

## GENERAL ORDER XXVII

SUBJECT: GENERAL RULES AND REGULATIONS

EFFECTIVE DATE: 05-18-05 REVIEW DATE: 03-01-2015

NOTE: This rule or regulation is for internal use only, and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

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### I. ADMINISTRATION

#### A. DEPARTMENT-WIDE ADMINISTRATIVE RESPONSIBILITIES

1. Scope. This chapter is intended to supply all Department members with information which will help them to coordinate their activities with the Administration, not to instruct administrative personnel in their duties.

#### B. CHIEF OF POLICE

1. Executive Power. The Chief of Police is the Administrator of the Police Department. He is responsible for the execution of all laws, ordinances and rules governing the Department. He may delegate any of his duties, but none of his responsibilities to his subordinates.

2. Transfers and Suspensions. The Chief of Police controls, manages and directs all members of the Department in the lawful exercise of his functions, with exclusive powers to assign any member to any such public service as he may direct. The Chief of Police or his designate is authorized to suspend temporarily any member of the Department pursuant to the Personnel Rules of the City of West Plains. When a suspension is made, the Chief of Police will immediately report the incident to the City Administrator.

3. Execution of Court Orders. The Chief of Police maintains discipline and enforces the laws so as to secure the maximum efficiency of the department. He sees that all orders and processes directed by the courts to the Police Department is promptly executed.

4. Orders, Rules, and Regulations. The Chief of Police may promulgate such orders, rules and regulations as may be necessary for the efficient operation of the Department.

5. Disciplinary Reports. The Chief of Police cooperates with the City Administrator by filing complete reports of the records of credits, disciplinary actions or charges preferred against members of the Department.

6. Training. The Chief of Police causes the members of the Department to be given instruction and training in subjects he believes will be to the advantage of the Department.

7. Control of Police Property. the Chief of Police has custody of all the property of the city of West Plains in use by the Police Department and is responsible for its safety and care, and permits none of it to be used for private purposes or to be loaned or moved without proper authority.

8. Approval of Organizational Changes. The chief of Police must officially sanction and approve any change in departmental organization before the changes become effective.

#### C. ACTING CHIEF OF POLICE

1. Order of Succession. In his absence, the Assistant Chief of Police will assume the position of Acting Chief of Police.

2 Length of Assignment. Assignment as Acting Chief of Police will remain in effect until the return of the Chief of Police.

3. Authority of the Acting Chief. In the absence of the Chief of Police, the Acting Chief of Police will act in his stead and during such absence will possess all the powers of the Chief of police to conduct the business of the Department and to carry out the orders and policies of the Chief of Police.

### II. COMMAND OF DEPARTMENTAL POLICIES

#### A. AUTHORITY OF COMMANDING OFFICERS

1. General. Commanding officer(s) have authority to carry out departmental policies and the policies of their superior officer(s) and to administer and supervise the work of the Department. A commanding officer shall exercise the authority, in the best interests of the Department. He shall not unnecessarily countermand any order of officers above his members rank or needlessly interfere with the specific duties of members ranking below him.

2. Suspensions. Whenever it is deemed necessary for the preservation of good order, efficiency and discipline, commanding officers may suspend from duty, pending formal charges, any subordinate member of the Department. Any commanding officer who suspends a member of the Department shall immediately report the facts in writing to the Chief of Police. The Chief of Police will immediately forward this information to the City Administrator for presentation to the City Council. In all cases the final action and decision will rest with the City Council.

### III AUTHORITY RELATED TO THE CHAIN OF COMMAND

#### A. AUTHORITY WITHIN A SUBDIVISION

1. General Order. General orders define policy and direct procedures for the indefinite future and for the Department as a whole or for subordinate elements within the Department. General orders must be approved by and bear the signature of the Chief of Police.

2. Special Order. Special orders define policy and direct procedures for special situations or events. Special orders are those orders covering temporary or self-canceling circumstances and may be issued by the Chief of Police or his designate.

3. Authority of Seniority.

a. Determination of Seniority. Seniority shall be determined first by rank and second by continuous service in the rank.

b. Use of Authority. When two or more members working together on the same assignment or detail are of equal rank, seniority shall not be exercised except in an emergency necessitating it, unless one member had been assigned command by competent authority.

#### B... AUTHORITY OUTSIDE THE CHAIN OF COMMAND

1. Conflicting Orders. If a subordinate receives instructions from a senior officer which conflict with instructions he has previously received from proper authority, the subordinate will inform the senior officer of such conflict.

