.
3. Recording police activity from a safe distance does not constitute interference.
4. A person has the right to express criticism of police activity as long as that expression does not jeopardize the safety of any officer or other person. Unless such expression violates the law or incites others to violate the law, it does not constitute interference.
5. Individuals recording police activity do not have a right to engage in criminal trespass.

D. Evidence on a Camera, Cell Phone, or Recording Device; Probable Cause

1. Probable cause exists where the known facts and circumstances are such that a reasonable officer in the same situation would believe that evidence of a crime will be found.
2. If officers have probable cause to believe that a camera, cell phone, or other recording device contains evidence of criminal acts, the officer shall request that the person;
   a. Voluntarily provides the device or recording medium (e.g., the memory chip) or;
   b. If practical, officers could take photographs of the evidence on a department-issued camera.
3. If the person voluntarily provides the device or recording medium, officers will:
   Document the request and the individual's response in the incident report;
   a. Document serial or identification numbers for all devices taken into custody in the "Property listing/Evidence Recovered" section of any applicable field report.
   b. Provide the corresponding CN to the individual who possessed the device; and;
   c. Submit the device(s) to the property room. Officers shall not attempt to view, download, or otherwise access any material contained on the device.
   d. Officers should put the device in airplane mode or shut off the device to preserve evidence and prevent remote deletion.
4. If the individual does not agree to voluntarily provide the device or recording medium, or to electronically transmit the sound or images where possible and practicable, and an officer believes that exigent circumstances exist, the officer shall immediately contact a supervisor to respond to the scene.

a. Whenever possible an officer should wait until the supervisor is present before an officer takes any significant action to seize or search a device without a warrant.
b. If circumstance dictate that immediate action be taken to prevent destruction of evidence a supervisor not yet on scene may authorize an officer to seize the device without a warrant if seizure is necessary to prevent imminent destruction of evidence, pursue a fleeing suspect, or assist persons who are seriously injured until a warrant can be obtained.
c. The seizing officer must obtain and provide the corresponding CN(s) to the individual possessing the device.
d. The device should immediately be put in airplane mode or turned off to preserve evidence and prevent remote deletion.

E. Viewing/Listening to Evidence on a Camera or Recording Device

1. Absent circumstances where there is reason to believe that an immediate search of seized material is necessary to prevent death or serious injury, officers shall obtain a search warrant before viewing photographs or listening to recordings on a camera or memory chip seized as evidence.
2. In exigent circumstances, where there is reason to believe that an immediate search of the seized material is necessary to prevent death or serious injury, a supervisor may authorize officers to access photographs or recordings without a warrant.
3. Officers shall not erase or delete any recorded images or sounds from any camera or other recording device.

Revised December 24, 2015

431.02 Shoplifting Procedures

The actual booking arrest of the shoplifter is seldom done by a beat or patrol officer. As a general rule, the patrol or beat officer will receive a call to go to a store for a shoplifter. As a rule, the store owner or employee has effected the arrest prior to the officer's arrival.

Upon receiving the call from the dispatcher to go to a location for a shoplifter, the officer will report to the store's loss protection department unless otherwise told. The officer will bring a copy of the citizen's arrest form. The citizen's arrest form is to be filled out by the person making the arrest. The facts and circumstances will be collected along with names, addresses, and phone numbers of all people involved. Copies of any store security reports, security video, photographs, etc. will be turned into the media vault, property and/or records unit.

Evidence:
Petty Theft:
In those cases where evidence is recovered in a retail outlet, the evidence is to be retained by the store, until the case is disposed of at which time the merchandise can be returned to stock. The officer should so advise the store or protection personnel, and mention the evidence recovery in her/his report. Often times this evidence is perishable and may be better stored by the store personnel. The above policy has been recommended by the city prosecutor.

Felonious Theft:
In shoplifting cases where the defendant is apprehended in the act of theft, photographs of the actual stolen property may be introduced as evidence in lieu of the actual stolen property. In order to guarantee admissibility of the photographs, the Ramsey County Attorney's Office requires that:

- Photographs of all of the stolen property and the photograph depict any unique characteristics of the property, such as serial numbers, if possible.
- At least one photograph must depict the stolen property with the owner also appearing in the photograph. It is sufficient that the owner be a person from store security who can identify the property and testify in court.
- A written police report will be made by the police officer who returns the property indicating the time and date of the return of the property, the place of return, the name, address, and phone number of the person obtaining the property, and the name of the person who took the photographs.
- The store retaining property will be advised that the property not be returned to inventory until the case is disposed of (after sentencing).

In all other felonious theft cases the property should be seized as evidence in order to preserve the chain of custody, make possible fingerprint analysis and prevent alteration of the evidence.

Note: If an officer has any doubt in her/his mind as to whether the theft committed is a felony or petty theft, s/he should handle the evidence as a felony.

At headquarters:
If the shoplifter is going to be booked for the arrest, the shoplifter will be brought to the law enforcement center. If the shoplifter is a juvenile the youth services section will be notified. If the youth services section is closed, the watch commander and/or the district supervisor will advise on the arrest.
All reports will be completed and the citizens arrest form will be taken to the records unit. Any digital recordings, photographic evidence, CD/DVD, will be collected and stored as evidence in the property room and/or media vault.

Disposition:
Disposition of juveniles will be made by the youth services section, after the RAI is completed. If the youth services section is closed, the watch commander or the district supervisor will advise on the arrest. If the juvenile is booked for the arrest they may be taken to the Juvenile Service Center.

Report writing and disposition of evidence:
Police reports should be completed on the records management system or an offense/incident report form if computers are not operational. All evidence is to be properly marked, tagged, and turned into the store if it's their merchandise, and then photographed and stored at their location. If the store will not hold the items then the evidence should be placed in the property room or property lockers, and perishables stored in the refrigerator in the property

room. All reports should state where the property was placed. The report should state if the juvenile is held, booked, or released on scene.

Revised July 1, 2011

433.00 Liquor/Illicit/Prostitution/Gambling Violations

Liquor:
Violation of any of the regulations contained in section 409.08 of the Saint Paul Legislative Code shall be a misdemeanor and shall be punished as provided by the Saint Paul Legislative Code.

Patrol units are responsible for the detection of vice activity in their district. Generally, violation of liquor laws, rules and regulations are misdemeanors and when committed in the officer's presence, arrests may be made. If an officer finds a licensed establishment (liquor and/or beer) violating laws or rules and regulations, write a report and notify the vice unit.

Illicit Operations: (i.e., after hour)
If an officer suspects an illicit enterprise exists in her/his district, write a report and notify the vice unit.

The officer should note the address, resident and suspected activity at the "after hours" location. Include hours of operation, number of patrons, and pertinent information.

Prostitution:
Any information concerning the activities of prostitutes or prostitution should be forwarded to the vice unit in report form.

Arrests for engaging in prostitution and loitering should be made when possible.

Prostitution Related Charges: Minnesota Statutes 609.321; 609.322; 609.324. Saint Paul Legislative Code 272.03: Loitering (for purposes of prostitution)

Pornography:
The difficult part of enforcing laws pertaining to pornography is the determination that something is obscene and the age of the victim. A police officer cannot make that determination; it requires an adversary hearing and decision by the court. Therefore, complaints received by an officer should be forwarded to the vice unit.

Gambling:
Due to the nature and complexity of criminal activity involved in this criminal enterprise, the Vice Unit will be the lead investigative authority and use other resources and partnerships as needed with other local, state and federal agencies.

If an officer suspects that illegal gambling is taking place on her/his beat will he/she take appropriate action and write a report. The vice unit will conduct follow-up investigation in the incident, if necessary.

Revised July 1, 2011

433.01 Liquor and Beer Laws Summary

- Business during closing hours: Saint Paul Legislative Code 243.01, Saint Paul Legislative Code 409.07
- Definition of liquor and sale: Minnesota Statute 340A.101, Saint Paul Legislative Code Section 409.02
- Days of sale: Saint Paul Legislative Code 409.07, Minnesota Statute 340A.504
- Drinking in public: Saint Paul Legislative Code 245.01
- Drinking on streets and in parks: Saint Paul Legislative Code 246
- Employment at liquor establishments: Minnesota Statute 340A.503, subdivision 4, Saint Paul Legislative Code 409.08
- Entertainment license: Saint Paul Legislative Code 409.08
- Hours of sale: Minnesota Statute 340A.504, Saint Paul Legislative Code 409.07
- Persons under 21: Minnesota Statute 340A.503, Saint Paul Legislative Code 409.08
- Special food license: Saint Paul Legislative Code 243.01

If an officer suspects a violation of city and/or state alcohol laws is taking place on his/her beat, he/she will take appropriate action and write a report. The vice unit will conduct follow-up investigation on the incident, if necessary.

Revised July 1, 2011

434.00 Narcotic Investigations

The patrol officer is a valuable asset to the enforcement of controlled substance laws. The street officer who knows the drug dealers and players will only enhance the effectiveness in dealing with the crimes connected to the drug trade. Officers gain this knowledge by learning and comprehending the narcotics laws.

All officers should become knowledgeable of, and proficient in executing local, state, and federal drug laws.

General:
Always avoid skin contact with unknown drugs. LSD can be found in strange forms and is often on plain paper of blotters. With the new inventions of designer drugs, and with the drug trafficker's imaginations, most drugs have been able to be disguised as just about anything.

After any contact with drugs or any suspected drugs, wash your hands thoroughly before resuming duty. When drugs cannot be readily identified, place the suspect on the hold book for possession of a controlled substance.

When conducting searches of known or suspected drug users, be extremely careful on both pat down and strip searches. Sticking one's finger even slightly with a dirty needle may cause dangerous infectious diseases such as HIV or hepatitis. In the event of such an injury, the

officer should report immediately to her/his supervisor and seek medical attention. Under questionable situations, a member of the narcotics unit should be called to assist in the investigation.

Investigators' Responsibilities:
It will be the responsibility of all narcotic investigators to conduct follow-up investigations and develop independent information to a point of arrest, and to obtain and execute search warrants related to these cases. They shall then confiscate all illegal drugs, interview prisoners, suspects, and witnesses. Seizure notices will be given to all appropriate parties. Finally, they will coordinate the case files and testify in court.

Investigators will assist the patrol operations division upon request at any drug-related call. They will supervise activity at the crime scene; identify drugs found and follow-up on any information received.

Narcotics unit investigators shall perform all presumptive drugs testing for all suspected controlled substances recovered where criminal charges are being sought for a violation of controlled substance laws. No other persons are authorized to conduct such testing.
1. Narcotics hold book officers will be trained and certified to conduct presumptive testing.
2. These tests will be conducted in a controlled environment and in accordance with the training and standards of the Narcotics Identification Kit (NIK) Polytesting System.
3. Investigators who have a case involving suspect's controlled substance violations can request testing by the narcotics unit via an email to SPPD-narcotics@ci.stpaul.mn.us.
4. Please specify the following in the email:

1. Case number
2. Item Number
3. Description of item to be tested
4. How quickly the item needs to be tested
5. An email address where the results report should be sent

Use of Presumptive Drug Testing Kits (NIK):
- Only those trained and certified in the use of the NIK test are authorized by the department to use them.
- Only NIK tests issued from the property room are to be used for any testing of suspected controlled substances in cases for the Saint Paul Police.

There are two different authorized levels of user for the NIK test.
- Level 1 are those who have been trained and authorized by the department to use the NIK test as a presumptive for hold-book/charging/seizure purposes. This level is restricted to the narcotic hold-book officers and the narcotic case agents when they fill in for hold-book officers. They are the only persons authorized to use the NIK test for the presumptive charging test and/or to use the NIK test as a presumptive for seizure cases.
- Level 2 are those who have been trained and authorized by the department to use the NIK test strictly for the testing of drugs as part of an application for a search warrant or field testing where the result will not be used as part of the charging of a case. Those using the kits for these purposes will adhere to the standard operating procedures (SOP) provided and trained to during the certification process.

The presumptive testing for charging or seizure purposes must be done in a controlled environment which has been set up in a secured area within the property room. The SOP's set forth as part of the training and certification process are to be followed for NIK testing and documented in detail in the police reports. These SOP's will be posted in this secured area within property room.

Once a case is charged the narcotics hold-book personnel will arrange for the drugs to be brought to the BCA for final testing. The narcotics unit will track the results of the NIK tests they do and the final results from the BCA. These results will be sent to the Ramsey County Attorney's Office twice yearly.

Under no circumstances are any police personnel to use a NIK test kit without training, certification and authorization from the department. A list of certified persons will be retained in the training unit records. The narcotics unit commander will be responsible for coordinating and providing annual training sessions to certify users for this program. This training will be offered to both new and certified NIK users as needed.

NIK Kits are available from the property room. Only the supervisor of a unit that has personnel who have been trained and certified may report to the property room to secure NIK test kits. This supervisor will be responsible for the dissemination of the kits to only those trained and authorized in their use.

The use of Duquenois Reagent for misdemeanor or petty misdemeanor marijuana cases is still authorized for all sworn personnel. The Duquenois Reagent will be available in the report writing room and the property room locker area. The supplies can be requested through the forensic services unit.

Investigators will assist and advise other agencies, metropolitan, state, and federal whose narcotic investigations bring them into the City of Saint Paul, and insure that local laws and policy are complied with.

Revised January 14, 2016

435.00 Missing Persons

Recording Information:
All missing persons calls are to be directed to the missing persons unit between 0800 and 1600 hours Monday through Friday and to the records unit at any other times. All reported missing persons will be taken and when appropriate, the unit taking the original missing person's report will be responsible for National Crime Information Center (NCIC) entry and 2nd party verification. If the missing person falls under the "immediate action" criteria, an officer will also be dispatched to the scene.

Personnel taking the report are to emphatically advise the complainant that should the reported missing return home they (the complainant) are to immediately notify the missing persons or records unit of this fact. If the missing individual is 21 years of age or older and

not endangered or missing as a the result of a catastrophe, the reporting individual must sign Form PM 01-15 within 24 hours of when the initial report was made.

Records unit or missing persons' unit personnel will prepare the missing person's report. The reporting individual must be able to provide, at minimum, the following information regarding the missing person:

- Name (first and last); personnel taking the report must have the caller spell out the first and last names to ensure accuracy.
- Date of Birth
- Gender
- Race
- Height
- Weight
- Hair Color
- Eye Color
- Location last seen/known to be

Prior to completing the actual written report, personnel taking such reports will conduct a routine RMS search to ensure that the individual being reported isn't already listed as a missing person.

GUIDELINES FOR IMMEDIATE ACTION: (radio broadcast and immediate squad assistance).
Age:

- Eight years and under during daylight hours.
- Ten years and under after dark.
- Under 21 with one of the following factors:
  - Mentally impaired
  - Abduction by a non-custodial parent
- A person 70 years of age or older
- Special considerations requiring immediate action regardless of age:
  - Inclement weather
  - Health/vulnerability issues
  - Suicidal tendencies
  - Mysterious circumstances
  - Sufficient evidence the person is endangered and at risk of physical injury or death.
  - Crime suspected -- notify appropriate unit: homicide, F.S.V.U., etc.

IMMEDIATE ACTION:
If immediate action is necessary, in response to the immediate action guidelines, the primary officer will notify the district sergeant. The district sergeant may also notify the watch commander or public information officer as appropriate.

All juvenile runaways, missing persons under the age of 21, persons considered to be endangered and some special situations will be entered into NCIC within two hours of them being confirmed as a missing immediately after filing the original report.

Prior to entry into NCIC, records unit and missing person's personnel will run a current DVS (for those old enough to have an ID/License) and CCH/III inquiry to obtain personal descriptors and numeric identifiers for use in NCIC entry.

During normal business hours, the missing persons unit will conduct follow-up investigations and will be responsible for the maintenance of the current status of the juvenile.

All telephone reports of returns of missing persons are to be directed to the missing persons unit between 0800 and 1600 hours Monday through Friday and to the records unit at all other times. The records unit personnel will take the report and will notify the missing persons unit.

Officers will write a report if they have contact with a missing person. Officers shall also complete the runaway questionnaire.

Minnesota Statute 299C.565 states, "The local law enforcement agency having jurisdiction over the location where a person has been missing or was last seen has the responsibility to take a missing person report from an interested party. If this location cannot be clearly and easily established, the local law enforcement agency having jurisdiction over the last verified location where the missing person last resided has the responsibility to take the report."

Clearing the Missing Person Record:
Clearing the missing alert from NCIC will be done by the records unit, or the missing persons unit. The Ramsey County Emergency Communication Center (RCECC) may be used to clear the record when unusual circumstance prevent the records unit or missing persons unit from clearing the record.
Missing persons and records unit:

1. Write a supplement report cancelling the missing person report documenting who notified police to cancel the report.
2. Clear the NCIC entry.
3. Complete the NCIC log.
4. 2nd party review of NCIC activity will be completed by personnel in the unit where the entry/clearing was completed.
5. All completed NCIC entry/clearing logs completed by the records unit will be forwarded to the missing persons unit.

Updating Missing Persons Reports:
After 30 days from the initiation of the missing report, the report must be updated. Dental records for the missing person will be requested from the complainant after 30 days and must be entered into NCIC within 60 days. If no contact has been made with the initial complainant, a registered letter will be sent to the complainant requesting an updated status on the reported missing person. The missing person file will be updated annually on the anniversary of the person's reported missing date. All information gathered or attempted will be documented in a supplemental report.

Attachment (A) Missing and Endangered Children Policy and Procedures:

Purpose:

The purpose of this policy is to establish guidelines and responsibilities for the consistent response to, and investigation of, all reports of missing and endangered children as defined in Minnesota Statute 299C.52, subdivision 1(c), and (e): Minnesota Missing Children and Endangered Persons Program. Mandatory procedures are starred (*) and highlighted in bold print.

This policy addresses only those investigations where the missing child has been determined to be both missing and endangered.

Policy:

This agency recognizes that there is a critical need for immediate and consistent response to reports of missing and endangered children. The decisions made and actions taken during the preliminary stages have a profound affect on the outcome of the case. Therefore, this law enforcement agency has established the following responsibilities and guidelines for the investigation of missing and endangered children. All police officers employed by this agency will be informed of, and comply with, the following required procedures.

After this law enforcement agency has received a report of missing child, obtained the basic facts of the case, descriptions of the missing child and abductor (if known), and determined that there is sufficient evidence to believe that the child is endangered, the agency will respond according to the following five types of general procedures:

1. Initial response.
2. Initial investigation.
3. Investigation.
4. Prolonged investigation.
5. Recovery/case closure.

The facts surrounding each missing and endangered child report will dictate when the procedures are warranted, and what the order and priority should be within each of the five categories. However, each of the procedures must be carried out immediately as circumstances warrant and many of the steps will need to be done simultaneously.

Definitions:

- **Missing:** According to Minnesota Statute 299C.52, subdivision 1 (c), missing means "the status of a child after a law enforcement agency that has received a report of a missing child has conducted a preliminary investigation and determined that the child cannot be located."
- **Endangered:** According to Minnesota Statute 299C.52, subdivision 1(e), endangered means that "a law enforcement official has received sufficient evidence that the child is with a person who presents a threat of immediate physical injury to the child or physical or sexual abuse of the child."

- **Child:** According to Minnesota Statute 299C.52, subdivision 1 (a), child means "any person under the age of 18 years or any person certified or known to be mentally incompetent."
- **Sufficient evidence:** Means articulate facts and circumstance which would induce a reasonably prudent police or police officer to believe that a crime has been or is about to be committed.
- **NCIC:** National Crime Information Center.
- **CJS:** Criminal Justice System.

Procedures:

Initial Response Procedures:

1. Dispatch an officer to the scene to conduct a preliminary investigation.
2. Obtain interpretive services, if necessary.
3. Interview parent(s)/person who made the initial report.
4. Determine when, where, and by whom the missing child was last seen.
5. Interview the individuals who last had contact with the child.
6. Gather items that DNA can be recovered from. Lift prints off items that child had touched (children under the age of puberty do not leave oil-based finger prints, therefore it is imperative be lifted before they evaporate).
7. Obtain a detailed description of the missing child, abductor, vehicles, etc.
8. Load the NCIC Missing Person File (involuntary category with descriptive and critical information regarding the missing and endangered child).
9. Load the NCIC system with complete descriptive information regarding suspect(s).
10. Request investigative and supervisory assistance from missing persons and forensic services unit.
11. Update additional responding personnel.
12. Broadcast known details, on all police communication channels, to other patrol units, other local law enforcement agencies, and surrounding law enforcement agencies and, if necessary, use the National Law Enforcement Telecommunications Systems (NLETS) and the Minnesota Crime Alert Network to alert state, regional, and federal law enforcement agencies.
13. Notify the family of crime victim services available and give the family the crime victim services card to include the National Center for Missing and Exploited Children's phone number, Jacob Wetterling Foundation phone number, etc.
14. Seal the crime scene, do not allow individuals to leave the area until interviewed, and note anyone who may have left just prior to the arrival of law enforcement.
15. Activate protocols for working with the media.
16. As required by Minnesota Statute 299C.53, contact the Bureau of Criminal Apprehension regarding the incident. Request assistance as necessary.
17. Implement multi-jurisdictional coordination/mutual aid plan as necessary, for example:
    A. When the primary agency has limited resources.
    B. When the investigation crosses jurisdictional lines.
    C. When jurisdictions have pre-established task forces or investigative teams.

Initial Investigation:

1. Conduct a neighborhood/vehicle canvas.
2. Arrange for use of helpful media.
3. Maintain records of telephone communications/messages.
4. Ensure that everyone at the scene is identified and interviewed separately.
5. Search the home or building where the incident took place and conduct search including all surrounding areas. Obtain consent or a search warrant if necessary.
6. Assign a trained and/or experienced investigator whose duties will include coordination of the investigation.
7. Pay close attention to individual's willing to keep look, they could possibly be the subject.

Investigation:

1. Begin setting up the command post/operation base away from the command post supervisor, media specialist, search coordinator, investigative coordinator, communication officer, support unit coordinator, and two liaison officers (one at command post, one at victim's residence). The role of the liaison at the home will include facilitating support and advocacy for the family.

[redacted]

4. [redacted].

6. Review records for previous incidents related to the missing child and prior police activity in the area including prowlers, indecent exposure, attempted abductions, etc.
7. Obtain the child's medical and dental records.
8. Update the NCIC missing person file with any additional information regarding the child or suspect as necessary.
9. Interview delivery personnel; employees of gas, water, electric, and cable companies; taxi drivers; post office personnel; sanitation workers; etc.
10. Contact the National Center for Missing and Exploited Children (NCMEC) for photo dissemination, and other case assistance.
11. Determine if outside help is necessary and utilize local and state resources related to specialized investigative needs, including:
    A. Crime victim advocates.
    B. Minnesota Bureau of Criminal Apprehension.
    C. Federal Bureau of Investigation.
    D. County attorney.
    E. Immigration and Customs Enforcement
    F. Minnesota State Patrol.
    G. Minnesota Crime Alert Network.
    H. Investigative experts in the areas of sexual assault, child maltreatment, and/or homicide.
    I. Searches:
        1. Ground Searches -- manpower and vehicles.
        2. Canine assisted.
        3. Water and underwater searches.

4. Air searches.

J. Investigative resources:

K. Interpretive Services.

L. Department of Natural Resources.

N. Media assistance (local and national).

Prolonged Investigation:

1. Develop a profile on the possible abductor.
2. Consider the use of polygraph for the parents and other key individuals.
3. Reread all reports and transcripts of interviews, revisit the crime scene, review all photographs and video tapes, re-interview key individuals, and re-examine all physical evidence collected.
4. Review all potential witness/suspect information obtained in the initial investigation and consider background checks on anyone identified in the investigation.
5. Develop timeline and other visual exhibits.
6. Critique results of the ongoing investigation with appropriate investigative resources.
7. Arrange for periodic media coverage.
8. Utilize rewards and Crime Stoppers programs.
9. Update NCIC Missing Person File information, as necessary.
10. Re-contact the National Center for Missing and Exploited Children for age progression assistance.

Recovery/Case Closure:

1. Arrange for comprehensive physical examination of the victim.
2. Conduct a careful interview of the child, document the results of the interview, and involve all appropriate agencies.
3. Refer family for effective reunification assistance.
4. Cancel alarms and remove case from NCIC and other information systems, and remove posters and other publications from circulation.
5. Perform constructive post-case critique. Reassess the procedures used and update the department's policy and procedures as appropriate.

Revised September 15, 2015

435.10 O.O.C. Runaway/Missing Juveniles

Any juvenile reasonably considered a runaway should be taken into custody:

1. Verify the juvenile is a runaway.
2. Prepare an original report entitled "O.O.C. Missing Juvenile."
3. National Crime Information Center (NCIC) check via RCECC.
4. Notification to department of destination and request that they:
   A. Verify status of juvenile and exact location of parents/guardian.
   B. Notify juvenile's parent or guardian.
   C. Determine financial capability of parents/ guardian to provide transportation for juvenile.
   D. Coordinate with this department (time, place, and date) for pickup of the juvenile.

Assisting other jurisdictions with the return of Saint Paul runaway/missing juveniles:
Upon notification that a Saint Paul runaway/missing juvenile is in the custody of another agency, the juvenile/missing persons unit will affect the following:

1. Verify the exact location of the parents/guardian.
2. Make a reasonable determination as to the financial capability of the parents/guardian to provide transportation for the juvenile.
3. Make certain that a missing person report is on file and that a copy is forwarded to the out of city agency if so requested.
4. Cancel NCIC and/or missing person report.
5. Prepare a supplement report to Saint Paul missing persons and document the above actions.

Saint Paul Police Department will make arrangements to pick up child. In the absence of juvenile/missing persons unit, the above procedure will be affected under the supervision of the watch commander.

Revised July 1, 2011

435.20 Project Lifesaver

The Project Lifesaver Program is operated by the Saint Paul Police Department Youth Services Section and Missing Persons Officers. The program uses state-of-the art technology combining ground and air support resources to locate Alzheimer's disease clients and other persons suffering from related mental dysfunction disorders such as Down syndrome and Autism. Project Lifesaver places personalized radio transmitters on selected individuals. Sophisticated tracking equipment is then used to locate these individuals in a timely manner to prevent serious injury or death to persons suffering from these types of conditions. Only trained operators of the Project Lifesaver equipment will be authorized to use this equipment during the search for a client enrolled in this program.

Upon the initial officer(s) response and they determine a search is required. The Project Lifesaver Protocol will be followed.

Project Lifesaver Call-Out Protocol:

1. When receiving a call of a missing person, Project Lifesaver client caregivers are instructed to advise that the missing person is an active Project Lifesaver client. If the person is not a registered client of Project Lifesaver, follow the established protocols for missing persons under General Order 435.00: Missing Persons. The Project Lifesaver Locating Team will not be able to assist if the missing person is not a client of Project Lifesaver. If the person is on Project Lifesaver, notify the Project Lifesaver coordinator.
2. The RCECC will ask the complainant if they have searched their home, yard and immediate surroundings and how long the client has been missing. The RCECC will convey this information to the primary squad.
   A. When a Project Lifesaver participant is reported missing, the RCECC will immediately dispatch a SPPD squad to the residence or last known location of the missing. The squad will gather additional information from the caller on the missing. If it appears a search will be necessary, the officer shall notify their supervisor. The supervisor shall contact the watch commander's office after hours or the youth services section during normal business hours. In the event that both the watch commander and youth services section offices are closed, the district supervisor should contact their district commander as well as the Project Lifesaver coordinator. If no on-duty officers trained in Project Lifesaver search techniques are available, the watch commander, district commander, Project Lifesaver coordinator, or assistant coordinator shall authorize the call back of up to four officers from the Project Lifesaver roster. The Project Lifesaver roster is posted on the intranet. Command and control of the incident will remain with the district supervisor. The district supervisor shall designate one of the Project Lifesaver responding officers to pick up the search equipment which is available in the watch commander's office after hours and the youth services section during normal operating hours. If the watch commander's office and youth services section are closed, a supervisor will have to ID his/her way in to the watch commander office to retrieve the equipment. Officers shall meet the district supervisor at the missing person's last known location.
   B. The first responding officer will make contact with the caller/complainant and will remain with this person for the duration of the call. Unless directed to do otherwise, the officer's responsibility is to remain with the caller/complainant.
   C. At the scene, Project Lifesaver trained personnel will begin to utilize the electronic tracking equipment to conduct their search.
   D. After no less than 45 minutes and no more than one hour from Project Lifesaver electronic search inception, if the missing client's frequency is not detected, or if the subject is believed to be in a motor vehicle, the supervisor will have the RCECC contact the Minnesota State Highway Patrol to see if air support is available to assist in the search.
   E. The supervisor will request additional on-duty personnel to assist in the search. If on-duty personnel are unavailable, the watch commander shall call the on-call assistant chief to request call back authority for additional officers.
   F. The on-scene supervisor with assign one Project Lifesaver officer and equipment (to include headphones) to the helicopter unit and provide: the last known location where

the Project Lifesaver client was seen and radio communication information to the pilot.

G. One ground unit vehicle with support personnel will trail the helicopter while maintaining communications. The air search unit will direct this unit when a signal is detected.
H. Operational control during Lifesaver searches will be under the district supervisor, however, final authority for the operational integrity and safety of helicopter operations remain with the pilot in command of such aircraft.
    1. At no times will any unit tracking equipment be given to any non-qualified unit member or other personnel for the purpose of participating in the search.
    2. Upon locating and recovery of the missing client, the supervisor at the scene will determine if medical treatment or a transport home are appropriate and ensure its completion.
I. A phone call to the Project Lifesaver coordinator (subject to change) shall follow to relay important information.

The Project Lifesaver coordinator is: the commander of the youth services section. The assistant coordinator is the supervisor of the missing persons unit.

Reporting Guidelines:

1. If the search results in the client being safely (no medical care needed) returned to the parents/caregivers, searching officers will not have to complete reports. The primary district squad assigned to the call will document the search in their report.
2. If the search continues for more than two hours, or there is any indication that the search equipment will not assist in locating the missing client, it will be the district supervisors (or designee's) responsibility to make sure a missing person report is completed and turned into the records unit for immediate entry into NCIC. Regardless of the outcome of the search, once a missing persons report has been filed, the district supervisor (or designee) will complete a report documenting all actions taken by the search team. Non-search team staff involved may also be required to file a report as determined by their immediate supervisor.
3. If the search results in locating the client injured in any way that requires medical care, the district supervisor (or designee) will complete a report documenting all actions taken by the search team.
4. If the search results in locating the client deceased, the scene will be handled as any other death scene. The district supervisor will have the scene secured and notify the appropriate units to respond to the scene. The district supervisor will write a report outlining the search and discovery of the deceased. All searching officers will remain at the scene until released by a homicide detective. At the conclusion of the search, the district supervisor will ensure all search team members have been accounted for and released from the scene.
5. The district supervisor shall be responsible for ensuring all Project Lifesaver equipment is properly accounted for and returned.

Effective July 1, 2011

435.30 Amber Alert

Purpose:
The Amber Alert™ Program is a voluntary partnership with other law enforcement agencies, broadcasters, transportation agencies and the wireless industry to focus public attention on a kidnapping investigation. The Amber Alert protocol shall be initiated when the elements listed in the procedure section are satisfied.

The commander of the family and sexual violence unit (F.S.V.U.) shall be responsible for the Amber Alert Program. However, command responsibility during an Amber Alert incident shall apply as follows (See General Order 193.19: Field Supervision):

- If an Amber Alert occurs during an investigation already underway, the commander of the unit the investigation is assigned to shall have responsibility and authority for the incident.
- If the Amber Alert occurs after regular business hours or on a weekend or a holiday, the watch commander shall have responsibility and authority for the incident. Depending on the scope of the operation, the watch commander may request of the chief or assistant chiefs that command responsibility be assigned to another commanding officer in order to allow the watch commander to attend to the regular duties of that office.
- If the Amber Alert occurs when no commanding officer is available, the first-line supervisor shall have responsibility and authority for the incident until such time as a commanding officer relieves the supervisor of command. The first-line supervisor shall contact the on-call Chief and request a commanding officer be assigned to assume command of the incident.
- Command responsibility may be turned over to the commander of F.S.V.U. at the discretion of the chief or assistant chiefs.

At the conclusion of an investigation, the commander in charge shall hold an after-action meeting with personnel involved during the investigation. The commander will submit an after-action report to the assistant chief of the major crimes division.

Abduction Response Team (ART):
This is a group of investigators specially trained for kidnapping investigations. An investigator from the major crimes division shall be appointed coordinator and will work in cooperation with the F.S.V.U. commander. This coordinator will be responsible for the following tasks:

- Personnel call-backs
- Conduct a quarterly readiness meeting
- Co-chair any after-action critique
- Organize a yearly training exercise

Personnel Assigned to the Emergency Operations Center (EOC):
A three ring binder containing all essential forms will be maintained in the EOC at the coordinator desk. A duplicate binder will be placed at the watch commander's office.

When the EOC is activated to receive incoming tip calls, an Amber Alert Phone Tip Sheet shall be used to record information. These sheets will be forwarded to investigators as necessary.

EOC personnel and investigators shall keep the commander in charge informed of investigative developments. Updates to the investigation will be disseminated outside the agency at the discretion of the commander in charge.

Technical Assistance:
S.I.U., F.S.V.U. and homicide/robbery, and missing persons have technological capabilities, knowledge and relationships which may be useful during the investigation.

The public information officer shall coordinate the use of social media outlets as directed by the commander in charge of the investigation.

Command Authority:
The commander of F.S.V.U. shall be responsible for the Amber Alert program. However, command responsibility during an Amber Alert incident shall apply as follows (See General Order 193.19: Field Supervision):

- If an Amber Alert occurs during an investigation already underway, the commander of the unit the investigation is assigned to shall have responsibility and authority for the incident.
- If the Amber Alert occurs after regular business hours or on a weekend or a holiday, the watch commander shall have responsibility and authority for the incident. Depending on the scope of the operation, the watch commander may request of the chief or assistant chiefs that command responsibility be assigned to another commanding officer in order to allow the watch commander to attend to the regular duties of that office.
- If the Amber Alert occurs when no commanding officer is available, the first-line supervisor shall have responsibility and authority for the incident until such time as a commanding officer relieves the supervisor of command. The first-line supervisor shall contact the on-call chief and request a commanding officer be assigned to assume command of the incident.
- Command responsibility may be turned over to the commander of F.S.V.U. at the discretion of the chief or assistant chiefs.

At the conclusion of an investigation, the commander in charge shall hold an after-action meeting with personnel involved during the investigation. That commander will submit a detailed report to the assistant chief of the major crimes division.

Primary Officer – Amber Alert Criteria:
When a missing child is reported time is of the essence. The first-line supervisor, or the commander in charge of a unit investigating an associated crime, shall be notified immediately of such a report. It is the responsibility of the primary investigating officer / supervisor to determine if the Amber Alert criteria listed below are met.

Is the missing person 17 years of age or younger?

- If the answer is "yes", proceed to the next question.
- If the answer is "no", the Amber Alert protocol should not be used. This may be a missing person investigation. (See General Order 435.00: Missing Persons)

Is the missing child a victim of a stranger abduction?
- If the answer is "yes", immediately go to the Amber Alert Plan form
- If the answer is "no", proceed to the next question.

Is there a reasonable fear of death or great bodily harm?
- If the answer is "yes", the primary squad shall complete the Amber Alert Plan form and deliver it to the first-line supervisor.
- If the answer is "no", the Amber Alert Protocol should not be used. (See General Order 435.00: Missing Persons or file a Deprivation of Parental Rights Report)

First Line Supervisor:
If the Amber Alert criteria listed above are satisfied, the commander in charge of the district, the initiating investigative unit and / or the watch commander shall be notified immediately.

The first-line supervisor shall undertake these actions immediately:
1. Ensure the Amber Alert packet is filled out completely.
2. Forward the completed Amber Alert form to the commander in charge. A copy of the form shall also be delivered to the watch commander's desk for their information and reference.
3. Attempt to secure a photograph of the victim as soon as possible and provide it to the watch commander or the commander in charge of the Amber Alert
4. Continue supervising the investigation.

If no commander or watch commander is available, the first line supervisor shall go to the watch commander's office and initiate the command responsibilities listed below until relieved by a commanding officer.

Command Responsibilities:
The person in command of the Amber Alert shall immediately complete the following tasks.
1. Notify the on-call chief, F.S.V.U. commander, district commander and/or watch commander as necessary.
2. Notify the abduction response team (ART) coordinator who shall be directed to immediately initiate an ART call-back.
3. Contact the RCECC Supervisor and provide the missing person information for immediate entry into NCIC and a KOPS alert.
4. The BCA will not issue an Amber Alert until the missing person information is entered into NCIC.
5. Notify the Minnesota BCA Duty Officer at [redacted].
6. Assign a department employee to act as a scribe.
   A. The scribe will accompany the commander and make notes of telephone calls made and received, times of command actions, investigative developments or complete other tasks until relieved of that duty.

B. Direct the scribe to ensure notification of the following persons:
   1. Chief of police, and on-call assistant chief
   2. Homicide unit commander
   3. Youth services section commander
   4. Missing persons coordinator
C. Fax Amber Alert bulletin to the EOC ([redacted]).
D. Notify all command personnel about the activation of an Amber Alert. Commanders shall anticipate the need to activate their personnel in support of a long term investigation and await further instructions.

[redacted]

7. Direct an available patrol supervisor to open the Emergency Operations Center.

[redacted]

   B. Notify the Emergency Manager ([redacted]) that the EOC is opening.
   C. Establish a sign-in sheet for all personnel entering the EOC.
   D. At a minimum, two department personnel shall be assigned - Make staffing adjustments as necessary. RCECC may also provide staff for the tip line.
   E. Notify RCECC supervision the EOC is available to receive tip calls at [redacted].
   F. EOC Administrative line is [redacted].
   G. EOC Fax line is [redacted].
   H. Brief the public information officer.

Subpoenas and Court Orders:
Regardless of exigency, a court order must be granted by a judge in district court before a cellular provider will participate in any mobile device tracking. This includes tracking vehicles outfitted with cellular telephone technology.

An Administrative Subpoena may be used to obtain general subscriber information for cellular telephones. See the ECC supervisor for help making an exigent circumstances demand for urgent access to subscriber information. Information for cell phone provider information may be found at this link:
[redacted]

Amber Alert Conclusion:
When the child is located, the commander in charge shall ensure these notifications are made immediately:
1. Update SPPD personnel listed in the sections above
2. Relay recovery information to the RCECC Supervisor
3. Relay recovery information to BCA Duty Officer
4. Media outlets to be updated by public information officer

Effective July 1, 2011

437.00 Juvenile Procedures

Policy:
The responsibility for participating in or supporting the juvenile operations function extends to and includes all units and personnel of the department, particularly patrol officers.

This section, therefore, is intended for the guidance of all police officers of the Saint Paul Police Department to help them meet their many responsibilities and problems in the juvenile field with a better fundamental understanding. Police officers have, by law, certain duties and responsibilities pertaining to children under the age of eighteen years.

Situations will naturally arise during pursuit, apprehension, or the disposition of a case which have not been adequately dealt with in these procedures. The youth services section will assist you at all times whenever a question arises when determining the legally correct and socially desirable method for handling the problems of the children of the City of Saint Paul.

437.01 Handling of Juveniles

Policy:
It is the policy of the Saint Paul Police Department that juveniles be handled in a manner consistent with state law and to use the least coercive methods of dealing that are consistent with preserving public safety, order, and individual liberty.

Procedures:
The officer coming in contact with the juvenile lawbreaker has discretion as to what type of action should be taken. Stated broadly, there are two alternatives for handling a juvenile, informal or formal.

Informal Handling:
The term is used to denote the cases in which an officer chooses not to direct a juvenile case through official channels. For officers of this department, informal handling will consist of the following:

Non-custodial warning: A non-custodial warning takes place when the officer requires the offenders to desist from the offending activity (i.e., playing ball in the street). In the case of non-custodial warnings, no further action by the officer is necessary if the warning has the desired effect.

Custodial warning: A custodial warning takes place when an officer takes the offender into custody and then releases him/her to the control of parent(s), guardian or a responsible adult with a warning to the offender and explanation to the parent(s), guardian or responsible adult.

In cases where custodial warnings are used, the officer will write a report detailing the incident and the officer's response. The report will be detailed enough to enable the youth

services section to complete or update the juvenile offender's history. A youth services section investigator will make a determination as to whether any further action will be taken (referral to an appropriate agency or petitioning to court).

Juvenile shoplifting cases will be handled by issuing the juvenile a tag for the offense, if the juvenile can be identified. The juvenile will then be turned over to a parent or responsible adult. Both the juvenile and the adult will sign the juvenile offense tag. If the parent or responsible adult cannot be found, the case will follow formal channels with the offender being brought to the youth services section for disposition or to the watch commander when the youth services section is not open.

Formal Handling:
With this alternative the juvenile is taken to the youth services section or to the watch commander who will make a decision on the necessity of further processing and a decision on proper disposition based on the following criteria:

- The seriousness of the offense.
- The nature and number of prior police contacts and the results of those contacts.
- The age of the offender.
- The attitude of the offender with regard to cooperating with a referral agency if referral is appropriate.
- The willingness of the parents or guardian to cooperate with the police or referral agency and their ability to exert control over the juvenile.
- The recommendations, if any, of the victim or complainant.

Proper disposition can be any one of the following:

- Release of the offender to his/her parents or guardian with no further action.
- Referral to the Youth Service Bureau for counseling, community service work, or participation in property offense programs.
- Referral to ACE, Fire Play Program, Chemical Health or other program
- Release with referral to probation officer.
- Release to parent or guardian with petition to court at a later date.
- Detention with petition to court.

Prior to the youth going to JDC for their assessment, a commander or sergeant will need to complete a Juvenile Detaining Authority RAI worksheet. This form includes information about the juvenile needed to complete the RAI at JDC. There is an override portion of this form that the person completing it can check in the event it is deemed the youth should be held in detention regardless of their RAI score. An explanation of justification will need to be included.

The above guidelines have been developed and are based on empirical data. They have been found to be effective in most cases. However, they are to be considered as guidelines, and strict adherence thereto is not absolutely required. The individual merits of each case and the particular circumstances of each individual will dictate that particular disposition. However, as a general rule the youth services section will petition alleged juvenile offenders to the Juvenile Court for the following delinquent acts:

- All delinquent acts that if committed by an adult would be felonies.
- All serious gang-related delinquent acts.
- All delinquent acts committed by juveniles under probation or parole or by those with a case pending in juvenile court.
- All repeated delinquent acts within the preceding 12-month period when referral to a social agency would not be appropriate.
- When the juvenile has been selected for a diversion program but has refused to participate.
- When it has been determined that parental supervision is not effective.

No juvenile can be or will be petitioned to juvenile court unless facts exist to support a conviction of the charge outlined in the petition.
Revised July 1, 2011

437.02 Use of Detention and Arrest

(See Minnesota Statutes 260C.007, 260C.175)

Note:
Status offenders (truancy, runaways, curfew, etc.) are not to be placed in a holding cell or in same area as adult offenders.

The following juveniles may be taken into custody by a police officer and detained or placed in protective custody by a police officer with an order issued by the court in accordance with the provisions of Minnesota Statute 260C.151, Subdivision 6, or by a warrant issued in accordance with the provisions of Minnesota Statute 260C.154, or in accordance with the laws relating to arrests.

- When a child has run away from his/her parent, guardian or custodian, or when the police officer reasonably believes such child has run away from his/her parent, guardian, or custodian (non-secure shelter only unless secure warrant exists)
- When a child is found in surroundings or conditions which endanger the child's health or welfare or which such police officer reasonably believes will endanger such child's health or welfare; or
- By a peace officer or probation or parole officer when it is reasonably believed that the child has violated the terms of his/her probation, parole, or other field supervision.

What Actions Should be Taken, by the Police Officer Following a Criminal Arrest?
Unless the juvenile is in need of emergency medical treatment, the juvenile should be brought directly to the youth services section, where sergeants will conduct an investigation and make a disposition of the case. In cases where the youth services section is closed, the juvenile will be taken to the watch commander, who will then make a temporary disposition of the case. In any case, the juvenile is to be immediately notified of his/her constitutional rights prior to any interviews as stipulated in the Minnesota Rules of Juvenile Procedure. Also her/his parents are to be notified as soon as possible of his/her arrest, unless it is a case involving child abuse and the parents are suspected of abuse. In these cases, parents shall be instructed to call child protection for further information.

Does This Mean Every Child Arrested by the Police should be Delivered to the Youth Services Section?

In general, youth should be brought to the youth services section for the following cases.

- Seriousness of the criminal offense, repeat offender or temperament of the offender
- Child's health or welfare is immediately endangered (not able to locate parent)
- Child's conduct represents a danger to self or others
- Child would not remain in parent's custody
- Child would not appear in court as directed (unable to identify youth)

In all other cases, the arresting officer should write a report and release the youth to the custody of parents. A copy of the juvenile tag should be forwarded to the records unit.

Who Approves Consideration for Detention?

An investigator will approve consideration for detention during the hours the unit is staffed. The watch commander will approve all detentions when the youth services section is closed. A patrol sergeant will make this approval when the aforementioned are unavailable.

Should Further Detention be Required at the Juvenile Detention Center, What are the Next Steps?

A Detention Report Form should be filled out completely and proper notification made to parents, guardian, or custodian if possible. The pink copy of the detention form should be left with the youth services section or watch commander. All, except the pink copy of the Detention Report Form, must be delivered to the detention facility (JDC or shelter) with each juvenile. The personal property of the detained juvenile may be taken from her/him and turned over to personnel at the detention center. In addition, a Detaining Authority Risk Assessment Instrument (RAI) worksheet should be delivered to the detention facility with each juvenile being sent for a new offense. This does include warrants and pickups.

Juvenile Detention Alternatives Initiative (JDAI)

All youth being considered for detention will be transported to the JDC after meeting with a Juvenile investigator during the hours when the unit is staffed. The officer transporting the child will have a Juvenile Detention Report in their possession to be delivered to the JDC. In addition, a RAI worksheet and juvenile history must accompany each arrest report. The commander or sergeant completing this form can elect to override to release or keep the youth in detention regardless of their final RAI score. The assessment is based on: criteria pertinent to the offense, likelihood to re-offend, threat to public safety, and criminal history to include other aggravated and mitigating factors.

Once the youth is turned over to JDC staff, the officer is free to leave and return to their assignment. JDC staff will complete the RAI assessment to determine if the youth will be held, released to an alternative, or released to a parent. They will notify the youth services section prior to 0600 hours each day on the status and whereabouts of all youth we refer to them. A juvenile investigator will then make contact with the youth for the purpose of an interview prior to their initial court appearance. This may be at the JDC or an alternative placement such as a shelter or house arrest.

Detention of Youth:
Youth may be held in the JDC no more than 24 hours before a hearing is held regarding the reason for arrest. An extension of the 36-hour rule may be sought in cases where further investigation is necessary. If the 36-hour rule can not be met, a Judicial Determination of Probable Cause to Detain Form (48-hour hold) must be filled out, reviewed by the county attorney, and signed by a judge.

The Juvenile Status Offender:
Status offenses are offenses that are offenses committed by youth which would not be crimes if committed by adults. These offenses include truancy, runaways, curfew, etc. These cases require dispositions which assist with rehabilitating youth and reuniting the family.

Petty offenses can be handled formally or informally according to General Order 437.01: Handling of Juveniles. The officer may bring the child to the youth services section when other efforts to resolve the matter have failed. Status offenders can not be placed in a locked cell. The parents will then be notified.

Placement Guidelines for Children In Need of Protective Services (CHIPS):
Refer to General Order 361.00: Family and Sexual Violence Unit for info regarding placement and emergency sheltering**.**

Minnesota Statute 260C.007, Subdivision 6 indicates situations in which a child is in need of protection or services:

- Abandoned or without parent, guardian, or custodian.
- Victim of sexual or physical abuse or resides with a victim of domestic child abuse
- Is without necessary food, clothing, shelter, education or other required care for child's physical or mental health or morals because the child's parent, guardian or custodian is unable or unwilling to provide care.
- Child is less than 10 years of age and has committed a delinquent act.
- Medically neglected.
- Runaways.

Guidelines for Immediate Police Custody and Transportation of Abandoned, Abused, Neglected Children:
Minnesota Statute 260C.175, Subdivision 1

When a child is found in surroundings or conditions which endanger the child's health or welfare or when a police officer reasonably believes will endanger such child's health or welfare, the police officer may take the child into immediate custody.

Police officers are the only persons authorized to take a child into custody and place a "police hold" for 72 hours on the child.

Patrol Guidelines:

When a squad is sent to a call regarding physically/sexually abused, abandoned or neglected children, it is the uniformed officer's responsibility to asses the situation to determine if the child is in immediate danger or may be in danger if action is not taken.

If it is determined a child needs to be taken into protective custody because the child has been assaulted within the past 72 hours or physical evidence is observed, the child should be taken directly to [redacted]. If the child reports past abuse (a week or more), or the child is afraid to remain home due to making a report, you may bring the child to headquarters for referral to shelter placement.

Children taken to [redacted] should receive a medical examination and may be placed in shelter by phoning the youth services section or F.S.V.U. in child abuse or sexual abuse cases. The watch commander should be utilized for placement when the youth services section is closed. In cases where the youth services section and F.S.V.U. are closed and the watch commander's office is not staffed, the officer should contact their immediate supervisor for placement referral.

Detention forms are available at [redacted] and should be filled out by the officer after obtaining the location where the child is to be placed. For abused children, the location of the shelter or name of the shelter shall not be released to the parents. The parents should be told that child protection or the sex crimes unit will notify them. If a child needs transportation from [redacted] to a shelter, we must provide it if we have asked for a 72-hour hold.

On some occasions youth may refuse to go home due to domestic situations. The youth can be placed in a shelter. The youth can be brought to the youth services section or to the watch commander who will find a location for placement. The Detention Report Form needs to be filled out leaving the pink copy with the youth services section or watch commander. The Saint Paul Police are responsible for transportation to a shelter once we sign the detention report to hold the child.

Note:

- All children under 12 years of age must be taken to [redacted] for an exam prior to being taken to a shelter.
- Remember that you have the final say and responsibility for taking a child into custody. Make sure you feel the situation meets the statute for detention.
- Don't hesitate to have social workers show identification and make copies of court orders, reports or other information regarding the situation.

Juveniles and Runaways with Warrants:

Any juvenile with a secure warrant will be placed at JDC, not a shelter. A Detention Report Form is needed. If the warrant is not secure, the juvenile will be placed in a shelter. A Detention Report Form and police report are required.

Juveniles without Warrants (Runaways):

In cases where the juveniles are picked up for being runaways between 2300-0700 hours, the following steps should be taken:

1. Bring the juvenile to headquarters unless otherwise directed. The juvenile should not be placed in a holding cell.
2. Attempt to contact the parents and strongly encourage the parents and child to reunite. Transport the child home or have the parents pick her/him up.
3. Should attempts to reunite fail, have the watch commander call Ramsey County Human Services (after hour's placement) and advise them we have tried the other alternatives. They will find shelter for the juvenile.

The above policy also holds true for runaways picked up when the youth services section is open, but the child is brought to the unit and arrangements made by a juvenile investigator.

If a youth is a runaway from a facility s/he is to be detained in secure detention by the officer in charge of the youth services section or the watch commander, and held until disposition is made by the youth services section personnel.

