

[REDACTED]

All employees are required to provide the computer system with true information when gaining access to data [REDACTED]. Using another's [REDACTED] to enter a city computer system shall be in violation of this policy.

All department laptops with access to CJIS/MNCIS will be secured in a squad car or used only in secure locations. Examples of secure locations are Headquarters or district buildings. Examples of non-secure locations are homes, restaurants, etc.

All information in computerized files is subject to the controls detailed in General Order 235.00: Data Practices and the Minnesota Data Practices Act. All uses and applications of the department controlled equipment must be approved by the head of the technology unit.

Software

There are a myriad of commercially prepared PC software packages for business use. Microsoft Word, Access and Excel have been accepted as standards for this department's word processing, database management and spreadsheet needs. The establishment of software standards will ensure software compatibility between departmental computers, allowing easier data transfer. A software standard for each type of application will eliminate the need to retrain an individual when that person is transferred from one unit to another.

All of the software accepted as standards by this department are protected by copyright laws. As such, duplication of any program for use on more than one PC is prohibited.

Only software approved by the chief of police or designee maybe loaded onto a departmental computer by the technology unit.

Revised July 1, 2011

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

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. This means OA login accounts and passwords are shared by staff for each unit within the department. 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. Individual login accounts are discouraged by the state.

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

The 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 overall network, which provides criminal justice agencies computer access to data stored on state and national computers. The network consists of several systems including Minnesota Justice Information Services, Criminal Justice Information System and National Crime Information Center.

Information derived from CJDN is sensitive. Improper access, use, and dissemination of CJDN data may result in disciplinary action. (See Data Practices General Orders 235.00 through 238.00).

Access and Security of CJDN System

CJDN terminals are located in [REDACTED]

[REDACTED] Individual access to the network shall be limited to employees (terminal agency coordinator, technology unit staff, records unit staff, and select unit staff) who have been certified by the Minnesota Bureau of Criminal Apprehension (BCA) to operate the terminals. All other department personnel must make their criminal justice inquiries through CJDN operators.

Staff having access to CJDN must meet the following requirements:

- Be an employee of the Saint Paul Police Department
- Successfully pass a state and national fingerprint background check. This will include any individual with unescorted access to the terminal areas regardless if they are employees of the Saint Paul Police Department or not.
- Pass the Full Access or Criminal History Certification tests. This must take place within six months of hire or assignment and every two years thereafter.
- Pass the Full Access or Criminal History Certification tests. This must take place within six months of hire or assignment and every two years thereafter.
- Unauthorized access to or routine viewing of CJDN terminals or CJDN data is not allowed.

The background unit will:

- Conduct pre-employment background checks (including fingerprints sent to the BCA and FBI) of personnel with access or direct responsibility to configure and maintain computer systems and networks.
- Keep on file the fingerprint cards of the technology unit personnel and CJDN operators in a secure location.

- Use the purpose code of “J” when conducting pre-employment background checks for the department.

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 records unit manager is the TAC for the department.

The TAC will issue a unique username and password to authorized users with access to the CJDN and Portal 100. Authorized users will be given a unique password to have access to criminal histories. The criminal history password will be changed by the TAC at least every two years. A list of these assigned passwords shall be kept by the TAC in a secured location.

Inquiries and Entries

Inquiries into the motor vehicle registration, driver license, criminal history or any other file in the systems will 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. The individual receiving the request for criminal justice information must be sure that the person(s) requesting the information are authorized to receive the data.

Criminal history responses as well as all other CJDN printouts will be destroyed when they are no longer needed. These documents will be shredded at the department.

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. BCA will be informed of serious violations.

Revised June 27, 2011

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 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.

All challenges to the CIBRS system will be referred to the records unit manager or data compliance officer.

Certification:

Prior to accessing, all law enforcement personnel authorized access will complete the BCA training program and pass the certification test. For continued access, employees must re-certify every two years. The records unit manager shall coordinate training and certification.

Effective January 31, 2012

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

246.00 Use of Force

In a complex urban society, officers are confronted daily with situations where control must be exercised to manage volatile situations, effect arrests or prevent escape, enforce court orders, prevent persons from harming themselves or others and to protect the public safety. Control may be achieved through presence of the officer, verbalization and/or physical options, if necessary. Officers will view the use of physical force as an option when other control options have failed or are unreasonable to resort to under the circumstances. Any physical force used by an officer must be necessary and reasonable under the circumstances.

Regardless of the type of physical force employed by an officer and, whether or not injury is sustained by a suspect or other persons, if physical force becomes necessary under the circumstances, the officer will document the event. Additionally, any other action (including automobile accidents) which result in or are alleged to have resulted in harm to another will also require documentation.