2. If the senior officer still desires that his instructions be carried out, the subordinate will do so; and the senior officer will notify the subordinate's supervisor of his action.

#### IV. DUTIES OF ALL RANKS

Application. Each part of this Chapter is hereby made a portion of the duties of each Department member unless, by his position in the chain of command, the section cannot apply.

##### A, APPLICATION OF DUTIES

1. Absence of Commanding Officer. The senior member of any classification will assume the duty of the next highest echelon within the Department in the absence of his superior officer unless an alternate has been designated by his immediate superior or a higher officer in the direct chain of command or unless higher authority has indicated that the next higher echelon shall remain temporarily vacant.

2. Knowledge of Conditions. Members of every echelon have the duty of being thoroughly familiar with the conditions which affect the work to which they are assigned and of informing their superiors concerning such conditions in as much detail as the superior indicated he wishes.

3. Information to Subordinates. Members of every echelon will inform their subordinates of decisions by higher authority which affect them unless such information is confidential. They will disseminate departmental information concerning policies and procedures.

4. Training and Assistance. Members of all echelon will insure that their subordinates are given all necessary, practical assistance and training in the discharge of their duties.

5. Knowledge of Subordinates. Members of all echelons shall closely observe the work of their immediate subordinates and be prepared to evaluate it accurately for their superiors in as much detail as the superior wishes. They shall make a written report to their superior of any serious misconduct or unfitness for duty on the part of a subordinate.

6. Detailed Orders and Instructions. Members of all echelons shall issue any order to their subordinates necessary to implement less specific orders from their superiors and to carry out their assigned function within the framework created by orders from their superiors.

7. Accomplishment of Assignments. Members of all echelons shall take all reasonable steps to accomplish their assignments. In the case of difficult or complicated assignments which cannot be

accomplished immediately, personnel will make frequent progress reports to their superiors. Reports shall be either oral or written, depending upon the wishes of the superior. They shall coordinate the works of their subordinates to best accomplish their assignment.

8. Delegation: Duties-Responsibilities. Unless specific orders prohibit it, member of any echelon may delegate any duty assigned to them to their subordinates. They may accept any available aid from others in the discharge of their duties. Responsibilities may never be delegated. Each member of the Department retains his assigned responsibilities until relieved of them by his superior.

#### C. DIRECTION

1. Members of the West Plains Police Department will abide by the rules and regulations established in this policy and any guidelines established by the City of West Plains.

a. Policy established in this manual shall not supersede policy established in the City of West Plains Personnel Rules.

2. Members of the Department will preserve the public peace, prevent crime, detect and arrest violators of the law, protect life and property, and enforce all criminal laws of the State of Missouri and ordinances of the City of West Plains.

#### D. BREADTH OF DUTY

1. Officer to Accept Assignments. Notwithstanding the assignment of specific duties and responsibilities, Department members will perform all other duties required by them by competent authority.

2. Officers to Act on Violations Observed. The special delegation of the enforcement of certain laws to the Department does not relieve officers of the responsibility of taking prompt and proper police action relative to the violations of other laws observed by them or coming to their attention.

#### III MAINTENANCE OF ORGANIZATIONAL ENTITY.

1. Coordination. In carrying out the functions of the department, members will coordinate their efforts in a manner that will tend to establish and maintain the highest possible standard of efficiency.

2. Determining Official Duties. When members of the Department have occasion to inquire as to their official duties concerning any matter whatsoever, they will seek such information from their immediate supervisor.

3. Department Correspondence. A member of the Department will not enter into official Department correspondence over a signature other than the Chief of Police.

4. Requests for Equipment and Services. A member will not make any request for equipment or services to agencies outside the

Department unless authorized to do so by the Chief of Police. With the approval of the Chief of Police, members may work with those outside the Department to gain information; but they must make it known they do not have authority to commit the Department to any type of action. Department members will submit all requests for equipment or services to the Chief of Police.

#### IV. ORDERS

1. Force of Posted Orders. Any order posted on a bulletin board of the Department over the signature or name of the Chief of Police will have the same effect as, and be construed as part of, these rules and regulations.

.2. Confidential Orders. Members of the Department will not make known to any person any confidential order they receive.

3. Criticism of Orders. No member of the Department will disparage or ridicule orders or instructions issued by a senior officer. This applies to oral and written communication either to other Department members or nonmembers. However, if a member of the Department receives an order or instruction he believes to be inconsistent, unjust, or unwise, it is his duty to make his opinion known to the officer who issued the order. His manner of presentation will be courteous and respectful.