If the youth is a runaway from a mental institution or is in need of a psychiatric evaluation, the youth is to be taken to United Hospital if between the ages of 12-18. Youth under age 12 should be taken to Children's Hospital.
Revised July 1, 2011

437.03 DUI Juveniles

The criminal process for a juvenile offender is similar to an adult. (See General Order 621.00: DUI Enforcement Program) The determination to hold in a facility will be determined following the process under General Order 437.02: Use of Detention and Arrest.

437.04 Photographs, Fingerprints, Interviews and Consent

All juveniles entering jail or detention facilities for any crime will be photographed and fingerprinted. Juveniles who are transported to the youth services section for a crime may be photographed and fingerprinted at the discretion of the investigator prior to release.

No hard and fast rules can be formulated to consent and waiver of rights, as each incident must be judged on its own merits in meeting the "fully advised and informed" requirement. The following factors however must be considered and given appropriate weight in this decision process.

- Age of the juvenile.
- Maturity and sophistication.
- Intelligence.
- Education.
- Presence of parents or other signification adults (e.g., pastor, siblings).
- Representation by counsel.

The youth services section shall file the necessary paperwork with the court.

The Minnesota Rules of Juvenile Procedures of line-ups, right to counsel, interrogation will be followed.

Revised July 1, 2011

437.05 Confidentiality of Juvenile Records

(See Minnesota Statute 121A.28, 260B.171, 13.82, 13.821, 13.822 and General Order 235.00: Data Practices)

The confidentiality of juvenile records is the responsibility of the youth services section commander. It is the responsibility of the commander to insure that access to juvenile records is permitted on a need-to-know basis only.

The unit shall notify the principal or administrative officer of a juvenile's school of an incident occurring in the agency's jurisdiction if: (1) the agency has probable cause to believe that the juvenile has committed an offense that would be a crime if committed as an adult, that the victim of the offense is a student or staff member of the school, and that notice to the school is reasonably necessary for the protection of the victim; or (2) the agency has probable cause to believe that the juvenile has committed an offense described in subdivision 3, paragraph a, clauses (1), (2) and (3), that would be a crime if committed by an adult.

Exceptions:

- Records of juveniles who commit adult traffic offenses are treated as adult traffic offenders.
- Records of certified juveniles after certification and the filing of the notice of intent to prosecute are treated as adult records.

Following certification, a juvenile may be assigned a Saint Paul Police Department identification number. This number may be used for any adult court activity or proceeding (while the person is a certified juvenile or after s/he has become an adult) but may not be used to reflect any juvenile court activity or proceeding.

Expungement of Juvenile Records:

On occasion, the Saint Paul Police Department will receive an order from the juvenile court(s) ordering the juvenile record of a particular individual be expunged. Upon receipt of an expungement order, the records unit manager, youth services section commander will consult with city attorney to determine if the juvenile record shall be sealed. If expunged, the record must be kept though the juvenile has no official record with our agency.

Disposition and Destruction of Juvenile Records:

In the absence of a Minnesota statute to the contrary, photos and criminal histories of juveniles will be retained on file independent of adult records until the person reaches the age of 27 years, at which time application for destruction will be made to the Minnesota Historical Society.

Juvenile fingerprint files will be maintained indefinitely. All other juvenile identification evidence will be retained or destroyed according to statute or final court disposition of the juvenile case file.

(See General Order 235.50: Uniform Evidence Retention)

Revised July 1, 2011

437.06 Definitions -- Juvenile Procedures

(See Minnesota Statutes 260B.193, 260B.225, 340A.503, and 152.027)

Juvenile Court Philosophy:
The purpose of the laws relating to children alleged or adjudicated to be delinquent is to promote the public safety and reduce juvenile delinquency by maintaining the integrity of the substantive law prohibiting certain behavior and by developing individual responsibility for lawful behavior. This purpose should be pursued through means that are fair and just, that recognize the unique characteristics and needs of children, and that give children access to opportunities for personal and social growth.

Jurisdiction and Venue of Juvenile Court:
- Offenses
- Delinquency.
- Petty offense (status).
- Major traffic offense.
- Juvenile under 18 years of age or offense committed while juvenile was under the age of 18 years. Jurisdiction expires when a person turns 19 except if a child has been placed in extended juvenile jurisdiction, then jurisdiction continues until 21 years of age. (Minnesota Statute 260B.193, subdivision 5b)
- Child in need of protection or services.
- Adult who contributes to delinquency or neglect of child.

Definitions:
- **Child/Juvenile/Minor**: A person under the age of 18 years; a person who has committed an offense prior to becoming 18 years of age.
- **Delinquent child**: A juvenile who has violated a state or local law which defines a crime if committed by an adult.
- **Juvenile petty offender**: A juvenile who has committed an act which is an offense by virtue of the fact that the juvenile is under 18 years of age, e.g., alcohol offenses, tobacco violation, curfew; sometimes termed "status offender".
- **Child in need of protection or services (CHIPS):** A child who has been abandoned by his/her parents, or who is without proper parental care, or who is without necessary food, clothing, shelter because his/her parents are unable or refuse to provide them, or who is medically neglected, or who has special needs and his/her parents are unable or refuse to

provide for them; a child under the age of 10 years who commits a delinquent act; a habitual truant; a runaway (civil action, non-delinquency).

- **Major traffic offense**: Any violation of a state or local traffic law, ordinance, or regulation, or a federal, state, or local water traffic law not included within the provision of Minnesota Statute 260B.225, subdivision. 1, clause c.
- **Adult traffic offenses committed by juveniles**: A petty misdemeanor violation of a state or local traffic law, ordinance, or regulation, or a federal, state, or local water traffic law.
- **Juvenile traffic offender**: A juvenile who is at least 16 years of age who commits an adult traffic offense is subject to the jurisdiction of the adult court. A juvenile highway traffic offender cannot by place in detention for the petty offense.
- **Certified juvenile**: When a child is alleged to have committed, after becoming 14 years of age, an offense that would be a felony if committed by an adult, the juvenile court may enter an order certifying the proceeding to the adult court for action under criminal law.
- **Juvenile alcohol offense**: Violation by a child of any of the Minnesota Statute 340A.503 or an equivalent local ordinance.
- **Juvenile controlled substance offense**: Violation by a child of Minnesota Statute 152.027, subdivision. 4 with respect to a small amount of marijuana or equivalent local ordinance.
- **Secure detention facility:** Physically restricting facility, including but not limited to a jail, a hospital, a state institution, or a detention home used for the temporary care of a child pending court action.
- **Shelter care facility**: Physically restraining facility such as but not limited to a hospital, a group home or a licensed facility for foster care, used for temporary care of a child pending court action.
- **Extended jurisdiction juvenile**: A proceeding involving a child alleged to have committed a felony offense is an extended jurisdiction juvenile prosecution if (1) the child was 14 to 17 years old at the time of the alleged offense, a certification hearing was held, and the court designated the proceeding an extended jurisdiction juvenile prosecution; or (2) the child was 16 to 17 years old at the time of the alleged offense; the child is alleged to have committed an offense for which the sentencing guidelines and applicable statutes presume a commitment to prison or to have committed any felony in which the child allegedly used a firearm; and the prosecutor designated in the delinquency petition that the proceeding is an extended jurisdiction juvenile prosecution; or (3) the child was 14 to 17 year old at the time of the alleged offense, the prosecutor requested that the proceeding be designated an extended jurisdiction juvenile prosecution, a hearing was held on the issue of designation, and the court designated the proceeding an extended jurisdiction juvenile prosecution.

Revised July 1, 2011

437.07 Juvenile Traffic Offenders

A child who commits an adult court traffic offense and at the time of the offense was at least 16 years old shall be subject to the laws and court procedures controlling adult traffic violators and shall not be under the jurisdiction of the juvenile court. When a child is alleged to have committed a minor traffic offense and is at least 16 years old at the time of the offense, the police officer making the charge shall follow the arrest procedures prescribed in Minnesota Statute 169.91 and shall make reasonable effort to notify the child's parent or guardian of the nature of the charge.

Procedures:
Minnesota law requires that the parent(s) of any juvenile 16 or 17 years of age who is charged (tagged) with an adult traffic violation must be notified of the nature of the charge by the police officer making the charge. The police officer shall make reasonable efforts to notify the parent or guardian.

Revised July 1, 2011

437.08 Juvenile Investigations and Interviews

All rules of criminal investigation apply to juvenile suspects. Preliminary Investigation by uniformed officers is to be conducted in the same professional manner as adult cases. (See General Order 423.00: Preliminary Field Investigations)

Interviewing Juveniles during Investigations:

May a Police Officer Question a Child?

Yes, but remember a juvenile has the same constitutional rights as an adult. A police officer has the responsibility of determining whether a delinquent act has taken place. To this end, s/he must have, and does have the right to question a juvenile. Whenever any child is held by any unit other than the youth services section the youth services section must be notified of such action. It should be emphasized that no child can be, or will be petitioned to juvenile court unless proof exists to support a conviction of the charge outlined in the petition.

Any of the above persons who conduct child abuse assessments, criminal investigations, or prosecutions shall observe the following guidelines during the interviewing of the child abuse victim when the child is asked about the facts of the abuse.

Whenever it is necessary to interview a juvenile at his/her school or a recreational agency, or a business establishment, investigators should first contact the person(s) in charge at the time, e.g., the principal, the playground director, etc. an inform her/him of their presence on the premises and secure his/her permission to interview.

The Interviewer Shall Make a Written Record of:

- The time and place of the interview.

- The names of all persons present.
- A brief summation of the statements of the victim.

The audio or video tape recording of all interviews with victims is not required. Tape recording of interviews may be made at the option of the police officer, social worker, or child protection worker. If an audio or video tape recording is made, it should be made known to the county attorney and it should be preserved.

A Tape-Recorded Statement of the Victim Taken by the Criminal Investigator or Investigating Police Officer Should Be:

- In question and answer form.
- Transcribed.
- Conducted in as non-leading a manner as possible.
- Included with the case file at the time the case is presented for charging.

Custodial Interrogation of Juveniles:

When interrogating a juvenile, follow the same rules and procedures as when questioning an adult, including the taping of the interview, because juveniles generally have the same constitutional rights as adults. The juvenile court rules in effect for Ramsey County provide that a juvenile under the age of eighteen may waive his/her rights to remain silent after being given a proper Miranda Warning. The court has also stated that it is not necessary to have the parents or guardians present when conducting a custodial interrogation. The court will look to totality of circumstances whether or not a juvenile's statement will be admitted into evidence. The totality of circumstances approach allows the court to look at the juvenile's age, experience, education, background, intelligence, and sophistication into whether or not s/he has the capacity to understand the Miranda Warning given to him/her, the nature of his/her Fifth Amendment rights, and the consequence of waiving those rights. Basic rules to consider when interrogating a juvenile are:

- Under no circumstances should the juvenile any more than the adult be compelled to answer questions either by physical force, psychological pressure or deception.
- Although under our existing court rules parents or guardians need not be present during an interrogation, it is in the best interests of the juvenile and the interrogator to have the parents or guardians present if requested by the juvenile. Also, the parents or

guardians should not be excluded from the interrogation if already on the scene and express a desire to be present during the interrogation. It may well be advantageous for the investigator to confer with the parents or guardian prior to any interrogation. Let common sense dictate your course.

The totality of circumstances approach used by the court to determine voluntariness of statements and admissions given by juveniles, gives the investigator a number of other factors to consider while interrogating a juvenile in custody. They are:

- The emotional status of the juvenile.
- The health of the juvenile, i.e., illness, lack of sleep, drugs, intoxication.
- Place of interrogation.
- Number of interrogators -- it is recommended that a one-on-one interrogation be used whenever possible to avoid any intimidation of the juvenile.
- Length of the interrogation -- should be conducted in a reasonable length of time.
- Investigators demeanor.
- Contacts allowed juvenile, i.e., counsel, parents, relatives.
- Threats or promises.

All negative factors present during the interrogation could have an adverse affect on the admissibility of any statement presented to the court. Let common sense by your guide in considering these factors.

Interrogation of Pupils in School:
It is necessary, at times, for officers of the Saint Paul Police Department to make investigations in the schools, and in doing so, to interview pupils. When such necessity arises, certain procedures which have been cooperatively agreed upon by representative of the board of education and the police department shall be observed.

When it is necessary for an officer of the Saint Paul Police Department to interview a pupil in school, the following procedures shall be observed:

- The officer should attempt to contact the liaison officer assigned to that particular school and work through that officer when conducting the interview. This should be done prior to going to the school and meeting with the principal or assistant principal.
- If the officer is not known to school personnel, s/he shall produce satisfactory identification and the number of her/his badge shall be noted.
- Principals have the authority to permit or deny the right to conduct the interview in the school building.
- If permission for the interview is granted, the decision as to whether the parents shall be notified or should be present depends on the facts in each case and is to be determined by the school administration. If there is any doubt, the parents should be notified.

Interviews of pupils by an officer at the school shall be in private and with confidentiality and may be held in the presence of the principal and/or his/her designated representative without interruption and without observance by other school personnel or pupils.

If the principal of an elementary school is absent from the building when an officer calls to make an investigation, every attempt should be made to contact the principal. If the principal cannot be contacted, the office of the assistant superintendent or directors in charge should be contacted. No investigation or interview with pupils shall be held unless permission is received.

This procedure applies to investigations and interviews. A different procedure is indicated in the case of an arrest. If any officer indicates that s/he is arresting a pupil, s/he shall have complete jurisdiction in the matter and the principal shall not interfere with the pupil's removal from the building. It is expected that the contact with the pupil shall be arranged in a manner to make it as unobtrusive as possible. The principal shall notify the home as soon as the officer takes the pupil from the building.

Revised July 1, 2011

437.09 General

How Can Police Officers Help in the Control and Prevention of Delinquency?
By learning the trouble spots on his/her own post, or in his/her own community. These are places where the atmosphere is obviously unhealthy for children, or where troublemakers make a practice of congregating. Warn children to stay away from such places and notify their parents if such warnings are ignored. Equally important, enforce the statues pertaining to the frequenting of such places by minors so that their protection will be imbued with respect for the law, and cooperate with the community in protecting the welfare of its children.

Visit as frequently as possible places of recreation where large groups of children are constantly found, such as skating rinks, teen centers, pool halls, bowling alleys, etc., to make sure that decent standards of behavior prevail.

Who Can Visit a Juvenile in Confinement?
Every juvenile, while in confinement, shall be allowed visits from his/her parents or legal guardian, attorney, minister, school counselor, or other professional involved with his/her welfare.

If, on your tour of duty, any question regarding pursuit, arrest or disposition of a case confronts you which have not been dealt with adequately, please call the commander of the Youth Services Section or the watch commander for advice. However, if unable to call, rely on common sense to bring the situation to a successful conclusion and complete a report for the youth services section.

May the Youth Services Section Police Officers Settle Cases in the Police Department Building without Court Action?
Yes, if the case is not of a serious nature, the youth services section has the authority to settle it by dismissing it, warning a juvenile, or referring it to the offender's parents or a recognized social agency.

Revised July 1, 2011

437.10 Curfew Violations

It shall be unlawful for any minor of the ages provided herein at the time specified herein to loiter, idle, wander, stroll or play in or upon the public street, highways, roads, alleys, parks, playgrounds or other public grounds, public places or public buildings, places of entertainment or amusement, vacant lots, and other unsupervised places open to the public in the city of Saint Paul.

- For a minor under 15 years the hours of restriction are between 10:00 p.m. and 4:00 a.m. daily.
- For any minor who has attained 16 years of age and is under 18 years of age the hours of restriction are between 12:01 a.m. and 4:00 a.m. daily.

Exception:
The provisions of this chapter do not apply to a minor accompanied by his/her parent, guardian or other adult person having the care and custody of the minor, to a minor who is upon an emergency errand or legitimate business directed by his/her parent, guardian or other adult person having the care and custody of the minor, or where the presence of said minor in said place or places is connected with or required by some legitimate business, trade or profession or occupation in which said minor is permitted by law to be engaged.

Procedure:
Juvenile curfew cases will be handled by issuing a juvenile a tag for the offense with the exception of those transported to the Fusion Center (formerly the Curfew Center). All curfew violators will be transported to the Fusion Center when open and a referral form will be completed and left with the center staff in lieu of a curfew citation.

If the center is not open, the juvenile will then be turned over to a parent or responsible adult. Both the juvenile and the adult will sign the juvenile offense tag. If the parent or responsible adult cannot be found, the case will follow formal channels with the offender being brought to the youth services section for disposition or to the watch commander when the youth services section is not open.

Revised June 30, 2016

437.12 Mandatory Reporting of Alcohol or Drug Use by Juveniles to School Officials

Minnesota Statute 121A.28 requires law enforcement agencies to report any drug incident involving a student to the chemical abuse pre-assessment team in the school where the student is enrolled. Reporting is required when the law enforcement agency has probable cause to believe a student violated Minnesota Statute sections 152.021, 152.022, 152.023, 152.024, 152.025, 152.026, 152.027, 152.092, 152.097, or 340A.503, subdivision 1, 2, or 3. The notice shall be in writing and shall be provided within two weeks after an incident occurs.

A letter will be completed by juvenile investigators and faxed to the chemical health office where the student attends school. This letter is generated through RMS and recorded to the juvenile's criminal history as a school referral.

Note:
This advisory includes non-residents where contact is made within the City of Saint Paul. Personal data regarding the juvenile's address, phone number, and school are necessity to the program.
Revised July 1, 2011

437.13 Compulsory Education Laws and Truancy

Minnesota Statute 120A.22 requires children between 7 and 16 years of age to attend public or private school for the entire time the public schools in the district are in session unless the parent can show that the child' s physical or mental condition or other circumstances make regular attendance impossible. Children may be excused 3 hours a week for religious instruction. A child who has completed studies required in the 10th grade is exempt.

Under Minnesota statute, officers are empowered to pick-up children who appear to be under the age of 16 to determine if they are truant from a school. Officers are allowed to then take the children to their home or school. While all children under 16 are potentially the target of the project, junior high and elementary students (ages 11 to 14) shall be targeted as a higher priority as they are at risk and are also potentially better risks for intervention.

Duties of Police Officers in Truancy Enforcement:
When a squad encounters a person that appears to be under 16 years old in a public place on a school day, between the hours of 0900 and 1400, that person should be interviewed. If after the initial interview the officer determines that the child is under 16 and is not out of school with a valid excuse, the child should be taken into custody for truancy. A valid excuse will consist of a notice from the student's school that identifies the student as being out of school on legitimate business including job shadowing, on-the-job training or other vocational experiences. Notices of suspension are not valid excuses nor are dismissal slips as they instruct the student to be at home. Officers should exercise their discretion if the child appears to be on their way home.

Once the child has been taken into custody, the officer should search the child for weapons and contraband. It has been noted in other cities that it is very common for children who are "running the streets" to carry concealed weapons. Squads should then check the student's name via radio with the service channel, to determine if the student has any outstanding warrants or is a runaway. If the student has possession of items that would constitute a crime (narcotics, dangerous weapons or firearms) or if the child has outstanding warrants or is a runaway; then the child is to be taken to the youth services section for processing.

If the student is "clear," the student should be issued a juvenile tag and returned to their school. The juvenile tag, like a curfew tag, may be issued without an additional report but the

note section of the tag must be completed describing the circumstances under which the child was found and why it is believed that they are truant. The tag should be forwarded to the youth services section. The information on the tag will be used to create or update the child's contact history. Proper referrals will be made at that time.

Revised July 1, 2011

437.15 School Resource Officer Program

School resource officers (SROs) are often in a favorable position to work with students directly and shall work with students to facilitate positive police contacts, to promote positive choices and activities, and to establish rapport and encourage open communication.

SROs will conduct foot and squad patrol of the school grounds checking for individuals loitering or acting in an inappropriate manner. The SRO will actively intervene when s/he observes fighting, disruptive, loud, boisterous behavior individuals damaging property, gang activity or committing other criminal acts.

SROs are assigned to the schools as determined by the commander of the youth services section. The deployment of the officers may also be based on the volume of calls for service. SROs are all Saint Paul Police officers and assigned by the chief of police.

SROs maybe provided with office space, telephone, portable radios, laptop computers, and cameras by the school district for official use.

Duties of the SRO:

1. Meet with the administrators, teachers and staff of the senior and junior high schools including the principal, assistant principals, counselors, social workers and nurses.
2. Take initial offense reports including information reports requested by the school district.
3. Assist with investigations on cases that they initiate or other cases where the suspect or victims are in schools and otherwise unavailable.
4. Assist with incidents that take place on school buses.
5. Conduct informational classes for staff on subjects that they have expertise in, including gangs, drugs and the criminal justice system.
6. Work with youth after hours at their schools providing students with coaching/mentoring.
7. Confer with parents, neighbors and other members of the community and provide speeches as necessary. All after school speeches must be requested through the community service unit's speaker's bureau.
8. Assist with truancy and other status offenses and recommend actions to reduce delinquency.
9. Remain cognizant of matters requiring police attention in the neighborhoods and business when traveling school to school.
10. Assist other officers on calls for service in and near the schools and will assist the districts with juvenile problems by assisting in identifying the locations where students congregate and cause disturbances.

11. Take part in the problem pupil committee process during their regular work hours acting as an information conduit.

SRO Operating Procedures:
SROs will report directly to their primary school. The officers are to contact the SRO supervisor by land line phone from their assigned school to check in for the day and prior to EOT daily. SROs will also check in with the principals of their primary schools. SROs will check out with their primary school when they leave the school for a period of time more then thirty (30) minutes. SROs shall check out with the chief secretary either verbally or using a sign out form that the school will develop.

SROs shall make all requests for time off (holiday, sick leave and compensatory time) through the SRO sergeant. SROs will also notify the school principals of any sick leave and additional planned time off. SROs are not permitted to take any extended vacations (more then 5 days in a row) during the school year and are expected to take the majority of their time off on days that school is not in session. SROs are expected to take the balance of their vacation time during the summer break, although they may hold sufficient vacation time to accommodate the winter and spring vacation periods.
Revised July 1, 2011

437.16 School Bus Incidents

When incidents occur on school buses in the City of Saint Paul, whether at a school or on a route, the following policy shall apply:

School bus drivers may call for police service if there are activities on or about the bus which place the driver, students or other persons at risk; if a crime has been committed, or as dictated by law.

Upon receipt of a call from a school bus driver or school district employee, a squad shall be sent to the scene. Upon arrival the squad shall assess the situation. If a criminal offense has been committed take appropriate action. If no offense has taken place the officer shall advise the bus driver. The officer shall provide information to the school regarding the incident as required or authorized by law.
Revised October 26, 2015

438.00 Civil Disputes

In responding to a call involving a civil dispute, an officer sent on such a call will first determine that no criminal violation has occurred, then attempt to pacify the disputants, offer sensible suggestions, and when possible, inform them of the various local service agencies equipped to help settle their problems.

Some of These Agencies the Officer May Find Helpful are the Following:
- Southern Minnesota Regional Legal Services: Assistance to persons who cannot afford a private attorney.

- Ramsey County Attorney Referral Service: Person who wants to consult an attorney but doesn't have an attorney of her/his own.
- HealthEast Behavioral Care Assessment and Referral: Consultation about a suspected mental problem in a family member or other person.
- Saint Paul Animal Control: Dogs running loose and advice to animal owners about care of animals.
- Minnesota Department of Health: Information on animal bites and possible rabies exposure.
- City Complaints: Complaints on unkempt yards, unkempt commercial properties and vacant lots, and abandoned vehicles on private property.

In domestic or neighborhood disputes the officer is frequently confronted with facts appearing to be both civil and criminal in nature, and must be constantly on guard against involving her/himself in civil disputes other than giving practical suggestions to the disputing parties and maintaining the police. S/he will make certain that both parties understand that the department cannot officially participate in a civil matter, and that either could prejudice any future civil action by violent or unlawful actions at the time of the dispute.

Excluding your own personal claims or lawsuits, officers should refrain from volunteering as participants or give out any police documents in any civil legal action and at any stage of the proceedings (interviews, dispositions, trials) and should only appear pursuant to a valid subpoenas or notice to appear issued from the offices of the county attorney or city attorney or chief's office. (See General Order 235.70: Civil Litigation Interviews)

Revised July 1, 2011

438.01 Repossession of Property

When a person buys an article on a "time payment" plan (such as furniture, appliances, automobiles, etc.) the agency lending her/him the money for the purchase (bank, credit union, savings and loan, etc.) retains a "security interest" in the article until the loan is fully repaid. Unless otherwise agreed, if the purchaser does not make payments on the loan when due, the lending agency has the right to take possession of the item on the strength of this interest without court action, i.e., "repossession" of collateral.

Along with the right to repossess property as outlined above is also the right for the lending agency to enter upon the premises of the person owing the debt for the purpose of taking property; however, the agency (its employees or agents) may only repossess the item when it can be accomplished without activity which would amount to disorderly conduct.

An officer dispatched to stand by during a repossession proceeding should inform the person who owes the debt that the lending agency does have the right to take the property, and also inform both parties that you will take enforcement action against either one if any offense is committed in her/his presence. If a confrontation appears to be imminent or actually occurs (i.e., fighting, challenging to fight, etc.) the officer will then inform the agent of the lending

agency that the right to repossess without court action is terminated and the agency must now proceed by civil court action.

The officer may take enforcement action against the party who conducts her/himself in a manner amounting to disorderly conduct or assault, etc. If the agent persists in her/his attempt to take possession of the property at this time, s/he is no longer protected by law and can be arrested for trespassing, disorderly conduct, or for any other minor offense s/he may commit while attempting repossession.

In repossession actions in which a court order has been issued, the sheriff's department is usually involved and a police officer may be called to assist. The officer's duties are to keep the peace and allow the repossession proceedings to proceed as the court order will direct and any intervention on the part of the person or persons who refuse to give up the property may subject to arrest on an assault or disorderly conduct charge.

Revised July 1, 2011

438.02 Claims against the City of Saint Paul

Periodically in the course of duty, it is necessary for officers of this department to take action when damage to property or personal injury to citizens may occur. To minimize the anxiety of a citizen who does not know whether or not s/he will be compensated, and to forestall delays and inconveniences in communicating with the city, procedures have been developed for the citizen to follow in filing a claim:

1. When personal injury to a citizen occurs during an officer's performance of duty, the officer will document by writing a report and supplement with photographs, video, audio taped statements, identify witnesses and video, etc. as appropriate.
2. In the case of property damage caused by police, the incident will be documented as described in #1 if no other report applies to the incident (traffic crash, etc.).
3. If citizens are involved in any accident with city vehicles the officers involved should inform the citizen desiring to file a claim against the city that she/he will need to contact the Saint Paul City Clerk (310 City Hall, 15 West Kellogg Blvd., Saint Paul, MN 55102) to obtain a Notice of Claim Form. The form is also available from the city's Web site. All claims against the city must be filed within 180 days of the accident.
4. Officers will not advise the citizen that the city will assume responsibility or liability for any injury or damage.
5. Officers may contact the city's claims manager and provide any information relevant to the accident or incident they feel relevant. Contacting the claims manager when an officer may be responsible for damages will help expedite the reimbursement process to the citizen.

Saint Paul Police officers are charged under city ordinance to report any damage to city property through accident, (street signs, signal poles, etc.). Additionally, officers will fully investigate injuries to citizens suffered on city property (falling on icy sidewalk, tripping on curb, etc.), and note on the reports "Copy to City Attorney and City Claims Manager."

Revised February 14, 2012

438.03 Denying Access to Officers

If one party calls the police for assistance and the other party refuses to admit the officer to the residence, the officer is justified in entering the home over the objection of one party to answer the call for help from the other.

438.04 Divorce Evidence

Divorce is considered a civil matter. Officers and investigators should guard against using criminal investigative techniques in civil matters.

For example, if one spouse believes the other is committing adultery in a hotel room, it is not department policy to demand that the hotel register be displayed, or to assist one party in entering. The spouse should be advised to seek the assistance of a private agency or private attorney.

Revised July 1, 2011

438.05 Eviction of Spouse

A police officer may arrest a person for assault in domestic cases in accordance with Minnesota Statute 609.2242 and department policy.

A spouse may also be arrested when s/he commits an offense other than assault in the officer's presence or when a citizen's arrest is obtained. This would include a trespassing charge when the parties no longer live together and the suspect refuses to leave the premises.

When a court order has been issued, a person may be arrested for contempt of court, violation of a no contact order, or order for protection or harassment restraining order. The officer must be satisfied of the existence of the order and that the person has willfully disobeyed it.

When a person's actions amount to disorderly conduct and this is witnessed by the officer at the scene, s/he may make an arrest for that offense.

When the charge is one of criminal damage to property in a domestic case, the officer should be satisfied that the property damaged was not owned or partially owned by the defendant.

A police officer may arrest a suspect in a domestic case for a domestic abuse offense even though it was not committed in her/his presence. However, with respect to other offenses, the officers must either witness the violation or obtain a citizen's arrest.

See also Minnesota Statute 629.341: Allowing probable cause arrests for domestic violence immunity from liability.

Revised July 1, 2011

438.06 Boundary Dispute

Officers will not make an arrest at the scene for trespassing in a boundary dispute. If there has been a criminal violation a report will be completed for follow-up investigation and the possible issuance of a summons or warrant. The disputing parties may be advised to contact a real estate office for reliable tract maps of the district for advice as to property limits; civil engineering firms will, for a fee, survey property to determine boundary lines; or the persons may be advised to contact their attorneys. Parties to a dispute will be warned that any physical violence or crime may warrant police action regardless of which party originally committed the civil wrong.

Revised July 1, 2011

438.09 Custody of Children

Custody of children generally rests with either of the natural parents, and only a court of record can take a child from the custody of one or both of its natural parents. When a court orders a child into the custody of one parent and the other parent seizes the child, the violation is generally contempt of civil court; however, charges of depriving another of custodial or parental rights, Minnesota Statute 609.26, may be filed in aggravated cases.

If the officer is fairly certain that the child is in no particular danger as to health and morals, the complaining party should be advised to contact her/his attorney relative to commencing civil contempt action.

In the event of threats of, or actual, physical violence, the officer shall take whatever police action is indicated; s/he may request the necessary decisions and take the necessary steps to assure the protection of the child.

Revised July 1, 2011

438.10 Damage by Children or Dogs

While some elements of criminal violation are present in damage to property by small children or dogs, the police will not act as a collection agency to recover damages. Parents are liable up to $1,000.00 for each tort (civil wrong) of their children. Arrangements for restitution may be made through either conciliation or municipal court. It might be suggested to the parent of a child or the owner of a dog to make some reimbursement for damage to the property owner, but they will not be told that they have to pay.

If a dog is involved, the owner will be reminded of the licensing and leash laws; if the problem is aggravated or recurring, the complainant will also be advised to contact animal control.

Revised July 1, 2011

438.11 Removing Personal Effects

This situation requires that the officer remain while the spouse who is separating removes her/his personal effects from the residence. The officer's only responsibility is to insure that neither party assaults the other.

When there is a dispute as to what property may be removed, the officer will refer the persons to their private attorneys. Violation of marital property rights is a civil wrong. If one of the parties claims that a theft is being committed, the officer should explain that marital property rights are civil actions and separate ownership must be established by civil attorneys to determine whether there are grounds for a criminal complaint.
Revised July 1, 2011

438.12 Restraining Orders

There are three common types of court orders that may be encountered while dealing with suspects and/or victims in the course of job duties:

1. **Harassment/Restraining Orders – Minnesota Statute 609.748 (subdivision 2, 6)**
   Harassment/restraining orders are court orders obtained in civil court by a person (called the petitioner) who claims that s/he is a victim of harassment. The person who is allegedly committing the harassment is called the respondent. (The petitioner and the respondent are not required to have a domestic relationship with each other.) Cases involving a domestic relationship are forwarded to the family violence unit for investigation. All non-family cases are investigated in the districts by investigators.

   A violation of a harassment/restraining order can be a misdemeanor, gross misdemeanor or a felony, depending on the suspect's prior criminal history. See

   A violation of a harassment/restraining order can also be a misdemeanor contempt of court. (See Minnesota Statute 588.20)
2. **Orders for Protection – Minnesota Statute 518B.01 (subdivision 2, 4 14).**
   Orders for protection are court orders obtained in family court by a victim (called the petitioner) of domestic abuse. The person who is allegedly committing the acts of domestic abuse is called the respondent. The petitioner and the respondent must have a domestic relationship with each other. They must be a family or household member.

   A violation of an order for protection can be a misdemeanor, gross misdemeanor, or felony depending on the suspect's prior criminal history.

A violation of an order for protection can also be a misdemeanor contempt of court. (See Minnesota Statute 588.20)

3. **Domestic Abuse No Contact Orders**
   Domestic Abuse No Contact Orders (DANCO) typically stem from a criminal case where the judge has signed a no contact order as a condition of a pre-trial release or a probationary sentence. The DANCO specifically prohibits the defendant from having any contact with the alleged victim.

   A DANCO may be issued by the court in a misdemeanor, gross misdemeanor, or felony case (as a condition or pre-trial release or a condition of probation).

   A violation of a no contact order is a misdemeanor contempt of court. (See Minnesota Statute 588.20)

   If a DANCO is issued by a court against a defendant in a criminal proceeding for any of the following, a violation of that order may be a misdemeanor, gross misdemeanor, or felony depending on the suspect's criminal history. (See Minnesota Statute 518B.01, subdivision 22)
   1. Domestic abuse.
   2. Stalking (formally Harassment/Stalking) charged under Minnesota Statute 609.749 and committed against a family or household member.
   3. Violation of an order for protection charged under Minnesota Statute 518B.01, subdivision 14.
   4. Violation of a prior domestic abuse no contact order charged under Minnesota Statute 629.75.

Revised July 1, 2011

438.13 Tenants

Entering Tenant's Room:
The landlord or her/his agent has the right to inspect the premises if s/he has reason to believe a dangerous condition exists which may need to be corrected, or if s/he has reason to believe that the property is being damaged. S/he does not have the right to enter with no reason at any time s/he desires. If there is reason to believe that the landlord is entering unreasonably on the tenant's premises, an original report should be made and the complainant should contact the City of Saint Paul Attorney's Office to attempt to resolve the situation.

Damage by Tenants:
If a tenant is currently paid up in her/his rent, s/he has the right to quiet possession or enjoyment. If there is damage to a landlord's property with no clear proof that the damage was malicious, there will probably be no criminal action. However, the landlord may have cause for civil action to recover for negligent or willful damage to her/his property. When a

landlord insists that damage was done willfully and maliciously, the officer will not make an arrest; an original report will be made and procedures for prosecution in district court will be followed.

Unlawful Ouster or Exclusion:
If a tenant is removed or excluded from the land or tenements, or if electrical, heat, gas or water service has been intentionally interrupted with intent to remove or exclude the tenant, the officer will write an original report to the city attorney for the purpose of determining whether or not criminal action can be taken under Minnesota Statute 609.606.

Revised July 1, 2011

438.14 Innkeeper's Lien

Certain classes of landlords (generally those who rent rooms in boarding houses, lodging houses, inns, hotels or motel rooms) are authorized to hold baggage and other personal property belonging to or legally under the control of their guests until proper charges due have been paid. This lien can only be executed when the rent charges are due and have not been paid; the landlord cannot seize personal property in anticipation of the tenant's failure to pay.

When the landlord has the right of lien and commits a trespass to enforce this lien, s/he may keep possession of the seized property even though s/he may later be the subject of a civil action. A landlord seizing property under this lien will merely hold it until her/his charges have been paid; if after 90 days the rent has not been paid, the landlord may sell the property to reimburse her/him for the rent. A court order is necessary prior to seizure of property, Minnesota Statute 327.76.

The landlord, under the above conditions, may lock the tenant out of her/his room or apartment and the tenant's recourse under any of the above conditions is through court under civil law and s/he should contact a private attorney.

438.15 Domestic Abuse Protocol

The following protocol is based on the Saint Paul Blueprint for Safety.

(See General Order 408.04, Exceptions to In-Presence Requirements)

I. Introduction and Purpose

1. The City of Saint Paul and its police department recognize domestic abuse as a serious problem in today's society. This agency's policy is to protect victims of domestic abuse by making an arrest whenever authorized by law and by ensuring its police officers have a full understanding of the law governing this area. This policy prescribes the course of action police officers should take in response to a domestic call.

2. Purpose - The principal purpose of this protocol is to establish guidelines and procedures to be followed by Saint Paul Police personnel in responding to domestic abuse. Additionally, this protocol has as its goals:
   A. Preventing future incidents of domestic abuse by using arrest rather than mediation as the preferred law enforcement response to domestic abuse.
   B. Maximizing protection and support to victims of domestic abuse cases by coordinating law enforcement and victim assistance programs.
   C. Reaffirming police officers' authority and responsibility to make arrest decisions in accordance with established probable cause standards.
   D. Promoting police officer safety by ensuring that they are as fully prepared as possible to respond to domestic calls.
   E. Heightening law enforcement's accountability to the public in responding to domestic abuse.
   F. Documenting allegations of domestic abuse to facilitate meaningful prosecution and delivery of victim services.

II. Definitions

1. Domestic abuse means the following committed against a family or household member; physical harm, bodily injury, assault, or the infliction of fear of imminent physical harm, bodily injury or assault; terroristic threats; criminal sexual conduct in the first through fifth degree; or interference with a 911 call. Minnesota Statute 518B.01 subd 2a.
2. Domestic abuse intervention program - for the purposes of this protocol it refers to the Saint Paul Domestic Abuse Intervention Project, a local advocacy program which provides support and assistance to victims of domestic abuse.
3. Child means a person under the age of 18.
4. Family or household member or household member means spouses, former spouses, parents and children, persons related by blood, and persons who are presently residing together or who have resided together in the past, persons who have a child in common, regardless of whether they have been married or have lived together at any time, and persons involved in a significant romantic or sexual relationship. It also includes a man and a woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time. Minnesota Statute. 518B.01, subd. 2b.
5. Domestic call means a request for assistance to a law enforcement agency regarding domestic abuse or any other crime against a family or household member.
6. Qualified Domestic Violence-Related offense (QDVRO) refers to prior convictions for violation of an Order for Protection (OFP), Harassment Restraining Order (HRO), assault in the first through fifth degree, domestic assault, criminal sexual conduct in the first through fourth degree, malicious punishment, terroristic threats, harassment/stalking, interference with 911, murder in the first or second degree. If a person arrested for a domestic crime has a prior QDVRO conviction, the new offense may be chargeable as a higher level crime. The QDVRO includes convictions of similar laws in other states or under federal or tribal law.
7. F.S.V.U. means the Family and Sexual Violence Unit of the Saint Paul Police Department. This unit has responsibility for the investigation of the above listed

domestic related crimes, criminal sexual conduct offenses, child abuse cases and cases involving abuse of the elderly and/or vulnerable victims.

III. Receiving Calls

1. If the caller calls back and requests the call be canceled, officers should continue to the scene anyway to ensure the caller's safety.
2. Two officers will respond to each active domestic call, and may consider use of other unit officers such as canine to serve as back up officers if another district officer is unavailable.

IV. Responding to Calls

1. **Driving to the scene**
   The officers should respond directly and without unreasonable delay to the scene of a domestic call. Be aware of persons leaving or fleeing the scene either on foot or by vehicle.
2. **Approaching the scene**
   The officers must use caution when approaching the scene. [redacted]
3. **Initial contact with occupants**
   Upon being met, the responding officers should identify themselves as police officers, explain their presence and request entry into the home. Weapons may be drawn if evidence indicates a felony has been committed or is in progress. An officer may also draw their weapon when necessary to protect themselves or others. The officers should ask to see the person who is the subject of the call. If both a possible domestic abuse victim and the suspect are in the home, the parties should be separated and interviewed separately. If the person who called the law enforcement agency is someone other than the subject of the call, the officer should not reveal the caller's name. The officer should check to make sure all of the occupants are safe.

   Control the movements of the parties involved. Do not let them get behind you or close to your gun. Determine if any weapons were used, and if so, locate them. Also be aware of potential weapons that are readily available (i.e. knives in kitchens, hammers, etc.) Do not let anyone leave the room unescorted to get a coat, hat, etc. Get the article for the person and search it before giving it to the person.
4. **Entry**
   A. Refused - If refused entry, the officer should be persistent about seeing and speaking alone and separately outside the home with both the possible abused party and the suspect. If access is refused, the officers should request the emergency communications center to call the 911 caller and (if different) the phone at the residence where they are being refused entrance. Request dispatch for a call back in an attempt to find out the identity of the person answering, inform them that officers are outside the residence and are requesting that someone from that residence step outside to speak with them. If they continue to refuse to do so inform the requesting officer.

B. **Forced entry** - If access is still refused and the officers have reason to believe that someone is in imminent danger or other exigent circumstances exist, the officers are permitted to force entry. The officers need to contact their supervisor by radio or telephone to notify him/her of their intention to force the door prior to doing so, unless they believe someone is being immediately harmed. The circumstances of the forced entry will need to be explained in the body of the offense report.

C. **Search warrant entry** - If the officers are refused entry and have no legal grounds for forced entry and they have reasonable grounds to believe a crime has been committed, they will need to contact an F.S.V.U. investigator or their supervisor to assist them in obtaining a search warrant.

5. **First aid**
   After securing the scene, the responding officers shall provide the necessary first aid or summon medical assistance from the fire department.
6. **Victim safety**
   Assure the victim that her/his immediate safety is your first priority as an officer. Take steps to protect the victim's privacy and dignity. (For example, protect them from intrusive media/onlookers, and allow them to change clothes consistent with evidence collection procedures.) Provide for the care and safety needs of children present.
7. **Obtain information about the history of violence and stalking from the apparent victim by asking the following five risk questions:**
   1. Do you think he/she will seriously injure or kill you, your children, or someone else close to you? What makes you think so? What makes you think not?
   2. How frequently does he/she intimidate, threaten, or assault you? Is it changing? Getting worse? Getting better?
   3. Describe the time you were the most frightened or injured by him/her.
   4. If we cannot contact you, who can we call that will know where you are?
   5. Where has he/she lived for the past 10 years?
8. **When a victim reports being strangled ask the following questions to obtain additional information:**
   1. What were you strangled with? Hands (one or both) or other object?
   2. What was the suspect saying to you while being strangled?
   3. What happened to you while you were being strangled?
      a. Were you light headed, or see stars?
      b. Were you able to breathe?
      c. Were you able to speak or scream?
      d. Did you lose consciousness or pass out? If so, for how long?
      e. Is your voice hoarse or raspy? Is your throat sore?
      f.Are you having trouble eating, drinking or swallowing?
      g. Did you lose bowel or bladder control?
      h. What did you think was going to happen to you?

V. Reports- Determination of Probable Cause

In all cases resulting in a determination of probable cause that a crime was committed, regardless of the initial coding by dispatch and including cases where the suspect has left the scene, prepare a written report that documents the items included in the "Domestic Violence Patrol Report Checklist".

VI. Reports- Determination of No Probable Cause

File a brief report as required by Minnesota Statute 629.341 cases where there was a domestic relationship but no probable cause that a crime was committed or in cases where the officers could not locate the parties. File this report by entering the information listed below into the CAD system:

a. A brief summary (three to four sentences) of the incident
b. Description of the basis for the determination of no probable cause
c. Description of the attempts to locate the parties involved, if applicable
d. Names and dates of birth of the parties involved

VII. Arrest Decisions

1. Making arrests/department policy

After securing the scene and providing any first aid, the officers will begin a criminal investigation to determine if there is probable cause to believe that a crime has been committed based on the evidence and not upon the victim's willingness or unwillingness to have an offender arrested. It is important to find out what the relationship is between the victim and suspect (i.e. whether they live together or did in the past, if they have a child in common, are family members, etc.) and document it in the offense report.

This department's policy of arrest for domestic assault is that an officer shall arrest when one of the following occurs:

- When visible signs of injury or impairment exist and the officer determines it was not self-defense.
- When a dangerous weapon is involved.
- When a court order has been violated.
- When an assault is alleged and supported by other evidence.
- When a victim is in fear of immediate bodily harm.
- The alleged assault or incident involves a felony-level crime.
- An order for protection, harassment restraining order, or domestic abuse no-contact order has been violated.

Other considerations

- In misdemeanor cases without serious injury, an officer may (with supervisor's approval) elect to not arrest when the arrest would require placing children in foster care and there is an alternative for keeping the victim(s) safe. The officer shall document the decision not to arrest.
- When both parties have used violence, the officer shall first make a determination if either party acted in self-defense and arrest the party that was not acting in self-defense.

- When both parties have used illegal violence and neither was acting in self-defense, the officer shall arrest the predominant aggressor; the prosecutor will determine whether the second party will be charged.
- When an officer believes there is a compelling public safety issue which requires the arrest of both parties and that both parties pose a significant threat of danger to each other, the officer should arrest both parties.
- Collect and secure evidence related to the probable cause determination, regardless of whether the suspect has been arrested at the scene.
- In cases where the suspect is gone on arrival (GOA), the probable cause to arrest exists, and the officer would have made an arrest, take measures to locate the suspect and submit a complete investigative report. Remain on the scene until the officer believes the likelihood of imminent violence or abuse has been eliminated and the situation has stabilized. Ensure the victim has been given information about safety and resources before clearing the scene.
- Whether or not there has been an arrest, provide assistance to victims, including assistance with accessing medical care, securing shelter, and providing notice of victim's rights information in accordance with Protocol 2: Victim Engagement. Notify the Saint Paul Intervention Project of all domestic –related arrests and gone on arrival cases where officers issued a pick-up-and-hold as soon as possible.
- Identify and check the welfare of each child at the scene and follow up as required, including interviewing the child.
- Submit the appropriate report on all calls that include an allegation of a domestic assault or related crime as required by Minnesota Statute 629.341
- Do no re-code any call coded as a domestic by dispatch where the relationship between the parties fits the domestic relationship definition. A call may be re-coded if it can be verified there is no domestic relation between the parties.
- If a call was coded as a domestic by dispatch and it is determined that there was no domestic relationship as defined in this policy, explain the situation in a brief entry (three to four sentences) in the CAD and re-code the call appropriately.

The officers should collect relevant physical evidence, including weapons which may have been used, take photographs of the scene and any injuries and interview the involved parties and witnesses, including children separately from adults.

The history of the relationship between the victim and the suspect, in a domestic relationship, is crucial information for all phases of the investigation, prosecution and sentencing of the suspect. Notwithstanding any of the information listed below, the officers should document as much of the behavior/history between the victim and offender as possible (past, present, potential for future – Lethality Questions).

Relevant evidence may include:

- Any visible injury or complaint of pain.
- Condition of clothing.
- Property damage. (Photograph and describe in narrative of report).
- Any statements of the victim, suspect or witness (including children) related to the incident, including those made spontaneously while still stressed by the

incident, those describing events as they happen, and those made to each other in the presence of the officers.

- Demeanor of the victim, children at the scene, and the suspect.
- Names and contact information for all potential witnesses.
- Evidence that the suspect has intimidated the victim, particularly related to threats or other intimidation if the victim contacts the police or cooperates with prosecution.
- Medical records including the victim's statements to paramedics, nurses and doctors. Be sure to have the victim sign a medical release form before clearing the call, even if the victim is not sure if she/he will seek medical care.
- Interviews of witnesses including children who may have been present (include full name, date of birth, address and phone numbers).
- Evidence that the suspect has access to firearms.
- Evidence of any prior domestic abuse-related police calls and whether any conviction resulted.
- Any existing OFP, HRO or DANCO. (The jurisdiction or county of origin of convictions and any OFP, HRO or DANCO should also be noted.) Note: Prior conviction for a QDVRO may provide the basis for enhancement to a gross misdemeanor or even felony charges.
- 911 recordings.
- Messages left by the suspect on voice mail, answering machines, e-mail or any written communications.
- Photograph caller ID messages, texts messages or any other relevant communications which may be lost, or require a subpoena to obtain, if not gathered immediately.

Ask questions in a supportive, non-judgmental manner. Be calm, direct and patient. Explain the necessity of asking personal questions. Do not ask the victim:

- If she will testify in court.
- If she wants the abuser arrested.
- If she will sign a citizen's arrest form.

2. Factors not to be considered in making the arrest

Arrests should be made without regard to:

A. Marital status, sexual orientation, race, culture or socio-economic position (including public or professional status or occupation, including police officers).
B. Ownership, tenancy rights of either party or the fact the incident occurred in a private place.
C. Belief that the victim will not cooperate with criminal prosecution or that the arrest may not lead to a conviction.
D. Verbal assurances that the abuse will stop.
E. Disposition of previous police calls involving the same victim or suspect.
F. Denial by either party that the abuse occurred when there is evidence of domestic abuse.
G. Lack of a court order restraining or restricting the suspect.
H. Concern about reprisals against the victim.
I. Adverse financial consequences that might result from arrest.

J. Chemical dependency or intoxication of the parties.

3. **Presumptions against dual arrests**
The Saint Paul Police Department discourages dual arrests. Where there are allegations that each party assaulted the other, officers are expected to exercise their good judgment and training to assess who is the primary aggressor based on the following criteria:
    1. Comparative extent of injuries inflicted.
    2. Fear of physical injury because of past or present threats.
    3. Actions taken in self-defense.
    4. The history of domestic abuse perpetrated by one party against the other.
    5. Existence of a current or prior OFP, HRO or DANCO.

As a practical matter, if the officers fail to make an assessment of who is the primary aggressor and arrest both parties, the chances of a successful prosecution of either are significantly reduced.

4. **Victim request not to prosecute**
If the officers find probable cause to believe a domestic abuse offense has been committed and intend to arrest but the victim requests no arrest or prosecution, the officers should inform the victim that the decision to arrest is the officer's and the decision to prosecute lies with the prosecutor.

5. **Officer safety**
Once the officer has made the decision to arrest, it should be done swiftly and smoothly. A strong family bond may exist, and it is not uncommon for the two parties (victim and suspect) to act collectively against officers when an arrest is made. Be sure the suspect is searched and handcuffed prior to being placed in the squad.

VIII. Legal Authority for Arrest

An officer who has answered a domestic abuse call may make an arrest without a warrant under the following circumstances:

1. **Felonies**
When an officer has probable cause to believe a felony has been committed. Minnesota Statute 629.34 subd 1(c)(3).

Note: Other than felony assault, felony stalking and the enhanced misdemeanors and gross misdemeanors listed on the domestic abuse enhancement chart, other felonies which may be applicable to domestic abuse situations include: terroristic threats, criminal damage to property (more than $500), burglary, kidnapping, false imprisonment and tampering with a witness.

2. **Gross misdemeanor and misdemeanors**
When the offense is committed in the presence of the officer Minnesota Statute 629.34 subd 1(c)(1) with the following exceptions noted below.
These are the general rules applicable to warrantless arrests for all crimes. The following additional authority to arrest may be applicable to domestic abuse situations

and permits (and in one instance mandates) arrest based on probable cause for certain misdemeanor and gross misdemeanor crimes:

3. **Probable cause arrest for stalking**
When the officer has probable cause to believe the gross misdemeanor offense of stalking has occurred. Minnesota Statute 629.34 subd. 1(c)(5).

4. **Probable cause arrest for domestic abuse**
When the officer has probable cause to believe domestic abuse occurred within the previous 72 hours. Although the general rule is that officers may not make probable cause arrests for misdemeanors unless the offense occurs in their presence, domestic abuse is an exception. A police officer may arrest a person anywhere without a warrant, including at the person's residence, if the officer has probable cause to believe that the person within the preceding 72 hours has committed domestic abuse. Minnesota Statute 629.341 subd 1. A police officer acting in good faith and exercising due care in making an arrest pursuant to this statute is immune from civil liability that might result from the officer's action.