Use of Force Training:

Officers of this department shall receive basic and intermittent training and instruction (and, where necessary, shall 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. It is the committed policy of this department to adequately train its officers in the appropriate use of force, and that its officers use only that amount and degree of force which are reasonably necessary under any given set of circumstances, as especially dictated by a subject's responses. Any show of force should be engaged or initiated solely to supplement the officer's primary function of protecting themselves, the public, and other law enforcement personnel.

Academy instruction and intermittent in-service training shall include, but not be limited to, a review of departmental policies and laws regarding the use of force, the "force continuum," and any changes applicable to laws, regulations, policies, practices, procedures and/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:

- **Chemical Agents:** Mace®, tear gas or Aerosol Subject Restraint (ASR).
- **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 which an officer has received permission from the department to carry and use in the discharge of the officer's police duties, and, for which the officer has received technical, mechanical, and legal departmental training in the device, and for which the officer has demonstrated a satisfactory proficiency in the legal and practical use thereof.
- **Documentation:** Includes police reports and where applicable taped interviews, photographs, video, medical assistance, identify witnesses, third party video and pictures, memos, and forms.
- **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: “force continuum.”
- **Less Than Lethal Force:** Any force option (see General Order 246.01: Use of Force Continuum) which 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 option (see General Order 246.01: Use of Force Continuum) which a reasonably trained 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 and/or amount of physical force which, under the facts and circumstances then known, or which should reasonably be known to the officer, is reasonable and necessary to apply, and which a reasonably trained police officer would believe called for, under like circumstances. (Also referred to as “necessary” force – see: “force continuum.”)
- **Restraint:** A mechanical and/or physical means for limiting a subject’s freedom of movement, the object of which is to secure the subject’s compliance and control.
- **Strangle Holds:** A method or manner of applying deliberate physical pressure to the throat with specific intent to restrict the individual’s air flow, whether done with hand or elbow; or, deliberate pressure to the carotid artery area of the neck, for the same purpose. This method of subject control is not a recommended physical force option due to the severity and risk of serious injury or death. An officer should only employ this method in extreme circumstances, defensively, and as a last resort, only, where “deadly force” against the subject would otherwise be justified.
- **T.A.R.P.:** “Total appendage restraint procedure.” (General Order 246.02: Restraints)
- **Unreasonable Force:** Regarding physical force, the application of an inappropriate type and/or degree of physical force; e.g., under the facts and circumstances then known, or which should reasonably be known to the officer, force which is unreasonable to apply, and which a reasonably trained police officer would believe to be uncalled for, under like circumstances.
- **Use of Force:** An initiation by command presence, verbalization, or otherwise, up to and including physical means (or a combination of options) to influence, compel, or restrain a subject. A method, physical or otherwise, used to affect the mind or behavior of a subject.
- **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 February 14, 2012

246.01 Use of Force 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 force 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 use of force is unique. Therefore, the force continuum is not to be considered a formula, pathway or overseer of tactics or decisions made during a rapidly evolving and tense circumstance. The force 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 “force” 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 Force 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."

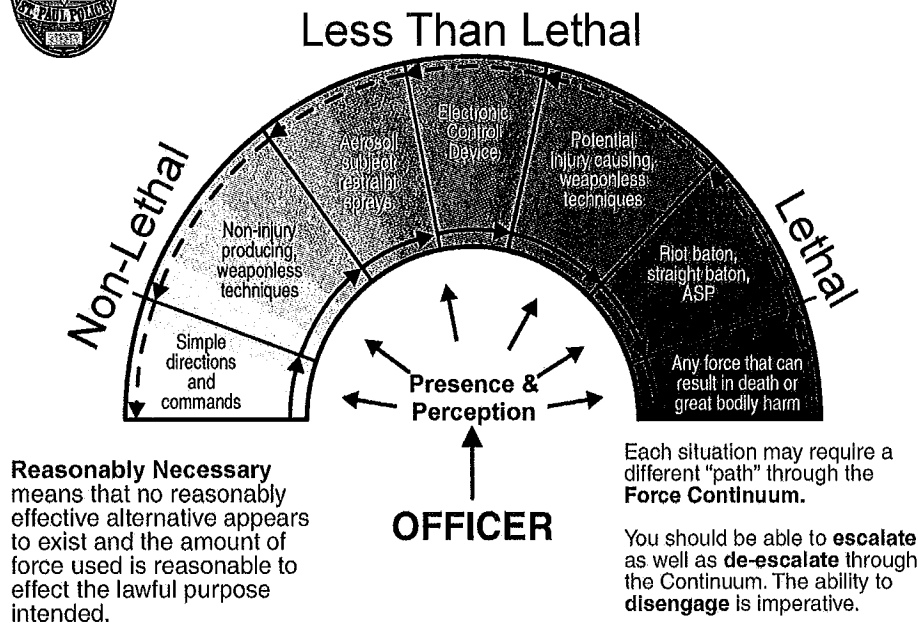
Lethal Options:

- Deadly Force: Any force the officer knows or should reasonably know may cause great bodily harm or death. (General Order 246.00: Use of Force)



USE OF FORCE CONTINUUM

Force is used "when and only to the extent reasonably necessary."



Revised June 27, 2011

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:

[REDACTED]

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.

[REDACTED]

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 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:

In the event a uniformed and/or command presence, and/or soft empty hand options prove ineffective or unfeasible under the circumstances, officers are authorized to use ASR devices in order to achieve

a suspect's control and compliance, and/or in the defense of the officer or others. In terms of the "force continuum," and depending on the circumstances and the resistance offered by the suspect, officers are reminded that such an option may itself be ineffective or unfeasible, in which case resorting to other "continuum" options may be called for. In any case, 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 other things 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 in the headquarters' garage or at the Ramsey County Law Enforcement Center 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 July 1, 2011

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.



Revised July 1, 2011

246.05 Electronic Control Device (ECD)

Definitions and Statutory Authorization:

Electronic Control Device (ECD) is authorized in Minnesota by statute for use by police officers. (See Minnesota Statute 624.731)

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 trigger causing arcing, or 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 will carry and 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. 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, on the police utility belt in an approved holster [REDACTED]

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. However, the device shall not be intentionally discharged to the head, or used to escort or prod individuals. In general, handcuffed subjects refusing to enter a police vehicle or other police facility, subjects who are not posing assaultive/violent or potentially assaultive/violent behavior, and/or those subjects who are simply walking or running away from a scene should not be exposed to the ECD, unless the level of resistance or criminal violence they offer has reached a level where bodily harm to an officer or another person could result. Should an officer find it necessary to deploy an ECD to someone running or walking away and/or a handcuffed person, the deploying officer shall ensure that a copy of both the police report and a Supervisory ECD Deployment Reports are forwarded to the commander of internal affairs. The ECD shall not be discharged in hazardous material (volatile) environments.

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 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.
- 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 shall not be intentionally discharged to the head unless as an alternative to the use of deadly force.
- The ECD should not be used in drive stun mode to escort or prod individuals.
- The ECD will not be deployed when a handcuffed subject merely refuses to move 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 shall not be discharged in hazardous material (volatile) environments.

Safety of Subject:

Following, any deployment of the ECD, whether to drive stun or to project the probes, 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. Whether injury is visible or not, the officer will photograph the site, remove the probes if they were deployed and photograph the area where impact occurred.

The probes and a quantity of the identification tags known as "AFIDs" will be collected as evidence. 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, the subject shall be transported for medical attention. In any case, where the subject makes an affirmative complaint of injury from such discharge, the subject shall be transported for medical attention.

Reporting Use of the ECD:

Each time an officer deploys an ECD they shall file a written police report documenting the use of force and their supervisor will also file a Supervisory ECD Deployment Form. This requirement does not include periodic testing of the unit for functionality (see General Order 479.00: Electronic Control Device Usage Procedures). The report shall include in the narrative a description of all facts and circumstances surrounding the discharge of the ECD.

An operator who does not deploy the ECD, but who drew the ECD from the holster to address a subject's behavior does not need to write an offense incident report. However, they must document their actions in the ECD Non-Deployment Statistical Form, have a supervisor sign it, and forward the report to the records unit which will forward a copy to the internal affairs unit.

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 November 2, 2011

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 (especially) violent crimes, 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 and/or the officer against deadly force. The firing of a weapon must be with the realization that great bodily harm or death may occur. Still, in all, even with that realization, an officer recognizes a sworn duty to uphold the laws and to protect society against the use of deadly force by suspects upon either innocent citizenry, and/or the police.

Training/Instruction -- Deadly Force and Firearms:

Before being authorized to carry a firearm, all officers shall receive training and instruction with regard to the proper use of deadly force, the department's policies and state statutes with regard to such force, and shall receive copies of said policies and statutes. Such training and instruction shall continue throughout the officer's duty career, on an in-service basis.

Use of Deadly Force:

An officer shall resort to deadly force only when necessary.