4. Appealing Orders and Decisions. If an officer believes an order or decision is unfair, he may request that he be granted an interview with the Chief of Police.

5. Marking Orders or Notices. Members of this Department will not mark, mar or deface any printed or written notice related to police business. All notices of a personal nature and of a derogatory character relating to the Department or person is prohibited.

#### V. PROFESSIONAL AND ETHICAL CONDUCT

1. Rewards. Members of the Department, individually and collectively will not solicit rewards for performance of duties or seek or ask for gratuities of any kind.

2. Acceptance of Gifts. Members of the Department will not accept, directly or indirectly, from any person liable to arrest or in custody, or after discharge, or from any friend or friends of any such person, any gratuity, fee, loan, reward or gift, whatsoever. They will not do business with or engage in any business transaction with any person confined in jail without the express permission of the Chief of Police.

3. Debts. Members of the Department will promptly pay their just debts.

4. Department Harmony. Members of the Department will conduct themselves in a manner that will foster the greatest harmony and cooperation between each other.

5. Behavior toward Other Department Members. Members of the Department will treat their supervisors with respect in their demeanor toward their associates in the Department, they will be courteous and considerate, guard themselves against unfriendly feeling and refrain from all communication to others' discredit. It is, however, the duty of members to inform their supervisors of neglect or disobedience of orders.

6 Recommending Attorneys. Members of the Department will not recommend to any prisoner or any other person the employment of any person as attorney or counsel or suggest the name of any bail bondsman, either directly or indirectly.

7. Registration of Personal Vehicles. No officer will use the Police Department address for registering his personal vehicle.

8. Officers' Bearing. Officers will maintain a professional bearing and avoid a slouchy, slovenly attitude of body or mind. They will not sleep on duty and will at all times be attentive to their duties.

9. Head and Facial Hair of Department Members. In order to maintain public respect in this Department through its pride and self-discipline, head and facial hair of members of the Department will be neat and well groomed, consistent with contemporary community standards.

a. Head and facial hair may be permitted to grow naturally, but will be groomed and neatly trimmed so as not to present a ragged, bushy, unkempt, extreme or eccentric appearance.

b. Beards are not authorized. Goatees are authorized, but under strict guidelines. The face will be clean shaven, except that mustaches and sideburns will be permitted if neatly trimmed and well groomed. Sideburns may have a natural flare.

10. Bribes and Extortions. A member of the Department will not accept anything which could reasonably be construed as a bribe. He will not engage in any act that could reasonably be construed to constitute extortion. He will not use his position on the department to obtain any money or property except as required by law or departmental procedures.

11. Solicitation of Favors. A member of the department will not use his position to seek admission to places of amusement, sporting events or public gatherings. He will neither solicit nor accept free meals or transportation or other favors or gratuities which would not be normally afforded a private citizen.

#### VI ACTIONS PROHIBITED OR LIMITED

1. Personal Activities on Duty. Officers will not shop or trade while on duty or devote any of their on-duty time to any activity which does not relate to police work. They will not perform any police duty for the purposes of private gain.

2. Consumption of Alcohol. No officer in uniform will drink any alcoholic beverage.

a. An officer in uniform will not consume any beverage, including soft drinks at a bar or saloon.

b. No member of the Department will appear for or be on duty under the influence of liquor or drugs or be unfit for duty because of excessive indulgence.

3. Smoking. Smoking will not be indulged in by any member of the department under conditions which may be detrimental to good conduct or procedure.

4. Officers Loitering. Officers on duty will not loiter in cafes, drive-ins, service stations or other public places except for the purpose of transacting police business or to take regular breaks as may be otherwise provided in this manual.

5 Political and religious Discussions. Officers on duty will not engage in political or religious discussions to the detriment of good discipline and will not speak slightingly of the nationality, color, creed or beliefs of any person.

6. Gambling at Station. No game of chance for stakes or wagers, card playing or other gambling will take place in the police station.

#### VII. SUPPLYING INFORMATION

1. Official Business. Members of the department will treat as confidential the official business of the department. They will not impart information to anyone except those for whom it is intended, or as directed by their commanding officer, or under due process of law.

2. Divulging Criminal Records. The contents of any criminal record filed in the Police Department will not be exhibited or divulged to any person other than during the process of an investigation or to another duly authorized police officer or under due process of law, except as directed by a commanding officer.

3. Manner of Supplying Information. A member of the Department will carefully, courteously and accurately give all proper information to persons requesting it. He will avoid unnecessary conversation which is not police oriented or is likely to cause controversy. He will identify himself by name and badge number upon request, whether in uniform or plain clothes, on or off duty, except when working under cover. He will give this information in a polite and willing manner.