5. **Probable cause arrest for violation of a Harassment/Restraining Order or Domestic Abuse No Contact Order**
When the officer has probable cause to believe the offender has violated a harassment restraining order or domestic abuse no contact order, they shall arrest the offender. This includes violations of an OFP, HRO and other pre-trial or probationary DANCO issued in connection with a criminal case. Minnesota Statute 629.34 subd 1(c)(6).

6. **Mandatory probable cause arrest for OFP violations**
When the officer has probable cause to believe a person has knowingly violated an OFP, the officer shall arrest if the existence of the order is verified and the person has been served with the order. Minnesota Statute 518B.01 subd. 14(e). If an active OFP has been served on the person and the person is in violation of its terms, an arrest is mandatory. If the suspect has violated a provision excluding them from the protected party's residence, the mandatory arrest provision applies even if they were invited to the residence.

Verification of the existence of the order and that the person has been served is accomplished through the computerized Criminal Justice Information System (CJIS) "hot files" system and follow up contact with the controlling law enforcement originating agency, which is accessible 24 hours a day. This may be done at the Ramsey County Emergency Communication Center by querying data channel. Verification may not be done through the CJIS system alone; the controlling law enforcement originating agency must be contacted directly to make sure the order is still in effect and has been served.

If the verification reveals the order is in effect but the person has not been served, the officer shall not arrest without giving the person a reasonable opportunity to leave in the officer's presence. Before allowing the person to leave, however, the officer shall fill out and serve the OFP Short Form following the instructions in the reverse side. (Every squad should carry blank OFP Short Forms to be prepared for this exigency.) If the petitioner (protected party in the OFP) is present and has a copy of the full OFP, the full OFP should be served instead since it contains more detail than can be included on

the Short Form. Whichever is served, the officer shall complete a certificate of service so that actual service can be proved and the CJIS computer updated.

If after being served, the person fails to take advantage of the reasonable opportunity to leave, or if the person leaves but returns in violation of the OFP, the mandatory arrest provision applies.

Note: Unlike the domestic abuse probable cause arrest provision described above, there is no hour limitation on warrantless arrest for violation of an OFP or DANCO.

7. Enhancements

A prior conviction for any QDVRO may enhance what would otherwise be a misdemeanor arrest to a gross misdemeanor or a gross misdemeanor to a felony arrest. Two prior QDVROs within ten years can enhance a misdemeanor to a felony arrest. See the domestic abuse enhancement chart for details. This means it is always worth asking about prior convictions in any domestic call.

8. Mandatory detention for misdemeanor level domestic abuse crimes or court order violations

All misdemeanor level offenders of these types of crimes must be booked. In domestic abuse cases, the continued detention of the defendant is generally the best means of protecting the victim from further harm. Arrests on Sunday through Thursday permit a next day court appearance. On weekends Ramsey County judges perform a judicial review for persons arrested for domestic abuse (as is required for felonies).

9. Notice to victim of defendant's release in domestic abuse, OFP violation, violation of Domestic Abuse No Contact Order and harassment cases

If after a suspect has been arrested and brought to the jail and the suspect makes bail or is ordered released by a judge, the jail must make a good faith effort before release to notify the victim orally of: 1) the conditions of release; 2) the time of release; 3) the date, time and place of the defendant's next court appearance and the victim's right to be present; and 4) the location and phone number of the local battered women's shelter designated by the Minnesota Department of Corrections. Minnesota Statute 629.72 subd 6

To assure this happens, the arresting officer shall complete the detention agency's Victim Information and Notification Form. (Merely booking the suspect for a domestic abuse or harassment crime, or any other crime of violence, is insufficient because it does not provide the detention agency the information required to contact the victim.)

10. Interviewing suspects

Officers will attempt to interview all suspects for misdemeanor level, domestic abuse related crimes (assaults & court order violations). Since there is no time for an investigator to talk with the suspect before his/her first court appearance, this is generally the only opportunity to "lock" the suspect into a story.

Officers are encouraged to interview suspects on domestic related crimes, regardless if there is a previous QDVRO that would enhance the new offense to a level higher than a misdemeanor.

All in-custody interviews will be recorded on digital recorders or audio tape. A recorder is available from the watch commander. Do not attempt to question a non-English speaking suspect without the assistance of a court-certified interpreter. (See General Order 409.01: Persons Disabled in Communication)

IX. Remaining at Scene, Victim Assistance, Crime Victim Rights and Services

1. Staying at the scene

If an arrest does not occur, officers should remain at the scene of the disturbance until they believe the likelihood of further imminent abuse has been eliminated. The officer should contact the Saint Paul Domestic Abuse Intervention Project for victim assistance prior to checking back into service. If the victim is planning to leave her residence, it is important to find out from her a telephone number where she can be reached within the following days so the investigator can contact her.

Note: Even if an officer does not make an arrest, the officer must provide immediate assistance to the victim including assisting the victim in obtaining necessary medical treatment and providing the victim with the notice of rights described below. Minnesota Statute 629.342 subd 3.

2. Assistance to non-English speaking victims and victims with communication disabilities.

Per General Order 409.01: Persons Disabled in Communication, Communicating with a Victim or Critical Witness:

Officers must provide auxiliary aids necessary to communicate effectively with deaf or hard-of-hearing complainant, witness, or victim promptly after learning such an individual is deaf or hard-of-hearing.

Obtaining a Qualified Interpreter:
If an officer needs a qualified interpreter for a victim, witness, or suspect, they should contact the unit that will investigate the case or their supervisor for authorization. (the investigative units, districts, and the watch commander, will have a list of qualified interpreters, the languages they interpret, and their phone numbers).

3. Notice of domestic abuse victim's rights

The officer shall provide the victim of a domestic call with information regarding what shelter or other services are available in the community and give the victim a copy of the domestic abuse victim's rights form. Minnesota Statute 629.341 subd 3.

4. Services

To expedite advocate response to victims, officers will contact the Saint Paul Domestic Abuse Intervention Project as soon as possible on all arrest situations and provide the name, address and phone number of the victim and a brief factual reconstruction of events associated with the action (unless the victim specifically requests no notification).

5. Victim request for confidentiality

If the victim is concerned that the suspect will learn her new address and phone number because of fear for personal safety or property, explain that she has a right to request that this data be non-public. Minnesota Statute 13.82 subd. 17(d). Whenever this is a concern, the officer should clearly indicate on the report that the victim requests her address and phone number be kept confidential from the suspect. This will alert the prosecutor to the need to black out this information on disclosure made to the defense. On the offense report the non-public box should be checked.

X. Children

If a child is present at the scene of a domestic call, the child should be identified by name and date of birth and interviewed as a witness to the abuse whenever feasible. This interview should be conducted privately away from the involved adults, if possible. The officer should document the demeanor of the child at the scene and during the interview.

The officer should determine if the child is also a victim of domestic abuse. If a child has been physically or sexually abused or neglected, the officer shall comply with the requirements of Minnesota Statute 626.556, Reporting of Maltreatment of a Minor. The existence of any juvenile or family court OFP issued for the protection of a child can also be verified through the CJIS "hot files" and the originating law enforcement ORI in the same manner as an OFP for an adult. If the child has been physically injured, the officer should call for medical assistance or transport the child to [redacted] for treatment.

XI. Written Report Required

Per Minnesota statute whenever a police officer investigates a domestic abuse allegation, the officer shall make a written report whether there is an arrest or not. The report must contain the following: the name, address and phone number of the victim (unless refused by the victim), a statement of whether an arrest occurred, the name of the arrested person and a summary of the incident pursuant to Minnesota Statute 629.341 subd. 4. The summary should include statements from the victim, suspect and witnesses; description of injuries; information about any past abuse (history, Lethality Questions, threats made against victim for seeking help); description of the scene; primary aggressor; existence of language barriers; presence of elderly victims, children or those with disabilities; and documentation of evidence. When no arrest is made, an explanation of the reasons for the officer's decision not to arrest must be documented.

While not mandated by statute, officers of the St. Paul Police Department shall document all calls in which a complaint of a court order violation is made. This includes violations of Ex Parte Orders for Protection, permanent Orders for Protection, Domestic Abuse No Contact Orders, and Harassment Restraining Orders.

The reasons to do so are because:

- The reports will indicate an immediate problem to the unit assigned to do follow up.
- Although some cases may lack evidence to be charged, they may be admitted into evidence in other cases.

- Evidence of prior domestic violence-related conduct may not be chargeable as a single incident, but might be included in a stalking charge to demonstrate a pattern of conduct.
- All reports that help to document the history of both the victim and the suspect are useful in the prevention of domestic abuse.

If an officer determines an order has not been served on the respondent, this information must be included in the report. In this circumstance the report should be entitled "Information to F.S.V.U." A disposition of GOA or Advised is not acceptable. A report detailing the circumstances of the call must be written.

For additional and more detailed information refer to:
Protocol 1: Patrol Response to Violence Related Calls
Protocol 2: Victim Engagement Guidelines

XII. Investigator Follow-Up

- Review available reports and contact responding officers if questions arise.
- Determine whether a search warrant will be needed.
- Arrange for a follow up interview with the victim to verify information in the original report and to obtain additional information if needed. It is a good idea to record this interview in case the victim decides to recant later.
- If additional photographs are needed, arrange with F.S.V.U. officers to take the photographs.
- Identify and obtain statements from witnesses not interviewed at the scene.
- If the offense report of a case in which the suspect was not arrested contains a complete narrative that stands on its own, it is not necessary to require the victim to complete a written statement.
- Run a criminal history check on the suspect. This step is crucial to properly determine the offense level to be charged.
- If the victim has ongoing safety concerns, request the F.S.V.U. officers go over a safety plan with him/her and/or conduct a threat level assessment. Be sure the victim has the phone number to the Saint Paul Domestic Abuse Intervention Project who can also assist him/her.
- Encourage the victim to report further violations by the suspect. Discuss how to obtain evidence of violations such as recording telephone conversations, noting witnesses, etc.
- In those cases in which the suspect was not arrested on scene, prosecutors find it helpful to the case for the investigator to attempt to interview the suspect to commit the suspect to a story or a defense. However, primary consideration for the victim's safety needs to be taken into account prior to doing so. Potential danger factors to consider are if the suspect did not know the police were called, if the suspect is gang-affiliated, if the victim was unaware of the possibility the suspect could be interviewed several days or weeks after the crime and if there have been prior threats or acts of suicide, homicide or taking the children by the suspect.
- In those cases in which a decision is made to interview the suspect, the victim should be informed the suspect may be interviewed within the next two weeks or so. If the

suspect has a violent history, the interview should be conducted as soon as possible. The interview should be done in person, for the safety of the victim as well as so the investigator can assess the reactions and truthfulness of the suspect.

- Once the case has been submitted for prosecution consideration and if the case has been declined, notify the victim of the prosecutor's decision.

XIII. When Police Employees are Involved

1. Sworn and non-sworn personnel, in-city

If the Ramsey County Emergency Communication Center receives a domestic call involving Saint Paul police personnel, sworn or non-sworn, in this jurisdiction, a supervisor, at least one rank above the involved employee, will respond to the scene in addition to a district officer. If the suspect is the chief of police, the senior assistant chief shall be called to the scene. If the employee is on scene and the supervisor determines there is probable cause to believe the employee committed an offense considered to be domestic abuse under the definition of this protocol, the employee will be placed under arrest and processed for the offense. If the employee is a police officer, the on-scene supervisor shall relieve the accused officer of their service weapon. The supervisor will immediately notify the watch commander so the watch commander may make the necessary notifications. The duty weapon shall be turned in to the watch commander until the weapon can be secured by the training unit.

When responding to a domestic call involving a public figure, request that the patrol supervisor or station commander be dispatched dot the scene, conduct a criminal investigation, and make an arrest decision in accordance with this policy.

The on-scene supervisor will also ensure the victim in the above case is given the required information about the victim's rights described in Section IX, Paragraph 3. The facts of the call will be thoroughly documented and all available evidence processed or recovered. An allegation that a sworn officer of the Saint Paul Police Department committed an act of domestic abuse is very serious. Title 18 of the U.S. Code Statute 922 stipulates a conviction for a misdemeanor crime of domestic violence means the convicted person may not carry a firearm, even if that person is a police officer. A conviction could mean the potential loss of a Minnesota Peace Officers license, and subsequently the officer's job. Therefore, it is exceedingly important that the initial and follow up investigation of the incident be thorough and timely.

Upon completion of the investigation, all cases of this nature will be presented to the appropriate prosecuting authority within Ramsey County for review. It will be the prosecutor's decision whether or not to refer the matter to a prosecuting authority in a different jurisdiction. If a decision not to prosecute the matter criminally is determined, the incident will be referred to Internal Affairs to determine whether or not any administrative rules were violated.

2. Sworn and non-sworn, out of city

All personnel of this department, sworn and non-sworn, are required to notify their supervisors immediately in writing if they are being investigated for criminal activity

by another law enforcement agency. (See General Order 230.20: Department Rules of Conduct) Depending on the circumstances, an officer who has been arrested or has charges pending for a domestic abuse offense may be assigned to desk duty and their firearm may be ordered held by the chief of police until such time that they are cleared to return to police officer duties.

3. **Protective orders filed against officers**
   Per General Orders 454.01: Restraining Orders Filed Against Officers, 230.20: Department Rules of Conduct and the Violent Crime Control and Law Enforcement Act of 1994, 18 U.S.Code Statute 922 (g) (8), officers with restraining orders filed against them must notify their supervisor immediately after receiving notice. The employee's supervisor will forward notice to the chief.

XIV. Domestic Violence Investigation

Personnel assigned to the Family Violence Unit will conduct investigations in accordance with:

- Protocol 3: Domestic Violence Investigation
- Protocol 4: Supervising Investigations in Domestic Violence-Related Cases.
- Protocol 5: Supervising the Patrol Response to Domestic Violence.

Revised June 30, 2016

438.16 Labor Relations

Purpose:
To establish department Policy and Procedures regarding labor relations in a strike situation, such that order will be maintained.

Policy:
Negotiation and collective bargaining are legally recognized methods of settling labor disputes. In such disputes, it is not the function of the department to deal with the issues involved, rather, it is the rule of the department to protect rights by enforcing the law and by maintaining order.

Strikes and mass picketing are not in themselves violations of the law. It is the illegal acts which sometimes arise from such activities which are the concern of the police. The effectiveness of the department in labor disputes hinges on remaining at all times impartial regarding the parties and issues involved and by taking appropriate action whenever criminal violations are observed or reported.

The department will maintain special liaison with management and labor officials to obtain information and to explain the department's policies and procedures in relation to labor disputes. By seeking the cooperation of the parties involved, tensions are reduced and self-discipline is encouraged.

[redacted]

Procedures:
Local enforcement units have sole responsibility for policing labor disputes with two exceptions:

- A decision by the local unit to ask support from a neighboring municipality.
- An order from the governor to call out the National Guard.

Definitions:

- **Strike:** When the bargaining process between labor and management fails to achieve a satisfactory conclusion, the employees may choose to withhold their services.
- **Lockout:** When the bargaining process between labor and management fails to achieve a satisfactory conclusion, the employer may choose to prohibit the employee from entering the premises.
- **Origin of strike situation:** When sufficient personnel feel that changes are required in their working situation, a vote by a majority of the union members may call for a strike situation as a bargaining tool.
- **Strike situation:** Uncertainty is a part of any strike situation. The employees are unsure of their relationship to the employer; the employer is unsure of her/his relationship to the employee. The uncertainty increases when police appear -- who called them and why are they on the scene? Absolute neutrality is necessary if the police are to build and maintain credibility in this situation.

Case law on picketing:

- Picketing has much the same protection given to speech by the first and fourteenth amendments.
- Legal restrictions on picketing are valid when:
  - Some other constitutional right is being compromised.
  - If it can be shown that the objective of the picketing is contrary to a valid law.
- The constitutional protection afforded to picketing extends only to peaceful picketing.
- Picketing may not be used to:
  - Force any employer to not use the goods of a non-union shop which the union is trying to organize.
  - Force any employer to stop selling her/his goods to a non-union shop which the union is trying to organize.
  - Force an employer to bargain with a certain union when another union has already been certified under National Labor Relations Board procedures.
  - Force an employer to assign work to certain employees unless the employer is disregarding a National Labor Relations Board determining the jurisdiction over such work. (In other words, the National Labor Relations Act restricts picketing to further a secondary boycott or to further a jurisdictional dispute.)

Specific procedures:

- Policing of strikes is a patrol operations division function.

- It will be the responsibility of district senior commanders to see that necessary personnel are assigned to the strike scene and that orders are properly carried out.
- Officers on strike details are to remain aloof as far as possible from contact with both labor and management personnel. Any emergency or unusual happening is to be reported at once to the picket captain in charge who will take necessary corrective measures.
- Company facilities will not be used for relief. Nor will officers fraternize with company personnel. (Special police hired by the company can be considered as part of management).
- Telephones installed for pickets are not to be used by police officers.
- Peaceful picketing will be permitted; however, lawful orders by a police officer must be obeyed. Necessary contact with labor should be coordinated with the picket leader.
  - If the person(s) are violating the law, the police officer will order them to desist.
  - If persons refuse to comply with the police officer's request or order and the fact situation necessitates an arrest, the following laws may be considered as basis for that action.
- The following information is to be added to any reports filed concerning a strike situation.
  - Location of labor dispute.
  - Name and address of firm.
  - Kind of business.
  - Reason for strike.
  - Number and occupation of employees on strike.
  - Number and occupation of employees working.
  - Is trouble anticipated?
  - Can district squad handle the strike without help?
  - Hours of coverage.
  - Name and address of union.
  - Union affiliation.
  - Name of management representative interviewed.
  - Name of union representative interviewed.
  - Nature of disorder.
  - Shift change hours of employees.

Revised July 1, 2011

438.17 Drunkenness Incidents

When an officer responds to an activity where public drunkenness is present, s/he must first determine if a criminal act is involved. If a crime is involved, the criminal process takes precedent. If no crime is involved, the officer must determine if the person is endangered to themselves or others. The officer will use Minnesota Statute 253B, and execute the following steps:

1. Take the person into custody.
2. Run the subject's name for warrants.

3. While the law permits the officer to take an individual home or to a hospital or detoxification center -- in any event, notify the dispatcher when you are en route and upon arrival to the destination.
4. An intake report is to be submitted covering the circumstances of the taking into custody and disposition. Leave intake report with attendant at the Ramsey County Detoxification Center.

If the person taken into custody requires medical treatment for cuts, bruises or abrasions, the officer or paramedics should take the party to a local hospital for medical assistance.

On occasion, the detoxification center may be full. In order to eliminate unnecessary trips, the Ramsey County Emergency Communication Center will, upon notification by the squad, verify available space.

Revised July 1, 2011

438.19 Mobile Field Force (M.F.F.)

Mobile Field Force (M.F.F.) is a specially trained team of officers capable of responding to incidents in which large numbers of people require management for public safety reasons.

Scope:
The team is designed to manage large group incidents where there is a risk to life and personal safety, property damage, or criminal behavior.

Organization:
The responsibility of the M.F.F. function rests with the assistant chief of operations, who may delegate the operational authority to a ranking officer in charge, hereinafter referred to as the M.F.F. commander.

M.F.F. Commander's Responsibilities and Duties:
To restore order in the most reasonable manner possible by using sound tactics and equipment necessary to protect life and personal safety, deter criminal behavior, and prevent property damage.

The M.F.F. commander will make the most efficient use of all resources available from within and outside the department.

All incidents requiring the deployment of M.F.F. assets will be thoroughly documented in a general report filed in the records management system. The M.F.F. commander will submit reports detailing M.F.F. activities and actions taken.

The M.F.F. commander will maintain competency relating to operational methods and tactics. These methods and tactics will be included in regularly scheduled training for all M.F.F. team members.

Upon activation of M.F.F. for a particular incident, the scene responsibility shall rest with the incident commander. The incident commander will work with the M.F.F. commander to coordinate their activities. The M.F.F. commander shall determine and control the tactical operation of the M.F.F. while working under the command of the incident commander to resolve the issue(s) at hand.

Unless exigent circumstances are present, the M.F. F. commander shall coordinate tactical decisions with the incident commander. These decisions could include but are not limited to:

- Mass arrest
- Use of riot control munitions
- Crowd management tactics and goals
- Security goals
- Critical infrastructure
- Road closures
- Exclusion zones
- Goals for the M.F.F. deployment

If exigent circumstances exist which prevent consultation with the incident commander, the M.F.F. Commander is allowed to use all M.F.F. tactics and specialty tools to protect life and significant property damage.

Responsibilities of M.F.F. Members:
Officers designated as M.F.F. members during their normal tour of duty will be immediately responsible to their unit or district supervisors and will function under their direction and control unless an incident occurs that requires a full or partial deployment of the M.F.F. at which time they will report to the M.F.F. Commander.

If non-M.F.F. officers are deployed as a part of a M.F.F. incident, these officers will report to the M.F.F. commander until released from an incident by the M.F.F. commander. All other police personnel at the scene will function at the direction of their supervisors who will coordinate activities with the incident commander.

Mass Arrest and Booking:
The timely arrest of those committing crimes is one key to the resolution of crowd management situations which have evolved into a large group civil disturbance. [redacted]

The Ramsey County Sheriff's Office is a partner in mass arrest and booking situations. The Ramsey County Sheriff's Office should be utilized for transport and booking whenever possible.

Prior to a mass arrest, adequate verbal warnings shall be given to those who may be subject to arrest. A supervisor of a field identification unit shall be appointed by the M.F.F. commander. This person should come from the M.F.F. Team whenever possible. This person should

coordinate the department's implementation of mass arrest procedures and establish contact with the Ramsey County Sheriff's Office. He or she will be responsible to the incident commander to ensure that appropriate resources are identified to process and transport prisoners from the field to a holding or booking site. That site may be at a location different from the Ramsey County Jail. It shall be the supervisor's duty to arrange prisoner transportation and ensure that appropriate paperwork tracks with arrested parties.

The field identification unit supervisor must develop procedures to ensure that sufficient information is collected at the booking point to establish a basis for the successful prosecution of the greatest number of charges possible. This would include but not be limited to: information establishing that a crime was committed and the arrested party committed the crime, the date and time of occurrence, victim, witnesses, location, property taken, etc. A system to collect and transport evidence associated with these arrested parties must also be established so that fruits of the crime, weapons, etc. are appropriately handled so that the chain-of-custody is maintained.

The field identification unit supervisor will be responsible for staffing mass arrest booking points with resources requested from the incident commander.

Transportation:
In the event of a large group civil disturbance, police vehicles will be at a premium. The fleet unit sergeant is responsible for providing an assessment to the incident commander of the vehicle inventory and should be prepared to provide vehicles to M.F.F. at the direction of the Incident commander. The fleet unit sergeant may also need to make arrangements for vehicles beyond the department's fleet should that become necessary. Those options might include other city department vehicles, leased vehicles, Metropolitan Transit vehicles etc.

Media Relations:
The public information officer (PIO) shall maintain close contact with the incident commander or the Emergency Operations Center (EOC), when activated, and act as the department's point of contact with the media.

Mutual Aid and/or National Guard Assistance:
It is important to remember that law enforcement mutual aid assistance can be on the scene in a timely manner when coordinated properly through the chief of police.

M.F.F. Specialized Equipment:
Special weapons and equipment assigned to the M.F.F. function are stored and managed by the M.F.F. commander who is responsible for their maintenance and operational readiness.
Riot control munitions are tools which may be utilized by M.F.F. team members to manage a crowd or individuals who have become violent or whose actions have become criminal. The use of riot control munitions must be approved by an assistant chief or above unless exigent circumstances exist to protect life or significant property damage.

[redacted]

M.F.F. Special Purpose Vehicles:
1. [redacted]

Vehicles that are assigned to the patrol districts shall be made available to the M.F.F. for their operational use.

Effective June 30, 2015

439.01 Property and Evidence Manager System

The purpose of the Evidence Manager is threefold and requires that a record be made each time the department takes possession of property, a transfer of custody of physical evidence takes place, or a disposition for property is identified by the department:

- To assure that continuity of possession can be absolutely established through an accurate receipting system.
- To affix responsibility for control (inventory, storage, audit, and disposition) and inspection of properties coming into possession of the department.
- To ensure that activity regarding such property is a matter of record and is reportable to the proper authorities.

Responsibility:
The head (or delegate) of every unit will be responsible for all property held for their unit. The head/delegate will regularly review what property is on hold for their unit. He/she will determine what property needs to be retained for evidentiary value, what property can be disposed of and the appropriate means for disposition (e.g., turn over to owner, destroy, etc.).

Disposition decisions will be based upon Ramsey County Evidence Retention Policy (RCERP), court orders, the case status via MNCIS/ODYSSEY, written order from the city attorney or prosecuting attorney and in accord with the statutes and ordinances of the State of Minnesota and City of Saint Paul and department policy.

It shall be the responsibility of all unit heads, when applicable, to authorize the return of all property to their proper owner as soon as possible. Unit heads, and/or their designee, shall be responsible for the prompt return of property to owners/victims where the actual property is no longer needed as evidence.

In cases where photographs may be used in lieu of the actual evidence, the responsible unit will arrange for photos, and, upon obtaining satisfactory photos, may return property to its

rightful owners. Members of investigative units making notifications to victims or owners of property being held by this department will advise that person of the case number and provide them with information on applicable procedures (including location of property, hours and days that property may be retrieved, the need for them to produce the case number and identification, etc.) for retrieving their property in a timely fashion.

The unit head/delegate will also be held responsible for making reasonable efforts to determine lawful owners of properties held for the unit. S/he is responsible for notification of the lawful owner, where identified, and to forward this information to the property room unit with disposition noted. Notification to an owner can be made via the mail or verbally to the person. Whatever method used
to notify the owner, the investigator shall document said notification in a supplementary report. This is provided for property that is no longer of evidentiary value.

The property room will periodically notify each unit head/delegate of the property being held for them. It shall be the responsibility of each unit head/delegate to respond to said list within 30 days indicating what property is to be held further and what other property can be released. This form/list requires updating on the disposition of property held in the property room under the listed case number.

Property considered abandoned or for which no owner can be determined will be disposed of according to City ordinance and State law.

Some property (generally "property turned in" or "recovered property") cannot be associated with a specific offense/incident and does not lend itself to specific unit assignment. Therefore, in addition to responsibility for properties routinely held for a specific unit, the commanders of the units below will also be responsible for:

CAPROP Unit:
Property of a documentary nature bearing names, etc. all other property that does not lend itself to assignment to another unit. Should such "unassociated" property later be connected with a specific offense/incident, the reports (and responsibility) will be transferred to that unit investigating the offense/incident.

Vice Unit:
Containerized alcoholic beverages/liquor, other than that impounded for traffic offenses.

Traffic and Crash Investigations:
Containerized beverages/liquors, etc., as may be impounded in regard to DWI, open bottle, etc.

Civilian Personnel:
Civilian personnel assigned to the property room unit will be held responsible for the proper care, safe/orderly storage, and security of properties received into that unit, and maintenance of records. Personnel will be held responsible for recording temporary dispositions as may be authorized by unit heads/delegates, and will affect final disposition only upon receipt of written and authorized notice.

Responsibilities of the watch commander and other unit heads regarding property are set

forth under General Order 439.02: Submitting Property/Evidence and General Order 439.04: Receipt for Property and Evidence or under a separate unit general order.

Property Room Security:
Unless specifically indicated elsewhere, only personnel assigned to the property room unit are authorized to enter the unit's storage areas. Department personnel are not to enter these areas unless for official purpose, and then only with the property unit supervisor's permission and in her/his presence.

Revised June 8, 2016

439.02 Submitting Property/Evidence

An officer who takes custody of evidence shall ensure that evidence is turned into the property room or an appropriate evidence locker in the property room locker area, except in the following circumstances:

- The evidence can be processed by the officer and immediately returned to the owner.
- The officer articulates, in a report, why it is not practical to turn in the evidence.
- The evidence is an open container of alcohol in a motor vehicle or under age consumption offense only. The officer should note the color, odor and amount of liquid in the container on the citation or police report. The officer may dump the contents and dispose of the container.

Firearms:
All Firearms (pistols, revolvers, rifles, shotguns, bb guns, etc.) and all replica firearms are to be turned into the property room unloaded [redacted] See Power-point on Making Firearms Safe located on the Intranet under Training.

Officers should document the serial number of the firearm. If the serial number is not readily visible, it is not essential for officers to locate serial numbers or manufacturer information. In keeping with past training, officers should assume that any firearm you encounter is a loaded firearm and treat it as such. Firearms are to be turned in unloaded to the property room or property room locker. If there is an issue an officer is unable to unload a firearm, turn the firearm into the property room [redacted].

- When possible, officers should run NCIC checks before turning in firearm evidence. When unable to run checks (due to lack of visible information or serial number), this fact should be noted in the corresponding report narrative.
- Weapons, themselves, should not be marked by officers in any manner. The weapon should be identified by serial number, model, brand, etc., in the officer's report and in the Evidence Manager and handwritten on the exterior of the storage box in the space provided.
- Bullets, cartridges, etc., should be placed in a separate secure

envelope/container, and the container marked with the Evidence Manager bar code label.

MINCIS and NCIC require the reporting officer to note the following information in the report on stolen firearms:

- Make, model, caliber, serial number, and any unique feature of the firearm.
- In addition, the firearm is to be listed by type such as pistol, rifle, shotgun, etc.
- Included must be a description such as revolver, semi-automatic, pump-action, lever action, muzzle-loader, etc.
- Neither MINCIS nor NCIC will accept firearm data without the above information.

Ammunition:

Small quantities (one case or less) of commercially manufactured ammunition shall be turned into the property room [redacted]

- Information shall be recorded in the police report documenting where the evidence was secured.

Drug Evidence:

Drugs should be placed in a heat sealed plastic bag, marked with the Evidence Manager bar code label. Do not include items to be fingerprinted in airtight containers, especially plastic. Care must be taken to avoid contamination of evidence.

Evidence found in two or more locations cannot be packaged together. For example, baggies of white powder recovered from the right pants pocket of a suspect will not be packaged with evidence recovered from the left pants pocket of a suspect.

All the evidence must be inventoried and listed separately in the Evidence Manager.

The following packaging procedures are now required for all DRUG EVIDENCE turned into the property room:

- Primary Packaging (i.e. cellophane, plastic, or tinfoil, etc.) - can be submitted as is.
- Secondary Packaging (i.e. a cigarette pack) - if recovered suspected drugs are located inside secondary packaging the suspected drugs must be separated from the secondary packaging prior to being turned in to the SPPD property room or brought to the BCA. If the secondary packaging is important to the investigation, it should be submitted to the property room in its own evidence envelope or bag.

See Training Bulletin 13-02: Drug Evidence Procedures for additional information:

- Do not overstuff evidence in narcotics bags as they may need to be repacked after

analysis.

- Do not put items to be fingerprinted in airtight containers, especially plastic as this may impact the evidence.
- If narcotics packaging material is to be processed for latent prints the request should be made by the investigator assigned the case via the forensic services examination form (#288-13R1).
- Pills and capsules that are loose must be counted and that number noted in Evidence Manager.
    - These amounts will be listed in both the incident report and Evidence Manager.
    - Large quantities that are recovered in a container and too bulky to fit into a tamper-evident bag will be sealed with tamper-evident evidence tape. The contents will be listed in Evidence Manager and the incident report.
    - The property bar code label should be affixed securely to the container.
    - Narcotics and dangerous drug evidence improperly sealed will not be accepted by the property room.
    - The officer submitting improperly packaged evidence will be notified to return to the property room and repackage the evidence before it will be accepted. Property room personnel will inspect all evidence submitted to see if there are signs it has been tampered with. Evidence that appears to have been tampered with will be brought to the attention of the head of the property room and the internal affairs unit will be notified.

Money:

All money will be turned into the [redacted] in a money envelope sealed with red "SPPD Money" tape that bears the officer's initials and date on it.

- All money will be counted and amounts listed on the money envelope.
- The officer/s will sign the money envelope.
- If the amount is over $1,000.00, then a supervisor must verify the amount and also sign the money envelope.
- The officer's report will document which supervisor assisted in the count.
- A property bar code label will be securely fastened to the envelope covering the case number space.

Currency must always be packaged and submitted separately from other property. Money that might possibly be processed for fingerprints or for drug residue should never be placed in plastic or other airtight packaging. The trapped moisture can destroy this type of evidence.

Fraud and Forgery Evidence:

- Fraudulent and/or forged documents, affidavits, receipts, and credit cards should be turned into the property room during business hours. Outside of business hours such evidence shall be turned into a property locker.
- Counterfeit currency shall be entered into the Evidence Manager and handled as if it were real cash. Please refer to the cash handling policy under G.O. 439.06 Money Storage.

- Evidence will be turned into the property room or locker with an attached Evidence Manager bar code label.
- Property record sheets will be filled out and information recorded in the police report where the evidence was secured.

Generally all other articles are to be turned in as follows:

- To the property unit, when open.
- A property unit locker, when the property unit is closed.
- [redacted]
    1. During operating hours for the property room a property clerk will open the storage area, store the articles, and check in the property according to procedure.
    2. During times when the property room is closed large items should be turned [redacted]
    3. If the items are too large for the drop cages they should be taken to the [redacted]
    4. Clothing, when turned in, should be kept separated from other evidence and from other clothing collected from different people to prevent cross contamination.

Flammables, Storage of:

- Location: Flammables are stored [redacted].
- Procedures: Whenever flammable agents are recovered by department personnel for future use as evidence, they are to be stored in the designated fireproof cabinet (described above) for safekeeping.
    - Before placing any flammable evidence into this cabinet, it will be properly identified and a property bar code label attached in a manner consistent with present general orders.
    - Smoking or lighting of matches or lighters in or about the storage cabinet is prohibited for obvious fire hazard reason.
    - To store flammable agents in the cabinet during normal working hours the property room clerk will be advised by the officer that s/he has evidence to be stored in the fireproof cabinet.
    - The property clerk will then accept the evidence. The property clerk will be responsible for its storage in the fireproof cabinet.
    - During times when the property room is closed officers having flammable agents to store will contact the watch commander [redacted] and allow the officer to place the evidence in the fireproof cabinet.
    - [redacted] The officer will note in her/his report the actions of the watch commander and will identify him/her.
    - Pre-wired yellow plastic tags for the Evidence Manager bar code labels are available to attach to handles of gasoline containers or containers where the labels will not adhere.

Refrigerated Storage:
Secure refrigerated storage is available for perishable items. There is one refrigerator located in the property room locker area. Perishable items of a general nature, including evidence from criminal sexual conduct cases, may be stored in this refrigerator.

- During normal business hours, officers with evidence requiring refrigeration shall turn the items over to a property room clerk.
- During times when the property room is closed, evidence that needs refrigeration should be turned into one of the property lockers located in the refrigeration unit in the property locker area.
- Evidence will be turned into the property room or locker with an attached property bar code label.

[redacted]

- CSC kits and medical records or other paperwork collected from a medical facility typically have multiple items. Each item is considered evidence and must be separated and accounted for individually in the Evidence Manager and a property bar code label shall be attached to each item prior to being turned into a locker.
- Place all DUI forensic evidence in the property room refrigerator. Do not place blood or urine kits in the freezer; place them in the refrigerator only.
- The Evidence Manager will be used and information will be recorded in the police report documenting where the evidence was secured.
- If the evidence is too large to fit into one of the individual lockers in the refrigeration unit and it is outside of normal business hours the officer(s) shall contact the watch commander who will notify the property room manager or unit commander for the property room.

Revised June 7, 2016

439.03 Evidence Manager

An integral part of evidence and property recovery and control is known as the Evidence Manager. This is the original point of data entry for all evidence and property and is to be made in addition to the original or other supplemental report that is written whenever property/evidence is submitted to the department.

Department personnel recovering property/evidence will continue to describe and comment about recovered articles in the original or supplement report that is written. Should no evidential link exist between recovered articles and a known incident/offense, an original report titled "Recovered Property" will be written in addition to the entry of property information into Evidence Manager.

Except as listed below, the Evidence Manager will be used in every case that property is turned in to the department:

- Recovered motor vehicle: A vehicle towed to the impound lot must be first entered into the Tow Manager. However, if property/evidence is removed from the towed vehicle,

that evidence must be entered into the Evidence Manager and submitted to the property room according to policy.

- Digital evidence: Recovered digital evidence shall be documented in either an original or supplemental report.

After evidence or property held is appropriately noted in the Evidence Manager, bar code label(s) will be adhered to appropriate storage containers and the items shall be turned in according to policy.

Revised June 8, 2016

439.04 Receipt for Property and Evidence

- Property turned directly in to the property unit:
    - The receiving clerk will immediately inventory the property in the submitting officer's presence using the Evidence Manager. This process will certify the intake date and time.

[redacted]A secure facility is provided for storage of all found, recovered or evidentiary property during periods when the property room is closed. [redacted]

- [redacted] lockers [redacted] are located in this storage area.
    - When the property room is not open, evidence or property etc., including monies and valuables, is to be placed in the appropriate lockers or vaults.
    - After placing evidence into a locker, the officer should lock the locker, [redacted].
- Property turned in to the police [redacted] storage area (fenced):
    - Contact the property unit (if open).
    - The property clerk will open the storage area, store the property, and use the Evidence Manager to inventory the property.
    - The property clerk will then secure and lock the storage area.
    - If the property room is closed an officer shall place large and bulky items into one of the two drop lockers [redacted] and lock with the provided pad lock.
- A drying chamber/locker for wet and/or bloody clothing is available in the property room. Hangers are provided and should be used when submitting wet and/or bloody clothing. In addition:
    - A chain of custody form for items to be placed in the drying locker should be completely filled out.

[redacted]

- Evidence that is taken from the property room to the court house:
    - Will be signed for in triplicate on form PM 512 by the person taking the evidence.
    - The original (white sheet) will be retained by the property room and kept with the property unit documents.
    - The Evidence Manager will be noted by property room staff to explain the

purpose of evidence removal and destination for the evidence to court.

- The second (pink) and the third (yellow) copies will go with the officer to court.
- If the evidence is actually taken by the prosecutor, the prosecutor will sign for the property on both forms.
- The pink copy will be returned to the property room after court and forwarded to records to be scanned into the case file.
- The third (yellow) copy will be kept for the prosecuting attorney who actually receives the evidence. It will be kept with their case file and will be signed by police personnel when the property is turned back to the police department.
- Occasionally, officers are called to the court house (clerk of court and/or prosecutor's office) to return evidence to our property unit.
- Under no circumstances should evidence belonging to agencies other than the Saint Paul Police Department be retrieved from the clerk of court.
- Each law enforcement agency is responsible for retrieval and documentation/chain of custofy for their evidence.

Revised June 7, 2016

439.06 Money Storage

Recovered Money shall be handled as follows.

Currency Inventory Report Form:
All money turned into the property room shall be placed in a Saint Paul Police Department currency envelope and will include an inventory bar code label. Because property room personnel will not recount the currency, the recovering officer(s) are responsible for the count. All monies being turned into the property room shall be turned into the designated money safe [redacted]

- For amounts under $1,000.00, the recovering officer shall always count the money, complete and sign the currency envelope, place the money in the envelope and then seal the money envelope with the designated SPPD money tape.
- An additional verifying signature is required for any money count.
- For amounts under $1,000.00, an additional verifying signature is required for the count. This verification can be made by any officer (or designated inventory officer) and does not have to be made by a ranking officer.
- For amounts over $1,000.00 the currency envelope requires the signature of a person at least one rank higher than the person making the original count.
- The recovering officer shall always document both the amount of the money recovered into evidence and the verifying officer or ranking officer on the appropriate original or supplemental report form.

Inventory Officer Defined:
In cases where large amounts of currency are recovered, or when many items are seized, the need for one or more officers to inventory property/evidence may become necessary, e.g., search warrants, complex crime scenes, etc. In these cases, officers may be assigned the role of

inventory officer in order to accurately account for recovered property/evidence. The inventory officer shall assure the chain of custody is maintained and departmental property inventory procedures are followed. Accordingly, the inventory officer shall count all money when received, and shall follow the procedures of reporting and disposition as stated in this general order.

Unusual Circumstances:
In any situation where the actual value of the money cannot be determined, but the estimated value is more than $1,000, the above procedures will be followed. Both the recovering officer and the supervisor who verifies the circumstances shall indicate in a report the unusual circumstances and their actions.

Coins that cannot be counted for some particular reason may be turned in uncounted. If necessary, the bulk coins can be weighed on a scale in the gym or forensic services unit and turned in by weight. (e.g. 26 lbs. loose coins). The property room staff will coordinate the need to tally the value of the coins. Money that might possibly be processed for fingerprints or for drug residue should never be placed in plastic or other airtight packaging. The trapped moisture can destroy this type of evidence.

Money that has been secreted in a body cavity, contaminated by blood, urine, vomit or other hazardous materials, shall be packaged in a manner to prevent any spread of the contamination. The outer packaging material shall clearly display warning or biohazard labels.

Money having collectors' value or worth above face value shall still be handled as money. No person shall substitute modern money that has no numismatic value for money that has collector value or higher than face amount value. (i.e., substituting clad coins for pure silver coins).

Officers should note on top of the money envelope that the money contained is, to the best of the officers' knowledge, potentially of collector value.

- Officers should not mix collector coins or foreign currency with U.S. currency in the same envelope. One envelope for collector money, one for foreign currency, and one for U.S. currency shall be used in the instance when multiple forms of currency are recovered. It will be the recovering officer's decision as to money being of collector value.
- If there is doubt, the money should be considered collector and the case investigator can arrange for an expert evaluation.
- U.S. currency, foreign currency, and collector money shall be stored in the property room
  money safe. Jewelry shall be stored in the property room jewelry safe. Both of which shall also be kept locked at all times and only the property room supervisor has access to them.

All monies which appear to have collectors value will be retained in the property room unit rather than transferred to the trust account. These monies will be logged in the property room unit's cash journal with their value being logged at face value. All foreign coins and monies, except Canadian money, will be logged by item count (Example -- 22 foreign coins). No monetary value will be shown. Officers shall not mix foreign money with

American money in the same money envelope, two envelopes will be required. Money envelopes with foreign currency shall be labeled across the top with FOREIGN MONEY clearly written. All stamp collections or accumulation will be handled the same as monies (Example -- 1 stamp collection of about 1400 stamps).

In the event any unusual circumstances develop regarding large amounts of valuables or money, the property room supervisor or watch commander shall be consulted for advice. Note: Exceptional cases may require a call-back on the part of the property room [redacted]. Both the recovering officer or designated inventory officer and the watch commander and/or property room supervisor (if applicable) shall document their actions in dealing with unusual circumstances involving large amounts of valuables or money in an original or supplemental report.

Property Room Procedures Defined:
The property room supervisor will be responsible for establishing a "tickler" file for monies turned into the property room. Unless notice has been received from the assigned investigator in writing within 30 days that monies in the custody of the Saint Paul Police Department is evidence that may undergo forensic examination or may be introduced at a legal proceeding, the money shall be deposited into a commercial bank account. The property room supervisor shall maintain an electronic ledger which will include a running total of all monies contained in the vault located in the property room.

Any monies in the custody of the property room supervisor for more than 30 days will be removed from inventory, counted and verified by two inspectors from the office of the chief. The currency envelope submitted with the money by the recovering officer will be verified by the inspectors as to the amount contained in the envelope. The inspectors will also verify the amount recorded on the electronic ledger, and if the count is accurate, sign-off on the amount recorded by the property room supervisor.

[redacted]

The Treasury Department will deposit the funds into a designated bank. If amount counted by the bank differs from the sum total of the inspectors count, the bank is to notify City Hall Offices of Financial Affairs of the discrepancy. They in turn will notify Fiscal Affairs of the discrepancy of the final monies count that was deposited

Inspection unit personnel shall not open an envelope containing contaminated monies. These moneys should be left in the original sealed money envelope. Make sure it is clearly marked as contaminated and deposit it with City Hall Offices of Financial Affairs of the Treasury Department. The bank will notify Financial Affairs if there are any discrepancies.

In the event the amount of money indicated in Evidence Manager does not match the actual cash value in the currency envelope, or any other discrepancies are noted, the submitting officer will be notified. The officer whose name is on the property report as the submitting officer will be contacted and advised to report to the property room to recount the money.

If the amount recounted is different from the officer's original count, the officer will write a

supplemental report indicating the amount presently in the currency envelope and explain the reason for the discrepancy. The ledger will then be corrected by the property room supervisor and verified by an inspector.

Revised June 7, 2016

439.08 Forensic Services Unit (FSU) Property/Evidence Procedures

Forensic Services Unit (FSU) personnel recovering property/evidence at the scene of an offense or incident will be required to enter property into the Evidence Manager The report will be routinely processed and one copy distributed to the FSU laboratory.

The FSU is not to be used for general storage purposes and only such evidence that is to be subjected to an examination of a technical nature is to be held in the FSU evidence storage room. Generally, all evidence should be returned to the property room unit after examinations. The exception to this would be latent lift slides that will be retained in the FSU or evidence collected initially by FSU. Any additional evidence generated as a result of lab analysis will be noted as new evidence in the Evidence Manager and stored according to policy.

When evidence is totally consumed in analysis, destroyed, or discarded (glass shards for fingerprints, etc.) the FSU personnel will enter "destroyed" or "consumed in analysis" in the notes section-of her/his Evidence Manager entry

Should an analysis of an item be desired, the investigator assigned to the case will:

- All requests for analysis of evidence shall be completed through the Evidence Manager request process.
- The request should include information sufficient to explain to FSU what needs to be processed and what type of processing is being requested.
- Investigators/police personnel should not bring the evidence needing processed to the FSU, this will be handled by the FSU personnel.

Revised June 7, 2016

439.09 Forensic Services Report Form -- Requests for Exams

A procedure for requesting processing/analysis of evidence by the FSU and the reporting out of the findings of said processing/analysis has been established to facilitate better communication between the forensic services unit to those units within the police department requesting analysis.

Should an analysis of an item be desired, the investigator assigned to the case will:

- Complete the Forensic Services Examination Request Form (#288-13R1) that is located on the intranet under forms.
- The request form must be used when investigators/police personnel are requesting evidence examinations so that the FSU personnel know what needs to be processed and what type of processing is being requested.

- Investigators/police personnel should not bring the evidence needing processed to the FSU, this will be handled by the FSU personnel.
- The form can be filled out electronically and sent to the FSU shared mailbox SPPD-ForensicServiceUnit@ci.stpaul.mn.us

A report from the forensic services will be made available to the investigator/police personnel who made the request for processing/analysis. A copy of this report will be retained in the records unit as well as in the case file within the FSU and on the FSU computer system.
Revised July 2, 2013

439.11 Investigative Unit Procedures -- Property/Evidence

All evidence gathered as a result of all investigations will be entered into the Evidence Manager or Tow Manager programs and property documented in a police report.

Unit head duties regarding properties held for her/his unit are set forth under previous section entitled "responsibilities." The Evidence Manager and RMS programs will keep a running inventory of all properties being held for investigative units and investigators. This list will enable unit heads and investigators to effect authorization for final dispositions of items on a "timely" basis. Laws, policy, and guidelines for such disposition have been set down according to the Ramsey County Evidence Retention Protocol

Final Disposition of Property – Procedures:
Ramsey County Evidence Retention Policy (RCERP), court orders, written order from the city attorney or prosecuting attorney and in accord with the statutes and ordinances of the State of Minnesota and City of Saint Paul and department policy.

Programming has been provided in RMS and the Evidence Manager program to allow for investigators to indicate the type of disposition to be made, (i.e., destroy, sell/auction, T.O.T. owner, T.O.T. trust account, T.O.T. Cancer Home, T.O.T. police department/fire department for conversion to department use, etc.) The type of disposition to be made will be indicated by the unit head and/or delegate in the "to be" column under final disposition. However, no property of any sort recovered by this department may be removed from the property room for department use without written approval from the chief or an assistant chief.

Should the commander/delegate indicate "T.O.T. owner" (or estate representative, etc.), that commander/delegate will be responsible for making reasonable effort to determine the owner and to notify that owner of their right to reclaim their property. At a minimum, notification to an owner should be made via the mail to the last known address for the person. Whatever method used to notify the owner, the investigator shall document said notification in a supplementary report and in RMS. This is provided for property that is no longer of evidentiary value.

The property clerk will, upon receipt of this dispositional notice through the Evidence Manager, effect only the type and number of dispositions authorized. Should there still be items for which disposition has not been authorized, a final disposition date shall be set by the commander/delegate in the Evidence Manager.

Court orders or written direction from the prosecuting attorney's office regarding property dispositions are to be scanned and entered into the Evidence Manager record associated with the specific time of property. These court orders and supporting documentation will be forwarded to the records unit for scanning and storage

Revised June 7, 2016

439.12 Property Room Unit Procedures

The property room unit will receive notification of property turned in via the Evidence Manager throughout each working day.

Property room unit personnel will immediately review incoming property notifications to determine where items have been placed into property by submitting officers.

Property turned in to the [redacted] storage area will be verified against Evidence Manager listing by personal inspection by the property clerk, and if in agreement, the clerk will certify the check-in of the property as received by the unit. Property retrieved from the property room unit locker will be similarly processed and brought to the property room unit and stored. Storage locations will be indicated by submitting officers in the Evidence Manager program.

Property submitted directly to the property room unit will be immediately inventoried in the submitting officer's presence, and the receiving clerk will check in the property with the bar code scanner. Any property received without an Evidence Manager submission will be returned by the receiving clerk to the locker it was recovered from until an Evidence Manager submission is received by the property room.

If an intake examination does not agree with the Evidence Manager listing, the property clerk will not acknowledge receipt, but will contact the submitting officer in an effort to correct the discrepancy.

Property clerks will store all items requiring added security, including (but not limited to): money, precious metals, jewelry and gemstones in a fireproof safe [redacted]. [redacted] Narcotics and dangerous drugs will be stored in the narcotics vault [redacted]. Items other than those specified above will be assigned a location in Evidence Manager as determined by the property clerks.

For all items requiring added security, property room unit personnel will establish a "double entry" type bookkeeping system in which will be recorded all activity regarding monies submitted to the property room unit. The bookkeeping system is to provide a means for constant and continuing accounting of all monies "on-hand," monies temporarily transferred, as evidence, to court or the prosecuting attorney's office.

Any cash monies released from the property room must have permission from the property and evidence unit commander or their designee. Verification that there are no seizures or holds in place must be completed by the commander or designee prior to releasing the currency. A supplemental report must be written by the end of tour by the releasing commander or designee.

Scanning of Paper Evidence
When documents, notes, admissions, receipts or other forms of paper are collected during an investigation these items are considered evidence and shall be placed into the property room.

- Upon receiving paper evidence, property room staff will scan these documents and save them in the Evidence Manager.
- Once scanned and saved into the system, investigators will be able to view the scanned copy without first having to check the evidence out of the property room.
- Evidence that is contaminated or in need of forensic analysis will not be scanned without the express permission of the assigned investigator.

Final Property Dispositions:
Property room unit personnel will make final disposition of property upon receipt of written disposition notice via the Evidence Manager.

The property room will notify the technology unit of any property/evidence of a data processing nature which is to be converted to department use. This includes, but is not limited to, personal computers, monitors, printers, modems and software.

When final disposition has been authorized for all items listed in Evidence Manager, the property room will follow the disposition instructions set forth in policy as indicated by the investigator.
It shall be at the discretion of the property room unit head to place on auction, donate to charity, or destroy any properties whose final disposition is "return to owner" but remain unclaimed more than 60 days after notification of right of redemption.