An officer is equipped with a firearm to defend society and the officer, and fellow officers, against deadly force. Despite facts and circumstances which may authorize the use of deadly force in any given situation, an officer shall use only that amount of force 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 shall threaten the discharge of and/or discharge a firearm only when necessary.

Statutory Authorization for Use of Deadly Force:

Bearing in mind the definition of “deadly force,” an officer may use such force, in the line of duty when necessary to:

- Protect the peace officer or another from apparent death or great bodily harm.
- Arrest or capture, or prevent the escape of one 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.
- Effect the arrest or capture, or prevent the escape of one 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:

- No officer shall 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.
- Authorized warning shot may be used in a felony situation where deadly force is otherwise 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 shall be temporarily removed from line-duty assignment in accordance with General Order 246.09. The officer’s division commander, EAP, and/or the review board may make recommendations to the chief of police concerning this restriction, but final authority shall be that of the chief of police. (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 otherwise 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 shall 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, the officer is to 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 shall radio that a police warning shot has been discharged, giving the approximate location.
- Regardless of the outcome of the event, and whether or not a suspect has been apprehended, any officer discharging a warning shot shall 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 shall 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 shall be obtained, and the officer shall file a report of the incident, including such witness information. A copy of said report shall 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:

When a police vehicle is engaged in pursuit, no officer therein shall 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. 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 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:

All department-issued handguns and any handgun carried while on duty shall be carried in a holster designed for that handgun.

[REDACTED]

Revised November 2, 2011

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 use of force.

246.08 Review -- Use of Force with Weapons Other Than Firearms

Copies of reports which identify the use of force with weapons other than firearms shall be forwarded to the Saint Paul Police Department Internal Affairs Unit by the review officer, 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.

Revised July 1, 2011

246.09 Investigations --Incidents Where Serious Injury or Death Result During Police Custody or Involvement

Policy:

The Saint Paul Police Department shall 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 serious injury or death of any person 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 substantial or great bodily harm or death.
- Death of persons while in police custody or under police control following a use of force.
- Vehicular incidents related to police actions that result in substantial or great bodily harm or death of any person.

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. The chief may direct Saint Paul Police Department personnel to assist the outside agency upon their request.
2. 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.
3. 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.
4. 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.
5. 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. The homicide unit shall focus on all criminal aspects of the incident.

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. 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, [REDACTED]
 - 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 homicide 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. [REDACTED]
 - 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. [REDACTED]

- [REDACTED]
- 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 [REDACTED]
- [REDACTED]
- 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. EAP staff.
- E. Involved employee's unit commander.
- F. Public information officer/coordinator.
- G. Federation representative.
- H. Commander of district or unit involved.
6. The homicide unit commander or her/his designee shall:
- A. Assume command of the criminal phase of the investigation.
- [REDACTED]
- 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. [REDACTED]
- 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. 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 homicide unit of any information obtained during a compelled internal affairs unit investigation interview. Information obtained by the homicide 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 homicide staff, 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 homicide staff 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. 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 June 27, 2011

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 of 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

248.00 Shotguns

Department vehicles are equipped with a shotgun and rack. An officer signing the vehicle out is responsible for checking the vehicle to assure that it contains a shotgun [REDACTED]

[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.

The inspection unit will make periodic inspections of the vehicles at the public safety garage for repairs to check for violations of this order. Anytime a shotgun is found in a vehicle in violation of the above restrictions, the inspection unit will submit the pertinent facts to the appropriate assistant chief and the supervisor of the officer leaving the shotgun in the vehicle.

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 rifles, 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:

1. AR15 type rifle made by an approved manufacturer.
2. .223/5.56 caliber.
3. Barrel length of 16 to 20 inches.

4. Fixed or flip-up sights with night site inserts.
5. Approved sling.
6. High-quality white light source.
7. High-quality 30-round magazine (3).
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.

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]

[REDACTED] Rifles may not be stored in the department vehicle between shifts, and they remain the responsibility of the officer at all times. [REDACTED]

VII. Deployment

[REDACTED]

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 owned patrol rifles unless they adhere to General Order 249.00: AR15 Type Patrol Rifles.

Revised July 1, 2011

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).

- 
- 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:

[REDACTED]

- Disseminate criminal intelligence within the department and to other law enforcement agencies.
- Manage and coordinate the career criminal program.
- Establish and maintain liaison with federal, state and local law enforcement agencies.