#### VIII. RESIDENCE OF DEPARTMENT MEMBERS

1. Change of Address. Members of the Department shall keep the Office of the Chief of Police notified of their correct address of residence and telephone number and shall report any changes of the same within twenty-four hours after making such change.

2. Telephone required. The members of the Department shall maintain a telephone in their residence.

#### IX. USE OF FIREARMS

1. Firearms Regulations.

A. When Firearms May Be Discharged. Firearms may be discharged in the performance of a police duty only under the circumstances listed below.

1. At an approved range.

2. When killing seriously wounded or dangerous animals when other disposition is impractical.

3. When necessary in the defense of another person's life when all other reasonable means have failed.

4. When necessary in the defense of his own life when all other reasonable means have failed.

5. To effect the lawful arrest of, or prevent the escape from custody or confinement of, a person attempting to escape by the use of a deadly weapon, or may otherwise endanger life or inflict serious physical injury unless arrested without delay.

B. When Firearms Will Not Be Discharged. Firearms will not be discharged under the following circumstances.

1. At misdemeanors.

2. To effect the capture or prevent the escape or rescue of a person who the member has reasonable cause to believe has committed a felony which was not of a heinous or violent nature.

3. At moving or fleeing vehicle involved in violations of the Motor Vehicle Law(including hit and run and stolen auto) unless necessary to defend the life of the officer or another person (see: Use of Force).

NOTE: Two factors made this rule necessary:

(a) Experience has proven that shooting at moving vehicles is one of the most uncertain and hazardous shooting conditions in police work, particularly when the member himself is in a moving vehicle.

(b) Many vehicles involved in traffic violations are driven by persons whose reasons for fleeing do not justify the use of firearms as a means of apprehension.

(c.) Procedure to be Followed When Firearm is Discharged.

1. Notification and Report by Member Involved.

A member who discharges his firearm, either accidentally or in the performance of a police duty, except at an approved range, will submit a detailed written report of the circumstances to the Chief of Police.

2. Investigation by a Command Officer.

(a) Each discharge of firearms, except at an approved range, will be investigated by the Chief of Police or his designate.

(b) After conducting a thorough investigation of the circumstances attending the discharge of the firearms, the investigating officer will submit a detailed written report of the results of the investigation to the Chief of Police.

3. Investigation of Fatal Shootings and Injuries.

(a) The officer in charge will immediately relay reports of fatal shooting or injuries by police to the Chief of Police. Written reports of the incident will be forwarded as soon as possible.

(b) An officer involved in shooting incidents resulting in fatalities will be removed from duty, with full pay, pending an investigation.

d. Board of Review

1. Membership of the Board. The Chief of Police may establish a Firearms Discharge Board of Review whenever he deems it necessary.

2. Authority of the Board. The Board is authorized to review the circumstances attending each discharge of firearms by a member of the Department and to recommend disciplinary action if the circumstances indicate such action taken.

2. Range Practice. All officers are responsible for maintaining a high degree of proficiency in the use of firearms. The following are procedures to insure minimal standards in the use of the handgun.

X. USE OF FIREARMS

a. Range Master Responsibilities. The Chief of Police will assign duties of Range Master. The Range Master will be responsible for arranging the time and place for practice and instructing the members of the Police Department in the use of firearms. He will be in complete charge of the range and its equipment. He will be responsible for holding classes of instruction.



b. Mandatory Weapons Training. All officers shall attend weapons training on the date and time scheduled by the Range Master unless otherwise excused.

c. Wearing Ear Protective Devices. All personnel using the Police

Department Range will wear protective hearing devices. No one will be allowed on the Range without an adequate noise protection device.

d. Personal Use of Range. Officers of the West Plains Police

Department are authorized to use the West Plains Police Department firing range under the following conditions:

1. The officers notify the Dispatcher prior to and upon completion of facility use.

2. The officer shall record this information on the Range Log in the dispatch room.

3. All Range rules and regulations shall be strictly adhered to.

(a) All orders of the Range Officer shall be obeyed immediately.

(b) When reporting to the range, weapons shall be carried in the approved/issued regulation holster or equipment as duty dictates.

(c) No alcoholic beverages or persons who have been using them will be allowed on the Range while shooting is in progress. Shooting will be considered to be in progress until the Range Officer declares the Range closed for firing.

(d) Only personnel actually firing and/or the Range Officer shall be allowed on the firing line while firing is in progress.