Revised June 7, 2016

439.13 Property and Evidence

To ensure property custody and control of evidence, all evidence shall initially be entered into the Evidence Manager and turned into the property room before the end of an officer's shift. When the property room is closed, evidence shall be turned into the property room lockers, drying chambers, or when appropriate the evidence refrigerators.

Property Received in Evidence at Trial:
All such property, upon being received in evidence in court, shall be noted as turned over to the court in Evidence Manager and remain in the custody of the court until disposition is made by order of the court. The clerk of court shall be responsible for all such property and shall take steps to insure its safekeeping.
When evidence is no longer needed by the court, a sworn officer shall return the evidence to the property room. Property returned from the clerk of court will be received by the property room and noted in the Evidence Manager.

Property Marked as an Exhibit During Trial, But Not Received in Evidence:
The evidence shall be returned to the property room by a sworn officer. Property returned from court will be received by the property room and noted in the Evidence Manager.

Lost Property, Recovered, etc. (No Evidentiary Value):
Property that is of no evidentiary value that remains unclaimed and the true owner cannot be determined, should be disposed of according to paragraph one under "Final Property Dispositions" (General Order 439.12: Property Room Unit Procedures) by the unit head for which the property is being held, except that such property must be retained for 60 days before final disposition by property room staff.

Fingerprint Evidence:
An attempt should be made at the scene to lift any possible fingerprints. Items that have such a surface that the officer/evidence technician feels s/he would ruin the evidence, s/he should protect and collect the item for processing by the forensic services unit (FSU). The potential of such evidence should be noted in the officer's report so that the investigator or case agent can request processing by the FSU.

- Items to be processed for latent prints should be submitted in such a manner as to prevent accidental removal or smudging of prints; e.g., in a box, or in a large bag, etc.
- Items to be processed for latent prints are not to be marked in any manner. The bar code label attached to the container holding the evidence will be sufficient identification.
- Whenever possible, do not use plastic bags or containers that retain moisture to package evidence. Do not use packing materials like packing peanuts or bubble wrap as this may wipe away latent prints.
- Latent lift cards should be marked as directed on the card. Refer to Forensic Services- latent lift training located under training on the intranet.
- Latent lift cards should be turned into the property room during business hours or locker #99 outside operating hours.
- Property submitted shall be recorded in the Evidence Manager and the circumstances surrounding how the property came into police custody will be included in the police report.

Protection of Evidence:
All measures should be taken to preserve and protect property of an evidentiary nature; a proper container should be used that will properly protect and preserve the item(s). Containers are also used to separate items to prevent cross contamination.

Chain of Evidence:

The first officer seizing an item of evidence should be the only one to handle same between the scene and the time it is placed in a locker or turned over to property room staff. All items will be described sufficiently in a police report and the Evidence Manager to enable the officer to identify the item at a later date and to provide the investigator with the necessary information to determine evidentiary value. Marking the evidence should be done with care and in an area that will not contaminate the evidence, i.e., do not write on paper to be tested for fingerprints, on shell cases, etc. Whenever possible, mark the evidence container rather than the evidence itself.

Marking of Physical Evidence:
The marking of physical evidence will vary from jurisdiction to jurisdiction, depending in part on the prevailing judicial atmosphere. The following procedures should be used when submitting evidence that may or will be examined by the forensic services unit FSU.

Blood Alcohol:
- Tubes with blood should be placed in a sealed envelope, with the bar code label attached to the envelope. Even during the hours the property room is open, Place DUI blood in the property room locker marked DUI blood/urine evidence; all other blood goes to the property room refrigerator.

DNA:
- Possible DNA evidence collected with the DNA collection kit should be placed in the supplied envelope and sealed.
- Envelope and property with a bar code label attached shall be placed in the property room or property room locker when the property room is closed.

CSC Evidence:
- Clothing, bedding, and other evidence should be packaged in separate paper bags, not plastic and turned into the property room or property room locker when the property room is closed.
- If, a full DNA examination for possible semen, blood, or other biological substances are necessary the investigator shall be responsible for getting such evidence transferred to the BCA for testing.
- If an investigator wants a presumptive test for blood completed, the investigator shall complete the Forensic Services Examination Request Form (#288-13R1) that is located on the intranet under forms.
- The form can be filled out electronically and sent to the FSU shared mailbox SPPD-ForensicServiceUnit@ci.stpaul.mn.us
- Investigators/police personnel should not bring the evidence needing processed to the FSU, this will be handled by the FSU personnel.

Buccal Swabs:
- Buccal swabs and completed forms should be placed in supplied envelope and sealed.
- Envelope and property with a bar code label attached shall be placed in the property room or property room locker when the property room is closed.

Clothing:

1. Clothing should not be marked. It should be placed in a paper or cardboard container, and the container sealed and marked.
2. Garments should be separated as appropriate to the desired examination. Each item should be placed in a separate container.

(See General Order 439.04: Receipt for Property and Evidence)

As a general rule, it is sufficient to seal the item in a container and appropriately mark the container, rather than mark the item itself.

Property Report and Bar Code Labeling:
Officers shall submit all incoming property using the Evidence Manager. This program will allow the officer to note whether the item is to be held for evidence or for an owner; effectively identify the item; to establish an effective chain of custody, and; to obtain a property label to be adhered to the packaging material.

Large Items:
If an officer has a large item(s), the items shall be turned into the locked property cage area [redacted] after entering the property into the Evidence Manager. The property cage would also be appropriate if the article is unwieldy, cumbersome, or very heavy.

1. During operating hours for the property room a property clerk will open the storage area, store the articles, and accept the property into inventory.
2. During times when the property room is closed large items should be turned into one of the two drop cages [redacted] and secured with the provided pad lock after being entered into the Evidence Manager.
3. If both lockers are utilized the Property and Evidence Manager or Unit Commander for the property room should be contacted via the watch commander.
4. If the items are too large for the drop cages they should be taken to [redacted] and entered into the Evidence Manager.
5. After all property is listed in the Evidence Manager, all information about how property came into police custody shall be recorded in the police report and clearly document where the evidence was secured.

Fingerprint Processing of Vehicles:
Vehicles to be finger printed: Any stolen or suspected stolen vehicles that are recovered should be fingerprinted before towing (weather permitting).

Hold for Forensic Services Unit (FSU):
Vehicles to be processed for any additional type of trace evidence should be held for FSU and not processed for fingerprints by officers. Photographs will be taken of vehicles prior to towing.

The officer initiating the towing of the vehicle will follow the vehicle to the impound lot building.

Weapons:
Firearms shall be turned in unloaded to the property room or when closed [redacted]

[redacted].
If an officer is unable to make a firearm safe by unloading said weapon, the firearm is to be turned in to a property room [redacted].

Weapons shall be disposed of in accordance with Saint Paul Administrative Code, Chapter 8: Department of Police and Saint Paul Administrative Code 8.02 (5): Departmental Functions.

Revised June 7, 2016

439.14 Polygraph Examination Criteria and Requests

Polygraph Use:
The use of the polygraph is to detect when the subject of a criminal investigation is or is not being truthful.

The polygraph is not designed to replace a thorough, competent criminal investigation. It should not be your first resort in trying to solve a crime, but a last resort.

Procedure:
Saint Paul Police Department contracts with a private vendor for polygraph examinations. Investigators requesting an examination should first consult with their unit head. Upon approving the request, the unit head will provide the investigator with the current contract examiner's name and phone number. The investigator will gather and contact the examiner, provide necessary information and arrange for administration of the exam.

Revised July 1, 2011

439.15 Criminal Background Investigations Procedures

Criminal investigations frequently involve background investigations of persons, particularly as they relate to white collar crime, organized crime and vice activities. These background investigations should be conducted discreetly and with special precautions.

The following procedures will be followed by members of the department when conducting background investigations other than background investigations for employment with the department.

- No background investigation will be initiated without unit head approval.
- No background investigation will be conducted on individuals, businesses or corporations unless the investigation is directly related to a reported or suspected Criminal activity.
- The purpose of the background investigation must be clearly established and documented by a report within five days of initiating the background investigation. Included in this

report must be the individual's or business name and reference to the criminal activity being investigated. This report must be submitted to the unit head responsible for the investigation.

- All sources of information used in the report must be documented. Potential sources of information:
  - Police agencies.
  - Licensing agencies.
  - Credit bureaus.
  - Banking and savings institutions.
  - Government documents.
  - Business and social contacts.
- All information gathered in the background investigation will be kept strictly confidential. A need to know must be present for its release.
- The head of the unit initiating the background investigation will review the report within 30 days after its completion. If the report is material to the criminal activity in question, it shall become part of the case file. If the report is not material to the criminal activity in question, it shall be destroyed.
- No background investigation will be conducted by members of this department pertaining to licensing of businesses, corporations, or individuals, excluding the licensing for carrying or possessing firearms.
- This order is not intended to restrict or impede the accepted legal practice of determining the identity of persons or businesses with whom the police come in contact during their normal course of duties.
- This order is not intended to restrict informational release of public data.

Revised July 1, 2011

439.16 Investigations -- Constitutional Compliance

All police officers are obligated to acquaint themselves with proper interrogation methods and procedures to ensure that constitutional requirements are adhered to during criminal investigations. Police officers must be cognizant of the fact that procedures used during criminal investigations will be scrutinized by the court for their validity.

It is incumbent upon each officer to stay abreast of court decisions that relate to police investigative conduct including: inform the accused of his/her rights, continuous interrogation and juvenile considerations, etc.

Benchmark decisions are:

- Miranda v. Arizona -- Inform the accused of his/her rights.
- In re: Gault -- Rights of juveniles.
- Escobedo v. Illinois -- Continuous interrogation to cease after accused requests counsel.
- Bram v. United States -- Confession must not be extracted by implied promises.

1. If a person is in custody, prior to questioning the person about a criminal offense, the officer must advise the suspect of their legal rights concerning self-incrimination. The below listed rights will be given orally or by use of form PM 247-86R when applicable.
   A. You have the right to remain silent and refuse at any time to answer any question asked by a police officer.
   B. Anything you do or say can be used against you.
   C. You have the right to talk to a lawyer and to have the lawyer with you during questioning.
   D. If you cannot afford a lawyer one will be appointed for you and you may remain silent until you have talked with him.
2. Coercion, duress, promises or threats will not be used during interrogation by any police officer.
3. No police officer will deny a suspect the right to counsel.
4. All questioning of a suspect will terminate on her/his request of counsel or on her/his exercising her/his right to remain silent. The exact nature of the reason for termination will be documented in the police report.
5. No police officer will in any manner delay the arraignment of any individual accused of a criminal offense. All persons taken into custody under probable cause have to be seen by judge within 36 to 48 hours after an arrest according to the McLaughlin Rule.

Revised July 1, 2011

439.17 Property Seized for Administrative Forfeiture

This policy is being adopted pursuant to Minnesota law governing seizure and subsequent forfeiture actions and the requirements of Minn. Stat. § 609.531, Subd. 8 (a) and (d) and applies to vehicle forfeiture actions initiated by the Saint Paul Police Department under Minnesota State law. Seizure is the action of taking the property and issuing notice. Forfeiture is the court process following the seizure.

The pursuit of seizure actions under Minnesota law is an important process to insure that those involved in criminal activity are not allowed to keep the proceeds of their crimes as well as seize property used to facilitate the commission of a crime. It is important that such actions be done in accordance with the law and with respect for the rights of the person(s) from whom the property is seized. All property seized by the Saint Paul Police Department pursuant to forfeiture shall be processed in accordance with these guidelines.

Under Minnesota State law, forfeiture must be liberally construed to carry out the following remedial purposes:

1. To enforce the law;
2. To deter crime;
3. To reduce the economic incentive to engage in criminal enterprise;
4. To increase the monetary loss resulting from the detection of criminal activity; and
5. To forfeit property unlawfully used or acquired and divert the property to law enforcement purposes.

Procedures:

439.18 Felony DUI and Fleeing Police in a Motor Vehicle

439.19 Narcotics

Revised April 8, 2014

439.18 Seizure Procedures for Felony DUI and Fleeing Police in a Motor Vehicle

The following describes the seizure procedures for vehicles involved in a felony level driving under the influence (DUI) / fleeing police in a motor vehicle investigation.

The vehicles listed below may be seized during a felony DUI / fleeing police in a motor vehicle investigation and are subject to administrative forfeiture.

1. All conveyance devices associated with a felony level DUI arrest
   A. It is presumed under Minnesota Statute 169A.63 that a conveyance device may be seized during a D.U.I. investigation and is subject to forfeiture if:
      a. The *driver* of the motor vehicle was arrested for behavior in violation of Minnesota Statute 169A.24.
      b. The *driver* of a motor vehicle was arrested for probable cause DUI and refuses to test upon demand of an officer, and that refusal occurs within 10 years of the first of two qualifying DUI arrests.
2. All conveyance devices associated with fleeing police in a motor vehicle arrest
   When an officer investigating a felony level DUI / fleeing police in a motor vehicle related crime believes a conveyance device is subject to forfeiture, the officer shall complete and serve the Notice of Seizure and Intent to Forfeit Vehicle/Property and Property Receipt forms. The vehicle is to be towed to the impound lot with a "Hold" placed on it for the seizure per department policy General Order 445.10: Vehicles Placed on Hold; Release of Hold Vehicles -- Policy.

Note: The value of a vehicle shall not be taken into account when determining whether or not the seizure process is to be initiated.

Processing Seized Property for Above Forfeiture Proceedings

The traffic and accident unit forfeiture officer shall be responsible for coordinating the seizure and/or forfeiture efforts and for communication between the investigative unit(s), fiscal affairs unit, property room, impound lot, the office of the chief and the county attorney's offices.

When any vehicle described above is seized as a result of a felony level DUI / fleeing police in a motor vehicle investigation or arrest, the officer making the seizure must complete the following steps to ensure the effective administration of the seizure process. The Notice of Seizure and Intent to Forfeit Vehicle/Property and Property Receipt forms shall be completed and provided to each person from whom the vehicle is being seized.

- When a conveyance device (vehicle used for transportation) is seized, the person in *possession* of the vehicle must receive the seizure notice in person. The individual

from whom the vehicle is seized will be given an opportunity to sign the seizure notice form. If the person refuses, the appropriate box will be checked.

- Additionally, all other persons with an ownership interest in the vehicle shall also receive a forfeiture notice (i.e. dual registration, lien holder). If the owner is not present at the time of the seizure, a forfeiture notice will be sent through certified mail by the narcotics unit administrative office assistant.
- If no person is present at the location where the vehicle was seized, officers shall leave copies of the notice and receipt in plain view at the seizure location.
- The seizure form must be dated and signed by the officer or investigator initiating the seizure.
- A Saint Paul Police case number must be included on all forms.

Report Writing and Documentation

Saint Paul Police officers seizing property must complete a Saint Paul Police narrative report under a case number generated at the Ramsey County ECC. Completed police reports and related forms shall follow these guidelines:

- Describe the vehicle seized i.e. 1988 Ford 500, MN Lic ABC 123, VIN #ABCDEF123456789.
- The officer will note the mileage of the vehicle seized in the report.
- Describe the exact location where the vehicle was recovered.
- Document the name(s), date(s) of birth, and addresses of the individual(s) served with seizure notification forms.
- Indicate the date of the seizure and location of when the form was served.
- Document the name of the serving peace officer and whether or not the individual signed or refused to sign the seizure or receipt form.
- Describe the location where seizure paperwork was left if no one was present at the time of seizure.
- Reports and forms shall include any incident control numbers from other agencies participating in the investigation.
- Paperwork Submission:
  - The officer will send the original forfeiture paperwork to the traffic and accident unit forfeiture officer.
  - The traffic and accident will make notifications and distributions as noted above. All original forfeiture paperwork will be sent to the narcotics unit administrative office assistant who will enter all notices into asset forfeiture database, and send all certified mail notices if necessary. Paperwork includes seizure notices, seized property processing worksheets, property receipts, and reports.
- Fleeing police in a motor vehicle offense requires sending a copy of all reports to the narcotics unit administrative office assistant and the Ramsey County Attorney Office no later than the day following the arrest. Fleeing police in a motor vehicle investigation(s) have a strict timeframe for the initiation of the seizure / forfeiture.
- Vehicles held for forfeiture are to be entered into the Tow Manager in the same manner as any other vehicle towed or held by the police department.

Police Records Unit

The records unit shall be responsible for maintaining a copy of all seizure paperwork. All original documents shall be forwarded to the traffic and accident unit who will forward copies as described above. The narcotics unit will via email weekly to records for them to print out and keep for their record. This includes notice of seizure and intent to forfeit property sheet, property receipt, and a copy of the referral forfeiture case sent to the county attorney.

Narcotics Unit Administrative Office Assistant Seizure Procedures

Upon receiving a Seizure Notice and Property Receipt and additional supporting paperwork through inter-office mail from the traffic and accident unit forfeiture officer, the narcotics unit administrative office assistant will do the following as it relates to felony level DUI and fleeing police in a motor vehicle investigations:

- Ensure that the Seizure Notice **and** Property Receipt are complete. If not, the traffic and accident unit forfeiture officer will be contacted. The traffic and accident unit forfeiture officer will issue a seizure notice on a vehicle used in a felony level DUI or fleeing police in a motor vehicle **regardless of value.** The narcotics unit administrative office assistant will notify the appropriate parties, via certified mail, regarding a vehicle seizure if needed.
- The narcotics unit administrative office assistant will build a case file for the seizure. The case file needed is an exact duplicate of the charging file (criminal histories, search warrants, etc).
- Traffic and accident unit forfeiture officer will complete the "Information Sheet" and forward to the narcotics unit administrative office assistant for data entry, etc. The county attorney's office will then be forwarded the entire file. This process will take no longer than 15 days. If there is an exception to this time frame, the county attorney's office will be notified.
- Copies of all seizure notices will be sent via email weekly from the narcotics unit office assistant to the fiscal affairs manager, impound lot commander, impound lot supervisor, narcotics commander, citywide services senior commander, county attorney's office, and fiscal affairs unit.
- If an owner wishes to turn over the title of their vehicle for possession of that vehicle, they will be referred to the county attorney. The county attorney will then contact the narcotics unit administrative office assistant and the title will be taken in exchange for the vehicle. Photos of the vehicle will be taken before it is turned over to the owner by the traffic and accident unit forfeiture officer who will document the event. The narcotics unit administrative office assistant will notify the impound lot, and prepare a notification letter to the State of MN-DVS to "Flag" the vehicle title once the title is received. The narcotics unit administrative office assistant will also update the data base reflecting the title surrender and notify the fiscal affairs manager via email once the process is completed.

Separation from Seizure Proceedings

Once the administrative forfeiture process is initiated by the police department, **there can be no separation from the process** unless there is formal agreement (stipulation and release) with the county attorney's office and the named parties in consultation with the chief's designee, unless, the following circumstance exists:

- During a D.U.I. or fleeing investigation evidence indicates third-party ownership interests outweighs the governmental interest in vehicle forfeiture, the citywide services commander shall immediately forward a memo detailing those facts to the chief's designee for

forfeiture matters. This memo shall include a recommendation on how the matter should be resolved.
- Decision by the prosecutor not to file criminal charges for which forfeiture can be completed. The commander shall notify the chief's designee.

The decision to return any vehicle, for which a seizure notice was issued, shall be made by the chief of police or a designee. However, once the administrative forfeiture process is initiated by the county attorney's offices, a separation from the process is no longer at the discretion of the chief of police

If a vehicle involved in a felony level DUI or fleeing police in a motor vehicle investigation is in fact returned to the owner in accordance with the above circumstances, the office of the chief shall then direct the fiscal affairs unit to update the forfeiture database accordingly. The office of the chief shall also make notification to the impound lot in the form of a copy of the memo or formal agreement initiating the action. A copy of these documents shall also be forwarded to the fiscal affairs and records unit.

In every case, a certified letter will be sent by the impound lot to the vehicle owner, advising them that they may pick up their property with proper identification.

The release of any property previously held for seizure shall be noted in a supplemental report and the disposition for the vehicle noted in RMS.

Property Storage
Vehicles seized by Saint Paul Police officers shall be stored at the impound lot located at 830 Barge Channel Road.

All vehicles subject to, and being processed for forfeiture by an officer employed by the Saint Paul Police Department, must be held in the custody of the Saint Paul Police Department.

Fiscal Affairs Unit Procedures
The fiscal affairs unit will ensure that notices are sent to the property room, the impound lot (vehicle), citywide services senior commander (vehicle), the fleet supervisor (vehicle), the narcotics unit, and the records unit. At that time the database will be updated by the fiscal affairs unit, funds and/or property will be appropriately dispersed, and the Minnesota State Forfeiture Report will be completed and forwarded within 30 days of the date of forfeiture.

Training
All new officers shall receive forfeiture training. This training will include best practices for timely and fair resolution of forfeiture cases, notice to interest holders, the release of seized property where appropriate, the resolution of claims of innocent ownership, situations in which forfeiture should not be pursued, and any statutory changes.
Additional department considerations:
- The removal of unlawfully obtained proceeds of criminal activity and the elimination of the instrumentalities used to commit crimes are the principal goals of forfeiture. Potential revenue must not be allowed to jeopardize the effective investigation and prosecution of

criminal offenses, officer safety, the integrity of ongoing investigations, or the due process rights of citizens.

- All seized property shall be held like evidence until forfeiture is finalized or returned to the claimant or person with an ownership interest. Cash will be deposited within 30 days, unless needed as evidence.
- When retaining forfeited property for official law enforcement use, the department shall ensure that the property is subject to internal controls consistent with those applicable to property acquired through the normal appropriations process of that entity.
- Property will not be used unless the forfeiture action has been completed. Forfeited property [redacted] should be sold or added to the regular inventory of the agency. All property shall be used and disposed of in a manner consistent with the use and disposition of similar property.
- The retention of property for official use shall be approved by the chief of police or his/her designee.
- Forfeiture proceeds are maintained in a separate fund and subjected to appropriate accounting controls with regular review and audit of all deposits and expenditures. Records of forfeitures shall be kept for a minimum of eight years.
- If reasonably practicable, civil forfeiture actions should be initiated as independent cases which are not controlled or influenced by the criminal prosecution.
  Revised June 7, 2016

439.19 Seizure Procedures - Narcotics

The following describes the seizure procedures for narcotics.

The items listed below may be seized during a narcotics investigation and are subject to administrative forfeiture if value of the item does not exceed $50,000.00:

1. Currency with a value of $100 or more and all precious metals and precious stones found in proximity to:
   - Controlled substances;
   - Drug manufacturing equipment and distribution equipment or devices; or,
   - Evidentiary records or the electronic storage devices containing records of the manufacture of or distribution of controlled substances.

Note: Currency with a value of less than $100.00 shall not be seized unless it is recovered with departmental buy funds used during the investigation. In that case, the buy fund money shall be recovered and documented – do not issue a seizure notice for the buy funds. The buy funds shall be turned over to the investigative unit. The remainder of the cash shall be administratively seized according to this policy.

2. All conveyance devices containing controlled substances with retail value of $100 or more if possession or sale of the controlled substance would be a felony under Minnesota Statute 152.

Note: The value of a vehicle shall not be taken into account when determining whether or not the seizure process is to be initiated.

3. All firearms, ammunition and firearm accessories found:
   - In a conveyance device used or intended for use to commit or facilitate the commission of a felony offense involving a controlled substance;
   - On or in proximity to a person from whom a felony amount of controlled substance is seized; or
   - On the premises where a controlled substance is seized and in proximity to the controlled substance, if possession or sale of the controlled substance would be a felony under Minnesota Statute 152.

Processing Seized Property for Above Forfeiture Proceedings

When any property as described above is seized during a narcotics investigation or arrest, the officer making the seizure must complete the "green packet". This packet contains the required forms and instructions on how to initiate the administrative forfeiture process. It also contains a supervisor's check sheet and approval form. Supervisor's will review and approve all administrative forfeiture "green packets". The following steps are to ensure the effective administration of the seizure process. The Notice of Seizure and Intent to Forfeit Property and Property Receipt forms shall be completed and provided to each person from whom property is being seized.

- If property is seized from multiple individuals during a single investigation, each individual shall be served with the appropriate paperwork. The individual from whom property is seized will be given an opportunity to sign the seizure notice form. If the person refuses, the appropriate box will be checked.
- If no person present claims ownership of the property to be seized, all persons present should be issued a Notice of Seizure and Intent to Forfeit Property.
- If no person is present at the location where property is seized, officers shall leave copies of the notice and receipt in plain view at the seizure location.
- The seizure form must be dated and signed by the officer or investigator initiating the seizure.
- A Saint Paul Police case number must be included on all forms.
- When currency is seized from a person, and later another person claims ownership they will be served a notice by the narcotics unit.
- Officers seizing jewelry, precious metals, and/or precious stones will write a detailed description of each item in their narrative report and in the Evidence Manager. Officers shall also photograph the jewelry seized before placing the items into property.
- When a conveyance device (vehicle used for transportation) is seized, the person in possession of the vehicle must receive the seizure notice in person. Additionally, all other persons with an ownership interest in the vehicle shall also receive a forfeiture notice. If the owner is not present at the time of the seizure a forfeiture notice will be sent through certified mail by the narcotics unit forfeiture officer. When an officer investigating a narcotics related crime believes a conveyance device is subject to forfeiture, the officer shall complete and serve the appropriate seizure paperwork and tow the vehicle via the Tow Manager to the impound lot and place a 'hold' on the vehicle for the seizure.
- Officers seizing firearms, ammunition, or firearms accessories will write a detailed description of each item in their narrative report and in the Evidence Manager.

- NOTE: If a decision is made NOT to forward a case for criminal charging, a seizure notice cannot be issued. Once a seizure notice has been given to the suspect, charges MUST be forwarded to the charging agency. If the county attorney does not prosecute a case, notice will be sent to the department in the form of a stipulation and release or a formal written documentation to return the seized items.

Report Writing and Documentation

Saint Paul Police officers seizing property must complete a Saint Paul Police narrative report under a case number generated at the Ramsey County ECC. See General Order 439.14 for more information. Completed police reports and related forms shall follow these guidelines:

- Describe the items seized.
- The officer will note the mileage of the vehicle seized in the report.
- Describe the exact location where the items were found/recovered from.
- Document the name(s), date(s) of birth and addresses of the individual(s) served with seizure notification forms.
- Indicate the date of the seizure and location of when the form was served.
- Document the name of the serving peace officer and whether or not the individual signed or refused to sign the seizure or receipt form.
- Describe the location where seizure paperwork was left if no one was present at the time of seizure.
- Reports and forms shall include any incident control numbers from other agencies participating in the investigation.
- Indicate the estimated retail value of drugs found in proximity to the asset seized.
- Identify the police department location the property was turned into. Specifically note the property room locker number.
- All reports dealing with seized property will be completed within 24 hours of the seizure process. Evidence Manager submissions must be made immediately upon placement of the property into the property room. Any forfeiture notice for cash MUST be given to the person at the time of arrest. Money forfeitures cannot be sent certified mail.
- Supervisors will review and approve all administrative forfeiture "green packets".
- Send all original forfeiture paperwork to the narcotics unit. Paperwork includes seizure notices, seized property processing worksheets, and reports. Narcotics will distribute copies to all appropriate units once received, enter all notices into asset forfeiture database, and send all certified mail notices if necessary.

Police Records Unit

The records unit shall be responsible for maintaining possession of a copy of all seizure paperwork. All original documents shall be forwarded to the narcotic's unit. Narcotics will send copies of forfeiture paperwork via email weekly to records for them to print out and keep for their record. This includes notice of seizure and intent to forfeit property sheet, property receipt, and a copy of the referral forfeiture case sent to the county attorney.

Narcotics Unit Seizure Procedures

Upon receiving a Seizure Notice and additional supporting paperwork through inter-office mail, and after reviewing Evidence Manager or RMS report submissions, narcotics will do the following:

- Ensure that the Seizure Notice **and** Evidence Manager submissions are complete and accurate. If not, the officer who issued the notice will be contacted. Narcotics will issue a seizure notice on a vehicle regardless of value of the vehicle and continue to build the case file and will notify the appropriate parties, via certified mail, regarding a vehicle seizure if needed.
- The narcotic's unit will build a case file for the seizure. The case file needed is an exact duplicate of the charging file (criminal histories, search warrants, etc).
- Once all the reports have been obtained and information gathered, narcotics unit staff will complete the "Information Sheet" and forward to the office assistant for data entry, etc. The county attorney's office will then be forwarded the entire file. This process will take no longer than 15 days. If there is an exception to this time frame, the county attorney's office will be notified.
- Copies of all seizure notices will be sent via email weekly from the narcotics unit office assistant to the fiscal affairs manager, impound lot commander, impound lot supervisor, narcotics commander, county attorney's office, property room, and fiscal affairs unit.
- If an owner wishes to turn over the title of their vehicle for possession of that vehicle, they will be referred to the county attorney. The county attorney will then contact the narcotics unit and title will be taken in exchange for the vehicle. Photos of the vehicle will be taken before it is turned over to the owner by the narcotics unit. Narcotics will write a report, notify the impound lot, and prepare a notification letter to the State of MN-DVS to "Flag" the vehicle title once the title is received. Narcotic's unit staff will also update the data base reflecting the title surrender and notify the fiscal affairs manager via email once the process is completed.

If any of the above items or currency is valued at greater than $50,000.00, the narcotic unit commander shall be contacted to coordinate the necessary paperwork with the Ramsey County Attorney's Office.

Separation from Seizure Proceedings

Once the administrative forfeiture process is initiated by the police department to the county attorney's offices, there can be no separation from the process unless there is formal agreement (stipulation and release) with the city or county attorney's office and the named parties in consultation with the chief's designee, unless, one of the following circumstances exist:

- Testing of evidence in a drug case reveals the substance is not an illegal controlled substance; the narcotics unit commander shall immediately forward a memo detailing those facts to the chief's designee for forfeiture matters. This memo shall include a recommendation on how the matter should be resolved.
- There are no charges filed and the city is notified by the county to release.

If property related to a narcotics investigation is in fact returned to the owner in the accordance with any of the above circumstances, the office of the chief shall then direct the fiscal affairs unit to update the forfeiture database accordingly. The office of the chief shall also make notification to the property room and/or impound lot in the form of a copy of the memo or formal agreement initiating the action. A copy of these documents shall also be forwarded to the fiscal affairs and records unit. If the property related to a narcotic's investigation was seized in the form of cash, the amount will be returned to the owner in the form of a bank check.

In every case, a certified letter will be sent by the property room or the impound lot to the property owner, advising them that they may pick up their property with proper identification.

Property Storage
Property and currency seized by Saint Paul Police officers shall be stored at the property room [redacted]. Officers turning in seized property or currency shall follow appropriate department policies 439.03 and 439.06. Those items shall be delivered to the property room as soon as possible after the seizure.

If property or currency is seized from multiple individuals during a single investigation, each individual seizure will be noted separately in the Evidence Manager. Each Evidence Manager submission shall contain detailed descriptions of all property and currency placed into property.

Fiscal Affairs Unit Procedures
The accounting unit will ensure that notices are sent to the property room, the impound lot (vehicle), the fleet supervisor (vehicle), and the records unit. At that time the database will be updated by the fiscal affairs unit, funds and/or property will be appropriately dispersed, and the Minnesota State Forfeiture Report will be completed and forwarded within 30 days of the date of forfeiture.

Training
All new officers shall receive forfeiture training by the county attorney. This training will include best practices for timely and fair resolution of forfeiture cases, notice to interest holders, the release of seized property where appropriate, the resolution of claims of innocent ownership, situations in which forfeiture should not be pursued, and any statutory changes. This training will occur at the discretion of the county attorney's office and in compliance with its policy.

Revised June 7, 2016

440.00 Digital Evidence

(See General Order 424.01: Photograph, Audio, and Video Recordings)

All imagery, video and audio recordings, or other similar items that are taken, recorded or obtained while within the scope of the officers authority is the intellectual property of the department. No photographs, videos, or other digital evidence shall be taken, printed, downloaded, copied, or distributed for any officer's personal use, unless approved by the chief of police (ex. training, marketing, etc.). Storage, destruction, copying, releasing or other dissemination will be in compliance with General Orders 235.00: Data Practices to 235.50: Uniform Evidence Retention.

The handling and submitting of recorded and digitally stored evidence from digital cameras and audio, video recorders will comply with these procedures to ensure the integrity and admissibility of evidence. The evidence gathered by officers will be submitted via the

Evidence Manager and stored in the original format in the property room to guarantee the chain of custody.

Digital Photography:

- Only departmental authorized cameras will be allowed for photography. Each district and investigative unit will be provided with department cameras.
- The use of non-departmental cameras is strictly prohibited. Department issued cell phones may be used in circumstances where no department camera is available. When cell phone photography is used employees must document its use in their reports.
- Pictures will be downloaded to the media vault or secure unit storage drive as authorized by the assistant chief of support services as soon as possible ensuring chain of custody.
- Cell phone media will be downloaded to the media vault using a hard wired line.
- All photographs taken will be preserved regardless of quality, composition or relevance.
- Once evidence is recorded it shall not be erased, deleted or altered in any way.
- Employees must verify that the images properly transfer to the media storage and are labeled, and entered into the evidence manager process. The employee will then erase the memory card for reuse.
- Only property room, forensic services, special investigations, CCTV technicians, and those authorized by the chief of police are authorized to copy original media seized as evidence.
- The original digital media shall remain in evidence (property room, media vault, or secure unit storage drive) until a disposition is authorized according to evidence retention protocols.
- Digital images that are enhanced to provide a better quality photograph for identification and investigative purposes must only be made from a copy of the original media.
- If any enhancement is done to the copy of the original, it shall be noted in the corresponding police report and in the Evidence Manager as a new piece of evidence. The CCTV forensic video technician or the special investigations unit technicians making the enhancement shall store a copy of what they made in the property room under the investigative case number.
- Pictures must not be kept locally on computers, except by technicians who are actively working on the case file. The repository for all evidentiary photos is the media storage where tracking and auditing of files occurs.

Film:

Whenever any photographs with film of an evidentiary nature are taken, form PM 77-01R (for still photographs) and/or the Video Analysis Request Form (for videotape recordings) will be completed. At a minimum, the date, time, case number, location and the name of the officer making the photographic record will be completed.

- All film is available in the property room and must be signed out.
- All photo processing of crime scenes will be done in color.
- Exposed film of evidentiary value will be turned into the property room and entered into Evidence Manager as a new item of property.

Videos:

- Only department authorized video recording devices will be allowed for recording.
- After an incident is videotaped, turn the tape into the property room according to policy.
- Videos must not be kept locally on computers, except by technicians who are actively working on the file. The repository for all evidentiary videos is the media storage where tracking and auditing of files occurs.
- If a video is recovered from a source, it should be turned into the property room to ensure chain of evidence. SIU, FSU or the CCTV Forensic Technicians can complete a forensic video analysis, when necessary. Any analysis completed will be documented and new evidence generated will be handled according to policy.

Paper Evidence Stored Digitally

Whenever paper evidence is stored in the property room, investigators will have access to the documents via digital storage.

- All paper evidence will be noted in the Evidence Manager and preserved regardless of quality, composition or relevance.
- All paper evidence will be scanned into the Evidence Manager by property room staff.
- Paper evidence will not be altered in any way prior to or after scanning.
- The original digital media shall remain in evidence until a disposition is authorized according to evidence retention protocols.
- Paper evidence that is contaminated or in need of forensic analysis will not be scanned into Evidence Manager without the express permission of the investigator.

Miscellaneous

- The property room is the place to pick up all requested materials for court.
- Requests for data or evidence analysis should be made to the appropriate place, using the correct form, prior to pick up.
- All data is subject to Minnesota Government Data Practices Act; Minnesota Statute 13, along with General Order 235.00. The SPPD Data Compliance Officer will make the final determination on what is authorized to be released. Dissemination of digital evidence outside of the department is strictly prohibited.
- All viewing of and/or listening to evidentiary data is on a need to know basis directly related to the individual's case relationship and job assignment. No other viewing or listening to digital evidence is allowed.

Homicide/Robbery Unit:

The Homicide/Robbery Unit's digital recording system will be maintained by the Homicide/Robbery Unit at the direction of the Unit's Senior Commander. The Homicide/Robbery Unit will maintain a secure storage drive for the purpose of long-term storage of original digital evidence. The Homicide/Robbery Unit's Senior Commander or their designee, is responsible for storage, destruction, copying, releasing and/or other dissemination and will be in compliance with G.O. 235.50 Uniform Evidence Retention policy.

Revised June 7, 2016

441.00 Radio Procedures

(See General Order 330.00: Ramsey County Emergency Communications Center)

441.01 Department Call Numbers

441.02 Complaint Numbers and Calls for Service

441.03 Ramsey County Emergency Communication Center - Data

441.04 Radio Procedures

441.05 Radio Call Priorities

441.06 Pac Set Radio Procedures

441.07 Radio, Computer, MDC Communications

Revised July 1, 2011

441.01 Department Call Numbers

The Saint Paul Police Department Inspection Unit will prepare and maintain a current list of assigned call numbers, and will issue an updated list whenever necessary. The list will be available to all personnel within the department and to the Ramsey County Emergency Communications Center.

Any unit noting a change in the assigned call numbers because of personnel changes (individually assigned numbers) will contact the inspection unit who will note the change for the next updated issue.

The first digit of the call number for patrol units indicates the district assigned.

All other call numbers will be assigned by the inspection unit who will coordinate assignment of call numbers.

All transmissions will be preceded by the call number.
Revised July 1, 2011

441.02 Complaint Numbers and Calls for Service

Complaint numbers:
In all cases where a citizen request or self-initiated action by an officer results in an incident of law enforcement service, a sequential, non-repeating complaint number (CN) will be assigned by the Ramsey County Emergency Communication Center (RCECC) to that incident.

For requests for case numbers, officers will contact the RCECC and a case number will be issued. The call taker will complete as much of the CAD data entry screen as possible (i.e., name of officer requesting, phone number they may be reached at, what the case number is for, etc.)

Traffic citations do not require a CN as the citation form serves as the report.

General:

- The driver's license files and the automotive registration files maintained by the state are for police only. Department personnel will not use their office for the purpose of interrogating their files except on authorized activity. Inquiries from persons other than department personnel will not be honored.
- Requests for information other than that which is pertinent to the department should be directed to the proper agency.
- Residence telephone numbers of personnel of the department are to be released only when the requester is identifiable as another member of the department.
- Emergency calls involving police department personnel will be brought to the attention of the appropriate street sergeant by the primary officer assigned to the call.
- Questionable complainants: Where a clear determination of the situation is not obtainable by the RCECC, a street unit will be dispatched for evaluation and appropriate action.

Revised July 1, 2011

441.03 Ramsey County Emergency Communication Center - Data

Data in the Ramsey County Emergency Communication Center (RCECC) is responsible to manage all incoming requests for information via telephone, radio and from individuals present in the RCECC. Data operators will process requests for queries of the local, state and national CJIS (Criminal Justice Information System) database. In addition, data will record all tows (private and city) and enter information on city tows into the Saint Paul ALERT system. All restraining orders, harassment orders, loitering orders, stolen/recovered vehicles, property and missing persons are entered into the computer by Data operators. Data receives and disseminates teletypes, sends teletypes and provides the interface between RCECC and outside agencies in making notification in regard to recovered vehicles or verification of hot file entries made by another agency. All "pick up and hold/stop and Ids" and investigative pickups are handled by the e-brief system.

RCECC Data maintains updated contact lists for emergency animal control officers, park security, Minnesota Duty Officer and a number of other critical disaster or emergency management information.

Queries typically run by data operators include:

- Motor vehicle registration
- Stolen vehicle query
- Warrant check
- Driver's license query
- Hot files query – (i.e., articles, guns, etc.)

KOPS Messages:

The KOPS (Keeping Our Police Safe) message is designed to alert the appropriate agencies to an officer safety issue regarding a vehicle or individual. It is designed to enable agencies to make each other aware of a safety issue that is not suitable for hot files or warrant file entry. The entry is retained for up to 72 hours, with a 24 hour restriction for domestic situations.

A teletype is required if there is a specific action requested of another agency. When the general subject matter seems appropriate for a KOPS message to a larger area in addition to teletype to a specific agency – both may be sent. When action may be taken by a receiving agency a 24-hour contact person is required.

Other miscellaneous requests fielded by RCECC data personnel include:

- Contacting alarm companies
- Contacting businesses or key holders
- Checking the CAD premise or key holder files
- Contacting other agencies to check for warrants
- Calling tows
- Calling and obtaining clearance from the detoxification center
- Updating hot sheet
- Disseminating information on stolen and recovered vehicles

- Entering repossessed vehicles into ALERT.
- Notifying the owner of a reported stolen vehicle within 48 hours of a recovery.
  Revised July 1, 2011

441.04 Radio Procedures

The dispatcher has the authority to deploy department resources in response to requests for service. The dispatcher, patrol supervisor and watch commander are in the best position to view the overall status of resources.

[redacted]

[redacted]

This list is not all-inclusive and subject to modification by need, information and supervisor request. The rule of thumb for officer safety [redacted].

- The safety of all on duty street units will be the constant concern of the supervisor. Checking on the status of street units will be done as necessary to insure their welfare.
- The RCECC will be kept aware of available units. District supervisors will provide the RCECC supervisor with (maps or time sheets) the names of officers, unit numbers, duty hours and any special details prior to the start of their unit's tour of duty. Any changes in the above will be brought to the attention of the RCECC. Street units include district investigators, patrol operations division personnel, and reserves.
- The priority system for calls will be complied within the dispatching of resources. Dispatchers may pull units off of a lower priority for a higher priority call if necessary. Dispatchers may deny or pull units out of administrative status (i.e. out of service or P.T., etc.) if necessary. Dispatchers may assign units out of their districts as necessary, but supervisors will be conferred with about unusual or lengthy incidents. The watch commander will be conferred with for any decision to hold over or to implement emergency procedures. Officers are expected to be available for calls until E.O.T.
- District roll calls. District supervisors will monitor radios and when roll call is over, will advise dispatcher that all squads are in service. Individual squads do not have to check in. Squads will be checked out of service on the air at their E.O.T., usually on the hour - includes regular squads, canines, beats, motorcycles, traffic cars, and reserves.
- Squads going "Out of Service" for lunch will do so, on the air. [redacted].

[redacted] Squads going P.T. will do so on the air. [redacted]

- Requests not to tag or tow are not accepted. Have owner leave note on dash or windshield.
- No personal messages of a non-emergency nature will be allowed on the air.

- There will be no levity on the air, nor will anyone be referred to by first name. Rank, title or call numbers are required on all talkgroups.
- Care will be exercised in putting out names or phone numbers of complainants.
- Squads checking out on details will do so on air giving location and an estimate of time until return to service.
- The first squad sent on the call is in charge at the call and will make the original report. This is true even if assisting squads arrive first. If an assisting squad or closer squad wishes to volunteer for the call ("I'll take the call") and if the dispatcher approves, then responsibility for the call and report shifts to them.

[redacted]

- Radio codes and ALERT System queries. The following radio codes will be used when applicable in all radio transmission:

Radio Codes:
The practice of using "plain speak" for radio transmissions other than those indicated below has been adopted by the Saint Paul Police Department. This will enhance inter-agency communication and the efficacy of incident command for events that involve, or have the potential to involve resources outside the Saint Paul Police Department.
The following list of 10 codes are authorized

[redacted]

International Phonetic Alphabet Procedure:
Any radio transmission using the alphabet, e.g., license prefixes and spelling out unusual names of persons and locations, will use this International Phonetic Alphabet.

A	Alpha	N	November
B	Bravo	O	Oscar

C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Sensitive Information: [redacted]:

[redacted]

Administrative Talkgroup (Car to Car):
This talkgroup is intended for radio transmissions that should not occur on the main talkgroups. Officers and investigators should utilize Car to Car (C2C) for less formal communications that can be achieved more efficiently than using other methods of communication. C2C is not recorded in the RCECC and cannot be patched to other talkgroups. It should not be utilized by officers managing ongoing incidents (i.e., to set up a perimeter). It is intended for non emergency "administrative" communications only.

The following procedure should be used to initiate direct contact with another Saint Paul officer or investigator.

1. Select the proper talkgroup based on your present district, i.e., Channel 1, Channel 2, or Channel 3.
2. Wait for "Clear Air". Do not interrupt an ongoing interchange between the dispatcher and another mobile unit.
3. Use the call number assigned to the unit you are requesting to contact making the message concise. Request the contacted unit to switch the C2C talkgroup.
   Example: "Squad ____ (your number)". Dispatcher acknowledges your call. "Squad ____ to car to car please." Dispatcher repeats request for identified officer to take car to car.
4. Transact radio communication making the message as brief as possible.

Radio Usage:
Radio systems are not infallible and are subject to computer and electronic breakdowns and other failures. It is better to talk in a monotone rather than to put dramatics or any tonal inflections into your voice. Always remember that while you represent only one unit, our dispatchers have many units to handle so be patient with your traffic. Always be certain that nothing goes over your radio microphone except that which pertains to police business. We operate under strict laws of the Federal Communications Commission which has the power to revoke any radio license. Misuse of your equipment is justifiable grounds for disciplinary actions by the police department. (See General Orders 441.05: Radio Call Procedures, 441.06: Pac Set Radio Procedures) All radios have unique identifiers which are used to identify individuals, squads and services on the 800 MHz system.

In sending a message always, be sure that you give the dispatcher all available pertinent information. These are the important points for various types of messages:

Fire:
- Location
- Nature of fire
- Type of building and if occupied

Automobile accident:
- Location
- Number of people and nature of injury if paramedic unit requested
- Rescue squad for extrication or fire

Standard description of persons:
- Names
- Race
- Sex
- Age
- Height
- Weight
- Hair
- Eyes
- Complexion
- Physical (marks, scars, limp, etc).
- Clothing (from head to foot -- hat, shirt, tie, coat, trousers, socks, shoes)

Automobile description:
- Location
- Make of car
- Year
- Model
- Color
- License number (full or partial)

- Any damaged portion of car that would lead to its apprehension. Also direction taken when leaving the scene

Any lengthy messages should be given to the RCECC over the phone or MDC so that all pertinent information can be obtained and questionable items resolved before the message is broadcast, except where the crime has just occurred and immediate information could lead to apprehension.

Street Procedures:

- Press the microphone button firmly before starting your radio traffic. Upon hearing the "permit to talk" tones, speak directly into the microphone with the radio 1-2 inches from your mouth. Where there is significant background noise, place the microphone directly in front of your mouth when transmitting.
- If another user has the air you will not receive the "permit to talk" tone but will hear a lower pitched tone indicating another user has the air.
- If the dispatcher is transmitting and an officer attempts to get on the air, the dispatcher will hear the officer in his/her headset. If an officer attempts to transmit while another officer is on the air, the dispatcher will not hear the transmission.

- Radio interference by anyone is strictly prohibited by the Federal Communications Commission. This interference refers to unnecessary comments, remarks, noises, whistling or any other matter that would interfere with the proper handling of radio traffic, and officers will see that none of this illegal traffic is transmitted from a radio for which s/he is responsible. Misuse of radio equipment for which s/he is responsible is sufficient cause for disciplinary action from the department. (Also see General Orders 441.05: Radio Call Procedures, 441.06: Pac Set Radio Procedures)

Request for Radio Contact:
When calling the RCECC by phone to request contact with a certain squad, officer or investigator, the following procedure will apply:
The officer will advise the operator:

- Who s/he wants to contact.
- Pertinent information to be conveyed.
- Degree of urgency.
- Your contact information

Transportation details:
We transport victims, witnesses, prisoners from point to point as duty necessarily requires. We shuttle Saint Paul Police prisoners between the law enforcement center (LEC) to Regions Hospital and back. We shuttle prisoners to headquarters to juvenile facilities (J.D.C., Totem Town, foster homes, shelters, LEC).We do not make mercy runs unless there has been a specific threat.

Squads will be dispatched to:
Hospitals or other institutions to take incident reports based on the location of occurrence, rather than the location of the institution.

Radio Communications:
District Units: All district squads shall communicate with the dispatcher upon arrival at the scene of an incident by designating their call number and saying "arrived at scene".

All district squads should notify the dispatcher whenever checking out on vehicle or pedestrian stops. Every effort should be made by officers to give their location and pertinent information as to the nature of the stop before exiting their squads. License numbers and/or the color and make of the vehicle should be given prior to making the stop. When there is no vehicle involved in the stop a concise description of the person(s) being stopped should be given. Examples:

- **Vehicle stop:** "Squad 330, traffic," (wait for dispatcher acknowledgment) then, "Squad 330, Seventh Street and Payne Avenue with XXX-OOO" or "Squad 330, traffic," (wait for dispatcher to acknowledge) then, "Squad 330, Seventh Street and Payne Avenue with a red Ford pick-up truck, no license plate".
- **Pedestrian stop:** "Squad 330," (wait for dispatcher to acknowledge) then, "Squad 330, I will be out at Seventh Street and Payne Avenue with suspicious persons" (Give brief description).

The dispatcher will acknowledge by stating the squad number and giving the current time. If the circumstances suggest the need for a backup the officer should ask the dispatcher to send another squad(s).

All district squads are required to notify the dispatcher whenever checking in or out of calls for service, self-initiated activity, special details, or any incidents not assigned by the dispatchers. Upon completion of a call for service or other police action district units will notify the dispatcher of the disposition of the incident.

Alternative Talkgroup Assignments:
Major Incident – A major incident is defined as requiring most district resources along with additional resources such as canine, S.W.A.T., hostage negotiators, etc. Major incidents will remain on the talkgroup in which they began. RCECC will designate another talkgroup for routine traffic depending on what talkgroups are available and RCECC staffing levels. Should resources outside the Saint Paul Police Department be required the main talkgroup will be patched with state, county or regional level talkgroups as required.

Minor Incident – A minor incident is an incident that is not requiring significant department resources but which does require coordination and continued management that is more suited to a dedicated talkgroup as opposed to remaining on the main talkgroup. Where formerly these types of incidents were moved to the C2C channel they will be assigned to one of the available SPOPS or POOL talkgroups by the RCECC Supervisor. The district sergeant, primary officer or commander of these incidents is required to notify the RCECC dispatcher or supervisor when the alternate talkgroup assignment is no longer required.

Planned Events – contact the RCECC Supervisor for scheduled events within 24 hours of the event. The RCECC Supervisor will ensure the talkgroup assigned is not already in use and will put the talkgroup out of service. Call at the conclusion of the event and/or detail to let the RCECC Supervisor know you no longer need the talkgroup reserved for your event.

Revised July 1, 2011

441.05 Radio Call Priorities

Revised July 1, 2011

441.06 Pac Set Radio Procedures

Control:

Pac-set radios will be issued to some non-sworn and all sworn members of the department.

Prohibition:

Pac-sets may be used for on duty or off-duty employment. All use of pac-sets is for "Official Business Only".

All Pac-sets shall be accounted for under inventory by the Communication Services and Maintenance (CSM) Supervisor. Persons issued pac-sets shall be responsible at all times for the security of the Pac-set and its operations.

In the event that a radio becomes inoperable, a replacement will be issued, if available. The officer will affix a radio repair slip to the defective radio, listing the possible problem and mark "radio repair" and date on the control card and deliver to the CSM unit.

Encrypted Radios:

Officers assigned to [redacted] and other units as designated by the CSM unit shall be issued an encrypted portable radio. Upon transferring out of the assignment, the radio will be returned to the CSM Unit.