Tactical Functions:

S.I.U. shall have the following tactical functions:

[REDACTED]

- V.I.P protection. (See General Order 470.00: V.I.P. Security Plans)

[REDACTED]

Intelligence Procedures:

Criminal intelligence information includes data related to organized criminal activities. Criminal intelligence by its very nature is extremely sensitive and great care must be exercised in the storage and dissemination of this data.

[REDACTED] It shall be stored
[REDACTED] under the control of the unit head [REDACTED]
[REDACTED]

The S.I.U. commander shall be responsible for coordinating the collection, exchange, and dissemination of intelligence data with federal, state and local law enforcement agencies. S.I.U. shall be the department contact and is responsible for coordinating the exchange of information with state and local agencies.

Only data related to criminal activities shall be retained. All data received shall be evaluated by S.I.U personnel for accuracy, creditability, and appropriateness to the S.I.U. function. Questionable information shall be further reviewed by the S.I.U. commander for a final determination of its value and appropriateness. S.I.U. personnel shall periodically reevaluate information received from other agencies by contacting the supplying agency to update and verify the validity of the information received. Information will not be gathered, maintained or disseminated on any group or organization that is not known or reasonably suspected of involvement in criminal activities.

S.I.U. personnel shall routinely communicate with district roll calls and various investigative units for the purpose of gathering and exchanging criminal intelligence as needed.

[REDACTED]

[REDACTED]

[REDACTED]

Field Interview (F.I.) data: All F.I. data produced by department personnel shall be made available to the S.I.U. for evaluation consistent with the intelligence procedures set forth above. The data from field interviews shall be maintained in a S.I.U. database available to all police personnel. Access shall be restricted to police personnel.

[REDACTED]

It shall be the responsibility of the S.I.U. commander to ensure that all criminal intelligence data is periodically reviewed as to its validity and appropriateness for retention. Outdated and/or unreliable intelligence data shall be purged at the discretion of the S.I.U. commander.

[REDACTED]

Intelligence Dissemination: It is the responsibility of the S.I.U. as the repository of criminal intelligence within the department to coordinate and control the dissemination of intelligence information. The following procedures will be adhered to:

[REDACTED]

[REDACTED]

(See General Order 418.00: Informants)

Investigative Fund – S.I.U.:

An investigative fund is established [REDACTED] for S.I.U. Funds are to be managed by the commander (fund custodian) [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.

Investigative funds may be advanced prior to the buy. When an advance is given to an officer, the fund custodian must include in the cash box a request for advance equal to the amount removed. The cash on hand plus the advances and receipts must equal the established value of the fund.

The police department form (chit sheet) is to be used to support department investigations from being put directly on the public record. This form will be used as a cross reference to the records which contain the detailed supporting documentation for the disbursement. (See General Order 477.00: Petty Cash, Imprest, Buy/Investigative Funds)

[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.

[REDACTED]

- 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 [REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Organized criminal activity: All complaints of organized criminal activity shall be recorded and reduced to writing on receipt. Complaints shall be reviewed by S.I.U. personnel and their validity assessed.

Validated complaints shall be filed in an appropriate intelligence file. It is the responsibility of S.I.U. to investigate all valid complaints of organized criminal activity to the fullest extent possible. On receipt, the S.I.U. commander shall determine the desired investigative action to be taken consistent with the significance of the complaint, the mission and goals of the department and the available resources of S.I.U. As appropriate to the information received the investigation may include

[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. An investigator within the unit shall be assigned the program responsibility. It shall be her/his responsibility to identify career criminal targets, develop a summary criminal history for each individual, track their contacts with the law enforcement community, give appropriate notification to elements of the criminal justice system when law enforcement activity brings a target into the system, render assistance as requested by the Ramsey County Attorney's Office, and monitor the progression of the target through the criminal justice system.

The criteria and procedure for targeting individuals for the career criminal program shall be as follows:

[REDACTED]

4. The career criminal investigator shall disseminate to all units in operations division and investigative units a master career criminal list.
5. The career criminal investigator shall assist efforts of the investigative unit conducting the primary investigation of the incident resulting in the arrest of the target and the preparation of the

case for prosecution by the Ramsey County Attorney's Office and to ensure the prosecuting authority receives whatever assistance is necessary from the investigative unit responsible for the investigation to facilitate the enhanced prosecution of the career criminal.

Revised July 1, 2011

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 [REDACTED] 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 research and grants manager who reports directly to the assistant chief of support services and administration. The research and grants manager 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 research and grants manager is responsible for the preparation of working schedules, review and action of complaints, recommendations, etc. The research and grants manager is further responsible for the establishment of job priorities, assuring that daily, monthly, and special reports are completed on a timely basis.

Revised July 1, 2011

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 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.