(e) Visitors/guests shall not go beyond the designated, posted area while the Range is in use. The Range Officer is to be notified when visitors are present.

(f) Shooters shall wear hearing protectors while firing is in progress.

(g) Shooters on the line shall not engage in conversation and will remain alert for commands from the Range Officer.

(h) Loading, firing and unloading shall be done only upon command. Shooting movements/positions are to be executed upon command of the Range Officer.

(i) Shooting shall only be at designated targets.

(j) Weapons are to be pointed down range only while on the firing line, and officers shall never turn around while holding a loaded weapons. Malfunctions shall be called to the attention of the Range Officer by the shooter raising his empty hand above his head. All shooting will cease upon command of the Range Officer; the malfunctions shall be cleared and shooting resumed upon command of the Range Officer.

(k) Every weapon shall be treated as though it were loaded until personally inspected.

(k) A loaded weapon shall never be laid down where someone may pick it up unless it is unloaded and the magazine is out.

(l) A loaded weapon shall never be left unattended.

(m) Cleaning of weapons and/or weapons inspection are to be done only in designated areas.

(n) When off-duty weapons are brought to the Range for familiarization firing, the Range Officer shall be notified and the weapons holstered or safely stored when not in use.

## XI. COURTS

1. Court Cases. Members of the Department shall not take part or be concerned, either directly or indirectly, in making or negotiating any compromise or arrangement for any criminal or other person to escape the penalty of the law. They shall not seek to obtain any continuance of any trial in court out of friendship for the defendant or otherwise interfere with the courts of justice. This section shall not be construed as preventing a member of the Department from cooperating with the prosecuting attorney in the altering of any charge or other action, in any case in which he is concerned as the arresting or the investigating officer, in the furtherance of justice.

2. Court Attendance. A member of the Department concerned in cases before the courts are to be punctual in attendance and shall appear either in full uniform or in civilian clothes of business-like appearance. The wearing of part uniform and part civilian clothes shall not be permitted. Members' clothes shall be neat and clean.

a. the member shall have the case in which he is concerned properly prepared and all property which is to be used as evidence suitably rearranged for presentation in court.

b. Member shall observe the utmost attention and respect toward magistrates at all times. The member shall testify with the strictest accuracy, confining himself to the case before the court, and neither suppress nor overstate the slightest circumstance with a view of favoring or discrediting any person. When cross-examined, he shall answer with the same readiness and civility as when testifying in support of the charge, remembering that the ends of justice will be served by showing a desire to tell the whole truth, whether it is in favor of or against the prisoner.

c. If for any reason the officer cannot attend court, proper notification must be made.

3. Civil Court Cases and Processes. Members of the Department shall not serve civil processes, nor shall they render assistance in civil court cases except when the City of West Plains is a party or they have been subpoenaed in the proper manner. They shall, however, prevent breaches of the peace or quell disturbances growing out of such manners and advise the parties concerned why police action may not be possible.

a. At no time will personnel of the Police Department, while on duty and responding to a subpoena regarding a civil action, collect witness fees, juror fees and/or mileage fees while being paid by the City of West Plains.

## X11. DAMAGE TO PROPERTY

1. Care of City Property. Members of the Department will be responsible for the good care of Department property, whether fixed or movable, and will promptly report to the Chief of Police the loss of, damage to or unserviceable condition of such property. Any member responsible for the mutilation or destruction of City property, either through willfulness or negligence, may be required to pay the costs of repair or replacement.

2. Report of Damage Resulting from Duties. In the performance of duty, officers may find it necessary to forcibly enter buildings, structures or inflict damage on other private property. When such incidents occur, the responsible officer shall submit a written report describing the type and extent of property damaged to the Chief of Police.

### XIII. SEPARATION FROM CITY SERVICE

1. Return of Department Property. When any member of the Department resigns or is discharged or in any other way leaves the Police Department, he shall surrender to the Chief of Police all the property in his possession belonging to the Department.

2. Charges Resulting in Dismissal. Any officer or employee of the Department may be made the subject of charges and action for suspensions, demotions, or dismissal by the Chief of Police for malfeasance, misconduct, incompetence, insubordination, inefficiency, and failure to observe applicable rules and regulations or to cooperate reasonably with supervisors, fellow officers or employees. The following are specific causes for action:

a. The commission of a felony or misdemeanor under the laws of the State of Missouri.

b. Using intoxicants in violation of the rules and regulations contained in this manual.

c. Habitual indulgence in narcotics or drugs.

d. Neglect of duty.

e. Willful disobedience of orders.

f. Absent from duty without leave.

g. Conduct unbecoming an officer which might be detrimental to the service.

h. Willful mistreatment of a prisoner.

i. Sleeping while on duty.

j. Accepting or soliciting a bribe.

k. Aiding a prisoner to escape.

l. Immorality.

m. Appropriating any lost, found or stolen Department or evidence property to his own use.

n. Falsification of reports, records or communications.

o. Improper political activity.