Revised April 23, 2013

441.07 Radio, Computer, MDC Communications

The Saint Paul Police Department is licensed by the Federal Communications Commission for operation of its communication equipment. It is therefore imperative that every officer follows the guidelines for proper use of all equipment owned and/or operated by the Saint Paul Police Department. Radio and mobile data communications are subject to state and federal laws as well as city civil service and Saint Paul Police Department rules and regulations.

The use of MDCs to relay non-police related business will not be tolerated.

1. All radio, computer and mobile data communications shall be of an official police nature.
2. All radio, computer and mobile data communications shall be preceded by an officer's identifier, i.e., call number for that date and assignment.
3. All radio, computer and mobile data communication shall be delivered clearly and concisely in the English language. All editorial comments, jokes, or innuendoes directed toward any individual or group, in explicit or cryptic form, which may be offensive, hostile or intimidating, are strictly prohibited.
4. All radio, computer and mobile data communications are preserved and available for review.

Revised July 1, 2011

442.01 Assignment of Department Vehicles

The Saint Paul Police Department Fleet Unit maintains the master list of department vehicles and the list of units to which they are assigned. Replacement or changes in these assignments will be coordinated through the fleet unit. Need for additional or specialized vehicles on an emergency or short term basis will be accomplished by contacting the unit the vehicle is assigned to, the fleet unit head or the watch commander.
Revised July 1, 2011

442.02 Sign-Out and In of Vehicles

District personnel will log vehicles in and out at their districts. Reserve personnel will check out their vehicles at the Saint Paul Police Department Community and Volunteer Services Unit. Reserve personnel will request the use of district vehicles through the On-duty Supervisor in the concerned district. All other units will regulate the use of their assigned vehicles as per their office procedure. Officers must assure and comply with service checks as designated by the fleet sergeant.
Revised July 1, 2011

442.04 Use of Department Vehicles

Department personnel are responsible for department vehicles while they are signed-out by that employee.

- At the start of the shift, employees will conduct an inspection of their vehicles prior to any use to ensure compliance with department policy and maintenance of equipment.
- At all times drive vehicles with reasonable care and efficiency.
- Seat belts will be worn by department personnel when using department vehicles.
- Personnel using department vehicles are responsible for keeping the vehicles clean, both interior and exterior.
- Always lock department vehicles whenever practical and safe to do so.
- Car washes are available on a contract basis and should be washed whenever necessary
- No smoking in any department vehicle.
- [redacted]If your vehicle breaks down or will not start, contact data to have it towed to the public safety garage (PSG). [redacted]
- Damage to department vehicles will be reported by original report and by following the accident report procedure.
- Department vehicles that have been used in extreme situations (off-road pursuits, vaulting or striking objects) should be taken to PSG for inspection.
- Vehicles involved in accidents must be taken to PSG for an estimate of damages.

Revised May 18, 2015

442.06 Employee Use of Department Vehicles

Department vehicles will only be driven by department or city employees, unless otherwise authorized by the chief of police, or an assistant chief. Vehicles will only be used in the course of the employee's duties. Vehicles will not be used to transport citizens except in the course and scope of official duties, such as: Prisoners, sick or injured, to hospitals, etc. Written permission for ride-a-longs (of non-department personnel) will be processed through the community and volunteer services unit. A waiver will be signed and the party will comply with all procedures as stated in General Order 333.00: Community and Volunteer Services Unit.

Because of their assignment, certain members of the department are required to commute via a department police vehicle. These vehicles are specifically restricted to use within the course and scope of official duties as outlined in General Order 442.16: Take Home Vehicle Policy.

Revised July 1, 2011

442.07 Repairs and Maintenance

Maintenance of vehicles assigned to units within the department is the responsibility of the district and unit heads. Every effort is to be made by all concerned to cooperate in the vehicle scheduling to prevent an accumulation of squads at the garage and creating work flow problems for their personnel. An Auto Repair Slip is to be filled out on all repair requests with as much detail as possible. District and unit heads will assure compliance with vehicle inspections. This will assist in scheduling routine and minor maintenance.

Revised July 1, 2011

442.08 Tows or Repair on Street

The contract tower will be used for tows, starts, and tire changes. When a squad is towed, it will be towed to the public safety garage and if the garage is closed, [redacted] An original report will be made for tows and on-street repairs.

Revised July 1, 2011

442.09 Shotguns Assigned to Police Vehicles

At the beginning of each tour of duty, officers assigned to vehicles equipped with a shotgun will check to ensure:

- That it is in serviceable condition and the barrel is free from obstruction.

[redacted]

Shotguns are not to be loaded/unloaded inside any building.

Revised March 22, 1995

442.10 Inventory and Inspection

It is the responsibility of every supervisor to conduct informal inspections to ascertain the presence and condition of department property assigned to the motor vehicles.

It is the responsibility of all personnel using a department vehicle to thoroughly inspect it at the beginning of each tour of duty, and particularly prior to use for transporting prisoners. This inspection shall include checking that the proper supplies and equipment assigned to the vehicle are in place. An inadequate amount of supplies should be immediately replenished. The interior of the vehicle will also be searched to ensure that no weapons or contraband are present. A general evaluation of the condition of the vehicle will also be undertaken to

identify any obvious defects in equipment, e.g., tires, window glass, door locks, headlamps, bar lights, security barrier, etc., that may result in unsafe use. Such conditions shall be brought to the attention of the officer's supervisor and the public safety garage via the appropriate work order form and another vehicle should be used.

Each vehicle assigned to the patrol operations division will contain the following equipment:

1. **Squad vehicles:**
   - First-aid kit (fully stocked).
   - 12 flares.
   - Portable fire extinguisher.
   - Shotgun, in compliance with General Order 442.09: Shotguns Assigned to Police Vehicles.
   - Fixed police radio.
   - In-Squad Camera (if available)
   - Laptop
2. **Processing vehicles:**
   - 100-foot tape.
   - 50-foot tape.
   - Roll-a-tape.
   - Vehicle check sheets.
   - Bolt cutter.
   - Barrier tape.
   - Camera equipment.
   - Restraints.
   - 10 traffic cones.
   - Fingerprint kit.
   - Powder residue kit.
   - All other equipment as in #1.

3. **Patrol sergeants' vehicles:**
   - 20 pair of flex cuffs.
   - 12 riot batons.
   - 10 traffic cones.
   - Barrier tape.
   - Emergency response guidebook.
   - All other equipment as in #1.

Each unit head is responsible to submit a monthly fleet inventory which will be due on the first Wednesday of each month with information as required by the fleet manager. If any repairs or maintenance is required, it should be noted on the inventory and every attempt should be made to get the vehicle in for service.

Revised July 1, 2011

442.12 Fueling Procedures -- Police Vehicles

Gasoline will be available at headquarters, the public safety garage (PSG), and public works pumps.

[redacted]

- In the event that one location is unavailable, fuel should be obtained at one of the remaining city locations.

[redacted]

- Vehicles should be refueled whenever the fuel gauge registers less than one half of a tank.
- The oil level must be check each time the vehicle is fueled. Oil will be available at each of the districts, PSG, public works, and the front desk at HQ.

Revised July 1, 2011

442.13 Ideling of Department Vehicles

Idling of department vehicles shall be prohibited except in the following circumstances:

- When the vehicle is occupied in the course of law enforcement activities (e.g. monitoring traffic, surveillance, working stationary radar, writing reports, talking car to car, etc.)
- When the driver is involved in an emergency incident (e.g. traffic stop, motorist assist, traffic accident, traffic direction, etc.)
- Provide heating or cooling of the vehicle when occupied by a police canine.
- In extreme weather (e.g. below zero, heavy snow, freezing rain, over 90 degrees, etc.) where leaving a squad running is necessary to provide uninterrupted service.

Employees shall not intentionally position an unoccupied police vehicle in a double-parked or traffic-impeding position so as to meet the conditions above, if not on a call or at a crime scene.

Employees shall not leave unoccupied police vehicles idling in police parking lots or while on break or at PT.
Employees shall not idle police vehicles at off-duty jobs whether they occupy the vehicle or not.

Employees will be held accountable for this policy.

Issued August 26, 2011

442.14 Vehicle Keys

No member of the police department will make, or cause to be made, any key for a police vehicle without authorization from the fleet manager or the unit commander. [redacted]

Unless assigned a take home vehicle, all keys should be returned by the end of the shift.

Revised July 1, 2011

442.15 Patrol Vehicles -- Exterior Markings and Equipment

Patrol vehicles shall be equipped with:

- Emergency lighting equipment, shields and department logo as designated by the unit head of the fleet.
- An exterior spotlight.
- A siren in the front Grill area.
- A public address speaker.
- A mobile radio
- An Opticom unit capable of changing traffic semaphores from red to green.

Seat Belts -- Mandatory Use:

The mandatory use of seat belts is governed by Minnesota Statute 169.686. Seat belts will be worn by all department personnel when using any city-owned vehicle.

Grill Guards:

Grill guards mounted to the front of police vehicles for two purposes: (1) to provide a platform to mount sirens and lights; and (2) to protect the front area of the vehicle in accidents. The guard will not be used as push bumpers or for any intentional contact with another vehicle.

Revised March 12, 2014

442.16 Take Home Vehicle Policy

The primary consideration for having a take home squad is based upon relevance to assignment and call back potential. The purpose of a take home vehicle is to allow for call back to duty without the requirement of first reporting to headquarters or to a district office. Certain ranks, by their nature, are automatically subject to call back, including the chief of police, assistant chiefs of police, and senior commanders.

Assignments that will typically be authorized use of a take home vehicle include:

- Special weapons and tactics team commanders
- Bomb squad sergeant
- Canine officers and sergeant

[redacted]

- Public information officer
- Officer in residence program
- School resource officers
- Gang unit personnel
- Homicide sergeants
- Forensic services personnel
- Commanders assigned to a district

[redacted]

Persons in assignments where take home vehicles are authorized will not be required to take a vehicle home; however, if they chose to do so they will be required to pay for the fuel consumed driving to and from their home when they report for their regularly scheduled shift. The fee will be set based on the number of miles the employee drives round trip and a cost per mile. This fee will be set annually by the chief of police. Those employees who opt to utilize this program will fill out a payroll deduction form authorizing the commuter fee deduction. Inspections and the fleet sergeant will conduct audits throughout the year to verify that the entire policy is being enforced.

Canine officers and those people who live in the city of Saint Paul and have a fully marked squad as their authorized take home vehicle will not be required to pay the commute fee.

Officers assigned to [redacted] will not be allowed take home cars except by special authorized exception made by the chief of police. In general, these exceptions shall only be for short time periods (length of which will be determined by the chief of police) due to a particular need [redacted]

Take home vehicles shall not be permitted for those living outside the State of Minnesota. Additionally, personnel who live more than 30 miles from police headquarters or reside outside the counties of Anoka, Dakota, Hennepin, Ramsey, Scott or Washington will not be authorized a take home vehicle.

Additional policy on take home vehicle usage:

- City vehicles will not be taken out of state without prior departmental approval.
- No use of take home squads for outside business, except as approved by the department as in the case of Off-duty employment in the city.
- Take home vehicles, except for commuting purposes, are specifically restricted to use within the course and scope of official duties.
- Any personal use of the vehicle, other than “de minimus” personal use, is prohibited.
- The transportation of civilians is allowed when in conjunction with official departmental duties.

Revised June 13, 2013

442.17 In-Car Camera Police

1. **Purpose**
   The purpose of this general order is to provide policy for the use, management, access, retention, handling, dissemination, degaussing, storage, and retrieval of audio-visual media evidence recorded by in-car video systems.
2. **Definitions**
   A. **Recorded Media -** For the purpose of this policy, recorded media defines audio-video signals recorded on media storage cards as part of the overall in-car camera video system.
   B. **In-Car Camera (ICC) System -** Refers to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at minimum: camera, microphone, recorder, and monitor.
   C. **ICC Technician -** Personnel who are trained in the use and repair of the ICC system, its duplicating methods, storage, retrieval methods, and procedures.
   D. **Degaussing -** Electronic cleansing by overwriting, erasing, and/or destruction of electronic storage media of analog and digital recording media that returns the media to its original state so it is ready for the imprinting of new images.
   E. **Activate -** Any process which causes the ICC system to transmit or store data.
   F. **MGDPA -** The Minnesota Government Data Practices Act, Minnesota Statute 13. (See General Orders 235.00: Data Practices through 235.70: Civil Litigation Interviews)
3. **Policy**
   The use of the ICC system provides documentation of law enforcement duties and interaction with the public. The data collected by the ICC system may be used for law enforcement purposes, for internal review and use, or for review by the public pursuant to MGDPA and department specific policies and procedures.
4. **Objectives**
   A. The Saint Paul Police Department has adopted the use of ICC to accomplish the following objectives:
      1. To enhance officer safety.
      2. To document events and statements during the course of an incident.
      3. To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation.
      4. To provide an impartial measurement for self-critique and field evaluation during recruitment and new officer training.
      5. To preserve visual and audio information for use in current and future investigations.
      6. To enhance the public trust by preserving objective factual representations of officer-citizen interactions in the form of video and audio recordings made via an in-car camera system.
      7. To identify and document training needs.
5. **Protocols**
   A. As defined in 440.00: Digital Evidence, all imagery, video and audio recordings, or other similar items that are taken, recorded or obtained while within the scope of the

officers authority is the intellectual property of the department. Storage, destruction, copying, releasing or other dissemination will be in compliance with General Orders 235.00: Data Practices to 235.50: Uniform Evidence Retention.

B. Officers shall not use any method to intentionally interfere with the capability of the ICC system to record video or audio data.
C. When ICC is activated, the use of the AM/FM radio and/or other similar device not required as a business necessity is prohibited. Officers must be aware of other background noise and make every effort to safely minimize it.
D. Personnel shall not erase, alter, reuse, modify or tamper with ICC recordings. Only an ICC technician, or department-approved designee may erase, alter, reuse, modify, or tamper with and reissue previously used SD cards pursuant to the provisions of this policy. Department supervisors may upload and replace SD cards when required in the course of their duties.
E. To prevent damage, original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the chief of police or their designee.
F. ICC recordings shall be considered evidence. The officer shall assign the appropriate classification and case number for evidence. The evidence shall be submitted to the department-approved designee to ensure that the recording is retained in accordance with department policy.
G. The ICC system will automatically activate when:
    1. Vehicle emergency lighting has been activated.
    2. A vehicle exceeds 70MPH.
    3. A vehicle collides with another object at a force sufficient to activate installed sensors.
    4. Either rear door is opened. This automatic activation is not enabled for squad cars assigned to the canine unit.
    5. The remote microphone “talk” button is pressed.
    6. The “rec” button is pressed on the camera or laptop screen.
H. The ICC System shall be configured to capture 30 seconds of video data prior to activation. It is not configured to record any audio during this period.
I. The ICC is activated to document an event. It may be deactivated when the following criteria are met:
    1. The officer reasonably believes deactivation will not result in the loss of critical documentary information. Because objective representation is critical to the department’s goals, deactivating of the ICC system should be the exception, and;
    2. The intention to stop the recording has been noted by the officer verbally on the ICC recording, and included in the written reports.
J. Officers must document the existence of ICC recordings and squad numbers in their reports and/or citations.
K. If the ICC was activated during any call or incident whether at the scene or perimeter, the officer must inform dispatch of their presence so they will be assigned to the incident in the computer aided dispatch system.
L. When the recording media (SD card) is removed from the ICC system, the individual who removed the card shall write a report. The report shall state the reason for removal, squad number, and whether or not a replacement card was put into the squad car.

M. The recording media (SD cards) shall be replaced when the recording time remaining is less than 1 hour.
N. Officers may review their ICC recordings or any ICC recording in which they are captured or referenced (excepting subdivision O below). The review of ICC recordings shall be allowed for any purpose relating to their employment unless the corresponding case file is "locked down" pursuant to department policy 235.20 Administrative Lockdown.
O. Officers involved in a critical incident as defined in General Order 246.09: Investigations – Incidents Where Serious Injury or Death Result during Police Custody or Involvement may view and/or listen to the ICC recording of the incident.

Viewing and/or listening to the ICC recording may be allowed only after:

1. The officer(s) visits with Saint Paul Police Federation representation or legal counsel, if requested; and
2. The officer(s) and legal counsel meet with the homicide unit commander or their designee regarding the process for a critical incident and the process of a voluntary statement as afforded in General Order 246.09: Investigations – Incidents Where Serious Injury or Death Result during Police Custody or Involvement.

P. Whenever a request for an ICC recording is made to the department by the media and the department intends to release the video, an attempt will be made to notify the subject officer with 24 hour advance notice of its release and that the video may be released in the future, for all routine requests.

6. **Mandatory ICC Recording**
A. Prior to any use of a squad car equipped with ICC, the officer must log on the system and sync the microphone.
B. To the extent practical without compromising officer safety, the ICC system shall be activated in preparation for, when initiating, or under the following circumstances and conditions:
   1. Traffic stops
   2. Priority responses.
   3. Vehicle pursuits.
   4. Arrests.
   5. Vehicle searches.
   6. Physical and verbal confrontations or confrontations involving the officer's response to resistance and aggression.
   7. Prisoner transports.
   8. Any situation or incident that the officer, through training and experience, believes should be recorded.
C. Additional instructions
   1. Officers are encouraged to narrate events using the audio recording to provide the best documentation for pretrial and courtroom presentation.
   2. When the ICC is activated, law enforcement officers shall ensure the audio portion is also activated.

3. Officers may activate both audio and video recording when responding in a support capacity or, for other activities when in the officer's judgment it would be beneficial to do so, in order to obtain additional perspectives of the incident scene.

7. **ICC Media Access**
   A. All ICC recorded media are the property of the department and subject to the provisions of the MGDPA.
   B. All viewing of and/or listening to any ICC recordings are on a need to know basis directly related to the viewing individual's specific department assignment. No other viewing and/or listening is permitted.
   C. Dissemination outside of the department is strictly prohibited except to the extent permitted under the MGDPA, the Peace Officer Disciplinary Procedures Act, as required by law, court order, or upon the written authorization of the chief of police or their designee.
   D. All outside requests for ICC recordings or images shall be documented by a department approved designee. The original request will be retained in numerical complaint number order by the department-approved designee.
   E. To prevent damage to or alteration of the original recording media, it shall not be copied, viewed, or otherwise inserted into any device not approved by the chief of police or their designee.
   F. No copies or images from the ICC or recording media shall be made by anyone except the ICC technician or department forensic media staff. This includes, but is not limited to, copying or duplication with cellular phone or other media recording/transferring devices. The original copy of the media will be permanently stored on a designated network server for future reference in accordance with the appropriate retention schedules. Any original copy of the media that was burned to dvd disk will be placed into the property room and held in accordance with appropriate retention schedules.
   G. All copies made by the ICC technician or department forensic media staff shall be for lawful purposes including but not limited to data requests under the MGDPA, department purposes, criminal litigation, and civil litigation.

8. **Handling of Evidence**
   A. The ICC recording shall be considered evidence.
   B. When the ICC is used to collect data in serious injury/fatal crash investigations, the original recording shall be kept at the department as part of the complete crash investigation file-in the forensic services unit and not as part of the crash file at CWS. Recordings which are potentially subject to continuing judicial review shall continue to be in the control of the department in conjunction with the appropriate prosecutor or attorney representing the city in civil cases or other litigation.
   C. Evidence containing data which must be retained as part of pending civil action or are collected as part of an active investigation shall continue to be in the control of the department in accordance with the Ramsey County Evidence Retention policy.
   D. When a recording contains evidence for a case which is being investigated by another agency, that agency shall be provided a duplicate copy of the recording with the approval of the chief of police or their designee.

9. **Data Retention**
   A. ICC recordings will be "tagged" by the ICC operating officer as soon as practical. A case number shall be added to the classification when a case number exists. There should be no dashes or spaces between numbers (Example: 12107899).

   B. Classificatons:

Arrest/Assisting Squad	7 years
Traffic Stop/Assisting Squad	1 year
Squad Accident/Assisting Squad	3 years
Officer Initiated	6 months
Non-Arrest Transport	1 year
Vehicle Pursuit/Assisting Squad	7 years
Investigation of a Death	No expiration
Equipment Maintenance	45 days

   C. All officers shall use the same classification for an incident.
   D. ICC recordings shall be retained in accordance with the MDGPA, Ramsey County Evidence Retention Policy, or court order.
   E. The duration of any ICC data evidence retention may be increased as needed.

10. **Officer's Responsibilities**
   A. Inspection and general maintenance of ICC equipment installed in department vehicles shall be the responsibility of the officer assigned to the vehicle.
   B. Wireless microphones are assigned to the officer and it is their responsibility to ensure proper charging and functioning of said equipment.
   C. ICC equipment shall be operated in accordance with the manufacturer's recommended guidelines, department training, and policies.
   D. Prior to beginning each shift, the assigned officer shall perform an inspection to ensure the ICC system is performing in accordance with the manufacturer's recommendations and that the ICC is functioning properly, covering the following matters:
      1. Remote audio transmitter is functional and has an adequate power source.
      2. Connected to the recording equipment.
      3. The transmitter can remotely activate the system.
      4. The view of all cameras shall be free of obstruction.
      5. All camera lenses shall be operational.
      6. Camera facing intended direction.
      7. Recording mechanism capturing both audio and video information.
      8. System plays back both audio and video tracks.
   E. Malfunctions, damage, or theft of ICC equipment shall be reported to the immediate supervisor prior to placing the unit into service.
   F. The supervisor shall determine if the vehicle shall be placed in service without an operating ICC system.

11. Supervisor's Responsibilities

A. When an incident requires the immediate retrieval of the recorded media a supervisor shall respond to the scene and ensure the appropriate supervisor, ICC technician, or crime scene investigator removes the recorded media. The technician or investigator shall:
   1. Ensure the incident in question has been tagged with case number and appropriate data retention tag.
   2. Download the ICC SD card to the storage server.
   3. Provide copies to authorized investigative personnel.
   4. Ensure the appropriate notation is made in the chain of custody log regarding the manual download of the ICC SD card.
   5. Document their actions in a report that includes the vehicle number from which the recorded media was removed.
   6. Shall send a written notification to the ICC/CCTV sergeant if they discover an SD card no longer functions or is damaged.

B. Supervisors shall conduct periodic reviews of officer recordings in order to:
   1. Assess officer performance.
   2. Assure proper functioning of ICC equipment.
   3. Determine if ICC equipment is being operated properly.
   4. Identify recordings that may be appropriate for training.

C. Supervisors shall conduct periodic reviews corresponding with an officer's annual departmental performance review.

D. Supervisors shall ensure recordings which have been tagged for extended retention are tagged properly.

Revised October 15, 2015

443.00 Vehicle Pursuit -- Definition

A vehicle pursuit is an active attempt by a law enforcement officer to apprehend the occupant of a moving motor vehicle where the officer has reason to believe the driver of such vehicle is aware of the attempt and is resisting the officer's attempt to stop her/him.

It is the intent of this policy to:

- Provide guidance, rules and procedures to aid in an officer's decision to initiate or continue a pursuit.
- Support any officer who decides not to pursue; or
- Support any officer, supervisor, or commander, or who elects to terminate a pursuit.

443.05 Vehicle Pursuit – Initiation

443.10 Roles and Responsibilities

443.15 Command and Control

443.20 Pursuit Updates

443.25 Police Vehicles

443.30	Communications
443.35	Inter-Jurisdictional Pursuits
443.40	Out of City Pursuits
443.45	Vehicle Intervention Tactics
443.50	Use of Firearm in Pursuit
443.55	When to Terminate a Pursuit
443.60	Conclusion of Pursuits

The conduct of Saint Paul officers shall follow Saint Paul Police Department policies regardless of:

- Who initiated the pursuit, Saint Paul officer or another law enforcement agency.
- What jurisdiction(s) the pursuit occurs, City of Saint Paul or any other city or county.

Revised November 21, 2012

443.05 Vehicle Pursuit -- Initiation

To reduce the driver's temptation to flee, an officer intending to stop a vehicle should attempt to be as close as safety allows to the vehicle prior to initiating the stop. Emergency lights and siren are both required whenever a Saint Paul Police Department vehicle is involved in a vehicle pursuit.
Any decision to initiate, continue, or become involved in a pursuit will be based upon facts known to the officer at the time the decision is made; facts unknown to the officer prior to involvement in the pursuit cannot be considered later in justifying the pursuit.

Considerations:
Prior to a decision to pursue, an officer must consider if the pursuit itself would create a more hazardous condition than if no pursuit occurred. In applying this line of thought, the individual officer must exercise sound judgment with careful consideration of the following:

- Type, nature and seriousness of the offense observed or reported to the officer.
- Driving behavior exhibited by the pursued driver prior to initiation of the pursuit.
- Density of vehicular and pedestrian traffic.
- Time of day and day of the week.
- Driving ability of the police officer.
- Type and condition of the police vehicle.
- Officer's familiarity with the area.
- Special hazards such as parades, road construction, school zones, etc.
- The apparent age of the pursued driver (or passengers).
- Type and condition of the subject vehicle.
- The apparent driving ability of the pursued driver.
- Road and weather conditions.

- The length (time, distance) of the pursuit.
- The amount and type of assistance available including aircraft
- The presence of sworn officer(s) from another agency in the police vehicle.

Identity Known or Reasonably Found Out Later:
An officer will not become involved in or will terminate a vehicle pursuit when the identity of the driver of the suspect vehicle or the identity of any wanted passenger is (or becomes) known to the pursuing officer or there is a reasonable likelihood that the person can be found later.

Under these circumstances, the officer may only initiate or continue a pursuit if:
- The officer knows or has reasonable grounds to believe that the fleeing suspect has committed a felony crime of violence as defined in statutue as Murder, Manslaughter, Felony Assault, Robbery, CSC, and/OR
- The officer has reason to believe the driver or passenger pose a risk of causing great bodily harm or death if not immediately apprehended.

Revised November 21, 2012

443.10 Roles and Responsibilites

Primary Squad:
The decision to initiate a pursuit is the responsibility of the officer(s) who first encounters a vehicle.

The officer will immediately clear the radio on the appropriate talkgroup(s) by saying, "Squad _ _ _, 10-_". The following information should be provided to the Ramsey County Emergency Communication Center (RCECC):
- Location and direction of fleeing vehicle.
- Reason for the pursuit.
- Pursuit speed.
- Vehicle description.
- Number of suspects, description and name(s), if known.

The officer in the primary squad role will request another squad to become the primary squad as soon as reasonably possible based on the criteria in the section 'Second Squad'.

Second Squad:
The officer(s) shall notify dispatch upon assuming the role of second squad and maintain a safe distance behind but be close enough to assume role of primary squad. The second squad is responsible for:
- Assuming the role as the primary squad at the first reasonable opportunity if the primary squad is:
    - A low profile or unmarked squad and the second squad are fully marked. (See General Order 443.25: Pursuit Vehicles)
    - The Patrol Supervisor.
    - Occupied by one officer and the second squad is occupied by two officers

- Taking over broadcasting pursuit information, as described above, to allow the primary squad to concentrate on driving, especially if the primary squad is a one-officer unit.
- Responding to any emergency situation present at the conclusion of the pursuit.
- Assisting with the apprehension of suspect(s) at the conclusion of the pursuit.

Officers should not pass or drive parallel to any other squad unless requested to do so and the officer has reason to believe it is safe to do so.

Assisting Squads:
The active pursuit will normally involve up to two squads (primary and backup) and a canine officer. If more assistance is specifically requested, up to four squads maximum may be approved by the pursuit supervisor and determined by the:

- Nature of the offense.
- Number of suspects.
- Knowledge of the presence of weapons in the pursued vehicle.
- Number of officers in pursuing squads.
- Other clear and articulated facts that would warrant the increased hazard of additional squads in the pursuit.

Assisting squads will:

- Maintain a safe distance behind but be close enough to replace the squad immediately in front of them if necessary.
- Not pass or drive parallel to any other squad unless requested to do so.
- Respond to an emergency situation that is present at the conclusion of the pursuit. (i.e., assist injured persons at accident scenes, write accident reports).
- Assist with the apprehension and control of suspect(s) at the conclusion of the pursuit.

Pursuit Supervisor:
After acknowledging the pursuit on the radio, the supervisor will proceed in the direction of the pursuit and monitor all radio broadcasts while evaluating the conditions of the pursuit based on available information. It is not necessary that the pursuit supervisor be physically present or actively involved in the pursuit in order to begin coordination or to assert command and control.

The pursuit supervisors will approve requests and make decisions regarding the tactics to be used during the pursuit, such as: the use of more than two squads, tire deflation devices, moving road-blocks, air support from the Minnesota State Patrol, etc.

The supervisor should be familiar with the geographic area, traffic patterns, driving ability of her/his officers, etc. to make an intelligent decision regarding the continuation or termination of the pursuit.

Lacking sufficient information, or if conditions exist that dictate terminating the pursuit, the supervisor shall inform all squads involved to immediately stop the pursuit and return to normal driving conditions.

If a supervisor initiates a pursuit s/he should relegate their active pursuit role as soon as reasonably possible.

All Other Squads:
Officers will remain in their assigned area and carry on normal patrol unless the pursuit enters their district. This does not preclude officers from positioning themselves in case the pursuit enters their district at which time they may assume an assisting role if necessary. All other squads will avoid intersecting the path of an oncoming pursued vehicle or pursuing squad.

Ride Alongs:
If a passenger in the police vehicle is a sworn officer from another law enforcement agency, or a city employee the Saint Paul officer should carefully consider and must exercise sound judgment before pursuing a suspect vehicle. If the officer decides to pursuit, the officer shall allow another squad to take over as soon as reasonably possible.

If the passenger is civilian (not employed by the city), the officer will not initiate or participate in a pursuit.

This does not preclude officers from assisting with other aspects of the incident.

Revised November 21, 2012

443.15 Command and Control

The command responsibility for the conduct and control of the pursuit begins with the initiating officer. At the first opportunity, a supervisor of the officer will inform the dispatcher that s/he is assuming command of the pursuit. If a supervisor of the officer initiating the pursuit is not available, the dispatcher will identify another supervisory-level officer to assume command.

Should two pursuits develop at approximately the same time on the same talkgroup, the district sergeant shall determine if one or both pursuits should continue, and if so, whether communication will be conducted on the same or on separate talkgroups.

Revised November 21, 2012

443.20 Pursuit Updates

The primary or second squad will provide periodic updates on location, direction, speeds and any other information that may be pertinent to officer and public safety and the apprehension of the suspect. The pursuing officers should maintain her/his composure and adhere to recommended radio procedures in the interest of effective and fluid communication throughout the pursuit.

The dynamics, facts and conditions that led to a decision to initiate a pursuit are not necessarily maintained throughout the entire pursuit. Therefore, officers and supervisors must continually reevaluate the situation as it progresses to determine if the original intent of the pursuit remains valid in light of new information or lack of. The decision to terminate a pursuit may be the most prudent course of action. Never should the element of any personal challenge to the officer enter into a decision to continue a pursuit.

If a crash occurs during the course of the pursuit, the primary or second squad will immediately notify the dispatcher and give the location. When practical, the second or an assisting squad(s) should leave the pursuit and respond to the crash scene. The district supervisor will ensure the dispatcher identifies a squad to respond to the scene of the crash and check for injured persons.

Revised November 21, 2012

443.25 Police Vehicles

Definitions:

- Pursuit-rated vehicle: Vehicles delivered with a "police package" and are so rated by the manufacturer. The fleet manager will maintain a list of pursuit-rated vehicles.
- Fully marked squad car - Any department vehicle that has permanent, clearly identifing police markings, an opticom, emergency lights visible from the front, sides and rear with a roof-mounted light bar, siren, and having a manufacturer's rating to make it suitable for pursuits.
- Low profile squad car - Any department vehicle that has a permanent or temporary door marking, an opticom, siren, emergency lights visible from the front, sides and rear but absent a roof-mounted light bar, and having a manufacturer's rating to make it suitable for pursuits (i.e. traffic car).
- Unmarked squad car - Any department vehicle lacking a permanent or temporary door marking and an opticom, but being equipped with emergency lights visible from the front sides and rear, siren, and having a manufacturer's rating to make it suitable for pursuits.

Policy:

Unmarked squads are discouraged from initiating a pursuit. Motorcycles and all other vehicles not matching the definition of an approved pursuit vehicle within this policy shall not initiate or be involved in an active pursuit.

Ideally, only fully marked squads shall participate in an active pursuit. Officers in an unmarked or low profile squad will allow a fully marked squad to assume the primary squad role as soon as reasonably possible.

Equipment Failure:
When a police vehicle involved in the pursuit experiences equipment failure (emergency lights, siren, radio, brakes, steering or other essential mechanical equipment) that driver will terminate participation.

Revised November 21, 2012

443.30 Communications

The Ramsey County Emergency Communications Center (RCECC) is responsible for providing seamless radio communication.

At the time a talkgroup is seized by the primary squad, all non-pertinent broadcasting shall cease. This would not forbid an emergency transmission. Emergency shall be interpreted to mean the personal safety of an officer or a citizen may be in jeopardy or a felonious crime is in progress and unnecessary delay may result in the perpetrator's escape.

Officers not involved in the incident may use another district's talkgroup for non-emergency communications.

Interoperability:
Upon receiving notice that a pursuit is heading toward or in the City of Saint Paul, the officer or dispatcher will broadcast available information and advise which talkgroup (i.e. LTAC-1) the other agency is conducting the pursuit on so officers can directly monitor the situation. Saint Paul officers assisting will advise the dispatcher they will no longer be on the main talkgroup and change their radios to the talkgroup designated for the pursuit (i.e., LTAC-1).

The RCECC cannot affect a patch already seized by another agency.

When a Saint Paul officer initiates a pursuit which extends beyond the patrol district or city boundaries, notifications to other agencies will be made by the RCECC as appropriate. Officers actively in the pursuit will be able to remain on their talkgroup as the RCECC will patch the St. Paul talkgroup that the pursuit originated on to the neighboring Saint Paul patrol district and/or available LTAC talkgroup if outside the city limits. For incidents that extend beyond the county line, when it is safe to do so, involved officers will need to change their radios to the state talkgroup (i.e. LTAC-1) to maintain communication during the pursuit. The officer may lose communication abilities with the Ramsey County subsystem on the local talkgroup (i.e. SPPD-1, SPPD-2, SPPD-3). (See Training Bulletin (11-03) on the 800 Mhz radios)

Officers will be able to directly communicate, if necessary, once the patch is in place and the other district or law enforcement agency is monitoring.

Since other agencies may not know our call number assignments, officers broadcasting when tied with a LTAC or other regional or statewide talkgroup will preface their call number with "Saint Paul," Saint Paul Canine," "Saint Paul Supervisor," etc.

Revised November 21, 2012

443.35 Inter-Jurisdictional Pursuit

The supervisor of the affected district shall respond to any request for assistance from the outside agency. Saint Paul officers will not engage the pursuit unless directed to do so by a supervisor. The supervisor will respond to the end of the pursuit as described in General Order 443.60: End of Pursuit.

Officers may take safe positions along the pursuit route to provide support, if needed (See General Order 443.10: Roles and Responsibilities). The initiating agency will be responsible for the arrest scene.

Revised November 21, 2012

443.40 Out of City Pursuits

Officers and/or a supervisor engaged in the pursuit that extends beyond the city boundaries may request assistance from another agency through the RCECC dispatcher or through direct radio communications (See General Order 443.30: Communications). Since other agencies may not be available or out of position to assist, two Saint Paul Police Department units and one canine unit may remain in active pursuit, all other squads shall remain in the city unless otherwise directed by a supervisor.

Saint Paul officers will be in charge of the arrest scene for pursuits initiated by Saint Paul officers.

Revised November 21, 2012

443.45 Vehicle Intervention Tactics

Tire Deflation Devices:
With supervisory approval, authorized officers may deploy department-issued tire deflation devices to prevent or intervene in a pursuit. Tire deflation devices will not be used on any vehicle that normally operates with less than 4 pneumatic tires.

Tire Deflation Device Deployment Procedures:

- Identification of a Location:
  - Deployment of the device should be made in an area of the roadway that is as straight as possible, clear of visual obstructions, and that allows adequate cover for the deploying officer(s).
  - Special care should be given to ensure that the device is not deployed within or near a sharp curve or turn in the roadway.

- A location for deployment should be selected that will cause a minimum risk to innocent persons, including pedestrians, if the vehicle leaves the roadway when the tires deflate.

- Setup:
  [redacted]
  - The deploying officer(s) shall position the device and provide ample warning to dispatch and pursuing squads of the location and position of the device so pursuing officer(s) may avoid contact. Deploying officer(s) will move to a safe area providing protection.
  - Officer(s) must consider that a squad car may not provide adequate protection.
- Removal:
  - Once the suspect vehicle passes over the tire deflation device, the officer shall remove the device from the roadway. No other officers shall exit their squads to remove the device.
  - The deploying officer shall then signal or radio pursuing squads that it is safe to continue the pursuit. The pursuit may then continue s as department policy allows.

If tire deflation devices are to be used as a preventative measure in special tactical considerations, all involved officers should be briefed to that as part of the operational plan.

Reporting:

- After any tire deflation device deployment, or attempt to deploy, the deploying officer(s) shall complete an original or supplemental report.
- The pursuit supervisor will make sure that if an uninvolved citizen's property is damaged by deployment of the stop sticks that a report shall be written under a separate Case Number (General Order 438.02: Claims against the City) and photographs will be taken to document the damage.

Training:
The training unit will maintain a file of officers authorized to deploy tire deflation devices and is responsible for providing ongoing training.

Administration:

- The fleet unit supervisor will issue and maintain a current inventory of tire deflation devices and keep a record which vehicles and/or units that the devices are assigned.
- Tire deflation devices will be mounted and carried in accordance with the manufacturer's recommendations.
- Officers are responsible for ensuring that the device is in working order.

Moving Roadblocks:

- Moving roadblock (boxing in a vehicle) does not include vehicle contact but is intended to slow or redirect a pursued vehicle, similar to an escort.
- May be used only at the discretion of a pursuit supervisor or unit commander.
- Care must be taken to allow for safe passage of other vehicles on the roadway. For that reason, moving roadblocks are inappropriate for many city streets.

Stationary Roadblocks:

Certain tactics, such as stationary roadblocks are authorized only in very limited and severe situations. The following three criteria will be met prior to implementation:

- Deadly force is authorized, according to department policy (General Order 246.06: Use of Firearms/Deadly Force), and the suspect constitutes an immediate and continuing major threat to the safety of the public or officers.
- All other methods of apprehension have failed or would be ineffective.
- Authorized at the discretion of a pursuit supervisor, commander or higher rank.

Stationary Roadblock Procedures:

- All pursuing squads must be notified of the location prior to the implementation.
- The location to implement should:
  - Be an area where officers will be able retreat to a position of safety.
  - Consider the lighting, road configuration, the speed and direction of travel, volume of traffic and potential risk to innocent citizens.
  - Be an area of straight roadway with sufficient sight distance allowing the driver of the pursued vehicle to see the roadblock and stop to avoid a collision.

[redacted]

- No vehicle used as a stationary roadblock is to be occupied, but shall be left with emergency lights activated.

Revised November 21, 2012

443.50 Use of Firearm in Pursuit

(See General Order 246.06: Use of Firearms/Deadly Force).

When a police vehicle is engaged in pursuit, no officer therein shall shoot at the fleeing vehicle. It is best to attempt to apprehend the suspect through police communications and division another plan for apprehension.

In such a situation, an officer who is not in a moving vehicle may fire at the suspect vehicle if:

- Deadly force is authorized, according to department policy.
- The police officer reasonably believes s/he is close enough to fire accurately.
- The officer reasonably believes the shot will likely be effective in ending the pursuit.
- The officer reasonably believes the danger from the firearm use to her/himself, or others are reasonable under the circumstances. This includes the path the suspect vehicle may travel if the driver is no longer in control of the car.

Revised November 21, 2012

443.55 When to Terminiate Pursuit

It is the intent of this policy to:

- Provide guidance, rules and procedures to aid in an officer's decision to continue a pursuit.
- Support any officer who decides not to pursue; or
- Support any officer, supervisor, or commander, who elects to terminate a pursuit.

A pursuit may be terminated by any officer in a pursuing or back-up police squad, the supervisor in control of the pursuit, the watch commander, or any command level officer, if they have information that would make continuation of the pursuit an increased hazard.

Any change of the factors listed in General Order 433.05: Pursuit Initiation may be cause to terminate the pursuit. A pursuit should be terminated when:

- Conditions exist that create an unreasonable hazard to the officers, the fleeing driver, and others, and the hazard created by continuing the pursuit outweigh the necessity for immediate apprehension.
- The distance between the officer and the suspect becomes such that in order to continue the pursuit it would require exceptional speeds and/or other hazards that would place the officer and public in serious danger.
- The officer loses visual contact with the suspect for an extended period of time.
- Suspect vehicle circumvents light rail crossing arms at an intersection. Saint Paul Officers are prohibited from circumventing the light rail crossing arms when they are down at an intersection.
- The pursued driver proceeds the wrong way on any freeway, freeway frontage road, divided highway, or one-way street (other tactics, such as blocking entrance ramps, intersecting streets, etc., for innocent citizens may be employed).
- The officer is unfamiliar with the area and is unable to accurately notify others of her/his location and the direction of the pursuit.
- Failure of the pursuing squads to provide the pertinent information called for in General Order 443.10: Roles and Responsibilites.

Terminating the pursuit under the above conditions does not prohibit the following of a vehicle at a legal speed, after shutting down emergency equipment, or remaining in the area to reengage the pursuit if provided the opportunity and conditions permit.

Communications:
All information known should be broadcast to all officers. The pursuit supervisor will ensure all squads involved have acknowledged the directive. The termination of a pursuit does not prohibit from devising an alternate plan for apprehension.

Revised November 21, 2012

443.60 Conclusion of Pursuit

The officer(s) in the primary squad are responsible for the arrest of suspects. Officers must keep in mind that not all occupants in the pursued vehicle may be subject to arrest.

Unless canceled by the pursuit supervisor, the district supervisor shall respond to the end of the pursuit.

All officers that were involved in the active pursuit or physical arrest of suspect(s) shall write a report.

The pursuit supervisor shall:

- Observe and interview the officers at the scene, the arrested party, and all persons who witnessed the arrest and are still at the scene. At a minimum the information gathered should allow the supervisor to answer the questions required by Mn Statutue 626.
- Write a supplemental report describing the conduct of the pursuit and the actions of the officers. The supervisor will also document in that supplemental report the condition of the suspect, statements made by the suspect and any witnesses.
- Direct, notify and/or ensure investigation of personal injury and/or property damage caused as a direct result of the pursuit by the agency with jurisdiction. If the incident is outside the City of Saint Paul and does not have reconstruction capability or declined to contact one (i.e. Minnesota State Patrol), a Saint Paul Police Department Crash Response Specialist will be called to the scene.
- Complete the Bureau of Criminal Apprehension (BCA) pursuit reporting form.
  - The BCA Pursuit report form is required any time a Saint Paul officer is actively involved in a pursuit, even if it is terminated or originated by another agency.
- The Supervisor should interview the suspect pursuant to the BCA Report Form.
- Ensure other policies applying to the incident are followed (See General Orders 230.30: Drug and Alcohol Screening, 246.09: Critical Incidents, 610.00: Traffic Crash Investigation and Reporting, etc.)
- As soon as practical the supervisor will conduct a post pursuit critique with the involved personnel. This analysis should review positive and negative aspects of the incident.
- If in the course of critiquing a pursuit, the pursuit supervisor develops recommendations related to the pursuit policy, an after action memo should be written documenting the recommendations. This memo shall be forwarded to the assistant chief of operations and internal affairs commander.

Records Unit:
The records unit will send a copy of the BCA form to the research and development unit, internal affairs and the assistant chief of operations. Within 30 days, the records unit will forward the document to the research and development unit for submission to the BCA.

Revised July 2, 2013

444.01 Emergency Runs -- Scope

Department vehicles may be operated as emergency vehicles only within the scope of the law and department policy. Members of the Saint Paul Police Department will attend Emergency Vehicle Operations training (E.V.O.C.). The training shall consist of at least eight hours of classroom and skill-based training every five years as required by Minnesota Statute 626.8458.

Saint Paul Police Department policy supersedes Minnesota Statute 169.17 regarding emergency vehicles. Therefore emergency lights and siren are both required whenever a Saint Paul Police Department squad is operating as an emergency vehicle.

Emergency operation of department vehicles is authorized when:
- Responding to assist at a fire scene.
- Responding to a call for assistance from another officer.
- Responding to a crime in progress. (See exception below)
- Responding to a sick or injured party.
- Responding to an accident with injuries.
- In pursuit of a law violator.
- Time is essential to the response.

The only exception to the use of the siren is responding to a crime in progress. When responding as an emergency vehicle to a crime in progress red lights are required, however, when pedestrians are present in or around the intersection, the siren will be sounded to notify pedestrians of an approaching emergency vehicle. When pedestrians are not present in the intersection, the siren is optional provided the officer can specifically articulate facts that justify not using the siren.

Revised October 26, 2015

444.02 Lighting Exemption for Police Vehicles

Policy
It is the policy of the Saint Paul Police Department to provide a uniform guideline for all department personnel to use when operating a department vehicle without headlights or taillights while functioning as a police officer.

Procedures
A police officer may not operate a vehicle without lights:

1. On an interstate highway.
2. At speeds greater than what is reasonable and prudent under existing weather, road, and traffic conditions.
3. Faster than the posted speed limit.
4. In situations where the police officer is an active participant in the pursuit of a motor vehicle in violation of Minnesota Statute 609.487: Fleeing a Police Officer in a Motor Vehicle unless the tactical situation dictates otherwise.
5. Contrary to the elements of Minnesota Statute 169.541: Lighting Exception for Law Enforcement Standards.

Revised July 1, 2011

445.00 Towing and Storage Procedures/Authority

(See Minnesota Statutes 471.195, 168B.01, Saint Paul Legislative Code 162.01 through 162.14, 163.01 through 163.09, 361.05, 361.06, and General Orders 445.04 through 445.16)

445.04	Definitions of Terms -- Towing and Storage
445.05	Towing Specifications
445.051	Towing Authority
445.06	Cancellations
445.07	Towed Vehicle Reports
445.08	Procedures -- Towing and Storage
445.09	Tow and Storage Charges
445.10	Vehicles Placed on Hold; Release of Hold Vehicles--Policy
445.12	Vehicle Release Notification
445.13	Saint Paul Police Department Impound Lot
445.14	City of Saint Paul Legislative Code and Minnesota Statutes
445.15	Release of Police Held Vehicles to Repossessor
445.151	Inventory
445.16	Storage of Seized Vehicles Held for Forfeiture

Revised April 2014

445.04 Definitions of Terms -- Towing and Storage

Each contractor is required to have 4 medium duty tow trucks, two of which must be four wheel drive vehicles all of which are radio equipped and in good repair. Each truck must carry dollies, large broom, towing chains, road flares, and a current book of maps of the City of Saint Paul. In addition, the contractor is required to have six (6) medium-duty flatbed tow trucks capable of towing two vehicles at one time.

Vehicle to be Tow:
Every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, including but not limited to semi-trailers, tractors, straight trucks, passenger automobiles, motorcycles, scooters, trailers and snowmobiles; and any device which requires the use of a winch truck for transportation.

Tow Description:
The City of Saint Paul Tow Contract provides several different types of tows:

A-Tow:
Any tow requiring a sustained police presence (i.e., custodial arrest, accident, stolen recovery, and City owned vehicles that need immediate removal). Tow contractor is required to arrive at the scene within 30 minutes. A-tows also include any tow requiring unusual equipment or procedures. Do not call for the tow truck until ready to conduct the tow. Contractors charge extra to wait during pictures and measurements, etc.

A submission of tow information must be entered online and saved in the Tow Manager prior to a vehicle being towed from the scene.

Administrative Police Tow:
A specially contracted tow that requires the towing of a vehicle owned or operated by the police department; or the towing of a vehicle upon the request of the police department for specific investigative or administrative purposes not covered by an "A-tow."

This tow provides for squad mechanical services and includes moving the vehicles to and from the public safety garage (1675 Energy Park Dr), any police headquarters, or the impound lot.

Enter administrative tow information as usual in the Tow Manager:
- Select "other" for why the vehicle was towed and for location.
- In the notes section explain the location to where the tow was sent. For example, towed to impound lot, PSG, or other location, as necessary.

B-Tow:
Non-emergency and non-custodial tows including abandoned vehicles and illegally parked vehicles which require no unusual equipment or procedures and no hold. Police presence is not required at the time of the tow. During a declared snow emergency and for 72 hours after expiration, the tow contractor shall operate without a service time limit. All other circumstances require the tow contractor must arrive at the impound lot within ~~five (5)~~ four (4) hours of dispatch. The B-Tow procedure will be used by the parking enforcement unit. District squads may write B-Tows during snow emergencies. The information required on the B-Tow is the vehicle description, location and registration information. Inventory will be conducted on the street and any valuables will be turned into the property room.

Unusual Tow (time tow):
An unusual tow is an A-tow involving unusual circumstances requiring extra time or specialized equipment and should be noted in the Towed Vehicle Report.

- An unusual tow accrues additional charges in addition to the regular tow rate charged when a driver is required to stay at a scene longer than 15 minutes before hooking up. This includes excessive maneuvering or waiting at a tow scene. These charges apply to all of the tows (a-tow, b-tow, administrative), however, do not include courtesy moves, service calls, or sweeping after an accident
- A heavy-duty tow is any tow requiring the use of large or heavy-duty equipment. When towing a large truck or bus, the towing officer should request heavy-duty equipment.

The towing of any vehicle to the impound lot or another location in the City of Saint Paul requires a submission into the Tow Manager.

Enter unusual tow information for large non-vehicle objects in the Tow Manager. Select "stolen/recovery" for why the vehicle was towed. In the notes section explain the nature of the item towed and the reason it was taken to the impound lot.

Courtesy Move:
A courtesy move is moving a vehicle when it is an obstruction to street work or other city functions. The vehicle is not impounded or towed, merely moved to the nearest open parking space. The courtesy move should be authorized by a supervisor after considering mitigating factors including cost to the city (movement, possible damage claims, etc.).

A "courtesy tow" shall be entered in the Tow Manager like any vehicle that is being towed. Select "other" for why the vehicle is towed and "other" for the location to where the vehicle is towed. Explain in the notes section the location to where the vehicle is towed and left for the owner.

Health Department Tow:
Any abandoned vehicle in an alley or on private property that has expired or no registration, is inoperable or is missing vital parts may be towed by order of the health department through a summary abatement process.

Service Call:
A call made at the request of a police officer for the purpose of changing a tire or giving a battery boost, moving a vehicle a short distance, or changing up to two tires on a police vehicle.

Private Tow:
No police officer is allowed to self-initiate a suggestion or enact a private tow such as:

- Tow which a contractor performs as a result of being summoned to a scene by a private citizen by telephone.
- Tow arranged for by a citizen at a scene between citizen and contractor and where the contractor was summoned to the scene by a police officer

- Contractors making a police tow to a private location will be paid by the owner/operator. In addition, the contractor will submit an invoice signed by the owner/operator indicating the contract price paid, to the Saint Paul Department of Police.

Reporting:
Vehicles or other items described in the above paragraphs are considered property taken into police custody, must be entered into the Tow Manager or Evidence Manager, as necessary, and towed according to established towing procedures.

Revised July 7, 2016

445.05 Towing Specifications

No police tow may be taken to a storage facility or holding area controlled in total or in part by said contractor, or to any location for holding or storage from which said contractor receives any form of remuneration.