- p. Feigning sickness or injury to escape duty.
- q. Rough or careless handling of City property.
- r. Any other act of omission contrary to good order and discipline of the Department.

#### MANDATORY PROCEDURES

#### XIV. UNIFORM REGULATIONS

##### 1. Uniform of the West Plains Police Department.

###### a. Winter Uniform

- 1. Police Hat
- 2. Necktie
- 3. Long-sleeve Shirt
- 4. Trousers
- 5. Belt
- 6. Socks
- 7. Shoes/Boots
- 8. Jacket

###### b. Summer Uniform

- 1. Police Hat
- 2. Short-sleeve Shirt
- 3. Trousers
- 4. Belt
- 5. Socks
- 6. Shoes/Boots
- 7. Jacket

##### 2. Equipment and related Articles

###### a. Standard Equipment Issued by Department

- 1. Badge
- 2. Identification Card
- 3. Belt
- 4. Ammunition Case

5. Handcuff Case

6. Holster

7. Ammunition

8. A.S.P.

9. Handcuffs

10. Pepper Spray Case

11. Required Patches

b. Standard Equipment Obtained By Employee

1. Valid Missouri's Driver's License

2. Watch

3. Pen and/or Pencil

4. Socks

5. Shoes or Boots

3. Uniform Wear Instructions

a. General

1. The uniform shall be worn only during duty hours or as authorized.

2. All officers shall be properly attired while driving or riding in a police car.

3. Members of the West Plains Police Department shall wear only the uniform prescribed for their particular rank and assignment. Civilian clothing shall not be worn with any distinguishable part of the uniform while in the public view.

4. When the uniform is worn, care should be taken that it is a good fit, neat, clean and properly pressed and that the leather and metal parts are polished and in proper working order.

5. All officers, when on duty in uniform, shall be guided by the following directions as to the manner and conditions of wearing the prescribed articles of uniform:

(a) Departmental badge shall be worn on the uniform attached to the badge holder on the shirt.

(b) The police hat as prescribed.

6. Police Identification card shall be maintained in personal possession at all times.

7. A pocket or wrist watch capable of indicating the accurate time at all times.

b. Uniform

1. The uniform shirt shall be complete with shoulder patches and appropriate insignia of rank, if applicable.

(a) The Chief of Police and the Assistant Chief of Police insignias and buttons will be gold, all officers' insignias and buttons will be silver.

(b) All officers shall wear the designated collar ornament on the shirt only.

(c) All shirt buttons shall be buttoned at all times.

(d) Sleeves shall not be turned up or under.

(e) All the above shall apply to both the summer and winter shirts.

2. The winter shirt (long sleeve) shall be worn as posted unless otherwise directed by proper authority. The necktie shall be worn with the winter uniform shirt (option to wear dark t-shirt).

3. The summer shirt (short sleeve) shall be worn as posted unless otherwise directed by the proper authority.

(a). If a jacket is worn with the summer shirt, the tie shall not be worn.

4. Jumpsuits

(a) Wearing a jumpsuit on duty shall be at the discretion of the Chief of Police

5. Wearing of the jacket shall be optional or as required by command decision.

6. Socks shall be black in color when low quarter shoes are worn.

c. Equipment

1. The regulation belt shall be worn so adjusted that it snugly fits the wearer's waist and does not allow that portion supporting the holster to be appreciable below the opposite side of the belt.

2. Officers shall carry an approved pistol in the prescribed holster with magazine loaded with the prescribed ammunition.

3. Two magazines with prescribed reserve ammunition shall be carried in the ammunition pouches in addition to the fully loaded duty pistol.

4. The duty weapon carried by all officers shall at all times be clean and in serviceable condition.

5. Officers shall keep their ammunition clean and serviceable and shall replace it with new Department issue ammunition at least once every six months.

6. The ASP shall be carried on the duty belt.

7. Handcuffs shall be carried in the prescribed handcuff case.

8. The handcuff key may be worn on the key strap or concealed within the uniform.

9. A pen and/or pencil shall be carried at all times by on-duty officers.

10. Officers off duty, while in public places with-in the City Limits, may carry a fully-loaded weapon of the approved type. The weapon shall be carried concealed on the person and not unnecessarily exposed to view.

4. Uniform Description.

a. Police Hat Optional

1. Dark blue in color.

b. Police Winter Shirt (Long Sleeve)

1. Material to be French blue in color and be of a good quality of either all wool gabardine serge or combination polyester.

2. The Department patch will be centered and 1" below the top of the right and left shoulder.

3. A dark blue tie will be worn with all winter shirts and will be worn on the outside of shirt. (Option to wear dark blue t-shirt).

c. Police Summer Shirt (Short Sleeve)

1. Material to be French blue in color and be of a good quality of either gabardine serge or combination polyester.

2. The Department patch will be centered and 1" below the right and left shoulder seam.

d. Police Trousers

1. Shall be of good quality of either all wool gabardine serge or combination of polyester.

2. Dark blue in color.

e. Police Jacket (2 types)

(a) Hip Length

1. Dark blue in color.

2. Dark blue fur collar (Optional).

3. Zipper front.

4. The Department patch will be centered and 1" below the top of the right and left shoulder seam.

(b) Windbreaker Jacket (nylon)

1. Dark blue in color.

2. The Department patch will be centered and 1" below the top of the right and left shoulder seam.

f. Police Gloves (Optional)

1. Plain leather style.
2. Black in color.

g. Jumpsuits (if available)

1. Dark blue in color.
2. They shall be of cotton and polyester material.
3. Standard collar, long sleeves with snap cuffs, and two zippered breast pockets.
4. Elastic waistband and slash side pockets.
5. Zippered front.
6. The Department patch will be centered and 1" below the top of the right and left should seam.

5. Equipment Description.

a. Duty Weapon: Department Issued Sidearm.

b. Ammunition

1. approved ammunition shall be utilized by officers carrying side arms on-duty.

(a) Must be fully factory load.

(b) May be disintegrating-type bullet or same as Department issue.

2. On-duty officers shall carry Department issue.

c. A.S.P. (department issue)

d. Handcuffs (department issue)

e. Belt (department issue)

f. Holster (department issue)

g. A.S.P. Case (department issue)

h. Magazine Pouch (department issue)

i. Handcuff Case (department issue)

j. Pepper Spray (department issue)

6. Miscellaneous Uniform Regulations.

a. Service Stripes (department issue) Optional

1. Shall be worn by police officers on their winter shirts. Material to be dark blue and silver embroidery thread.



2. Stripe shall be placed on left sleeve either by directly embroidering on sleeve or by matching cloth-on-cloth style at a forty-five degree angle with the lower end of the stripe toward the inside seam of the sleeve,  $\frac{3}{4}$ " above the top edge of the cuff seam and with the stripe centered on the sleeve between the front and rear pressed creases.

3. Additional stripes to be placed above and parallel with the first stripe, with  $\frac{1}{4}$ " background space between stripes.

4. Officers shall wear service stripe to indicate completion of five years with the West Plains Police Department.

b. Department Shoulder Patch

1. To be worn on the left and right shoulder of all shirts and jackets by police officers as designated by the West Plains Police Department and issued as needed.

2. Centered on sleeve, 1 inch from shoulder seam.

c. Collar Brass

1. Chief of Police

(a) The badge number, gold in color shall be centered on both collars.

2. Assistant Chief of Police

(a) The badge number, gold in color shall be centered on both collars.

3. Officers

(a) The badge numbers, silver in color shall be centered on both collars.

d. Rain and Foul Weather Gear (Department Issue)

1. Department issued rain coats shall be supplied.

2. Other rain and foul weather gear may be worn only as authorized.

e. Jumpsuits

1. Wearing the jumpsuit shall be at the discretion of the Chief of Police.

f. Detective Division

1. Civilian clothing to be worn of a business-like or professional appearance.

g. Executives

1. To be determined by the Chief of Police.

h. Changes in Uniform Regulations/Policy

1. All requests from members of this Department shall be directed to the Chief of Police.

2. Officers shall not deviate from these regulations without written authorization of the Chief of Police.

i. All members of the West Plains Police Department Police Reserves shall comply will all sections herein as applies to the police officers.

#### XV. OPERATION OF POLICE DEPARTMENT VEHICLES

1. Obedience to the Law. Under ordinary conditions, all members of the Department must obey all provisions of the law relating to the operation of police vehicles to the same extent and in the same manner that any other person using the roadway is required to obey them.