Vehicles may be taken to the following locations as specified:

- Recovered stolen vehicles, vehicles towed as the result of an arrest, abandoned vehicles, vehicles involved in a fatal or possible fatal accident and vehicles towed for violation of a law or ordinance may be towed only to the impound lot, any designated overflow lots, the police headquarters (367 Grove St.), public safety garage (1675 Energy Park Dr.), and any location within the City of Saint Paul upon direction by impound or police department personnel, and remain in police custody.
- Vehicles involved in accidents when the owner/operator is on the scene and the vehicle is not considered evidence, may be privately towed.
    - Officers shall not make any recommendations to a specific towing company. However, officers may make every attempt to help a vehicle owner/operator contact a towing company of their choosing.
- The owner/operator of a vehicle involved in a crash may request the vehicle be towed by an officer to the impound lot.

General Tow Contractor Requirements:

- Contractors shall provide a rapid response time of thirty minutes or less for all tows except B-tows.
- Contractors shall sweep the street of glass and debris at the accident scene.
- Contractors, their agents or employees, are specifically forbidden to solicit tows or to suggest in any way a garage, body shop or place where a vehicle should be towed to and from the scene of a police tow.
- Contractors, their agents or employees must obey the rules of the contract and all rules of the impound lot.
- Contractors must respond to the tow scene with the proper equipment for the dispatched tow. Squads should request special equipment if required.

The contractors will keep all records as may be required by the city. The contractor will submit at the end of each month invoices indicating the services performed under the contract to the department of police.

Revised June 7, 2016

445.051 Towing Authority

The department must have some legitimate interest in impounding a vehicle that outweighs the defendant's Fourth Amendment right to be free from unreasonable searches or seizures. The general premise is if the vehicle is parked in a safe location not obstructing traffic, there is not sufficient reason to order a tow.

Towing Reasons:
The reason for towing must be clearly documented in a report. The most common reasons for towing are:

- Evidence in a crime.
- Traffic hazard.
- Parking violations with four hour waiting period.
- Forfeiture (General Order 439.17: Property Seized for Administrative Forfeiture).
- Health tow.

Officers shall be familiar with the laws and ordinances and ensure any vehicles towed are in compliance with existing state statutes. Minnesota statutes 168B.035 and 168B.04 and Saint Paul Legislative Code 157 and 162 define the reasons why a vehicle may be towed.

Additional Considerations:

- There is no statutory provision for towing a vehicle where the driver is cited and released, not arrested, or just because the officer suspects the suspect may drive again after the officer leaves.
- The driver, operator, or person in physical control of the vehicle is taken into custody and the vehicle is impounded for safekeeping

Revised August 27, 2014

445.06 Cancellations

Tows may be canceled by request of police officers, even if the contractor is en route or has arrived at the scene. If the tow is canceled after the contractor has hooked up and raised the wheels off the ground, the owner/operator will pay the contractor the service call rate.

Revised November 29, 1994

445.07 Towed Vehicle Reports

A written report is required any time a towing service is requested, including an administrative tow. The report must accompany the tow to the impound lot.

Towed Vehicle Report (PM 150):
The Towed Vehicle Report will be filled out according to report writing procedures. The towed vehicle report shall be filled out whenever a stolen vehicle is recovered, even if turned over to the owner, and in all cases when a vehicle comes under the control of the city (when a vehicle is towed to the impound lot, public safety garage (PSG), headquarters or any other designated police department lots).

Special Attention Should Be Paid to:

- License, tab and V.I.N. numbers.
- Property of value left in or removed from the vehicle.
- Condition of vehicle, to include missing normal parts and damage.
- If vehicle on hold, indicate unit held for.
- Inventory of property left in vehicle at time of tow -- never leave this box empty. Use comments such as: nothing of value, misc. papers, or specific items. If there is any property of value in the vehicle, remove and turn in to the property room. If owner is present, have them remove property and comment that this was done. If the trunk is locked and the keys are left in the vehicle, inventory trunk and relock.
- Unusual tow. (see General Order 445.14: City of Saint Paul Legislative Code and Minnesota Statutes)
- The yellow copy of the Towed Vehicle Report shall be a readable copy. The yellow copy will be signed by the contract driver, and if the vehicle is towed to the impound lot give the yellow copy to the driver. If the vehicle is towed to the PSG both copies will be turned in to the records unit. Accuracy on the Towed Vehicle Report is of the utmost importance, as it is the control and accounting device for the entire procedure.

Original Report:
Original reports will be made out whenever a city vehicle is towed, tire change, battery boost or other service is performed by a contract tower. No Towed Vehicle Report is necessary. City-owned vehicles will be towed only to PSG. The city vehicle will be parked in the repair line at PSG, locked [redacted] An original report will be prepared if there is no other crime report or crash report.

Supplementary Report:
A supplementary report is needed if a department vehicle goes to a private location from an accident scene.

A report will be made if a towing service is called for and canceled; either comment on other report or make a new original report. This is necessary for validating contractor's invoices.

Revised July 1, 2011

445.08 Procedures -- Towing and Storage

No police tow may be taken to a storage facility or holding area controlled in total or in part by said contractor, or to any location for holding or storage from which said contractor receives any form of remuneration.

Vehicles may be taken to the following locations as specified:

- Recovered stolen vehicles, vehicles towed as the result of an arrest, abandoned vehicles, vehicles involved in a fatal or possible fatal accident and vehicles towed for violation of a law or ordinance may be towed only to the impound lot, any designated overflow lots, the police headquarters (367 Grove St.), public safety garage (1675 Energy Park Dr.), and any location within the City of Saint Paul upon direction by impound or police department personnel, and remain in police custody.
- Vehicles involved in accidents when the owner/operator is on the scene and the vehicle is not considered evidence, may be privately towed.
    - Officers shall not make any recommendations to a specific towing company. However, officers may make every attempt to help a vehicle owner/operator contact a towing company of their choosing.
- The owner/operator of a vehicle involved in a crash may request the vehicle be towed by an officer to the impound lot.

General Tow Contractor Requirements:

- Contractors shall provide a rapid response time of thirty minutes or less for all tows except B-tows.
- Contractors shall sweep the street of glass and debris at the accident scene.
- Contractors, their agents or employees, are specifically forbidden to solicit tows or to suggest in any way a garage, body shop or place where a vehicle should be towed to and from the scene of a police tow.
- Contractors, their agents or employees must obey the rules of the contract and all rules of the impound lot.
- Contractors must respond to the tow scene with the proper equipment for the dispatched tow. Squads should request special equipment if required.

The contractors will keep all records as may be required by the city. The contractor will submit at the end of each month invoices indicating the services performed under the contract to the department of police.

Revised June 7, 2016

445.09 Tow and Storage Charges

Only the assistant chief of the patrol operations division, the assistant chief of the major crimes, the assistant chief of support services and administration division, the chief of police, or his/her designee (impound lot manager, for example) are authorized to forgive any part of towing, administrative, and storage charges. After normal business hours the watch commander can contact the on-call chief and request authorization to forgive any part of towing, administrative, and storage charges.

All requests to forgive any part of such fees must be brought to the attention of the commander of the unit holding the vehicle before the vehicle is released.

Towing and storage charges may be forgiven in whole or in part only when one or more of the following circumstances exist:

1. When the vehicle is towed under an administrative police tow for investigative purposes and if the vehicle belongs to the victim or another person who is not involved in the incident.
2. Storage charges while a vehicle is on hold.
3. When a car belongs to a criminal suspect who later is cleared.

To request for fees to be forgiven, the employee must make that request in writing. A supplement report is required. If approved, the report, noting authorization, must be forwarded to the impound lot by fax or inter-office mail.
Revised July 1, 2011

445.10 Towing and Storage Procedures—Hold Vehicles and Evidence Processing

There are three reasons to justify keeping a vehicle on "Hold". They are:

1. Evidence - We can hold a vehicle for evidence processing, photographing, DNA retrieval, pending search warrant execution, etc. Once those functions are completed, we can only hold the vehicle if it is to be introduced into evidence through the courts.
2. Forfeiture - If a vehicle is to be forfeited/seized, the appropriate documentation is to be completed and sent to the narcotics/vice unit. The narcotics/vice unit will forward a copy of the forfeiture documentation to the impound lot. Upon receipt of a disposition to forfeiture proceedings the hold will be lifted from the vehicle.
3. Other lawful reasons - This would be for rare and unusual circumstances that are not covered in the above descriptions.

All vehicles requiring further processing for evidence shall be towed to the Saint Paul Police Impound Lot escorted by a police officer to maintain the chain of evidence. Officers will document this action on the appropriate report.

When a vehicle is towed to the impound lot to be held for an investigative unit of the police department, for forfeiture or evidence, or other reason, the line "Vehicle Held/For Whom" in the Tow Manager will be checked and the unit the vehicle is to be held for clearly stated. Not checking either box will mean the vehicle will not be held and may be released at any time.

If the vehicle is to be held for forfeiture, check the "Yes" box in "Vehicle Held for Forfeiture." If after the initial receipt of the vehicle at the impound lot a decision is made to place a vehicle on hold a supplemental report under the original complaint number must be prepared by the officer requesting the hold. A copy of this report must be delivered to the impound lot before the hold will be in effect. A phone call to the impound lot is insufficient to hold a vehicle. A faxed and/or email copy of the report will suffice, however, requesting officers should verify the faxed report and/or email is received at the impound lot.

When a decision is made to remove the hold on a vehicle, the investigator or his/her designee handling the case must prepare a supplemental report under the original complaint number authorizing the release of the vehicle. The report must be prepared by the authorizing officer or his/her designee and delivered to the impound lot. No vehicles will be released from hold without this report. The name, address, and phone number of the person to whom the vehicle is to be released should be reflected in the supplemental report. A phone call to the impound lot is insufficient to release the hold on a vehicle. A faxed copy of the report or email will suffice, however, authorizing officers should verify the faxed report and/or email is received at the impound lot.

If a vehicle is on police hold while forfeiture proceeds, the officer check the "Yes" box on the tow report for "Vehicle Held for Forfeiture." If the vehicle has been already received by the impound lot and a decision is made to place a hold on it for forfeiture, a supplemental report under the original case number must be made a faxed and/or email copy of the report will be sent to the impound lot. The requesting officers should verify the faxed report and/or email is received at the impound lot. See General Order 439.17 for further details.

When a vehicle comes into the impound lot with a hold for an investigative unit (not for forfeiture/seizure), the impound lot will honor the hold for five, consecutive, business days, excluding weekends/holidays. Hold will begin after midnight on the day of arrival. After those five, consecutive, business days, the hold will be removed and the vehicle will be subject for release.

In order to keep a vehicle beyond the five days, the impound lot needs a supplement report from the investigative unit prior to the expiration of the five days indicating who wants the vehicle held as well as the specific legal reason for retaining the vehicle. The reason for holding the vehicle needs to be precise and not as generic as: "Vehicle involved in an on-going investigation" or "Vehicle used in fraud offense". Unclear or generic justifications for an extended hold will be brought to the attention of the commander in charge of the impound lot for follow-up.

If the vehicle is to be held for the county attorney's office, the impound lot will need the name and contact number of the attorney making the decision as well as the legal reason to

retain. Again, please note this applies to only vehicles on hold for criminal purposes and not for vehicles held for forfeiture/seizure.

Upon removing the hold the vehicle cannot go back on hold for the same offense unless new information is available. The hold cannot be reissued if the only reason is that the report was not prepared within the needed time frame.

Refer to the Training Bulletin: "'Hold' on Vehicles," published on September 17, 2012.

See General Order 445.16: Storage of Seized Vehicles and Vehicles Held for Forfeiture, for the disposition of forfeiture vehicles.

Processing Vehicles for Evidence:
The following procedures will be in effect at the impound lot for officers assigned to photograph and process towed vehicles for latent fingerprints.
Contact the unit responsible for the case involving the towed vehicle. The unit investigators can advise as to what is to be done with the vehicle. During other than the normal workday shift, if there is no unit investigator available, contact the watch commander for instructions.

The following routine processes will be expected of officers trained for photo/fingerprinting vehicles that will be held at the impound lot:

- Stolen and/or stripped vehicles.
- All suspect vehicles could be processed immediately (barring adverse effects caused by inclement weather conditions).
- All vehicles involved in robberies or burglaries can be processed in the event only photos and/or fingerprints are requested.
- All paper products should be turned in to the property room or when closed to a property room locker. This type of evidence will upon request from the case investigator via the Forensic Services Examination Request Form be chemically processed for fingerprints by laboratory personnel.
- Do not search the vehicle for trace evidence such as: blood, semen, hairs, or fibers. This will be done by laboratory personnel upon request from the case investigator via the Forensic Services Examination Request Form.

Revised June 7, 2016

445.12 Vehicle Release Notification

It shall be the impound lot's responsibility to promptly notify owners of vehicles towed within 5 days by certified mail. The impound lot will note the final disposition information into the permanent files along with the accounting information.

Revised July 1, 2011

445.13 Saint Paul Police Department Impound Lot

The impound lot is a 24-hour operation located at 830 Barge Channel Road. That part of the impound lot which is reserved for storage of towed vehicles, including the garage and the auction area (except during auction activity), is a security area. [redacted]

In addition to vehicles towed by Saint Paul Police, the impound provides storage facilities for vehicles towed from the State Fair and Metro Transit Police Department. These services shall be codified within a memorandum of understanding to be agreed upon by all parties.

A record will be kept of all entries into the security area by persons other than impound lot personnel and the nature of their business there. Entry will be permitted for properly authorized reasons only.

Only vehicles noted as towed in the Tow Exchange software, except vehicles from the public safety garage (PSG) or headquarters, department vehicles on department business, tow trucks, and various maintenance or service vehicles having legitimate business or reasons will be allowed into the security area of the lot. [redacted]

Vehicles of employees on duty may be parked in the area designated. A separate area may be designated for visitor parking while they are attending to pertinent matters at the impound lot.

When the contract tower arrives at the impound lot, clerk on duty will meet the driver and check the vehicle into the impound lot inventory as received and take administrative photos of the vehicle. The clerk will physically inspect the vehicle against the comments made by the towing officer for accuracy and indicate any discrepancies in the Tow Manager software.

The computer entry is saved in the impound lot network and is edited accordingly when a final disposition is made with the vehicle. Upon release, a computer-generated invoice is signed by the vehicle owner or agent.

When a vehicle is to be released to the properly identified owner or agent, this party will inspect the vehicle and note any comments on the invoice. The owner will pay the fees, sign the invoice and at this time the vehicle will be removed from the lot.

Vehicles on hold will be cleared for release by the concerned investigative unit before it can be removed from the lot. Upon clearance the office assistant at the impound lot will send a certified letter to the listed owner/s and lien holder and this action will be noted in the Tow Manager software for future reference.

No registered vehicle owner or other person is allowed to remove anything from a vehicle or to perform any mechanical work until a vehicle is properly paid for and released, unless authorized by the impound lot manager or unit commander. Any property of value found in any vehicle will be removed and submitted into the Evidence Manager by the officer on scene and turned into the property room unit for proper disposition. (Vehicles on hold/or subject to the execution of a search warrant are an exception to the above). Any questions about a hold vehicle will be directed to the concerned unit head or designee. The lot manager will prepare lists of vehicles to be scrapped or auctioned. These lists will be verified by computer for clearances.

The lot manager will prepare a daily list of all vehicles which have actually left the lot through scrapping, auction or release to the owners using the Tow Exchange software.

Impound lot personnel will, before any vehicle is auctioned or scrapped, remove the license plates, search the glove box, trunk and under the seats for anything of value. If anything is found, it will be disposed of by either the impound lot or property room unit staff in accordance with department policy and state law.

Expendable items of minimal value, such as jumper cables, small hand tools, snow brushes, etc., which are removed from the vehicles to be scrapped or sold at auction may be converted to department use if a need exists in lieu of other disposition by the property room unit.

All property removed from vehicles must be released to the owners or their agent upon payment of all applicable fees unless that property is held for evidence or otherwise is not legitimately returnable. Property taken from a vehicle that has been forfeited is not recoverable by statue. The concerned investigative unit will be responsible for disposition of such property. Returnable property which remains unclaimed may be disposed of by either the impound lot or property room unit in accordance with department policy and state law.

In the event the owner of an impounded vehicle or an agent makes a complaint regarding damage to the vehicle or alleges theft of property from said vehicle at the time of recovering same from the impound lot, the impound lot personnel will note same in the Tow Exchange software. Also, a detailed, comprehensive supplemental report under the original complaint number shall be written. If sworn personnel are not present at the impound lot, a squad should be summoned to witness the complaint and make the above supplemental reports.

This supplemental report will be made out as soon as complaint is received.

Revised June 7, 2016

445.14 City of Saint Paul Legislative Code and Minnesota Statutes

City of Saint Paul Legislative Code 162.01 Authority to Remove:
Any vehicle, wherever found, in violation of the ordinances of the City of Saint Paul or the laws of the State of Minnesota, is hereby declared to be a nuisance and the same may be

summarily abated by or under the direction or at the request of a police officer by removing and impounding such vehicle, in a public pound, by means of towing, or otherwise and shall only be surrendered to the duly identified owner thereof or the agent upon the payment of the fees hereinafter.

Any vehicle found upon the streets of the City of Saint Paul in such a damaged condition as a result of an accident or disrepair that it cannot be driven and is so located as to constitute an obstruction of the street may be removed and impounded, in a public pound, by the police department, and shall only be surrendered to the duly identified owner thereof or the agent upon the payment of the fees hereinafter provided; provided, that if the owner or operator thereof has requested, or does request that such vehicle be towed to any garage other than the public pound, neither the police department nor anyone else, shall order such vehicle to be impounded in a public pound unless the police department considers possession of such vehicle necessary in the prosecution of any person for violation of the law.

City of Saint Paul Legislative Code 162.06 Charge When Operator Appears Before Towing:
Where a police officer has tagged a vehicle to be impounded, and where the owner or operator thereof appears before the tagged vehicle has been hooked to the tow truck and the wheels thereof hoisted from the ground, the tow truck operator shall release the said vehicle without the payment of any fee or towing charge.

Where the tow truck operator has any such vehicle on the hoist and the wheels thereof raised from the ground before the owner or operator thereof appears, the tow truck operator shall release the same upon the payment of service fee not to exceed the amount agreed upon in any current contract between the city and a contract tower as provided herein, and shall give receipt for such payment.

City of Saint Paul Legislative Code 162.12 Report of Police Officer:
Any police officer(s) directing the impounding of any vehicle shall prepare a written report of the description of such vehicle, which report shall, among other things, include the following: make of car, license number, vehicle identification number, number of tires, tools and other separate articles of personal property, general descriptions of the vehicle with regard to the condition, damaged parts, and such, and other information as may be necessary to adequately describe the vehicle and property delivered to the impound lot. A copy of such report, signed by the officer(s), shall be delivered to the impound lot at the time of impounding and the impound lot shall receipt for such report and shall check such report, and signature thereon shall be considered a receipt for the vehicle and property described in said report. The original of said report, together with a duplicate of the impound lot's receipt, shall be filed in the police department.

City of Saint Paul Legislative Code 361.19 Permission to Tow Vehicle from Accident Scene:
It shall be unlawful at the scene of any accident involving one or more motor vehicles for any person, firm or corporation to tow any motor vehicle involved in said accident, either directly or indirectly, unless permission to do so is obtained from a police officer or other police

officer investigating said accident, except such distance as is necessary in the interests of safety.

City of Saint Paul Legislative Code 361.19 Soliciting Tow Prohibited:
No person, firm or corporation shall, at the scene of any accident involving one or more motor vehicles, solicit or contract for the towing of any motor vehicle involved in said accident, and no person, firm or corporation shall go to or be at the scene of any such motor vehicle so involved.

Minnesota Statute 168B.011 Subdivision 2: Abandoned Vehicle:
Means a motor vehicle that has remained for a period of more than 48 hours on public property illegally or lacking vital component parts, or has remained for a period of more than 48 hours on private property without consent of the person in control of such property or in an inoperable condition such that it has no substantial potential further use consistent with its usual functions unless it is kept in an enclosed garage or storage building. It shall also mean a motor vehicle voluntarily surrendered by its owner to and accepted by a unit of government or its agent.

Minnesota Statute 168B.011 Subdivision 14: Vital Component Parts
Vital component parts means those parts of a motor vehicle that are essential to the mechanical functioning of the vehicle, including, but not limited to, the motor, drive train, and wheels.

City of Saint Paul Legislative Code 163.02 Abandoning a Motor Vehicle:
No person shall abandon a motor vehicle on any public or private property, without the consent of the person in control of such property.

City of Saint Paul Legislative Code 163.03 Allowing an Abandoned Motor Vehicle on Property:
No person in charge or control of private property, whether as owner, tenant, occupant, lessee or otherwise, shall allow an abandoned motor vehicle to remain on such property.

City of Saint Paul Legislative Code 163.04 Custody of Abandoned Vehicles:
The city health officer or enforcement officials of the department of safety inspections for the city are hereby authorized to remove or have removed any motor vehicle left at any place within the city which reasonably appears to be in violation of this chapter or lost, stolen or unclaimed. The impounding and taking into custody of a motor vehicle pursuant to this chapter shall be done at the direction of a police officer. A police officer, health officer or enforcement official of the department of safety inspections for the city may enter upon private property at all reasonable hours for the purpose of inspecting such vehicle and impounding such vehicle; and it shall be unlawful for any person to prevent an officer, health officer or enforcement official of the department of safety inspections for the city from entering on private property for purposes of carrying out duties hereunder or to interfere in the lawful performance of duties.
Revised July 1, 2011

445.15 Release of Police Held Vehicles to Repossessor

Motor vehicles towed by the department are subject to repossession while in police custody. The release of a vehicle to the chattel mortgagor, or the conditional sales contract holder, will be made subject to the following conditions:

- Both an affidavit or repossession (Writ of Replevin) and a lien holder's card are required in order to release a vehicle to a lien holder, or the lien holder's authorized representative.
- The impound lot will accept a hold harmless agreement naming the City of Saint Paul and a copy of the bank loan agreement in lieu of a lien holder's card for those states that do not issue lien holder's cards.
- Persons should be advised to contact the department of motor vehicles for a validated copy of a title card to prove ownership.
- Under no circumstances will a vehicle on "hold" be released to a lien holder, or anyone else, in the absence of a court order or other approved authorization.
- Vehicles held for scofflaw can be released to lien holders only without proof of payment of the court fines. Vehicle owners can only get their scofflaw vehicle released from hold by presenting payment receipt from the court.

Revised July 1, 2011

445.151 Inventory

Prior to towing any vehicle to the impound lot or other designated police location, officers, or other authorized personnel, shall conduct an inventory search of the vehicle.

The purpose of the search is to:

- Protect the vehicle owner's property.
- Protect the department and city against disputes over lost or stolen property.
- Protect the officers and other employees from dangerous instrumentalities.

Having these purposes in mind, any container(s) discovered during the inventory search may be opened if the officers are unable to ascertain from examining the container's exterior what is inside.

Officers must remember, prior to the inventory of any vehicle, the impoundment must be lawful and not a subterfuge to search a vehicle where other grounds to search are lacking.

Revised July 1, 2011

445.16 Storage of Seized Vehicles and Vehicles Held for Forfeiture

When vehicles are seized for forfeiture, impound lot personnel will be responsible for securing, storing and disposing of these vehicles. The impound lot will be responsible for maintaining records and providing them to the proper authorities as needed.

Disposition, including release, of these vehicles can only be made by the chief of police, assistant chief of support services and administration division, or the property evidence technology section commander. Disposition will be made in writing to the impound lot.

Monies received at the auction will be shared as outlined in state statute. The impound lot will retain a standard rate as established by the State of Minnesota for disposing of said vehicles.

The amount of fees paid by owners or lien holders, who recover seized vehicles, will be made by the chief of police assistant chief of support services and administration division, or the property evidence technology section commander. Notice of fees will be made in writing to the impound lot.

Revised July 1, 2011

445.17 License Plate Recognition System (LPR)

The auto theft unit will administer and oversee the License Plate Recognition (LPR) program and is responsible for training department members to operate the LPR system, maintaining records, identifying approved LPR details and their results, maintaining the LPR data query log, documenting training, and ensuring appropriate documentation of significant incidents and arrests that are related to LPR usage.

Deployment of LPR equipment is intended to provide access to stolen and wanted files and for the furtherance of criminal investigations. Use is restricted to these purposes. The proactive entry of any data, except as stipulated in this directive, or the access to LPR records, must be approved by an auto theft unit commander, and must have a specific criminal investigative or patrol purpose. No officer may use, or authorize the use of, the equipment or database records for any other reason.

Training:
Officers are prohibited from using the LPR system until they have been properly trained in its use by auto theft unit personnel and have been instructed as to operational protocols.

Alerts:
The officer will receive an alert if the system reads a license plate and it matches the on-board data record.

[redacted]

Verification:
An alert from the LPR system is not probable cause to arrest, but is an indication that a stolen property report, missing person's report, or warrant may have been filed. Officers must verify all alerts received from the LPR system. The officer, when receiving a LPR alert must

confirm that the record is accurate and up-to-date. Verification is essential prior to taking any action based solely upon the reception of an alert from the LPR on-board system.

Amber Alert:
When an Amber Alert is activated and information is broadcast which includes a license plate number, the LPR operator will manually place the vehicle plate number into the vehicle database and proceed to patrol areas which are likely to increase the chance of encountering the vehicle. Upon receipt of updated information (plate number changes, etc.) the LPR operator must immediately update the database entry.

Reporting:
The LPR database maintains logs of each vehicle's data for sixty days. RMS reports must be written when stolen vehicles or stolen plates are recovered, or for any arrest activity. See General Order 363.10 Auto Theft Preliminary Field Investigations and 416.00 Report Writing.

Data collection; classification; use restrictions:
Data collected by a LPR must be limited to the following: (1) license plate numbers; (2) date, time, and location data on vehicles; and (3) pictures of license plates, vehicles, and areas surrounding the vehicles. Collection of any data not authorized by this paragraph is prohibited.
All data collected by a LPR are private data on individuals or nonpublic data unless the data are public under section 13.82, subdivision 2, 3, or 6, or are active criminal investigative data under section 13.82, subdivision 7.

The LPR must not be used to monitor or track an individual who is the subject of an active criminal investigation unless authorized by a warrant, issued upon probable cause, or exigent circumstances justify the use without obtaining a warrant.

Authorization to access data:
LPR data query log: LPR data is stored for a short time-frame on the LPR hard drive. Access to review and query stored data shall be limited to designated auto theft unit personnel or their designee who have been provided account access to conduct authorized LPR stored data queries.

The auto theft investigator conducting a query must make a log entry into the auto theft unit's LPR data query log, to include case number, the investigator requesting information, and reasons for the search. Each query must be based on a reasonable suspicion that the data are pertinent to an active criminal investigation and must include a record of the factual basis for the access and any associated case number, complaint, or incident that is the basis for the access.

Penalties (Minnesota State Statute 13.09)
(a) Any person who willfully violates the standards for unauthorized access to data or whose conduct constitutes the knowing unauthorized acquisition of not public data, as defined in section 13.055, subdivision 1, is guilty of a misdemeanor.

(b)Willful violation of Minnesota Statutes chapter 13, including any action subject to a criminal penalty under paragraph (a), by any public employee constitutes just cause for suspension without pay or dismissal of the public employee. See also General Orders 235.00 Data Practices and 236.00 Computer Security.

Sharing among law enforcement agencies:
Automated license plate reader data that are not related to an active criminal investigation may only be shared with, or disseminated to, another law enforcement agency upon meeting the standards for requesting access to data as provided in Minnesota State Statute 13.824 Subd. 7

If data collected by an automated license plate reader are shared with another law enforcement agency under this subdivision, the agency that receives the data must comply with all data classification, destruction, and security requirements of this section.

Automated license plate reader data that are not related to an active criminal investigation may not be shared with, disseminated to, sold to, or traded with any other individual or entity unless explicitly authorized by this subdivision or other law.

Notification to Bureau of Criminal Apprehension:
Within ten days of the installation or the integration of a LPR technology into another surveillance device, the BCA must be notified of that installation.

Destruction of Data:
Notwithstanding Minnesota Statute 138.17 Government Records; Administration and except as otherwise noted below, data collected by a LPR that are not related to an active criminal investigation must be destroyed no later than 60 days from the date of collection. The unit commander of the auto theft unit will ensure compliance.

Upon written request from an individual who is the subject of a pending criminal charge or complaint, along with the case number and a statement that the data may be used as exculpatory evidence, data otherwise subject to destruction under the above paragraph must be preserved by the Saint Paul Police Department until the criminal charge or complaint is resolved or dismissed.

Upon written request from a program participant under chapter 5B, LPR data related to the program participant must be destroyed at the time of collection or upon receipt of the request, whichever occurs later, unless the data are active criminal investigative data. The existence of a request submitted under this paragraph is private data on individuals.

Data that are inactive criminal investigative data are subject to destruction according to the retention schedule for the data established under Minnesota Statute 138.17 Government Records; Administration.

Biennial audit:
The law enforcement agency must maintain records showing the date and time automated license plate reader data were collected and the applicable classification of the data. The law enforcement agency shall arrange for an independent, biennial audit of the records to

determine whether data currently in the records are classified, how the data are used, whether they are destroyed as required under this section, and to verify compliance with authorization to access data. The results of the audit are public.

A report summarizing the results of each audit must be provided to the commissioner of administration, to the chair and ranking minority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues, and to the Legislative Commission on Data Practices and Personal Data Privacy no later than 30 days following completion of the audit.

The commander of the auto theft unit will ensure the LPR data files are collected, maintained, dispersed, audited and destroyed in accordance with Minnesota State Statute 13.824 Automated License Plate Readers.

Revised January 14, 2016

446.00 Fire Procedures

Protect the Fire Scene From the Public:

1. Traffic control and direction.
2. Crowd control
3. Assist as needed.
4. Protect potential crime scene.

General Response Guidelines:

1. Be alert for other police or fire equipment traveling at right angles to
2. If you encounter fire equipment in transit, yield to the fire equipment.
3. Be alert for suspicious persons running, or autos leaving the scene or close vicinity of the fire.
4. Be alert in responding to alarms for persons responsible; interview witness for information.
5. Do not block fire scene or hydrants.
6. Make mental note if doors or windows are open, closed, locked or broken open. (Important in arson cases).
7. Provide first-aid to victims.
8. Use a squad car for shelter in the wintertime; Metropolitan Council Transit Operations will provide a bus for large numbers. Clear pedestrian and auto traffic so fire equipment will not be delayed in getting into position.
9. Isolate general scene area by use of squad and officer at vital intersections.
10. Reroute traffic from the fire scene.
11. Request additional help if necessary and state what intersection they should go to.
12. Protect the fire hose from being driven over. A fire department official is the only person who can give consent for vehicles to drive over the hose. Tags should be issued for violations, regardless if the hose is carrying water or not.

13. Be alert for persons in the crowd that appear worked up, excited, or greatly enthused over the fire and excitement. That person may be an arsonist. They may have been seen at the other fires.
14. Notify police district supervisor if relief will be needed at end of shift, or the dispatcher if extra police help is needed on arrival at the scene.
15. Aid fire personnel as much as possible.

Special Details at Fire Scenes Where a Crime May Be Involved:

1. Guarding a fire scene where arson is suspected. While fire suppression is ongoing the fire chief is in command of the scene. After the fire is out and the fire investigators are conducting their investigation, they are in charge. If arson is determined, a police arson investigator will be summoned and then will take charge of the scene. Police officers on scene security will keep all civilians, including the owner and insurance people, out of the scene and log all fire and police personnel entering the scene.
2. Guarding a fire death scene. Investigation of fire deaths are the responsibility of the police department. They are somewhat different than other death investigations in that the officers must
   coordinate with the fire department, as above, and that police arson investigators are responsible for the investigation. Usually the fire investigator or the arson investigator will make the death investigation report. Scene security will be handled the same as above.
3. Be aware of danger to public from:
   A. Collapsing building.
   B. Iced streets and sidewalks.

Special Alarm Fires:

- Police supervisor will respond.

Revised July 1, 2011

447.00 Execution of Search Warrant

Search Warrant:

The appropriate investigative unit may be contacted prior to obtaining a search warrant. Copies of the search warrant form are available on the intranet. These forms are self-explanatory and will guide the officer in obtaining and executing a search warrant.

The following is the procedure that should be followed in the execution of a search warrant:

- Cases where an officer has drafted the actual warrant affidavit, a supervisory review of the affidavit will be conducted prior to the actual signing of the warrant. This review will also include a 'threat assessment' regarding the facts, threat potential, and information regarding potential suspects who could cause harm to officers.
- Before serving the Search Warrant and to ensure the safety of officers involved, the supervisor in charge of the investigative unit will contact the District Supervisor, the Ramsey County Emergency Communications Center supervisor, notifying them of the target location.

- Utilize the assistance of uniform personnel and provide supervisory instructions as to their duties associated with the warrant.
- Safely approach the premises and gain entry. If safe entry cannot be made, personnel involved should "lock-down" the location and a request should be made to S.W.A.T.
- Regardless of whether the search warrant is a 'no-knock' or 'knock and announce' entry, police personnel will clearly announce themselves at their time of actual entry.
- Approach the premises and gain entry.
- Secure the prisoners if any, warn them and have them transported to headquarters and/or law enforcement center. Ascertain the owner of the premises and hold her/him there.
- Affiant should be the inventory officer or her/his designee.

[redacted]

- Any items found should be taken by the finding officer (this can be worked out among the members of each team) to the inventory officer, marked, tagged and labeled: room number, item number and the description of the item. The inventory officer will mark the inventory in the same fashion. It should be noted, also, which floor of the premises the numbering pertains to. Several items from one room can be treated as a single item.
  - Property tags, property inventory forms, warrant inventory and officer's report should all coincide as to the numbering systems.
  - The forensic services unit will utilize this numbering system in their analysis reports.
- If, appropriate, take photographs -- don't forget the possibility of fingerprints.
- Take your time -- don't rush -- make all reports complete.
- Secure an empty building.

Revised June 14, 2013

451.00 Diplomatic and Consular Officials

Diplomatic Immunity:
Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredit diplomatic officers, their families, and servants. Diplomatic officers should not be arrested or detained for any offense, and foreign career consular officers should not be arrested or detained except for the commission of a grave crime. Family members of diplomatic officers, their servants, and employees of a diplomatic mission are entitled to the same immunities under current United States Law (22 U.S.C. 252), if they are not nationals of or permanently resident in the receiving state.

Associated with this personal diplomatic immunity is the inviolability enjoyed by the premises of the mission of the sending state and private residence of a diplomatic agent, her/his property, papers and correspondence.

Diplomatic Officers:
Ambassadors and ministers are the highest-ranking diplomatic representatives of a foreign government. Other diplomatic titles are minister counselor, counselor, first secretary, second secretary, third secretary, and attaché. The officials are located either in Washington, D.C., or in New York City. Diplomatic officers, their families, official staff, and servants, who are not

nationals of or permanently residing in the receiving state, are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense.

Consular Officers:
Consular officers are consuls general, deputy consuls general, consuls, vice consuls. They are official representatives of foreign governments. Consular officers are required to be treated with respect, and all appropriate steps are to be taken to prevent any attack on their person, freedom, or dignity. They are entitled to limited immunities as described below.

Immunities Accorded to Career Consular Officers:
Under prevailing international law and agreement, a foreign career consular officer is not liable to arrest or detention pending trial except in the case of a grave crime (felony offense that would endanger the public safety) and pursuant to a decision by the competent judicial authority. Her/his immunity from criminal jurisdiction is limited to acts performed in the exercise of consular functions and is subject to court determination.

Identification of Accredited Consular Officers:
Career consular officers can be identified by credentials issued by the State Department and by other locally issued official identification papers.

The State Department credential bears its seal, the name of the officers, her/his title, and the signatures of State Department officials.

Honorary Consuls:
Often nationals or permanent residents of the receiving state are appointed and received as honorary consular officers to perform the functions generally performed by career consular officers. Such officers do not receive identification cards from the State Department of the type issued to career consular officers, though they may exhibit reduced-sized copies of the exequatur or diplomatic note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention; they are also not entitled to personal immunity from the civil and criminal jurisdiction of the receiving state except as to official acts as performed in the exercise of their consular functions. However, appropriate steps must be provided to accord to such officers the protection required by virtue of their official position. In addition, the consular archives and documents of a consular post headed by an honorary consul are inviolable at all times and wherever they may be, provided they are kept separate from other papers and documents of a private or commercial nature relating to the other activities of an honorary consul and persons working with him.

Families of Consular Officers:
Family members of consular officers do not enjoy the same privileges and immunities with the respect to the civil and criminal jurisdiction of the receiving state as do consular officers. However, they should be accorded courtesy and respect. See further comment below regarding offenses involving family members of a consular officer.

Consular Premises:
Consular premises used exclusively for the consular post cannot be entered without explicit permission of the head of the consular post or her/his designee or by the head of the diplomatic mission. This permission may be assumed in the case of fire or other disaster requiring prompt protective action.

Consular Archives, Documents, Records, and Correspondence:
The consular archives and documents are inviolable at all times and wherever they may be. The official correspondence of the consular post, which means all correspondence relating to the consular post and its functions, is likewise inviolable.

Moving Traffic Violations:
When a consular officer is stopped for a moving traffic violation, the officer on the scene, upon being advised by the driver that s/he is a consular officer and ascertaining that s/he possesses the proper credentials, should exercise discretion based on the nature of the violation and either let her/him go with a warning of the danger of her/his actions or proceed with issuance of appropriate citation. Mere issuance of a traffic citation does not constitute arrest or detention in the sense referred to above.

Driving While Under the Influence:
The primary consideration in this type of incident should be to see that the consular officer is not a danger to himself or the public. Based upon a determination of the circumstances, the following options are available:

- Take her/him to the station or a location where s/he can recover sufficiently to enable her/him to drive safely.
- Provide or take her/him to a telephone so that s/he can call a relative or a friend to come for her/him.
- Call a taxi for her/him.
- Take her/him home.

The consular officer should not be handcuffed, subjected to any sobriety test, or mishandled in any way.

At best, this is a sensitive situation. The consular officer should be treated with respect and courtesy. It should be impressed upon her/him that the officer's primary responsibility is to care for her/his safety and the safety of others.

Offenses Involving Family Members of a Consular Officer:
Family members of a consular officer cannot claim immunity. However, consideration should be given to the special nature of this type of case. A violation should be handled, when possible, through the seeking of a complaint. The individual should be released once positive identification is made and the relationship with the consular official is verified. If the relative is a juvenile, as in all juvenile cases, the subject should be released to the parent consular officer.

Reporting of Incidents to Office of the Mayor:
In the event that a consular officer or members of her/his family or personal staff should become involved in any actions taken by members of your department, it is suggested that the police chief and office of the mayor be immediately furnished with all pertinent information.

Reporting of Incidents to the United States Department of State Diplomatic Security Service:
Notify the Unites States Department of State Diplomatic Security Service, regardless of the time, of threats, injuries or serious incidents involving foreign diplomatic personnel or interests and criminal activity involving the use or possession of U.S. or foreign passports. Turn over to the Diplomatic Security Service any passports that have been seized, turned in, or recovered at the scene of any criminal offense or traffic violation.

The contact information of the Diplomatic Security Service is:
77 West Jackson Boulevard
Suite 2121
Chicago, IL 60604
Phone Number: (312) 353-6163

Revised July 1, 2011

453.00 Court Notification Procedures

(Refer to General Order 207.00: Overtime Compensation Time)

Nothing in this policy shall be construed to prevent the service of a subpoena in accordance with applicable law and rules of court. The procedure outlined in this policy is intended to expedite the distribution of trial notices through the use of police department administrative services.

Because of the sworn duties and responsibilities of police officers, it is necessary for them to testify in court. The "Notice of Trial" form and the "Notice of Implied Consent Hearing" constitute the same powers as an official subpoena, and officers will respond accordingly. Therefore, you are required to appear whenever necessary to testify even if on vacation or a day off. Cooperation with the city and county attorney's offices in regard to day off and vacation schedules will help to eliminate as much conflict with schedules as possible. The department furnishes the prosecutor's office with a copy of the day off schedules.

Court notices will be sent by the Saint Paul City Attorney's Office via email and by the Ramsey County Attorney's Office via paper. The records unit will accept the notice and will forward the information through an email appointment to the officer. The records unit will maintain copies of paper subpoenas and court notices for one year.

Officers need to open and accept the appointment upon receipt. Email notifications may be printed by the officer. Upon receiving a "Notice of Implied Consent Hearing," the officer must also call the number listed on the notice to verify receipt.

The unit commander, or their designee, will access the electronic court notifications through email proxy rights and ensure officers under their command have opened and accepted it. If the officers will not be returning to work before the trial date, the unit commander, or their designee, will contact the officer to make notification.

If the unit commander, or their designee, is unable to contact an officer, s/he will contact the attorney's office as soon as possible and notify her/him of the problem. "Denying" the electronic court notification by email is insufficient.

Whenever the officer has a problem in responding to the notification, the officer must contact the attorney's office as soon as possible, but in any event, prior to the date of the trial.

Officers will follow the prosecutor's instructions detailed on the notice which includes being placed on standby, calling the prosecutor, bringing evidence to court, etc. (Criminal defense attorneys are not authorized to place officers on standby.)

Summons and Complaint, Civil Subpoena, or Other Legal Process:
All personnel shall direct any service of summons and complaint, human rights matters, civil subpoena, or other legal process to the office of the chief. If an employee is personally served a summons and complaint, civil subpoena, or any other legal process, the employee shall note the date and time of receipt on the front page and immediately deliver a copy to the office of the chief. (See General Orders 235.70: Civil Suit Interviews by Officers, 454.00: Defense of Police Officers in Court Actions, 454.01: Protective Orders Filed Against Officers.)

Public defender subpoenas are accepted in the chief's office Monday-Friday, 0800-1600 hours, and will be sent directly to the officers. Officers must contact the prosecuting attorney before contacting the public defender.

Non-Sworn Employee Court Notifications:
Any non-sworn member of this department may be subpoenaed to testify in a court case regarding the nature of their duties and the relationship to evidence at the trial. As with sworn personnel, non-sworn employees will respond to the subpoena regardless of their duty status. The court notification email has the same power as a subpoena for non-sworn employees.

Evidentiary Subpoenas:
If an individual is served with a subpoena for production of material or information for a defense attorney in a criminal matter, or any attorney in a civil case, the employee shall contact the office of the chief prior to responding to the notice.

Any subpoenas for the production of material or information that is not directed to a specific individual, will be directed to the office of the chief. (See General Orders 235.00: Data

Practices, 235.10: Dissemination of Criminal Data, 235.70: Civil Suit Interviews by Officers.)

Complaints:
Complaints of officers not showing up for court will be referred to the internal affairs unit for review and referral for investigation as described in General Order 230.00: Disciplinary Procedures.

Revised June 6, 2016

454.00 Defense of Police Officers in Court Actions

Obligations of the Saint Paul City Attorney's Office:
The Saint Paul City Attorney's Office (CAO) will defend any police officer in all actions brought against such officer to recover damages, including punitive damages, for alleged false arrest or alleged injury to person, property or character, provided the officer was acting in the performance of the duties of the position and was not guilty of malfeasance in office, willful neglect of duty, or bad faith.

The CAO will vigorously defend the officer unless and until it determines, after its investigation, that the officer was not acting in the performance of the duties of the position and/or was guilty of malfeasance in office, willful neglect of duty, or bad faith.

If it is determined that the officer is not entitled to defense by the CAO the officer will be notified in writing.

If it is determined by the CAO that a conflict of interest exists, then the CAO shall furnish other legal counsel to defend the officer, at the city's expense.

An officer may seek, at the officer's own expense, private legal counsel for all such actions, if the officer so desires.

Obligations of the Officer:
Upon receipt of a summons and complaint, or any other legal process, an officer shall note the date, time, and method of receipt on the front page and immediately deliver a copy to the office of the chief of police. The coordinator shall see that the summons and complaint and related materials are promptly forwarded to the CAO.

The officer, upon request shall also immediately provide the chief's office with vital facts regarding the incident, including personal notes, arrest reports, supplemental reports, photographs, diagrams, statements, and any other investigative information obtained by the officer.

Revised June 6, 2016

454.01 Protective Orders Filed Against Officers

(See General Orders 230.20: Department Rules of Conduct and 438.15: Domestic Abuse Protocol)

In accordance with the Violent Crime Control and Law Enforcement Act of 1994, 18 U.S.C. S.922 (g) (8), officers with restraining orders filed against them must notify their supervisor immediately after receiving notice. The employee's supervisor will forward notice to the chief of police.

Officers served with any other type of protective order shall follow the same procedure.

Revised June 27, 2011

455.00 Building Security

Identification of Visitors:
All visitors will report to the desk officer at 367 Grove Street. The desk officer has discretion to determine if a visitor receives a building "sticker" pass or building "electronic card key" access pass. The desk officer will maintain a visitor pass log to record the names, addresses, telephone numbers, company name, destination in the building, date and time the visitor entered and left the building, and the pass type and number. The desk officer will require that all passes be returned daily. At each shift change officers must communicate if any passes are still signed out and the approximate time passes should be returned. Desk officers will make every attempt to contact people who were issued passes if any have not been returned by the end of the day or an expected time. Desk officers must forward logs to the inspections unit daily for archiving. The inspections unit will maintain logs in chronological order by date.

Visitor "Sticker" Pass [redacted]

367 Grove Street:

Visitors must be asked to identify themselves with photo identification, state their business, and sign a building visitor pass log before they are issued a visitor pass. The desk officer will announce the visitor by telephone to the appropriate unit personnel who will meet the visitor at the front elevator on the designated floor. First floor visitors will be met at the desk by unit personnel for escort. Unit personnel will, upon completion of the visit, escort

the visitor back to the elevator, or desk, with instructions to sign-out and return the visitor pass.

Visitors who do not have proper identification will be requested to sign-in and the unit they wish to visit will be contacted to provide escort from, and return to, the front desk.

Visitors who choose not to identify themselves will be announced to the unit they wish to visit and a representative from that unit will meet with the person in the lobby of the building. The visitor will not be allowed into the secure areas of the building.

Building Tours:
All tours must be authorized by the inspection unit. Sworn personnel conducting tours within the complex will use their discretion as to whether the size of the group and ages of the group members necessitates them obtaining visitor passes. If the officer conducting the tour determines the group is to forego signing in and receiving visitor passes, the officer will be responsible for the movements of all tour participants throughout the complex. No tour participants will be allowed into secure areas unescorted. The sworn officer conducting the tour will forward a list of all tour groups and participants to the inspection unit.

367 Grove Facility Lockdown Procedures:
The Chief of Police or his/her designee may order a full or partial lockdown of the facility for a variety of reasons including a significant security threat.

[redacted]

They will complete the following tasks:

[redacted]

[redacted]

[redacted]

[redacted]

When the Chief of Police or his/her designee determines that there is no longer a need to maintain a locked down status the following tasks will be accomplished [redacted]

[redacted]

[redacted]

CSM Unit, Building Maintenance Unit, Technology Unit:
Customers for the (communications services and maintenance) "CSM" unit will use an intercom system by the west, 100 E. 10th Street, garage entry door to announce their presence. CSM personnel may then open the garage door to admit customers and vehicles to the CSM shop area. The CSM unit is responsible for their visitors while in the building. All such entries will be recorded by the CSM unit.

The building maintenance unit and technology unit will have tradespersons and other visitors. They will meet their visitors at the front desk and arrange for their business needs.

CSM, building maintenance and technology personnel are responsible for proper security while their visitors are in the building. These visitors will sign-in, wear the proper visitor pass, and sign-out when they leave. CSM, building maintenance and technology unit visitors will be escorted while in department buildings or other secure areas at all times.

Property Room:
The desk officer will ask property room visitors to identify themselves prior to issuing a pass or allowing the visitor access to the property room counter.

Records Unit:
Records personnel will sell reports during posted business hours. The unit is not open to the public on Sunday or holidays.

The Minnesota Government Data Practices Act prohibits the department from requiring individuals to identify themselves to request public information.

If a person chooses not to provide a name and indicates their intent to obtain copies of police reports, the desk officer will notify records via phone. A Records employee will bring the appropriate request form to the lobby. Once the person has completed the request form, that person will be instructed to return to the department in 2 weeks to retrieve their requested materials.

- The records unit staff member will provide the person with a slip indicating the date and time they received the request form. They will instruct the person that the date and time information will be noted on the request form and is the only way to distinguish one anonymous request from another.

General Information:
During non-business hours, weekends, and major holidays, all visitors to 367 Grove and/or 100 E. 10th will report to the desk officer at 367 Grove Street. In most instances, the desk officer can call the unit to determine if they are open and if so, follow the sign-in/out and

visitor pass procedure, but unit personnel will be required to meet the visitor at the desk and provide escort until the visitor leaves. Third floor units on Saturdays may follow the weekday procedures.
Visiting law enforcement personnel will be permitted in department buildings unescorted after they sign-in, provided they have identification from their department and are on police business. Otherwise visiting law enforcement personnel must follow civilian sign in/out procedures. Visiting law enforcement personnel must wear their department identification badge in a prominent manner unless they are in uniform. They will be required to sign-out when leaving.

All Saint Paul Police personnel, office of technology and communications employees, and police reserves, will wear their identification or badge in a prominent manner unless in uniform while in the police complex.

Civilian visitors, including members of the media, will not be permitted in the secured areas of department buildings unescorted. It will be the responsibility of all department personnel to take appropriate action should they find an unescorted visitor in the headquarters building. This may be simply escorting the visitor to the proper office if they are confused or lost, or escorting the visitor to an appropriate officer such as a unit head if circumstances are unusual or suspicious. All such matters are to be reported in writing to the inspections unit.

Building Maintenance:
Building maintenance personnel are responsible for locking and unlocking all entrances and elevators as articulated in this General Order, as well as periodically checking entrances and elevators during their tour of duty. Anything unusual or suspicious in nature must be promptly reported to a supervisor, watch commander, or other person in authority.

All entrances to secure department buildings must be locked to restrict entry other than by department personnel except for the main front entrance of the headquarters building which will be open at all times.

[redacted]

All department personnel, especially district squads, will be alert at all times when in the vicinity of department buildings for any possible breach of security. District squads, especially during hours of darkness, will make irregular patrols of building perimeters and parking lots.

No personnel are to allow visitors access to the headquarters building except through the front desk area.

[redacted]

Revised June 19, 2015.

455.01 Keys

No members of the police department will make or cause to be made, any key to any of the doors or locks of any police building [redacted]

All keys for buildings and other assets are property of the department.

[redacted]

Revised July 1, 2011

455.02 Property Room

In order to maintain the security and control of the inventory of the costly, essential items and evidence stored in the property room, a restriction on the number of persons allowed admittance to the area must be established. No one will be allowed inside the property room unless given specific permission by the property room supervisor, except the administrative team, and members of the inspections unit will be allowed entry for purposes of inspecting procedures and inventory records.

Revised July 1, 2011

457.01 Department Property

The purpose of this order is to establish the responsibility for the protection and security of department property and physical plant.

During normal business hours unit supervisors are responsible for property under their immediate control.

During hours other than normal business hours, the watch commander and central patrol supervisor are responsible for all department property and the physical plant unless a unit has a supervisor in charge.

A report of damaged or missing property or report of damage to the physical plant shall be made on a general report and directed to the assistant chief in charge. If the damage involves the physical plant, a copy of the report shall also be directed to the building custodian.