The making of a U-turn is recognized as a maneuver that is considered more dangerous than a normal left-hand turn and is not the preferred method of changing direction. While some situations necessitate the need for a U-turn, a greater degree of caution should be used. A U-turn should not be undertaken **unless the movement can be made in safety and without interfering with other traffic (RSMo 304.341)**. The driver should be alert to other traffic, both approaching from the front and from the rear. The driver should signal a left turn prior to making the U-turn to alert any approaching vehicles of the impending movement. The safety of all traffic lies solely in the hands of the person making the U-turn. This applies to emergency as well as non-emergency situations.

Even when operating in an emergency capacity, no statute will **relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others (RSMo 200.100)**.

2. Use. No member of the Department shall use a City owned vehicle for purely personal purposes. Neither shall a member use a Department vehicle except upon assignment. When officers have been granted the privilege of taking City vehicles home, they shall report "in service" after leaving their residence and "out of service" upon arriving at their residence.

3. Accidents Involving Department Vehicles. Any member of the Department involved in a traffic accident which results in any damage or injury whatsoever to a City-owned vehicle or to another vehicle, is required to notify the Assistant Chief of Police or the Chief of Police immediately so the required investigation and reports may be made by an assigned unit other than that which is involved in the accident. The investigation of such accidents shall be conducted in a thorough manner and reports made in accordance with the provisions of the Traffic Manual. In addition to the reports of the accident by the investigation unit, officers concerned in such accident shall also make a written statement on the details of the occurrence.

4. Maintenance. In the event an officer determines his assigned vehicle is in need of major vehicle maintenance, he shall notify the Assistant Chief of Police or the Chief of Police.

5. Vehicle Security. When officers must leave the immediate vicinity of their vehicles, the ignition keys shall be removed and the vehicle door locked.

6. Use of Department Vehicles for Transporting Injured Persons. Police Department vehicles should not be used to transport injured persons from the scene of injury to the hospital. An ambulance should be called. Exceptions to this rule may be made in unusual cases or circumstances.

## XVI. Bank/Financial Alarm Response

### Responding Officer Procedures

1. Responding officers shall use appropriate vehicular warning devices when approaching the scene, but they should be discontinued within the hearing range of the reported robbery.
2. Responding units to the scene should be observant of any suspicious vehicles leaving the scene as well as other vehicles or persons outside the facility who may be serving as lookouts, cover or drivers for a robbery team.
3. The first unit on the scene shall serve as the primary unit until relieved by a supervisor, and shall take a position in the front of the facility that provides good observation without being easily visible to those inside. The primary unit shall report on observable conditions at the location to the dispatcher but should not initially approach the building.
4. The primary and all subsequent units arriving at the robbery location shall report their arrival and position to the dispatcher. The primary unit or supervisory officer should direct responding units into positions that will establish a building perimeter covering all exits and entrances.
5. Once the building perimeter has been established and no notice of a false alarm has been received, the primary unit on the scene shall determine whether the dispatcher shall telephone the establishment. If the call is made, the dispatcher shall identify himself and inquire whether a robbery is in progress. If the call is not answered or a questionable response is provided to the inquiry, officers at the scene shall be informed of these facts and told that a possible robbery is in progress.
6. If a robbery in progress is suspected, the primary unit or supervisory officer shall determine whether to request additional backup and whether specialized units shall be alerted to include canine and SWAT teams. Unless otherwise directed, officers shall wait until suspects have exited the building before attempting apprehension. This helps to avoid the development of a hostage situation.
7. Once perpetrators have been apprehended, the crime scene shall be secured by officers in preparation for processing by crime scene technicians, departmental investigators and federal agents.
8. If a robbery has been committed and the perpetrators have left the scene, the primary unit should begin preparation of the initial report by identifying witnesses, caring for any injured parties, protecting the crime scene and obtaining necessary information regarding the perpetrators for supplemental broadcast. Remaining units should initiate the search for suspects on likely escape routes, being alert to unusual activities and circumstances.
9. If the dispatcher notifies officers that he has been in contact with an employee of the establishment and there does not appear to be a robbery in progress, officers shall determine the identity and description of the employee and wait for him to exit the building and approach the officers using the prearranged signal.
10. If the alarm is received after business hours and the establishment is not occupied, responding officers shall assume positions in the front and rear of the building and jointly conduct an inspection of the facility for signs of forced entry. If signs of forced entry exist, officers shall follow procedures for

conducting a building search. If the building is secure, dispatch shall be notified to contact the owner or the establishment's designated contact person to meet them at the location.

NOTE: Dispatch procedures are in the Dispatch SOG.

#### AUTHORITY

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

By Authority of:

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Jeffrey S. Head, Chief of Police