If a person committing damage is sent to court, a copy of this report should be sent to the court. If the watch commander or a supervisor deems it necessary, photographs of the damage will also be taken.

Revised July 1, 2011

457.04 Property Inventories

Periodic inventories will be conducted by districts and units for the following items: squad cars, impounded vehicles, shotguns, rifles, cameras, radars, lasers, PBTs, and license plate readers, etc. Items will be inventoried on the first weekday of the month. All necessary records will be maintained at the district or unit level. District and unit heads will rectify any discrepancies.

The manager of the impound lot will be responsible for the monthly inventories of impounded vehicles. Once each month, a designee will physically inventory each vehicle in the lot and compare with the invoices of vehicles on hand. The manager of the impound lot will prepare an annual inventory report of impounded vehicles and forward a copy to the accounting unit no later than February 1st of the following year.

The custodial staff is responsible for storing, maintaining, and cleaning major spare items of office furnishings (non-electrical) not assigned to a unit.

Revised July 1, 2011

459.00 Canine Acquisition/Disposition

The Saint Paul Police Department purchases dogs for the canine program.

If it becomes necessary to dispose of a canine, such disposition may be handled according to the following:

- The dog may be retired to the handler. That is the preferred option when the animal has rendered years of service to the city and its handler.
- The dog may be transferred to another handler within the Saint Paul Police Canine Unit for continued active service to the city.
- The department may lend/lease the dog to another law enforcement agency with a written agreement and liability waiver.
- If the options describe above are not possible, the senior commander of citywide services has the discretion of placing the canine not suitable for Saint Paul Police Department work with someone who will appropriately care for the dog.

In such cases, the person acquiring the dog will sign an acknowledgement of the dog's history and waiving the City of Saint Paul and its employees of any responsibility. All agreements and waivers must be approved by the city attorney as to form and content.

Revised July 1, 2011

462.00 Canine Unit (K-9 Team)

The canine unit is part of citywide services and is headed by a senior commander whom is responsible to the assistant chief of the patrol operations division. Unit personnel are accountable to the head of the unit for the performance of their duties. Canine duty assignments, in general, are citywide.

The Saint Paul Police have canine teams for use by members of the department upon request. The purpose of these guidelines is to inform all police personnel of the dogs' capabilities, and to provide a guide to be used when working along with the handlers and their dogs.

K-9 "Use of Force" Policy:
A police dog used to apprehend is best understood as an instrumentality of force, like a baton, to be judged according to the rules that apply to police use of force, generally. Substantial force inflicting serious injury may be reasonable and necessary according to the circumstances of an event confronting officers. Probable cause for use of a K-9 as a 'reasonable necessity' will be determined by applying the following objective reasonableness test:

- Does the suspect pose an immediate threat to the safety of officers or others?
- Is the suspect actively resisting or attempting to evade arrest by flight?
- Does the severity of the crime or of reason for arrest warrant the use of the K-9?

As applied to police dogs, the 'reasonable necessity' standard means a canine apprehension is a justifiable and lawful use of force if the threat to officers and/or the public is significant. The need for force must be sufficient to justify the canine apprehension. The circumstances of the event confronting the officer determine whether the use of force was lawful or unlawful.

On the Use of Force Continuum (General Order 246.01: Use of Force Continuum) the police K-9 may be placed anywhere from 'Verbal', where the application infers that the officer uses force which is unlikely to cause bodily discomfort, to 'Impact Weapon', where the use of the K-9 is likely to cause bodily injury. The elements of each event, such as whether the suspect poses a threat to the safety of officers or others, whether the suspect is actively resisting or attempting to evade arrest by flight, and the severity of the crime or reason for arrest, etc., must be the ultimate issues to consider in determining the justification of a use of force of any kind.

It is the policy of this department that when the use of a K-9 is justified in the apprehension of a suspect, the officer will give the verbal warning, "Police K-9, stop or I'll release the

dog." Only if there is no response from the suspect will the K-9 be released. The K-9 handler or someone designated by the K-9 handler are the only people to issue said announcement. This announcement should never be made prior to the K-9 handler/officer's arrival at the scene. The K-9 handler shall repeat this announcement in large or multileveled buildings as necessary. In those situations where known facts indicate that tactics and/or public safety may be compromised by a warning, the K-9 officer shall decide or recommend that no announcement be made. For those searches that the announcement is not made, the facts supporting the decision shall be included in the officers' report. This exception is designated for, but not limited to, incidents of a critical nature.

Generally, the use of the K-9 in an apprehension involves felony suspects but it is the circumstances of an event that determines the use of the K-9 not the classification of the crime involved.

In misdemeanor cases or when suspects flee on foot from officers and the reason for fleeing at that moment may be unknown, where an offense (other than fleeing on foot) has yet to be determined, the canine handler may deploy the canine, on lead, with the understanding that the canine is to be used as a tool for locating evidence or suspects that do not currently meet the canine use of force criteria. The canine is not a use of force option given the above circumstance. However, during the initial investigation by officers on scene, information or evidence may be revealed that determines the reason(s) the suspect fled. (E.g. felony warrants, locating weapons, determining a specific violent crime). As circumstances develop during the search, the canine is a use of force option only when the totality of the circumstances meets the canine use of force criteria.

It is the policy in this department that K-9s are not used for crowd control or because a group of people have formed. More specifically, police K-9s are not utilized to move groups of people in civil disturbances, peaceful demonstrations, crowd control formation, or labor strikes. Whether there are a small or large number of people gathered, the deciding factors to use the K-9 will be officer and/or citizen safety.

The primary purpose of the K-9 team is to serve as a backup for the patrol officer and as a support unit to the patrol function. The K-9 team can be most effectively utilized in specific situations in which they have been trained and conditioned. Currently, police K-9s are primarily used to assist in the location and apprehension of felony suspects:

- Who pose an immediate threat to the safety of officers or others.
- Who are actively resisting or attempting to evade arrest by flight.
- Who are either involved in a serious or dangerous crime or who on a prior occasion engaged in a serious or dangerous crime for which an arrest at the present time is warranted.

The decision to use the K-9 in an event is based on sound training principles which ensure confident, disciplined and competent K-9 teams. The protection of officers who are under assault is considered one of the primary responsibilities of the K-9 team. The handler is therefore to be guided by this basic principle when making the decision to utilize the K-9.

In situations where there is a doubt as to the use of the K-9 (i.e., should the dog be brought out of the squad) the best course of action for the K-9 officer is to confer with a K-9 supervisor at the scene. If a K-9 supervisor is not at the scene then the next best course of action is for the K-9 officer to confer with a non-K-9 supervisor at the scene. Always seek to communicate, share your ideas and opinions with the supervisor. The goal is to make the most informed decision resulting in the most effective use of the K-9 resource.

Police K-9 Bites and injuries:
Whenever a Saint Paul Police K-9 has bitten or scratched an individual, or is alleged to have done so, whether or not in the line of duty, the handler should do the following:

- Notify a K-9 supervisor of the incident.
- If no arrest is made, an offer will be made to the individual to provide medical care and treatment at Regions Hospital or other qualified medical care facility if the incident occurs outside of Saint Paul.
- If an arrest is made, the individual will be provided with medical attention at Regions Hospital or other qualified medical care facility if the arrest is made by another jurisdiction.
- The K-9 handler should insure that photographs are taken of the affected area, or alleged affected area, even if there is no visible injury.
- The K-9 handler must prepare a written report detailing the circumstances surrounding the incident.

Certification:
All K-9 handlers must successfully complete the St Paul Police Basic Canine Handlers Course. New K-9's, once trained and approved for service by the Head Trainer, will be allowed to work for a period of up to 16 months before certifying with the United States Police Canine Association at a sanctioned United States Police Canine Association Regional Police Dog 1 (PD1) Field Trial. During this period new canines will be assessed by canine unit trainers on a monthly basis to ensure that the handler is maintaining proper control of the K-9 and that proper development of the K-9 is being accomplished. The trainer assessing the new K-9 and handler will document the training, the training plan, and the assessment of the new K-9 and handler. If the K-9 or handler are not performing to satisfactory standards they will be removed from patrol duties and the senior commander will be notified.

Once the K-9 and handler are certified by the United States Police Canine Association they will be required to certify annually at a sanctioned United States Police Canine Association Regional PD1 Field Trials

Narcotics and Explosive detecting K-9's will be certified by the United States Police Canine Association at a regionally sanctioned detector dog trial prior to being deployed for narcotics or explosives detection. Each narcotics or explosives detecting K-9 will thereafter be certified annually at a United States Police Canine Association detector dog trial.

[redacted]

Building or Area Searches:

[redacted]

- Secure the area. Do not let civilians (e.g., alarm subscribers, residents, cleaning crews, etc.) into the search area until after the search is completed and the dog handler specifically declares the area "Clear for Entry".

[redacted]

Tracking:

Officers should bear in mind that factors affect scent conditions. Also, certain requirements should be met before a police dog may be applied. Therefore, with such considerations in mind, officers should do the following:

- Find the start point. Find out from witnesses where the suspect was last seen and the last known direction of travel.

[redacted]

- Keep the K-9 team apprised of all pertinent information about reason for track and person canine is tracking. If possible, keep witnesses available for the dog handler to interview before the track starts. If the situation changes (e.g., a reluctant complainant or witness, or a determination that the call was false) during the K-9's application, notify the dog handler immediately.

[redacted]

Narcotics Detection:

[redacted]

- Build a strong foundation. Be able to articulate your probable cause or reasonable suspicion to the dog handler upon her/his arrival.

Aggression:

- The dogs are trained to apprehend only upon the command of the handler.
- In the event the handler is assaulted, the dog will respond by attacking the handler's assailant.
- The dog is trained to respond in the event the dog is attacked or threatened with attack.

[redacted]

[redacted]

[redacted]

Outside agency K-9 teams – operating within the City of Saint Paul:
Saint Paul officers will refrain from utilizing K-9 teams from other agencies except in exigent circumstances and only with the approval of Saint Paul Police Department personnel of the rank of sergeant or above.

Revised July 1, 2011

463.00 Bomb Squad

463.01	Bomb Squad - Functions
463.04	Authority of Bomb Squad
463.05	Investigative Responsibilities of Bomb Squad
463.08	Authorization for Dispatching Bomb Squad Technicians
463.09	Bomb Threats
463.10	Responding to a Bomb Threat
463.12	Bomb Searches
463.13	Bombs and Suspicious Objects
463.14	Evacuation and Ventilation
463.16	Security at Explosion Scenes
463.17	Blasting Caps, Improvised Explosive Devices, Common Explosives and Incendiary Devices
463.18	Explosives Storage Bunker

463.20 Hazardous Material

Revised July 1, 2011

463.01 Bomb Squad-Functions

The bomb squad is commanded by a sergeant who is responsible to the assistant chief of support services and administration division. Personnel assigned to the bomb squad are under the functional control of the bomb squad head while performing bomb squad functions or related training. Because of the diverse assignment of these personnel, they shall at all other times be under the supervision and control of the unit head to which they are assigned for their primary duties.

The bomb squad shall be responsible for specific searches for concealed explosives, explosive and incendiary devices. Also bomb squad personnel shall be responsible for identifying and neutralizing explosives, explosives incendiary and chemical devices.

Functions:

- Investigate all bomb-related threats and conduct follow-up investigations.
- Prepare and present cases to city or county attorney and collect and prepare evidence.
- Investigate and conduct follow-up investigations of all bombing incidents (pipe bombs, fire bombs, improvised explosive devices (I.E.D.s), etc.).
- Respond to any request for service involving suspicious packages and articles.
- Recovery and storage of all explosive ordnance devices.
- Identify and render safe all explosives and I.E.D.s through established disposal procedures.
- Recovery and disposal of hazardous explosive chemicals.
- Assist other law enforcement agencies in explosives and related matters.
- Assist business and civic groups in areas related to bomb threats and business security.
- Issue blasting permits and inspect on-site operations for compliance of safety regulations.
- Inspect and maintain the department's ordnance-related equipment.
- Train, coordinate, and assist department personnel in explosive-related matters.

Revised July 1, 2011

463.04 Authority of Bomb Squad

The bomb squad technician of the highest rank, present at the scene of a bombing or suspected bombing incident shall have full charge of the scene. The bomb squad technician's authority may only be negated by the chief of police, assistant chief of police, or a bomb squad technician of superior rank.

In the event of a fire occurring following a detonation or deflagration, fire department authorities will assume full charge of the scene until the fire has been extinguished, at which time a bomb squad technician will assume responsibility for preventing further personal injury, property damage, and protect the scene for subsequent investigation.

Revised July 1, 2011

463.05 Investigative Responsibilities of the Bomb Squad

The bomb squad is trained for the handling, dismantling and disposing of bombs, explosives, and explosive packages. The primary function of the bomb squad is one of assistance where trained technicians can assist with incidents involving explosives or suspected explosive devices.
Under no circumstances should officers attempt to handle or move a suspicious package or device. The bomb squad will be notified immediately if there are any incidents involving possible explosives.

The bomb squad shall organize and conduct a thorough and methodical search for evidence as soon as practicable. All evidence will be turned in as prescribed in General Order 439.01: Property and Evidence Procedures.

[redacted] When in doubt about any suspected packages, devices, military ordnance, or possible explosives, contact explosive ordnance personnel.

Revised October 14, 2013

463.08 Authorization for Dispatching Bomb Squad Technicians

Services of the bomb squad are available at any hour of the day or night, but must be authorized by one of the following:

- Chief of police
- Assistant chief
- Watch commander

The Following Priorities should be observed in Dispatching Bomb Squad Personnel:

- Any technician who is working at the time such assistance is required should be dispatched to the scene.
- If no technician is working at the time such assistance is required, the unit head of bomb squad is to be contacted.

- If the bomb squad unit head is not available, the officer second in command shall be contacted.
- If none of the foregoing technicians are available, the technician who is normally scheduled to report for duty next shall be contacted.
- In the event none of the foregoing personnel are available, an effort should be made to contact any member of the bomb squad. If this should fail, it is recommended that the Minneapolis Police Department be contacted and requested to dispatch their bomb squad and our chief or assistant chief must be contacted.

Revised July 1, 2011

463.09 Bomb Threats

Police Employee Receiving Threat:
Upon direct receipt of a bomb threat, the employee will note the following:

- How threat was received.
- Time.
- Location of threatened property.
- Exact location where bomb was placed.
- Time the bomb is supposed to detonate.
- Why was it placed at the location
- What kind of device -- description.
- Approximate age of caller.
- Sex of caller.
- Background noises (voices, music, traffic).

If someone other than a Ramsey County Emergency Communication Center (RCECC) operator receives the threat, the employee will immediately contact the RCECC and ask for a call to be entered.

Upon indirect receipt of a bomb threat, e.g., from complainant who has received the direct threat, procedures shall be as follows:

1. Secure the name and address of complainant.
2. The name of the person reporting the incident.
3. The name and location of a responsible person to be contacted by officers upon their arrival.

Revised July 1, 2011

463.10 Responding to a Bomb Threat

Procedures:

[redacted] Proceed to the location as rapidly as is prudent, [redacted]

2. Upon arrival, contact a person of authority, or if a reference name was given by the dispatcher, attempt to locate this person.

[redacted] Upon making contact with the proper person, [redacted]

5. [redacted] seek out the person who received the phone call and attempt to determine the following:
   A. Identification of person receiving the call: name, address, and phone numbers.
   B. Time call was received.
   C. Sex of caller.
   D. Estimated age of caller.
   E. Exact language used by caller.
   F. Was the call taped? (Request the tape for evidence)
   G. Any peculiar or identifiable accent of caller.
   H. Any identifiable background noise such as jukebox music, vehicular traffic or other conversations.
   I. Did the caller sound like anyone known to her/him?

[redacted]

[redacted]

8. Officers responding to a bomb threat call will upon completion of the call, prepare a report of their activities. Include the name of person contacted and all other pertinent information which may assist in subsequent investigation.

Revised July 1, 2011

463.12 Bomb Searches

General Bomb Search Procedures:

[redacted]

every officer should familiarize themselves with the proper methods of conducting an efficient search operation.

[redacted]

[redacted]

[redacted]

Revised July 1, 2011

463.13 Bombs and Suspicious Objects

[redacted]

Revised July 1, 2011

463.14 Evacuation and Ventilation

[redacted]

[redacted]

Revised July 1, 2011

463.16 Security at Explosion Scenes

It is vital that security measures be established whenever a suspect object or bomb has been located. [redacted]

A commander should be on the scene to direct the security operation. If a ranking officer is not dispatched, it shall be the responsibility of the first team of officers on the scene to request supervisory personnel.

Officers assigned to the bomb squad shall be in charge of a bomb, suspected bomb or explosion scene, when they are present. [redacted]

Revised July 1, 2011

463.17 Blasting Caps, Improvised Explosive Devices, Common Explosives and Incendiary Devices

Notify the bomb squad.

[redacted]

[redacted]

[redacted]

Revised July 1, 2011

463.18 Explosives Storage Bunker

The Saint Paul Police explosives storage bunker [redacted]
Designed for the storage of high explosives, the bunker is a secure unit [redacted]

[redacted]

Access:

- No department personnel other than members of the bomb squad are authorized access to the bunker.

[redacted]

Storage within the Facility:

- Procedures in the department manual for property and evidence shall prevail.

Inspection:

Bomb squad personnel will be responsible for the security, safety and inspection of the storage facility. [redacted]

If material is of evidentiary value, prior notification will be made to the proper holding authority, i.e., unit head, city or county attorney.

[redacted]

Security:

- Only personnel assigned to the bomb squad are authorized to enter the unit's storage facility.

[redacted]

Revised July 1, 2011

463.20 Hazardous Material

Definition:
Any element, compound, or combination thereof, which is flammable, corrosive, poisonous, explosive, etc., which because of handling, storage, processing or packaging, may have detrimental effects on the public, emergency personnel, equipment, and/or the environment.

Policy:
In incidents involving hazardous materials, the threat of fires, toxic fumes and in some cases explosions are always present.

The need for decisive action by responding emergency personnel to protect themselves and prevent injury to the public is imperative.

Officers responding to the scene of a hazardous material incident must attempt to immediately determine the product involved and the hazard the chemical represents and respond accordingly.

An immediate reference source for officers responding to a hazardous material incident would be the placard displayed on the vehicles. Officers can then determine the product involved by referring to the Hazardous Material Incident Guidebook available in every squad. The book is a short concise reference manual identifying the various hazardous

chemicals, their hazards and what safety precautions must be exercised. The guidebook offers emergency personnel an easy to use reference for initial procedures to be implemented.

The guidebook for hazardous material incidents was specifically designed for use by responding emergency personnel at incidents occurring on highways, railroads, and fixed facilities.

Other reference sources available for responding emergency personnel would include shipping papers and package or container labels. In all modes of transport, federal regulations require the marking and labeling of containers carrying specified hazardous materials. The first priority in any hazardous material incidents is to determine the product(s) and amount(s) involved.

Procedures:
The Saint Paul Fire Department has the primary responsibility for hazardous material incidents and has a hazardous material unit available on a "24 hour" basis. The hazardous material unit head will assume command of the scene upon arrival and remain in control until incident is terminated.

The primary function of the police department in responding to a hazardous material incident will include the following:

1. Determine magnitude of the situation. Officers should attempt to determine the product involved while maintaining upwind position.
2. Notification of Ramsey County Emergency Communication Center to request additional assistance: supervisor, additional squads and designate their location, Minnesota duty officer, fire department -- hazardous material unit, and police bomb squad.
3. Initiate any life-saving measures without risk of exposure to officers themselves. If evacuation is necessary, critical factors to consider should include location and magnitude of incident, product involved, toxicity, fumes, and explosion potential. Weather conditions must also be considered in order to determine the area and distance to be evacuated (wind speed and direction, rain, etc.).
4. Contain immediate area and establish a safe perimeter (crowd and traffic control).

Revised July 1, 2011

464.00 Unintentional Discharge of Department Issued/Authorized Firearm

Whether on duty or off duty, whether inside the city limits or outside, or during training activities, the unintentional discharge of any officer's department issued/authorized firearm will be immediately reported to their immediate supervisor for proper follow-up and documentation.

The placing of the finger or any other object on the trigger prior to deciding to shoot, whether done intentionally or unintentionally, causing the firearm to unintentionally discharge will result in the following procedure:

- Seek immediate first aid if applicable.
- Render the weapon safe and immediately contact an immediate supervisor.
- Document the event in an original police report titled "Investigate," which details the incident. Then send a copy to both the IA commander and the training unit commander.

The employee's immediate supervisor or their commander's designee will be responsible for the following:

- Talk with the involved employee(s) and witnesses to gather the facts and circumstances. This will include training staff being interviewed and writing supplemental reports as to the facts and circumstances of the event if the event occurred on the range or in a training capacity under the training unit's span of control.
- Ensure that if the incident occurred outside the city limits the involved employee or his/her immediate supervisor will immediately notify the law enforcement agency having jurisdiction over the scene.
- Ensure the scene is photographed and any evidence is collected.
- Ensure the weapon is inspected by the range staff prior to being put back in service.
- If warranted, provide immediate re-training. Ensure that with any re-training the employee understands that this does not preclude future discipline.
- If there is an injury as a result from the discharge of the firearm, ensure that an administrative alcohol test is completed on the employee pursuant to G.O. 230.30 for further details.

Once IAU receives the report they will follow the normal operational procedure for all firearms discharges. The internal affairs unit shall focus their investigation on a review of training, procedural and policy matters connected with the incident and ensure that the policies and procedures of the Saint Paul Police Department were followed. This process is an administrative review that will include a review by the Police Civilian Internal Affairs Review commission (PCIARC).

No matter where the incident occurs the employee is required to give a statement as to the facts of the unintentional discharge to the SPPD range staff, their immediate supervisor, and/or the commander's designee. Such a statement will not be used as part of any criminal investigation into the matter. Failure of the employee to comply with the above directive may result in discipline.

Issued June 9, 2016

468.00 Procedure for School Alarms

The responding officers to an alarm at a Saint Paul public school will secure the perimeter and determine whether or not a building search is necessary (i.e., point of entry, continued indication from the alarm company, or hazardous condition). If a search is necessary, a designated K-9 will be dispatched to conduct the search.

Once the perimeter is secured and the building searched, the school's custodian can be reached, if necessary, by the alarm company. If a custodian is needed before the building can be secured, the original squad will stand by until the custodian arrives. If there is no apparent theft or damage to the building, the squads will secure the building, and return to service. A report is not necessary for a false alarm call to a public school. Officers can elect whatever disposition is justified by the facts of the call.

In any of the above situations the emergency communications center should be requested to notify the security company of the findings of the officers dispatched.

Revised January 31, 2012

469.00 False Alarm Procedures

This department recognizes the usefulness of high-tech monitoring alarm equipment which assists business and residence owners in securing their premises. While this type of equipment is often advantageous to police officers in the performance of their duties; in some instances it can become a time consuming, non-productive mechanism. On these latter occasions the offending equipment is most often inadequate for the setting or improperly installed, maintained or otherwise abused in its operation.

In order to minimize the effect to this department and the citizenry of this jurisdiction by false or nuisance type alarms, the city governing body has adopted an "Alarm Ordinance" in Chapter 329 of the City of Saint Paul Legislative Code. Consistent with the dictates of the ordinance, the following procedures are to be followed when responding to alarms.

Intrusion Alarms:
Squads responding to a burglary or intrusion alarm call will check the perimeter and, if possible, the interior of the building to determine whether or not there is a point of entry or damage to the structure. If so, the appropriate report will be filed. This premise check is extremely important. The officer should be able to state, in the event of a review, that there was no apparent point of entry. This is necessary to prevent parties from being billed when an actual crime has occurred and to prevent parties from damaging the premise to avoid paying for the false alarm or having their permit revoked. If the squad responds to an alarm, but can find no damage or point of entry, a False Alarm Report will be filed. Included in this report should be:

- How the call was received.
- The exact location.
- As accurate an identification of the owner of the structure as can be obtained.
- If the system has an audible enunciator which has rung for over 20 minutes or has rung more than three times in one hour.
- The Alarm Permit number (if it is displayed).

This report will be forwarded to the false alarm unit.

Robbery Alarms:
The squads will respond in the usual fashion. If it is a "valid" alarm and a robbery has been committed, an original report will be filed. If no robbery was committed, a False Alarm Report will be filed. This report should detail the cause of the false alarm -- human error, equipment malfunction, intentional, or to report another type of crime, etc., as well as the alarm permit number. These will be forwarded to the false alarm unit also.

In all alarm calls, an attempt should be made to find the alarm permit and that number should be included in the report along with the name of the person who has responsibility for the alarm system.

In the event a squad is dispatched to an alarm and no alarm permit is visible, officers should note that in the report. If the call is a false alarm, it should be noted in the False Alarm Report. If the alarm reports a crime, but no sticker is displayed, that should be noted in the original report and a copy forwarded to the false alarm unit. If a squad is dispatched, but canceled prior to arriving at the scene, no report will be required and no false alarm will be charged.
Revised July 1, 2011

469.01 Weather Related False Alarms

[redacted]

Revised July 1, 2011

469.02 Alarm Calls to Government Buildings

After responding to an alarm call to a government owned building where no break-in occurred, a written report is required.

Revised July 1, 2011

470.00 V.I.P. Security Plan

(See General Order 307.00: Special Investigations Unit (S.I.U.))

The special investigative unit (S.I.U.) will provide V.I.P. protection when a request is received from the secret service. Other requests for V.I.P. protection are reviewed by the chief and/or an assistant chief for confirmation or denial of the request. When V.I.P. protection is provided, the commander of S.I.U. will be the supervisor and coordinator of the detail. It will be her/his decision as to the number of personnel and types of equipment necessary to provide maximum protection for the V.I.P. and the personnel assigned to the detail. Equipment considerations shall include at a minimum:
[redacted]

[redacted]

Revised July 1, 2011

475.00 Covert Operation Plans

(See General Orders 307.00 Special Investigations Unit (S.I.U.), 374.00 Narcotics Unit, 375.00 Vice Unit)

In some instances the most successful mode of police response takes the form of covert operations. Such tactics are most often employed in proactive strategies directed primarily to activities in the areas of organized crime and narcotics. The following plans have been formalized as a reference for use in those situations where such strategies offer the best opportunity for satisfactory resolution of criminal activities of this nature:

[redacted]

[redacted] Information should be given only on a need-to-know basis and limited to what is needed for the success of the operation. [redacted]

- The unit head, a designee, or the senior officer present will be responsible for the close supervision of the operation.

[redacted]

Revised June 14, 2013

477.00 Petty Cash, Imprest, Buy/Investigative Funds

(See General Orders 307.00 Special Investigations Unit (S.I.U.), 308.00 F.O.R.C.E. (Focusing Our Resources on Community Empowerment), 374.00 Narcotics Unit, 375.00 Vice Unit)

The city allows the creation of petty cash funds (also known as imprest, buy, investigative, or confidential funds) for the use by the departments in making purchases under certain limited conditions. In general, there are two major categories of use:

1. For normal administrative purchases.
2. For police investigative work.

The administrative type petty cash is covered by the published rules in the city's accounting procedures manual. Information about or copies of these rules are available through the accounting unit. Investigative fund rules are consistent with city procedures; but are superseded, where they are in conflict, with the following directives.

[redacted]

Procedures for Funds:

Personnel requesting funds shall discuss the details with the custodian prior to funds being paid. [redacted]

Uses not related to the above categories must be approved in writing by the chief or in her/his absence the designated assistant chief acting in her/his stead.

Police Accounting:
The police accounting unit is directed to perform quarterly audits of the department's petty cash system in order to establish compliance with the minimum requirements of the department, city, and state auditor for petty cash funds and audits. The police accounting unit is also required to perform change of command audits of all investigative funds in the department before any change of command occurs.
Revised July 1, 2011

478.00 Motor Vehicle Lockouts

(See Saint Paul Police Department Training Bulletin 98-3: Air Bag Dangers; Revised Procedures; Lockouts and Accident Scenes)

The Saint Paul Police Department does not provide car door opening services. This rule applies to all Saint Paul Police Department personnel including sworn officers, reserves, parking enforcement officers, and community liaison officers. No Saint Paul Police Department personnel will carry any car door opening devices including supervisors.

Officers must carefully evaluate any requests for services for a lockout. In situations where no person is in danger and/or there is no danger of significant damage to property, a request to open a car shall be politely declined. Emergency situations may arise and should be evaluated on an individual basis. Some examples of emergency situations are:

- A child or disabled person is locked in a car and is in some danger, such as extremely hot or extremely cold weather.
- Delayed entry may cause the loss of valuable property, such as a pet may die from extremely hot or cold weather.
- The situation presents other dangers, such as a running car in a garage may present a fire hazard or a carbon monoxide risk.

Ramsey County Emergency Communications Center (RCECC) personnel receiving a call for a lockout shall attempt to determine the nature of the emergency before a squad is sent. If this cannot be done, or if there is any doubt as to the existence of an emergency situation, a squad will be sent.

Officers on the scene shall make a determination as to the seriousness of the situation and the need to gain entry into the vehicle without delay. If the officer determines that an emergency situation exists and immediate entry to the vehicle is necessary, s/he shall explain to the complainant that it will be necessary to break a window to gain entry. The officer shall determine the safest location to gain entry to the vehicle, keeping in mind the amount of damage to the vehicle that will occur and any potential danger to occupants such as flying glass.

Officers should not use any type of "Slim Jim" door opening device on any vehicle equipped with side airbags, even if one is offered by someone at the scene. The potential danger to officers and occupants from air bags far outweigh the desire to prevent damage to the vehicle.

Any officer breaking a window or otherwise causing damage to a vehicle, to gain entry in an emergency situation, shall write an incident report titled "Emergency Lockout." The report shall contain the following information:

- Complainant's name, address, and phone number. Note the acknowledgement/permission from the owner of the property (car's owner or lessee).
- Vehicle make, model, and license number.
- A description of the circumstances that caused the officer to make the determination that this was an emergency situation, making it necessary to force entry into the vehicle.
- A description of the damage caused by the officer to gain entry into the vehicle.

If the officer determines that no emergency exists, no action will be taken by Saint Paul Police Department personnel to gain entry into the vehicle. Officers can advise the complainant to call a locksmith, towing company or car dealer however no specific referrals will be given to any particular vendor. Officers may choose to assist the complainant with a ride to a nearby location or access to a phone.

Revised July 1, 2011

479.00 Electronic Control Device Usage Procedures

Deployment:
Electronic Control Device (ECD) operators will receive one ECD, a holster, a battery, and cartridges. Additional styles of holsters will be available for purchase on the uniform allowance directly through the uniform suppler under contract with the city.

ECD Program Coordinator – Defined and Duties Identified:
The training commander or ECD coordinator will be responsible for the following:

- Train DT/firearms instructors to be ECD Instructors.
- Coordinate training of ECD Operators.
- Coordinate refresher training for ECD Operators.
- Maintain current list of instructors/operators.

- Individual serial numbers of assigned ECD linked to the issued officer to be maintained in database.
- Individual serial numbers of replaceable air cartridge linked to the issued officer to be kept in database.

- Maintain inventory and supply of ECD equipment including replaceable air cartridges.
- Repair/replace worn or damaged equipment.
- Maintain equipment in a secure location.
- Adjust DT curriculum/lesson plans and re-educate all officers to address officer survival, related to ECD carry and deployment.
  - How to defend the ECD with weapon retention techniques?
  - Position/carry of the ECD on tour.
  - The ECD is considered a less than force option on the force continuum between ASR and hard empty hand.

Procedure for First Aid:
An ECD operator shall follow the guidelines listed below for the first aid to a subject of the ECD:

1. After subject is apprehended with no complications during or after deployment:
   A. Locate probes and wound site.
   B. Sever insulated wires.
   C. Notify a camera car to respond for photos of the wound site (whether the wound site shows visible injury or not).
   D. After photos, remove probes and provide first aid as needed.
   E. Photograph the wound site after probes removed.
   F. Collect probes as evidence. Probes collected may be destroyed six years from date of deployment, unless needed as evidence in a criminal or civil proceeding.
   G. Transport to booking: The department recognizes there may be instances where a person may be subjected to restraint by applying the ECD, yet would not be booked. If the circumstances point to a conclusion other than booking, the incident and deployment must be fully documented in an incident report and a Blue Team entry.
2. If complications occur during/after apprehension, EMS will be contacted to evaluate and transport as necessary.
3. Complications may include the following:
   A. ECD probes embedded in subject's face, neck, groin, or female breast.
   B. Subject is at risk due to known substance use, abuse, injury due to application of ECD (e.g. falling), or has a known or observed complicating medical condition.

Documenting Requirements

- All incidents involving the threat of ECD deployment (defined in General Order 246.05: Electronic Control Device (ECD)) must be reported by the ECD Operator via a Blue Team entry.
- Incidents involving the deployment of the ECD must be reported as a response to resistance and aggression in an incident report and a Blue Team entry. (see General Order 150.04: Response to Resistance and Aggression)

- All reports must be written, submitted, and accepted by an on-duty supervisor before the officer's shift is over. The on-duty supervisor must approve reports before the shift is over.
- After deployment of the ECD, it is the operator's responsibility to report to the on-duty watch commander's office or the ECD operator's immediate supervisor to download their ECD data. Immediately following downloading, the data must be saved to the appropriate ECD file on the Q: drive, printed and turned into the records unit with identifying case number and officer's name. The officer must also complete an incident report and a Blue Team report to include serial number, cartridge number, and the specific ECD application.
- Supervisors will review the incident report and Blue Team entry to ensure it for accuracy and completeness
- All ECD operators will report to their designated district or unit ECD coordinator/sergeant during the first week of the months of January, April, July and October to download the ECD data. The ECD data will be stored on [redacted] for review and comparison on an ongoing basis by the training and internal affairs units. The data folder for each ECD should include the last name of the officer assigned the ECD and files should be saved and labeled as per the instructions on the intranet.

Internal Affairs

- The internal affairs unit will be sent, by the records unit, a copy of all ECD downloads for their review.
- The internal affairs unit will review the incident report and Blue Team entry. Internal affairs will verify all department guidelines have been followed and the response to resistance and aggression was justified for the incident.

Evidence

1. If deployed, the ECD and its components may have evidentiary value. Collect all portions of used cartridge (spent cartridges, wires, probes (bio-hazard). Collect a sample of the AFIDs (cartridge identifying tags) at the scene of deployment. Turn these components into the property room per existing policy (see General Order 439.02: Submitting Property/Evidence). The deploying officer should ensure that the probes are placed inside of the spent cartridge and then placed in a plastic evidence bag. The plastic evidence bag should then be placed in a paper bag prior to being turned into the property room. If more than one cartridge is deployed, then the AFIDs from each unit must be recovered and turned in as evidence.
2. Officers will photograph the scene and the probe penetration sites on the subject's body before and after removal of probes.
3. Replacement cartridges are issued from the ECD coordinator during business hours or the watch commander's office on tours I/III. The watch commander must notify the ECD coordinator by email when replacement cartridges are issued.

For ECD policy, see General Order 246.05: Electronic Control Device (ECD).

Revised June 7, 2016

479.50 Spit Prevention Device

The purpose of the spit prevention device is to protect personnel from exposure to body fluids, and to prevent contamination to a person and/or property. The officer's determination that protection is necessary must be based on objectively reasonable facts at the time that the subject poses an immediate threat to spit at an officer or another person. Spit prevention devices are generally used during application of a physical restraint, while the subject is restrained, or during or after transport. Except for the department approved device, under **no circumstances** will any other type of restraint be placed over the mouth or around the subject's neck to control spitting. The current department approved device allows an officer to observe the subject's face, and is a light weight, sheer, transparent, mesh material that allows the subject to easily see and breathe, while preventing most saliva and other bodily fluids from being projected outside of the device.

APPLICATION

When an officer has determined a subject is likely to or has spit, the officer should place the device over the subject's head and face. For officer safety, it is recommended the placement of the device be applied and witnessed by a second officer when possible. The device should be loose-fitting while on the subject's head. The elastic bands sewn into the device shall be the only means of securing it, and they will not be tightened in any manner around the subject's neck. After application, the officer will verify a subject's mouth and/or nose are not obstructed, and officers should ensure that the device allows for adequate ventilation and that the subject can breathe. An officer will maintain constant observation of the subject at all times after application of the device, until removed. Officers should provide assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual.

Any use of the device must be documented in a police report, including the facts leading up to the application.

SPECIAL CONSIDERATIONS

The device will not be applied to a subject that is vomiting, complaining of or having difficulty breathing, or bleeding profusely from the mouth or facial area. If a subject vomits or develops difficulty breathing while wearing a device, it should be immediately removed and discarded, and appropriate first aid treatment shall be provided if necessary.

The device will not be used on a subject who has been exposed to ASR, and ASR will not be used on a subject who is wearing a device.

Only department –issued spit prevention devices will be used, and the device will not be modified or used for any other purpose.

The device shall be used only once and then disposed of in accordance with biohazard procedures.

Issued October 28, 2013

480.00 Closed Circuit TV (CCTV) Unit

The Saint Paul Police Department recognizes the use of electronic technology can serve to improve the delivery of police services within the City and contribute to increased public safety and livability for our citizens. The system will be used to augment, and not replace, efforts already in place to prevent crime in the City of Saint Paul.

The unit will monitor live video feeds; track live video for certain calls in progress; document ongoing suspicious activity; provide long term video monitoring of specific locations for sporadic criminal activity; retrieve archived video from incidents already reported; and be responsible for the handling of data from in-car cameras.

The unit head of the Closed Caption Television (CCTV) reports to the property evidence and technology commander.

General Policies:

- All SPPD employees authorized to operate and utilize the CCTV system shall be familiar with the policies and procedures regarding its use.
- The system will not be used where there is a reasonable expectation of privacy.
- Operators shall not target/observe citizens based on race, (racial profiling) gender, ethnicity, sexual orientation, disability, or any other classifications protected by ordinance or statute.
- All data, except evidentiary recordings, but including routine recordings, activity logs maintained as a record under the supervision of the data compliance officer. These records will be kept at the district, agency and/or each monitoring station in accordance with Saint Paul Police general records retention schedules. Other law enforcement agencies participating in the CCTV system shall retain their records in accordance under their existing department regulations
- CCTV unit head shall monitor the operation of system to ensure operators are complying with all policies and procedures
- All SPPD employees, City of Saint Paul agencies, out-of-city agencies utilizing the CCTV system shall acknowledge (in writing) they understand and abide by our policies and procedures. Misuse of the system may lead to loss of access, civil and criminal remedies.

Retention and Storage:

1. Video data is stored for 14 days. Data can be copied to a disc for investigative purposes and become part of the investigative file.
2. General requests from the public shall receive a case number and filed in the property room.
3. Routine recorded information, where viewing the information reveals no criminal activity, or where no criminal activity is reported, shall be maintained for a maximum period of 14 days. After the retention period has been met, the recorded information may be destroyed.

4. The storage of images will be in a secured area with restricted access. Only authorized SPPD personnel will have access and be able to retrieve images from the video system.
5. The data compliance officer will review requests from the public to determine if any captured video will be released.

Revised July 1, 2011

600.00 Traffic Management

The primary goal of the department's attention to traffic matters is to promote the flow of vehicular and pedestrian traffic.

Traffic law enforcement and the delivery of police traffic related services will be applied in a consistent and courteous manner to foster a positive public attitude and acceptance of such enforcement and control.

The department will participate in the drafting and/or review of proposed legislation to determine impact, and the need for additional personnel or equipment.

Police traffic services include the following functions:

- Traffic law enforcement.
- Traffic control and direction.
- Traffic crash management.
- Ancillary services.
- Administration support.

Revised July 1, 2011

601.00 Traffic Records

Primary dissemination of traffic crash information will come from the records unit. The public information officer or on-duty watch commander may disseminate information to the media over the phone.

If a crash report is under active investigation, the caller will be referred to the investigator. If a discrepancy is found, the caller will be referred to the reporting officer, to make any necessary amendments. If a party formally challenges the accuracy of the report, s/he will be asked to place it in writing and forward it to the data compliance official.

The records unit will explain how information can be obtained. The records unit is also responsible for helping the public or other agencies obtain information and copies of reports in which they were involved.

Revised July 1, 2011

610.00 Traffic Crash Investigation and Reporting

The purpose of traffic crash investigation and reporting is to:

- Protect the rights of citizens.
- Eliminate or reduce the causes of crashes.
- Enforce laws relating to traffic movement and motor vehicle operations.

An officer's duties and responsibilities as they relate to traffic crashes are defined by City Ordinances, Minnesota Statutes, and department procedures.

Crash Investigations:
Collection of factual information identifying and describing people, roads, and vehicles involved; describing the results of the crash in terms of damage to vehicles and roadside objects, injuries to people, marks and residue on the road, and final positions of vehicles and bodies; interpretation of these facts in the terms of behavior of road users involved; and, sometimes, an attempt to specify the peculiar combination of factors required to produce that particular crash.

Traffic Crash Reporting:
Collection of basic data to identify and classify a traffic crash, persons, vehicles, time/location, planned movements involved, and possible contributing factors such as traffic law violations.

Crash Reports:
The crash report will be completed in accordance with the Instruction Manual for Minnesota Police Traffic Crash Report, Minnesota Department of Public Safety, found on their website. All crash reports written by Saint Paul Police officers will be completed on line using the Department of Motor Vehicles website. A copy will be printed by the officer and turned into the records unit.

At Scene Investigations:
A crash investigation addresses the questions of how and why a crash happened, whereas, reporting documents only who, what, where and when. In order to conduct a sufficient investigation the officer must apply interviewing/interrogation skills, apply elements of the offense, discover evidentiary items and recover or record those items.

Original Report:
An original report explaining the crash and the resulting investigation will be submitted in the following instances:

- Fatalities or personal injury crashes.
- Hit and run crashes
- Pedestrian crashes
- In all crash cases where photographs or measurements were taken, or where physical evidence was turned in.

- In any case where additional work has been done such as checking out leads, interviewing witnesses.
- An arrest is made.
- All cases involving damage to squad cars and/or other city property.
- Hazardous materials.
- When the crash report is not sufficient to record detail.

Field Sketch or Diagram:
A clear sketch or diagram is required showing all facts of the crash scene for all fatal and serious injury crashes. Measurements of the physical scene such as street width will be shown, as well as, measurements locating vehicles, bodies, marks on the road and final position of all units involved.

Photography:
Photographs will be taken at all fatalities, and serious personal injury crashes. Photographs are encouraged in all other cases where, in the judgment of the officer, the photograph will enhance communication of the facts. Photograph all vehicles, all damage areas of each vehicle, the overall scene, the approaches to the scene, the location of evidence, marks on the road and the position of bodies. Additional photographs pertinent to the investigating officer.

Supervision:
The district supervisor will:
- Attend all crashes involving fatalities, serious personal injury, serious property damage, criminal vehicular operation, and those involving department vehicles.
- Direct the investigation and assure that all necessary reports, pictures and measurements are completed and forwarded to the records unit.
- Notify the watch commander or citywide services senior commander of the circumstances of the crash whenever:
- Fatal or serious crash (injury or property damage) has occurred
- Squad car is involved resulting in injury or when there is more than $1,000.00 in damage between both vehicles.

If it appears a felony offense is involved the scene will be kept secured until the investigators and/or forensic services personnel arrival**.**
Revised January 3, 2014

610.01 Crash Scene Responsibility and Response

Officers Dispatched to Traffic Crashes:
When directed to respond to a traffic crash, the officer will be informed of the exact location, the severity of the crash, whether traffic is blocked, and other units assigned (including ambulance, wrecker, and fire apparatus), to the extent that this information is available to the department.

Officers directed to respond to a crash scene should choose the best possible approach route, considering traffic flow and congestion problems, based on their knowledge of conditions normally existing in the vicinity. Officers should drive safely to the scene, consistent with the need for prompt response.

While en route to the scene, officers should be alert for vehicles which give an indication of involvement in the crash.

Crashes Encountered by Officers:
As soon as possible upon encountering an unreported traffic crash, officers will notify the dispatcher of the crash location, probable severity, injuries, and any other pertinent circumstances.

Approach and Arrival at Traffic Crashes:
When approaching the scene, officers should be aware of any possible evidence of contributing factors to the crash.

Upon arrival at the scene, officers should park police vehicles in such a way as to provide maximum protection to the scene. Officers should not jeopardize their patrol vehicles by placing them on the roadway in hazardous locations, unless the terrain makes this necessary.

Officers should assess the scene to determine needs for medical assistance or transportation, investigative assistance, traffic control or a supervisor.

Personal Injury Crashes:
In the event that injuries are present at the scene, officers shall check injured persons to identify those most seriously injured, and fatalities.

Officers shall administer appropriate emergency medical aid to injured persons. Officers will not attempt to administer medical aid or treatment beyond their capabilities. Officers will not permit incompetent volunteers to treat injured persons.

Officers shall summon appropriate medical assistance to the scene, and assist in getting persons seriously injured removed to medical facilities as soon as possible. If there is any question as to whether a person has expired, that person shall be removed to a medical facility.

In the event paramedic service is not available and will not be available for an extended period, and in the officer's opinion the life of the injured person depends upon immediate professional medical aid, the injured person may be transported in a police vehicle. When injured persons are to be transported in police vehicles, preliminary emergency medical aid should be administered at the scene. Additional police personnel should be summoned to the scene to assist in the emergency and in protecting the scene. Officers transporting injured persons shall, to the best of their ability, insure that the injured persons are properly attended to, and shall exercise due care and caution in driving.

Protecting the Scene and Clearing the Roadway:
Officers shall use the patrol vehicle's emergency lights, flares, and other appropriate warning devices, as necessary to protect the victim, the scene, and to alert approaching traffic.

Officers will direct vehicles at the scene (emergency and otherwise) to be parked safely off the roadway as soon as practicable. Officers shall direct passersby (except witnesses) to leave the scene.

Officers will be alert to dangers at the crash scene, including but not limited to fire hazards and hazardous materials. Officers will initiate appropriate actions, in conformance with applicable departmental directives.

Officers will conduct traffic direction and control activities, as necessary. Traffic direction and control activities will conform to all applicable departmental directives.

Officers will wear the current, department approved vest while involved in traffic direction and control.

Investigation -- Reporting and Enforcement:
In general, the original officers dispatched to a crash will be in charge of the scene. If a supervisor or crash investigator arrives on the scene, the supervisor will take charge to insure that all required tasks are carried out.

At all scenes where there is a fire or the presence of a hazardous material, the fire department will be in charge and responsible for the scene until the danger is under control.

Officers are responsible to safeguard crash victim's personal belongings, to prevent theft or pilferage. Property taken into police custody shall be handled in accord with department property procedures.

Officers will conduct such on-scene traffic crash investigative and reporting activities as are necessary and appropriate, such as checking driving credentials and physical condition.

Officers will take enforcement action based on the evidence obtained from their investigative and reporting activities.

Clearing the Scene:
Consistent with the need to deal appropriately with injuries, hazards and to obtain and preserve evidence, officers will arrange for the prompt and safe removal from the scene of all involved vehicles and debris.

Officers will assist the drivers, as necessary, in entering the traffic stream safely.

Officers will arrange for the prompt removal (and proper disposal, if applicable) of all flares and other warning devices that may have been employed to protect the scene.

Revised July 1, 2011

610.02 Crash Investigation -- Information Collection and Reporting

Procedures:
When a hit and run or a traffic crash with injuries investigation is to be conducted, the officer shall obtain the following types of information/evidence:

- Photographs (of the final positions of the vehicles, damage to vehicles, and results of the crash on the roadway such as tire marks, debris, and damaged objects). Photos will be taken before chalking or painting to highlight evidence. A second set of photos may be taken to better illustrate evidentiary items.
- Preliminary field examinations of specific vehicle components for failures or damage.
- Preliminary matching of vehicle damage to the damage of other vehicles and other objects, and to marks on the road.
- Skid tests by investigators or responding officers.
- Any items of evidentiary value should be collected and turned into the proper holding area.
- Observations of visibility and view obstructions.
- Trip plans of each driver or pedestrian involved.
- Events, maneuvers and anticipated actions just prior to collision.
- Accurate descriptions and measurements of all vehicle damage, marks on roadway, final positions of vehicles, and debris.
- Officers will question the driver and witnesses of all vehicles in crashes which are reported and record all pertinent information electronically on the crash and/or original PacketWriter Report. In all fatalities, serious crashes, or crashes where possible felony charges may result, a formal statement should be obtained.
- Any other information related to the crash that may be necessary to insure the completeness of the investigation.

Crashes that are not investigated, but that do warrant reporting, require less information, typically including:

- Events, maneuvers and anticipated action just prior to collision.
- Accurate descriptions of all vehicle damage, marks on roadway, final positions of vehicles, and debris.
- Identification and preliminary statements from drivers and witnesses.
- Any other information related to the crash that may be necessary to insure the completeness of the report.
- Officers will explain to driver(s) involved in crashes their individual responsibilities in reporting the crash. Officers will also assist the involved driver(s) in providing and obtaining pertinent information to the other involved principals.

All such information must be collected in a fashion that insures accuracy and admissibility.

Reports

An original report (PacketWriter) is not necessary on a hit and run crashes when a state accident report is written by an officer unless one of the following factors exists:

- Fatalities or personal injury.
- Complete license plate that produces information from the Department of Motor Vehicle's data base.
- A suspect name is provided (the suspect is known to the victim or witness).
- Evidence is recovered (any property turned in requires a packet writer report).
- Any government property is damaged (squad, fire hydrant, city property, etc...)

Officers will still be required to complete a state accident report and shall document details in the narrative box, and include a statement similar to, "No Original Report by Officer." Officers will print out the state accident form and must submit a copy to the records unit who will enter the data into an original report.

Revised January 3, 2014

610.05 Tags at Crash Scenes

It is the policy of this department to issue citations for traffic violations discovered in the course of a crash investigation. Tags should be issued at the scene when the following conditions exist:

- Admission of the violation or essential elements by the driver.
- Statements by one or more disinterested witnesses to the crash and/or the violation.
- Presence of physical evidence strongly indicating a violation. This may include skid marks, debris, or merely position on the road.
- A statement against interest by an involved party. This would include drivers, passengers, or relatives.
- A combination of any of the above, which taken alone may not sustain a conviction, but in aggregate leads to a strong belief of violation by a particular driver or pedestrian.

In those incidents when a citation is issued, the reporting officer should note the tag numbers and violation in the narrative section of the crash report. An additional supplement report is not necessary unless additional space is required to articulate the circumstances.

Experience has shown that the issuance of tags at the time of violation, or as soon as practical, has the greatest benefit in deterring unsafe driving practices and resolving issues involved in a crash.

Revised July 1, 2011

610.06 Crashes on Private Property -- Reports/Investigations

No written report will be required for a crash occurring on private property that is not normally open to the general public, such as a private residence, provided that no injury has occurred.

Officers will assist in exchanging information between the drivers and issue state crash forms, if necessary.

Events meeting the state reporting requirements will be processed as if they had occurred on the public street and the necessary reports completed.
Revised July 1, 2011

610.07 Fire Hazards and Hazardous Materials at Crash Scenes

The department will continue to be cognizant of the responsibilities, practices and procedures of other agencies that respond to and/or provide technical assistance relating to fire hazards and hazardous material incidents.

Officers will be kept informed of these responsibilities, practices and procedures to insure the best possible coordination and delivery of services at traffic crash scenes involving such hazards.

Officers will continue to be cognizant of the fact that any traffic crash involving a cargo vehicle is potentially a hazardous material incident. Officers will be cautious and observant for any evidence/indication of hazardous material before approaching cargo vehicles involved in crashes.

The Saint Paul Fire Department has a hazardous material unit available on a 24-hour basis. The fire commander will assume command of the scene upon arrival and remain in control until incident is terminated.

Handling Fire Hazards:

1. If fire is a potential, officers will take appropriate action to stabilize the conditions by providing adequate protection to the scene, isolating the immediate area, removing persons from the vicinity of the hazard (if possible), suppressing the hazard (if possible) and summoning technical resources from the fire department, when necessary.
2. Officers will attempt to eliminate the possibility of sparks or other ignition from smoking, flares, electricity or any other source, to the maximum extent possible.
3. If there is a fire, officers will attempt to rescue persons in the vicinity of the fire, extinguish the fire (if possible), and summon fire fighting assistance, when necessary.
4. Depending upon the extent of the fire, officers will evacuate the surrounding area, and maintain isolation of the area until the fire is suppressed.
5. Officers should carefully control the movement of vehicles within the vicinity of the fire or potential fire hazard, detouring traffic if necessary.

Handling Hazardous Materials:

1. Officers should attempt to determine the product involved while maintaining an upwind position. At a traffic crash involving a cargo vehicle, officers will attempt to make a preliminary identification of the cargo on the basis of placards visible from a safe distance.
2. When there is any question whether spilled material at a crash scene may be hazardous, officers will avoid contacting the material to the maximum possible extent.
3. Additional assistance should be requested from the Ramsey County Emergency Communication Center (i.e., supervisor, additional squads and designate their location, watch commander, fire department -- hazardous material unit, and police bomb squad).
4. Officers should initiate any life-saving measures without risk of exposure to themselves. If evacuation is necessary, critical factors to consider should include location and magnitude of incident, product involved, toxicity, fumes, and explosion potential. Weather conditions must also be considered in order to determine the area and distance to be evacuated.
5. The immediate area should be contained and a safe perimeter established.

Revised July 1, 2011

610.11 Crash Investigation ("Morgan Plan")

During periods of hazardous weather or unusual crime conditions where the demand for service exceeds our ability to respond effectively, the department will implement a modification of crash reporting procedures as applied to property damage only crashes. This procedure will end with the cessation of the unusual conditions. The watch commander will order the patrol supervisors to initiate these procedures after conferring with the on-call assistant chief.

Parties should also be advised that if the total damage to all vehicles exceeds $1,000.00, by law, they must submit a report of the crash to the state. To facilitate this, the officer will issue each driver a Morgan Plan Packet.

Implementation:

The watch commander with approval from the chief or assistant chief will implement these procedures based upon the following criteria:

[redacted]

- The existence of hazardous weather conditions.
- The occurrence of crime or disaster conditions which divert a substantial portion of personnel from patrol duties.

Ramsey County Emergency Communication Center:

The operator receiving the initial crash call will ascertain the nature and severity of the crash and note that information in the narrative section of the computer aided dispatch (CAD) comments.

The dispatcher will make the designation of a crash call as a Morgan call based upon information provided by the operator or may change the designation according to new information provided by the investigating squad. As an example, an officer is dispatched to a Morgan crash and subsequently discovers a driver's license violation then the officer must notify the dispatcher who will change the designation, and a complete crash investigation including any appropriate enforcement action must be performed. Officers will advise the dispatcher when a crash call is handled as a Morgan call. The dispatcher will mark the CN with "M.P." to indicate to the review officer that no report was written.

Patrol:
An officer dispatched to a Morgan Plan crash will proceed directly to the location in a non-emergency fashion. Should a higher priority incident occur en route or there are unusual delays, the dispatcher must be immediately notified. Upon arrival at the scene the officer(s) will verify the nature of the incident. If all of the following conditions exist, the Morgan Plan packets may be given to each driver, if one or more does not exist then crash investigation is to be completed.

1. Determine that none of the parties involved are injured -- the regular crash report must be completed if there are any injuries (including "C" Type -- possible injuries).
2. The vehicles involved in the crash are sufficiently to the side of the road so that other traffic may safely flow past the crash scene. If the location or the conditions are such that clearing the road will not accomplish a reasonable degree of safety for the parties involved in the crash or other road users, the officers will take appropriate actions.
3. No suspicion of DUI.
4. No obvious violations of any law.
5. Drivers are properly licensed.
6. Vehicles are insured.
7. No government property, vehicles or personnel are involved (city, county, state, federal).

Officers shall give each driver a crash packet. The packet contains an explanation letter from the Saint Paul Police Department and two copies of the Minnesota State Crash Report. Officers should advise the drivers that the packet contains the necessary reports and copies of the law advising them of their responsibilities. Parties should also be advised that if the total damage to all vehicles exceeds $1000.00, by law, they must submit a report of the crash to the state. Officers will advise the dispatcher that the crash was handled as a Morgan Plan which will be reflected in the CAD as "MP."

Review Officers:
Review officers shall note the MP disposition to know that no report is to be expected.
Revised July 1, 2011

611.00 Evidentiary Preservation of Crash Scenes

The Saint Paul Police Department has various levels of crash investigation. They are as follows:

- Basic – this level generally involves reporting and basic data collection responsibilities such as identifying witnesses, photographing evidence, etc.

- Technical – this level involves the identification, interpretation and preservation of physical evidence. Training is required to develop skills at this level.
- Reconstruction – the process of interpreting and analyzing evidence, applying physical laws and scientific principles, and developed conclusions about the causation / contributing factors for traffic crashes. A reconstruction will address specific questions related to an event. Training is required to develop skills at this level. Reconstruction related activities shall be conducted and/or directed by a sergeant from the forensic services unit.

The Saint Paul Police Department will train officers in the various areas of crash investigation. The crash response officer (CRO) shall attend training to learn how to properly identify, interpret, and preserve evidence found at crash scenes. The CRO will respond to certain crashes to assist the primary investigating officer and to properly process the crash scene. The CRO may also assist the crash reconstruction specialist at a crash scene.

A CRO shall be called to the scene of a crash in the following situations:
- All personal injury crashes with substantial bodily injury
- Any crash involving police personnel requiring ambulance transport.
- Squad crash over $1,000 in damage
- Any unusual circumstances where an officer or supervisor deems CRO response necessary.

If CRO or crash reconstruction specialist is called to the scene, the scene should be protected and secured until arrival.
Revised May 16, 2013

612.00 Crash Response Specialists "Call-Back" Procedures

A crash reconstruction specialist (CRS) from the forensic services unit will be called to the scene of a crash at the request of the watch commander, the commander of the property evidence and technology section, or a traffic and accident unit investigative sergeant. The forensic services unit and senior commander of citywide services should be notified in instances of:
- All great bodily harm and fatal crashes.
- Non-typical crash involving serious property damage of structures, vehicles, or severely injured pedestrians.
- Crashes resulting from police pursuits that involve great bodily harm.
- Criminal vehicular operation cases causing substantial bodily harm.
- Incidents involving great public outrage requiring immediate action.
- Any time a traffic and accident unit sergeant, the watch commander, or on call chief determines a call back is necessary.

When the watch commander office is closed; the responsibility to contacting the forensic services unit rests with the district commander or commander of the forensic services unit, a traffic and accident unit investigative sergeant, or the senior commander of citywide services.

Effective May 16, 2013

613.00 Buck Slips and Crash Reports

Reports including crash reports not received into the records unit, incomplete reports, or incorrect reports will be referred back directly to the officer involved by means of a buck slip (report rejection form). Notification of a buck slip will be delivered via department email in the following order:

1- First notice of a report rejection "buck slip" will be sent directly to the officer needing to take action on the report as well as that officer's primary supervisor. The officer will have five (5) days to complete the requested actions as given in the buck slip.

2- Second notice will be sent out if the primary officer has failed to respond to the rejection notice "buck slip" within seven (7) calendar days from the date of original notice being sent. The second notice will be sent to the primary officer and the Commander of the unit the officer is assigned. The primary officer or Unit Commander will have five (5) calendar days to complete the requested actions.

3- Third notice will be sent out if the primary officer has failed to respond to the first and second rejection notices "buck slips" within three (3) days from the date of second notice being sent. The third notice will be sent to the primary officer, the unit Commander, and the Assistant Chief of the Division the officer is assigned.

For each consecutive notice being sent the original notice along with the date of service shall forwarded along with the new notice. The notification shall be of a consistent format established by the records unit manager and detail the actions the primary officer(s) need to take to correct the report. The officer receiving the buck slip shall respond via email to the records unit that requested steps have been completed.

Revised October 14, 2013

620.00 Traffic Enforcement Unit

Selective assignment of personnel to special enforcement patrol duties, commonly referred to as "selective enforcement," is considered to be the most efficient means available to a police agency to meet traffic program objectives. The following factors will be of prime consideration in determining the work of the traffic enforcement unit:

- Traffic volume.
- Crash experience.
- Frequency of traffic violations.
- Emergency and service needs.

Revised July 1, 2011

620.01 Traffic Patrol Techniques

Based on the principles that the most effective deterrent to traffic law violations is visible patrol in a marked vehicle, and in the interest of maintaining a posture of prevention as opposed to apprehension, traffic law enforcement activities will be conducted accordingly.

- Officers shall drive patrol vehicles in accordance with existing laws and in such a manner as to demonstrate exemplary driving behavior. Extreme emergency conditions will be the only exceptions to this practice.
- In those areas where fixed-post observation is necessary to maximize the effectiveness of a selective enforcement effort, officers shall park in a conspicuous location and in such a manner that traffic flow is not impeded.
- Off-street observation is not recommended except in extremely unusual circumstances. Every effort should be made to not suggest the appearance of a "speed trap".

Unmarked cars/unconventional vehicles:

- Unmarked cars/unconventional vehicles may be used for traffic patrol only with the express approval of the. Citywide services unit senior commander.
- Unmarked cars may be used for routine patrol in the same manner as marked cars if special enforcement needs exist.
- Speed timing devices may be used in marked and unmarked cars.
- All unmarked cars used for traffic patrol shall be equipped with both emergency lights and siren.

Revised July 1, 2011

621.00 DUI Enforcement Program

Sworn officers must be alert for signs of alcohol and/or drug impairment in all contacts with motorists and make every effort to detect and apprehend them. After conducting an initial examination at the scene of the traffic contact and upon determining that probable cause to arrest is present, officers will arrest the subject.

If any person other than the driver is injured in a crash where the driver may be impaired, see General Order 630.01 Criminal Vehicular Operation.

Chemical test(s) will be offered in accordance with state and local requirements.

DUI Detection and Pre-Arrest Screening:

Officers are expected to conduct a thorough and complete investigation to obtain all possible evidence concerning the subject's impairment. Officers should perform the following steps:

1. Recognize and identify specific driving behaviors that have a high probability that the driver may be impaired by alcohol and/or drugs.
2. Recognize and identify behaviors occurring during vehicle stops that provide evidence/suspicion that the driver may be impaired, (i.e. slurred speech, poor muscle control, dilation of eyes, odor of alcoholic beverage, etc.) Based on reasonable articulable suspicion, request the driver to exit the vehicle for further investigation.
3. Note all observations leading to the suspicion that the driver may be impaired.
4. Move to a safe location to conduct field sobriety tests.
   A. Officers shall not conduct interviews or field sobriety tests in the space between the patrol vehicle and the suspect's vehicle.
5. Use standardized field sobriety tests to assess impairment (i.e., horizontal gaze

nystagmus, one-leg stand, and / or 9 step walk and turn).

6. Preliminary Screening Test (PBT)

A. A peace officer may require a driver to submit to a preliminary screening test (PBT) when the officer has reasonable articulable suspicion (Knapp v. Comm'r of Public Safety. 594 N.W. 2d 239 (Minn. Ct. App. 1999) that a person is, or has been, "driving, operating, controlling, or acting upon departure from a motor vehicle" that the driver is in violation of Driving While Impaired (§ 169A.20).
The same legal standard is used to test for consumption offenses with any amount of alcohol which include:
- B-Card Restriction "any use of alcohol invalidates license (§171.09)
- Driving a school bus or Head Start bus (§169A.31)
- Underage Drinking and Driving (§169A.33)

7. Testing

A. Breath Test is the preferred method for testing for alcohol impairment.
- Implied Consent Advisory
  a. It can only be invoked when there is probable cause to believe the person is driving, operating, or controlling a motor vehicle while under the influence of alcohol
  b. The officer should read the Implied Consent Advisory and request a breath test. If the suspect refuses the breath test, the suspect should be charged with test refusal, do not offer any additional tests.
  c. Must be audio recorded and retained as evidence in accordance with General Order 424.01.
  d. The Implied Consent Advisory will not be read or completed:
     a. In cases of a CVO/CVH, implied consent will not be read. See General Order 630.01.
     b. When obtaining blood and/or urine sample. If a controlled substance is suspected, blood or urine will be required.

B. Blood and/or urine test
- Commonly requested of driver with suspected drug impairment, when the circumstances do not allow a breath test, or the driver is medically unable to provide a breath test.
- The Implied Consent Advisory will not be read or completed.
- The officer may ask the suspect to consent to a urine or blood test making it clear the process is voluntary and that the suspect does not have to comply. This should be audio recorded and retained as evidence in accordance with General Order 424.01.
  a. If the suspect consents, obtain the sample.
  b. If the suspect refuses, apply for a search warrant and obtain the sample as directed by the warrant.
  c. Do not fill out any implied consent paperwork or issue notice of revocation.

DUI Check List:

Determine the Number of Aggravating Factors Defined as:

1. A qualified prior impaired driving incident within ten (10) years immediately preceding the current offense.

2. An alcohol concentration of 0.16 or more as measured at the time, or within two hours of the time, of the offense.
3. A child under the age of 16 in the motor vehicle at the time of the offense if the child is more than 36 months younger than the offender.

Suspect Driver - Not Hospitalized (on view arrest, citizen's arrest or probable cause):

If any person other than the driver is injured in a crash where the driver may be impaired, see General Order 630.01 Criminal Vehicular Operation.

No Aggravating Factors Complete the Following:

1. SPPD Alcohol and Drug Influence Report
2. Implied Consent Report (breath test only)
3. State of Minnesota Notice and Order of Revocation (breath test only)
4. Plate impoundment for an alcohol concentration of 0.16 or more. (breath test only)
5. Issue the driver a tag for DUI and traffic charges. If a breath test was given and results are over .08% then issue tag for 4th Degree DUI and any traffic charges.

One Aggravating Factor Complete the Following:

1. SPPD Alcohol and Drug Influence Report
2. Implied Consent Report (breath test only)
3. State of Minnesota Notice and Order of Revocation (breath test only)
4. Plate Impoundment Report
5. Do note issue a tag but book the driver for 3rd degree DUI and hold the vehicle for traffic and accident.

Two or More Aggravating Factors Complete the Following:

1. SPPD Alcohol and Drug Influence Report
2. Implied Consent Report (breath test only)
3. State of Minnesota Notice and Order of Revocation (breath test only)
4. Plate Impoundment Report
5. Do not issue a tag but book the driver for 2nd degree DUI and hold the vehicle for traffic and accident.
6. Do not issue seizure notice as department policy G.O. 439.17 does not allow for forfeiture.

Three or More Prior DUI Convictions Complete the Following:

1. SPPD Alcohol and Drug Influence Report
2. Implied Consent Report (breath test only)
3. State of Minnesota Notice and Order of Revocation (breath test only)
4. Plate Impoundment Report
5. Vehicle Forfeiture Form. (The Vehicle Forfeiture Form should only be filled out if the vehicle registers to the driver or constructive ownership can be established.) See G.O. 439.17 for details.
6. Do not issue a tag but book the driver for 1st degree DUI and hold the vehicle for traffic and accident.

Paperwork and Other Conditions:

Suspect Driver Refuses a Breath Test Complete the Following:

1. SPPD Alcohol and Drug Influence Report
2. Implied Consent Report

3. State of Minnesota Notice and Order of Revocation
4. Complete the Plate Impoundment Report
5. Vehicle Forfeiture Form, if the refusal is 1st degree DUI. The vehicle forfeiture form should only be filled out if the vehicle registers to the driver or constructive ownership can be established. See G.O. 439.17 for details.
6. Book the driver for refusal to test based upon the aggravating factors listed:
    a. No Aggravating Factors:
        i. Book the driver for 3rd degree DUI Refusal (Minnesota Statute 169A.26, subdivision 1b).
    b. One or More Aggravating Factors:
        i. Book the driver for 2nd degree DUI Refusal (Minnesota Statute 169A.25, subdivision 1b).
    c. Prior Felony Conviction for DUI or Impaired Criminal Vehicular Operation:
        i. Book the driver for 1st degree DUI Refusal (Minnesota Statute 169A.24, subdivision 1).

Suspect Driver Refuses Blood or Urine Test Complete the Following:

1. SPPD Property Report for blood and urine sample.
2. SPPD Alcohol and Drug Influence Report

2 Complete the Plate Impoundment Report if there is one or more aggravating factor listed above.

3. Vehicle Forfeiture Form for 1st degree DUI. The vehicle forfeiture form should only be filled out if the vehicle registers to the driver or constructive ownership can be established. See G.O. 439.17 for details.
4. Do not charge the suspect with refusal. Book the driver based upon the aggravating factors listed:
    a. No Aggravating Factors:
        i. Book the driver for 4th degree DUI
    b. One or More Aggravating Factors:
        i. Book the driver for 3rd degree DUI
    c. Two or More Aggravating Factors:
        i. Book the driver for 2nd degree DUI
    d. Prior Felony Conviction for DUI or Impaired Criminal Vehicular Operation:
        i. Book the driver for 1st degree DUI

Suspect Driver – Hospitalized – Conscious:

If any person other than the driver is injured in a crash where the driver may be impaired, see General Order 630.01 Criminal Vehicular Operation. If the only injured person is the driver, then follow the blood and urine test procedures listed above.

Suspect Driver – Hospitalized – Unconscious:

If any person other than the driver is injured in a crash where the driver may be impaired, see General Order 630.01 Criminal Vehicular Operation. If the only injured person is the driver, then:

1. Apply for a search warrant and obtain a blood sample as directed by the warrant.

Suspect Driver - In Crash - No Police Witness and No Citizen's Arrest (driver at or near scene):

1. Does probable cause exist that person was DUI and was involved in crash?
    a. If **YES:** Complete reports based upon total number of aggravating factors / convictions / refusals listed above.
    b. If **NO:** Complete crash report and supplement reports describing details and circumstances surrounding the crash.

Suspect Driver - In Crash Causing Great Bodily Harm or a Death to Another. See General Order 630.01 (CVO / CVH):

Revised December 31, 2015

622.00 Speed Measuring Devices/Radar

The department will utilize radar, laser, and/or other electromechanical speed measuring devices in high or potentially high crash locations when speed is a factor; in areas where speed limit violations are prevalent; in response to citizen complaints concerning speeding motorists; and to conduct traffic volume and speed percentile studies.

All officers utilizing radar and/or other speed measuring devices must successfully complete the basic operator-training program and receive certification prior to utilizing departmental speed measuring devices.

The senior commander of citywide services will establish procedures to:

- Periodically re-certify operators to ensure their continued proficiency.
- Ensure that radar and/or other electromechanical speed measuring devices receive proper care and upkeep.
- Ensure programmed maintenance, testing and calibration of speed measuring devices.
- Ensure that adequate maintenance, calibration and operational record systems (suitable for introduction as evidence in court) are developed and maintained.

Rule:
All speed measuring device operators will complete a course of instruction approved by the training unit and receive proper certification prior to engaging in speed enforcement activities.

Revised July 1, 2011

624.00 Enforcement of Parking Regulations

Purpose:
Establish guidelines for enforcement of on-street parking regulations.

Discussion:
Street parking is restricted in various areas to ensure fair access to parking and to expedite the flow of traffic during peak hours. Special restrictions apply to weather emergencies.

Policy:
All parking regulations will be enforced reasonably and impartially by all uniformed personnel including parking enforcement officers.

Procedure:

Time Zone Control:
Enforcement of these zones will be accomplished by the officer making two passes through the area. On the first pass the officer will note the license plate, location, time, position, and mark the vehicle by electronic or other means to document beginning position and time. On the second pass, if the vehicle is still in the same spot and the time is beyond the posted limit, a citation will be issued for overtime parking noting the time the vehicle was first checked or chalked. Any citation issued will include the officer or parking enforcement officer, employee number, as well as parking meter number.

Peak Traffic Hour Restrictions (Rush Hours):
Rush hour restrictions require full and timely enforcement. Traffic congestion increases safety hazards and rush hour restrictions are intended to reduce these hazards. Strict enforcement is absolutely required.

Tow-Away Zones:
Tow-away zones are intended to reduce safety hazards and coincide with strict enforcement. Any vehicle parked illegally in a tow-away zone is a safety hazard and must be removed immediately. Excuses and explanations may be considered on their merits after the hazard has been moved.

Weather Emergencies:
During a declared snow emergency the police department, in conjunction with the Saint Paul Department of Public Works will tag all violators of the snow emergency ordinance. Vehicles parked contrary to snow emergency restrictions are subject to towing.

No Park Zones:
Vehicles parked in no parking zones will be issued citations. Any vehicles which are presenting a safety or congestion problem may be towed.

Public and Private Parking Lots:
Officers have the same authority on public lots as they do on any public streets. Officers may issue citations to vehicles parked on private property, only for "parking on private property" without the owner's permission. Officer notes on the citation will state the name, contact information, position, and authority held by the complainant. The citations should not be issued unless the officers are confident that the complainant has authority over the parking lot. Private and commercial property owners may tow vehicles from their property using a private towing contractor. All private towing contractors will notify the police department of vehicles they tow from private property. Officers will also enforce fire zones and handicapped zones wherever found, public or private property.

Permit Parking Zones:
These areas are established and posted at the specific request of the residents. They expect full enforcement during the posted hours. Proper display of temporary, visitor, and permanent permits is mandatory.

General Parking Surveillance:
The citywide services section will assign parking enforcement officers to address parking complaints anywhere in the city and to monitor the permit parking areas. Parking enforcement officers will be assigned in motorized vehicles and on-foot patrol in the congested business zone. Parking enforcement officers will monitor parking meters, time zones, truck zones, rush hour zones, and no park zones and will issue citations for all vehicles found to be in violation.

Towing of Illegally Parked Vehicles:
Vehicles parked illegally in violation of state statutes or city ordinances may be towed under the guidelines in Minnesota Statute 168B.035. Vehicles deemed to be abandoned will be towed. A citation will be issued in all cases for the appropriate violation.

Vehicles in violation of scofflaw status will no longer be automatically towed unless the vehicle creates a safety hazard, is impeding traffic, or threatening public safety and convenience. If an officer is going to tow a scofflaw vehicle, the officer must provide specific details documenting the reason for the tow. The term "scofflaw status" will no longer be used.

Revised November 24, 2015

625.00 Traffic Stop Procedures

Although enforcing traffic laws is often a routine function that officers perform, all too frequently they are injured and in some cases killed in situations that initially appeared to be, even to a trained observer, a "routine" traffic stop.

Realizing that a courteous demeanor, when exhibited by a police officer during the course of a traffic stop, is of utmost importance to establishing the educational rapport that is so necessary, it is nonetheless realized that the safety of the officer is of paramount importance.

When stopping violators for any reason, officers will take all steps and precautions necessary to assure their safety and well being.

Procedure:

The following steps in stopping and approaching a traffic violator are intended to provide maximum safety for the officer, the violator, and other users of the roadway. Varying conditions regarding the engineering of particular traffic artery, the urgency to stop the violator (drinking driver), and the existing volume of traffic may dictate adjusting or altering the recommended procedure. These procedures are to be followed when possible, and are presented from the perspective that ideal conditions exist.

1. The officer should be thoroughly familiar with the area, and anticipate the appropriate location to stop the violator. [redacted].
2. When the officer is positioned behind the violator to begin the stopping procedure, the officer should notify the Ramsey County Emergency Communications Center (RCECC) of the intended location of the traffic stop, the license number, and the number of occupants of the vehicle.
3. The officer should signal the violator to stop. This signal should be with the Red emergency lights, hand signals, sounding the horn, and if necessary, the siren. These signals also alert other drivers of the intent of the officer, and will usually facilitate securing the right of way for the stopping maneuver.
4. The violator should be signaled and directed to the right side of the roadway close to the curb, or on to the shoulder if engineering design permits.
5. On multi- roadways, the officer should insure the safety of the violator during lane changes by gradually changing from lane to lane with the violator until the right side of the roadway is reached.
6. Should the violator stop abruptly in the wrong lane or in another undesirable location, the violator should be promptly directed to move to a safer location.
7. The violator should not be permitted to move the vehicle once it has stopped if it is suspected the driver is under the influence to the extent that driving ability is impaired.
[redacted] Once the violator has stopped in an appropriate location [redacted]
9. The officer shall exit from the patrol vehicle and be continuously alert for any suspicious movement or actions on the part of the violator or other occupants in the violator's vehicle.

[redacted]

12. At night, the spotlight and high beams may be used for safety of the officer, but consideration to the safety of on coming traffic should also be considered.

Stopping and Approaching Violator:
In the event an officer observes a traffic violation occur in oncoming traffic, the officer will take the following action: The officer will turn around when this maneuver can be made safely and pursue the violator, stopping and approaching as usual.

High-Risk Traffic Stops:
[redacted]

The officer will keep the suspect vehicle in view [redacted]

[redacted] The following procedures will be used in effecting the stop:

1. The officer will plan to stop the suspect vehicle in a location which presents minimal danger to other citizens.
[redacted]
3. The officer will signal the violator to stop, utilizing all emergency equipment to warn other traffic.
[redacted]
5. If the violator is known to be armed and dangerous, the officer will have her/his weapon easily accessible and ready for immediate use.
6. When the suspect vehicle begins to stop, the officer will turn off the siren and actuate the public address system.
[redacted]
8. At night, all lights, including spotlights, will be focused on the interior of the suspect vehicle to the disadvantage of the violator.
9. The officer in command will direct each occupant to get out of the vehicle individually, according to specific directions, and into the appropriate position.
[redacted] If a public address system is not available the officer in command will give voice commands. [redacted]
11. The support officer will not give additional commands as this would tend to confuse the suspects, but the officer's presence will be made known by commands given by the officer in charge.
[redacted]

Bringing Violators to Squad:

At the start of every tour of duty, the officer will inspect the secure area of the squad for any items not belonging there. Every time a person is taken out of this area re-inspect it for contraband, weapons, wallets, stolen ID, etc. It's only under this procedure that you would be able to use any evidence discovered against that person.

When an officer decides to have the driver come to the squad if reasonable under the circumstances, a pat-down search for weapons will be conducted before the party is allowed in the squad.

Generally it is best to leave the driver in the vehicle, but the following are some situations where it's appropriate to bring them back to the squad.

1. [redacted]Where the driver says s/he does not have a drivers license or other identification in possession. [redacted]
2. Where a driver has their family/friends with them, the embarrassment/stress of the traffic stop in front of the above may negatively affect the ultimate objective of the stop and these other people may interfere with your work. You want to deal only with the driver.
3. In a potential arrest situation -- warrants, D.U.I., etc.

Remember, placing someone in your squad car is not reason to search them:
State v. Varnado
A defendant was stopped for driving with a cracked windshield, and when she could not produce a driver's license, she was frisked preparatory to placing her in a squad car. The pat-down for weapons yielded crack cocaine. The trial court suppressed the crack as the fruit of an illegal search, finding that the search was pre-textual and designed to conduct a warrantless search for controlled substances. The court of appeals reversed, holding the crack was seized during a valid weapons pat-down.

The Supreme Court reinstated the trial court's dismissal of the complaint, stating that "the crime for which there is probably cause to arrest must be a crime for which custodial arrest is authorized." The record here did not contain evidence supporting a belief that a custodial arrest was necessary to prevent the defendant from harming someone or to ensure she would respond to the citation, so as to comply with Minnesota Rule of Criminal Procedure 6.01, subdivision 1(1)(a), which allows custodial arrests for misdemeanors under such circumstances.

The court also denied the state's arguments on warrantless searches and the request that the court adopt "a blanket rule allowing officers to require lawfully stopped citizens to sit in the back seat of squad cars and to frisk such citizens before they enter a squad car."

If an officer decides to search someone, the officer must be able to articulate the basis for this search. (See General Order 409.08: Physical Searches)

General Rules:
- Never -- wave at a driver to come back to your squad.

- Never -- stick your head or arms inside of a stopped vehicle.
- Never -- try to grab keys through window.
- All other passengers in stopped vehicle will remain in said vehicle.
- Never -- take the traffic stop lightly. It is the most formal and official exercise of police authority that we conduct and is closely observed by every other citizen in view.
- CN/Traffic cards will be issued after every stop in accordance with General Order 204.00 Traffic, Case Number and Business Cards.

Revised July 1, 2011

630.00 Traffic Enforcement Actions

All sworn officers shall take appropriate enforcement action for each violation of the law witnessed or reported to them. All enforcement actions will be accomplished in a firm, fair, impartial and courteous manner using one of the following enforcement alternatives:

- Verbal warning
- Citation
- Physical arrest

The officer's action should demonstrate a professional attitude and serve to improve the relationship between the public and the department.

Procedures -- Enforcement:

Verbal Warning:
A proper alternative by officers in response to a minor traffic infraction committed in areas where traffic crash experience is minimal and where the infraction appears inadvertent.

Citation:
Should be issued to, violators who jeopardize the safe and efficient flow of vehicular and pedestrian traffic.

Physical Arrest:
Appropriate enforcement action where violations of a serious nature occur, or where the violator displays a flagrant disregard for the safety of others. If in the officer's judgment, detention is necessary:

- To prevent bodily harm to the violator or others and/or to prevent further criminal conduct.
- There is a substantial likelihood that the traffic violator will not respond to a citation.
- Violator has no proof of identification, refuses a fingerprint, other persons in the car cannot identify the driver, and no other means of identification is possible.
- In all cases where the violation is a gross misdemeanor.

Decisions to arrest must be based upon sound legal principles.

Revised July 1, 2011

630.01 Criminal Vehicular Operation

Criminal Vehicular Operation may occur when a crash results in death or bodily harm to any person other than the driver of the suspect vehicle.

If the Following Events Occur:

- Death.
- Crash resulting in great bodily harm, substantial bodily harm, or bodily harm as defined in Minnesota Statute 609.02.

And the Vehicle is Operated in violation of:

- MN Statute 609.21 CRIMINAL VEHICULAR HOMICIDE AND INJURY

  Subdivision 1. Criminal vehicular homicide or operation; crime described.

  A person is guilty of criminal vehicular homicide or operation and may be sentenced as provided in subdivision 1a, if the person causes injury to or the death of another as a result of operating a motor vehicle:

  (1) in a grossly negligent manner;

  (2) in a negligent manner while under the influence of:

  (i) alcohol;

  (ii) a controlled substance; or

  (iii) any combination of those elements;

  (3) while having an alcohol concentration of 0.08 or more;

  (4) while having an alcohol concentration of 0.08 or more, as measured within two hours of the time of driving;

  (5) in a negligent manner while knowingly under the influence of a hazardous substance;

  (6) in a negligent manner while any amount of a controlled substance listed in Schedule I or II, or its metabolite, other than marijuana or tetrahydrocannabinols, is present in the person's body;

  (7) where the driver who causes the accident leaves the scene of the accident in violation of section 169.09, subdivision 1 or 6; or

  (8) where the driver had actual knowledge that a peace officer had previously issued a citation or warning that the motor vehicle was defectively maintained, the driver had actual knowledge that remedial action was not taken, the driver had reason to know that the defect created a present danger to others, and the injury or death was caused by the defective maintenance.

Screening Process:

- Preliminary Screening Test (PBT)
  - A peace officer may require a driver to submit to a preliminary screening test (PBT) when the officer has reasonable articulable suspicion (Knapp v. Comm'r of Public Safety. 595 N.W. 2d 239 (Minn. Ct. App. 1999) that a person is, or has been, "driving, operating, controlling, or acting upon departure from a motor vehicle" that the driver is in violation of Driving While Impaired (§169A.20).
- Implied Consent will not be read.

Criminal Vehicular Operation Check List:

Suspect Driver - In Crash Causing Great Bodily Harm or a Death to Another.

1. Regardless of driver being hospitalized or not, conscious or not, the following will be followed:
   a. Obtain and execute a search warrant before taking blood. The search warrant will be obtained even if the driver volunteers to take a test. An officer, working under the direction of a supervisor, or a supervisor will complete the search warrant and present it to a judge for approval, and will then arrange for the sample to be drawn. Every effort should be made to obtain the warrant unless significant exigent circumstances exist.
   b. Complete the following:
      1. SPPD Alcohol and Drug Influence Report, accident report, etc.
      2. Issue no tags. Consult with duty officer about booking suspect for criminal vehicular operation resulting in great bodily harm, or death (fatality).

Exigent Circumstances:
In cases of CVO/CVH, a search warrant to obtain a blood sample may not be feasible. Significant exigent circumstances should be well-documented in a report as it will be required to meet the totality of the circumstances. If exigent circumstances are present, then take blood without a warrant and document the details of the specific circumstances that are present and explain why a warrant could not be obtained.

General Reporting Writing Recommendations:
Officers must be extremely careful to document the "totality of the circumstances" of every CVO/CVH case. Police reports should contain a very thorough timeline of all events in the case, including the moment of travel from the scene, the moment of arrival at the police station or hospital, the moment of testing, the distances traveled, etc. Police should also document the availability of other officers who could have assisted in the preparation of a search warrant – even if they have no intention of seeking a search warrant – because the question (along with the question of how long it would have taken to secure a warrant) is sure to be raised in court. In CVO/CVH cases, also document the time of medical response, different phases of medical transportation and treatment, and the times at which significant medical decisions were made.

No Indication of Impairment – Voluntary Screening:

- Officers *may ask* the driver of a motor vehicle involved in a crash that results in great bodily harm, substantial bodily harm, or bodily harm as defined in Minnesota Statute 609.02 to *voluntarily provide* a blood, breath, or urine sample when there is no indication of impairment. *Refusing a voluntary test does not create probable cause to arrest.*

Revised April 8, 2014

630.02 Exemption from Traffic Arrest -- Special Processing Requirements

The constitutional rights and privileges of all people will be faithfully observed and respected by all officers.

Procedures:

Offenses involving foreign diplomats and consular officials:
(See General Order 451.00 Diplomatic and Consular Officials)

Military Personnel:
Traffic Arrest: When an arrest is made of active duty status personnel, the investigating officer shall notify the liaison officer of the nearest armed forces investigative headquarters. This does not apply to traffic citations.

Traffic Crash: The same shall apply when involved in a traffic crash and either killed or hospitalized. In this case, it will also apply to civilian employees while acting within their employment.

United States Senators and Representatives:
By authority of the United States Constitution, Article 1, Section 6 members of the United States Congress shall in all cases, except treason, felony and breach of the peace, be immune from arrest during their attendance at the session of their respective houses, and in going to and returning from the same.

State Legislators:
They have the same immunity as members of congress stated specifically in the State Constitution, Article 4, Section, 10. Senators and Representative of the Minnesota State Legislative shall not be arrested if stopped for a traffic infraction (unless it is a felony or a breach of the peace, including DUI); they should be identified and immediately released. The officer may then write the tag for the violation and mail it to the violator.

Revised July 1, 2011

630.03 Serious Juvenile Traffic Offenses

Juveniles 16 or over will be tagged and released except for:

- Driving while impaired by alcohol or drugs.
- Criminal vehicular operation.
- DAR, DAC or DAS.
- Hit and run.
- Fleeing police in motor vehicle.
- Careless or reckless driving.

Under the above offenses where a juvenile is cited or arrested, the officer is responsible for notifying the juvenile's parent(s) as soon as possible.

Revised July 1, 2011

630.04 Traffic Citations

The citation forms the basis for prosecution and ultimate adjudication of criminal and traffic offenses; it is essential that specific procedures be followed from the point of issue through final adjudication.

Electronic Citations:
The Minnesota Court Administration requires all citations to be electronically filed. To keep the software updated with the latest statutes and ordinance and citations the electronic citation software must be synced at the beginning of the shift. The software must be synced at the end of the shift to ensure timely download and processing of citation to the courts.

If an electronic citation system is unavailable, officers have several options:
1. Request another officer with electronic citation software to respond to your location. or;
2. Gather the needed information for the citation. Complete the electronic citation later and personally deliver it to the violator or send via US Mail. The method of delivery should be noted in the citation and/or report. or;
3. Issue a paper citation and follow the process listed below.

Paper Citation:
Paper citations are used as a backup method to the electronic citation. An officer who issues a paper citation must later submit the information electronically via the internet web site from any computer. Instructions are on the intranet. The officer will place a circled letter "E" at the top of the tag indicating it was entered into the electronic system. Paper citations will be turned into the records unit and retained.

Paper citations are ordered and distributed by citywide services personnel.

Issuance of a Citation:
Officers should always attempt to give the citation directly to the offender. For parking violations the citation may be placed on the vehicle in a manner that prevents it from being separated from the vehicle by weather and so the driver may retrieve it. If a circumstance arises where issuance of the citation is warranted and personal delivery is not possible, the citation may be forwarded to the violator or registered owner of the vehicle (for parking offenses) by mail.

Probable Cause Statement:
The probable cause statement is critical to support the charge and is required by the court on all violations. Include in your statement, squad number, partners name and number, how ID was made or verified (by D.L., computer, other picture ID, other passenger) and proper

notation of video evidence. Your statement should be of such a sufficiency for each violation charged, or the prosecutor will dismiss the charge in court. The citation must be a standalone document.

An original report entitled "Traffic Violation" may be written to document the circumstances of serious violations, a physical arrest is not required. The purpose of the report is to provide a record for the court and prosecutor and assist the officer with courtroom testimony. Even if a report is written, the probable cause statement on the citation must be completed.

Physical Arrests:

- Original report is required.
- The "Booked" box on the citation should only be checked if:
    - The suspect was issued a citation and booked into the jail for the offenses listed on the citation.
    - Investigators; if an officer previously booked a person into jail on a felony or gross misdemeanor charge and that charge is revised to a misdemeanor, you must check the "Booked" box on the citation you issue for that revised charge.
    - Investigators; if a person was booked into jail on a felony or gross misdemeanor and is revised to a misdemeanor.

Cancellation of Citations:

In order to assure the highest level of integrity to the Traffic/Parking citation system, the following procedures will be followed:

The electronic citation software allows an officer to void a charge after it is issued to a violator but before syncing at the end of the shift. The officer must document in the notes of the citation the reason the violation is being voided. If the citation contains only one charge or the whole citation must be voided, the officer must write an original report.

If the citation is already downloaded (synced), the officer must write an original report when canceling a citation.

When an officer determines s/he must request the cancellation of a citation s/he will write an original report titled "Cancelation of Citation." The report will clearly describe the circumstances that justify the request. If the citation to be canceled is replaced by a different citation -- indicate the new citation's number as well as the old number.

Reports requesting cancellation of a citation will be reviewed by the senior commander of citywide services. Following review and approval by the senior commander of citywide services, they will be e-filed with the court for additional review and approval then to the TVB for final approval.

Miscellaneous Provisions:

Citation books are a not to be used as "parking permits" displayed in personal vehicles. This practice can cause a negative perception on the part of our citizens. Officers needing an

official placard may request one through their supervisor. Issuance will be based on the officer's operational need.

Buck Slips:
When the department is notified that a citation has an error, the review officer will send a buck slip pursuant to G.O. 613.00.

Revised July 6, 2016

630.05 Officer/Violator Relations

Traffic violation enforcement is one of the many routine tasks performed by officers, but for violators it frequently is an emotionally traumatic experience. In many cases, this is the only contact that a person has with our department. Officers should be aware of these conditions and should strive to make each contact educational and to leave the violator with the impression that the officer has performed a necessary task in a professional manner.

Once the officer has stopped the violator and approached, the officer will:

- Be alert at all times for the unexpected, but not be obviously apprehensive.
- Be absolutely certain that the observations of the traffic violation were accurate -- without reservation.
- Be prepared for the contact by having the necessary equipment and forms, if they are to be used, immediately available.
- Decide on appropriate enforcement action based upon the violator's driving behavior, not attitude. In most cases, it is advisable to have the form of enforcement action decided prior to the initial contact with the violator.
- Present a professional image in language.
- Inform the violator what traffic law s/he has violated and the intended enforcement action; the violator should not be kept in suspense.
- Ask for the violator's driver license.
- Obtain another document of identification if the driver has no driver's license.
- Allow the driver to discuss the violation.
- Complete the forms required for the enforcement action taken or exercise a verbal warning, if this is the decision.
- If a citation is issued, direct her/his attention to the information and options on the reverse side of the citation.
- Be alert to any emotional stress exhibited by the driver. If stress is present, the instructions may have to be repeated or the violator may need to calm down before resuming driving.
- Return the violator's driver's license and a copy of the citation and business card.
- Assist the violator in safely reentering the traffic flow.
- Do not follow the violator.

Revised July 1, 2011

640.01 Traffic Direction and Control Procedures

Sworn and non-sworn personnel will at all times give due consideration to their own safety while carrying out manual traffic direction and control.

Personnel will employ uniform procedures (signals, readily recognizable gestures, etc.) to enhance driver and pedestrian recognition and response to their direction.

High Visibility Clothing:
(See General Order 202.05: Other Equipment)

The department provides high visibility outerwear to personnel assigned to perform manual traffic direction and control functions. Personnel will wear such high visibility outerwear including a department approved and authorized vest and uniform hat, in addition to the full uniform, whenever conducting manual traffic direction and control.

Assuming and Maintaining Traffic Direction and Control Position:
Personnel carrying out manual traffic direction and control will insure that their presence and purpose are well demonstrated to drivers and pedestrians.

Besides violating department policy, this regulation may result in monetary penalties assessed under Minnesota State Occupational Safety and Health Administration regulations. (Minnesota Rule 5205.0030)

Revised July 1, 2011

640.05 Escort/Relay Services

Scheduled Escort Services:
Legitimate requests for scheduled police escort services include, but are not necessarily limited to, those associated with motorcades and other traffic or public officials and dignitaries. All such requests must have command-level review and approval before they will be honored.

When the department elects to honor a request for scheduled escort service, the trip route will be established in advance, as will the maximum speed to be maintained along each segment of the route.

Point traffic control will be established, as appropriate, at locations along the scheduled route, sufficient to ensure safe passage.

Tactical control of the escort will be assigned to a specific commander, supervisor or officer, in accordance with the complexity of the escort services being provided. The tactical controller will set the pace of the escort in accordance with prevailing conditions, and under no circumstance exceeding the pre-specified maximum speed for any segment of the route.

The tactical controller will terminate escort and resume normal vehicular operation when in her/his opinion, conditions are such that continuation of the escort would constitute unacceptable risk to the public.

The use of police vehicle emergency equipment during the escort will be specified in advance by appropriate supervisory or command personnel.

Emergency (Unscheduled) Escort Services:
Legitimate requests for unscheduled emergency police escort services are extremely rare. Typically, these are limited to relatively short duration escorts of emergency vehicles engaged in legitimate emergency operations. Even then there would have to be specific compelling reasons to justify escorted travel over the unescorted movement of the emergency vehicle, with its own warning devices activated.

Emergency escort of private vehicles is to be avoided whenever possible. The preferable alternatives are to arrange the transfer of persons from the private vehicle into an appropriate emergency vehicle or into the police vehicle if conditions warrant.

If in the opinion of the officer it is impossible or impractical to arrange the transfer of persons from a private vehicle requesting escort, and if a passenger in said vehicle appears to be in an immediate life-threatening situation, the officer may, with specific approval of a supervisor, initiate escort of the private vehicle.

Regardless of the extent of the threat to the persons receiving emergency escort, no emergency escort will be conducted at a speed in excess of the posted limit.

Officers conducting emergency escort services shall activate the patrol vehicle's emergency equipment; however, they shall not proceed through traffic control devices without first stopping and ensuring that both vehicles can safely proceed.

Officers will terminate emergency escort and resume normal vehicular operation when, in their opinion, continuation of the escort would constitute unacceptable risk to the public.

Relay Services:
- The department transfers prisoners to/from headquarters to juvenile detention facilities.
- The department transfers juveniles from other police agencies/city limits.

Revised July 1, 2011

640.06 Crashes Involving Department Vehicles

Fleet Crash Investigation:
Any traffic crash involving a department vehicle, or involving any employee, regardless of rank, while acting within the scope of the employee's duties, shall be reported to the department by the employee operating the vehicle or otherwise involved. All original reports of crashes falling within the scope of this order shall be reported electronically on the current

State of Minnesota traffic crash report form. A district supervisor shall be dispatched to the scene of each vehicle crash which requires a report. In the event the supervisor is not available the watch commander or in case of absence, a different district sergeant shall be requested to respond.

Department vehicle is defined as a vehicle owned by the City of Saint Paul, leased, loaned, or operated in the the scope of an employee's duties.

Supervisory Duties:

A supervisor at the scene of a traffic crash shall conduct an investigation to determine whether the employee was adhering to department rules, policies, and regulations involving personal conduct.

The supervisor responding to the scene shall write the crash report and cause any necessary measurements, photographs and sketches of the crash scene to be made. The supervisor will incorporate these findings into a supplemental report describing the crash.

The unit head of the involved employee shall be notified by the supervisor investigating the crash of the circumstances surrounding it and of the findings and action taken by the supervisor. The notification will be made as soon as practicable following the completion of the investigation.

The supervisor shall make a separate written memo to the accident review board containing a determination if the crash is preventable, non-preventable, or other.

The records unit shall forward all reports to the fleet manager and senior commander of citywide services, as chairman of the accident review board.

Vehicle Damage -- Parking Lot:

If a department vehicle parked in a police parking lot displays evidence of crash damage which has not been reported, the officer noticing the damage shall make an "Information to Traffic and Accident Investigation Unit - Squad Damage" in a Packet Writer original form descrbing the circumstances and extent of damage. The unit head to whom the vehicle is assigned will order an investigation to properly record the crash and determine who caused the damage.

Duties of employees involved in traffic crashes within the City:

When an employee becomes directly involved in or participates in events leading to a traffic crash while operating or riding in a department vehicle or acting within the scope of official duties, the employee shall request a supervisor to the scene. The involved employee will write a supplemental report describing the events leading to the crash. Should the employee involved in the crash require hospitalization, the employee's supervisor will obtain a verbal

description of the crash from the employee at the earliest possible convenience and submit statements in a supplemental report to the traffic and accident investigation unit.

If the crash results in substantial or great bodily harm or death of any person, General Order 246.09: Investigations – Incidents Where Serious Injury or Death Result During Police Custody or Involvement shall apply.

Crash occurring outside the City:
When the crash occurs outside the City of Saint Paul and a supervisor is not sent to the scene, the involved employee shall:

1. Fulfill all legal reporting requirements in the jurisdiction where the crash occurred.
2. Complete the necessary traffic crash reports upon return to the city.
3. Employee shall notify their supervisor, an on-duty supervisor and watch commander of the crash and the circumstances surrounding it.

Advising other parties when department employee involved in traffic crash:
When an employee is involved in a crash with a person not a member of the department, the employee shall urge the person to remain at the scene until the arrival of a supervisor. If the person insists upon leaving the employee should attempt to obtain:

1. The person's name and address and telephone number.
2. The location where s/he may be interviewed.
3. Vehicle and driver's license information.
4. Name, address and telephone of registered owner of the vehicle or the property damaged by the employee: and the name, address and telephone number of the driver's and owner insurance company.

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640.07 Accident Review Board

A board of department members shall be appointed by the chief of police to review reportable traffic crashes involving vehicles department-owned, leased, or operated by an employee within the scope of their duty. This board shall be known as the Accident Review Board (ARB) and will meet monthly. The senior commander of citywide services shall be the chairperson. Reportable crashes are those which occur while the vehicle is in the custody of an employee of the department on public or private property. The amount of the damage or cost of repair shall not be a determining factor in reporting of crashes; except, the ordinary "wear and tear" damage that occurs in police parking facilities need not be considered by the ARB. All members of the department (sworn and civilian), regardless of rank or position, are subject to such review.

Exceptions to the Accident Review Board Review:
All traffic crashes are subject to review by the ARB except for the following incidents:

- Traffic crashes that are part of an investigation by the internal affairs unit as determined by the Chief of police;
- Traffic crashes deemed to be a critical incident by the chief of police, or their designee, will be investigated by the homicide/ robbery unit using established protocols;

- Traffic crashes resulting in a criminal review;
- Properly parked police vehicles that are damaged by another vehicle. (A properly parked vehicle is one which occupies a designated parking space with the brakes properly set, and doors closed.); and
- A deliberate emergency exposure, i.e., using squad as emergency road barricade, occupied or not, that results in damage to a police vehicle. (A pursuit is not considered a deliberate emergency exposure and, therefore, vehicles damaged in a pursuit shall be subject to review by the ARB.)

Accident Review Board Members:

- Citywide services senior commander or designee (chair)
- District senior commanders or designee
- FSVU major crimes commander or designee
- Traffic and accident investigator
- Fleet sergeant
- Training unit commander or designee
- Federation representative

Accident Review Board Duties and Guidelines:

The ARB will render a written recommendation for each crash in one of the following categories:

- **Non-preventable** – a crash in which the employee did everything reasonable to prevent the crash. Legal intervention when the ARB determines it was a proper course of action for the employee will be deemed non-preventable.

- **Preventable** – a crash in which the employee failed to do everything reasonable to prevent the crash. For example, did the employee see the other vehicle, person or object prior to the crash? If not, why not? Did the employee take any or all of the following defensive actions: change of direction, change of speed, communications -- lights, eye contact, horn, etc.

The ARB shall have access to all original, supplemental, and state accident reports describing the crash. The department may require an employee to submit information and reports which the ARB deems necessary to conduct a thorough review. The ARB member / designee will review the original crash report, supplementary reports, diagrams, photographs / in car camera video, and the written conclusion of the investigating supervisor prior to the scheduled meeting. Photographs / in car camera video will be available for further review at the meeting if necessary utilizing the back end client and media vault applications.

The ARB cannot require the attendance of the employee(s) involved, but employee(s) may voluntarily attend the meeting to provide to the ARB a verbal description of the crash. Employee(s) will be notified by department email of the date the crash is to be reviewed by the ARB should the employee wish to attend. Notification will be made approximately 14 days prior to the review to allow for schedule adjustments. Employee(s) who intend to appear must respond to the notification no later than two (2) days prior to the scheduled review.

The investigating supervisor may be required to attend the ARB meeting by the ARB chairperson. In most incidents, the reports written by the supervisor investigating the crash are sufficient for the ARB to review.

The ARB shall discuss and provide any recommendations on employee discipline to the Chief of Police or designee. The ARB may recommend changes in equipment or procedures intended to prevent future injuries or unnecessary damage to department vehicles.

The ARB chairperson is responsible for completing the ARB recommendation report which is electronically distributed to the board members/designee for review. The recommendation report is then forwarded to the assistant chief of patrol operations. The assistant chief of patrol operations and or the chief of police may send any recommendation report back to the ARB for further review if additional information evidence or testimony is needed. The ARB shall provide an additional recommendation report after further review to the assistant chief of patrol operations.

Final Determinations:
The chief of police will make the final determination as to whether the incident was preventable or non-preventable.

The chief of police will make any and / all determinations for any disciplinary action that may result from the crash. The chief of police will be the final authority on the matter subject to any grievances procedures available to the employee.

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