

# St. Anthony Police Department

## Policy Manual

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### **LAW ENFORCEMENT CODE OF ETHICS**

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

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

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

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

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### **MISSION AND VISION STATEMENT**

#### **Mission Statement**

To improve the overall quality of life by preserving the peace and safety of the community.

#### **Vision Statement**

The St. Anthony Police Department is committed to hire, develop, and retain dedicated professionals who are devoted to exceptional policing service and creating a safe and secure community that is a desirable place in which to live, learn, work and play.

[See attachment: Strategic Plan Pyramid.pdf](#)

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## **Chapter 1 - Law Enforcement Role and Authority**

# Law Enforcement Authority

## 100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the St. Anthony Police Department to perform their functions based on established legal authority.

## 100.2 POLICY

It is the policy of the St. Anthony Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

## 100.3 PEACE OFFICER POWERS

Licensed officers of this department are peace officers pursuant to Minn. Stat. § 626.84 Subd. 1.

### 100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE ST. ANTHONY POLICE DEPARTMENT

Arrest authority of a full-time officer or part-time officer extends to any place within the jurisdiction of the department when (Minn. Stat. § 629.34, Subd. 1 and Minn. Stat. § 629.40):

- (a) Made pursuant to a warrant.
- (b) The person is being arrested for a felony.
- (c) The person is being arrested for a non-felony crime that was attempted or committed in the officer's presence.
- (d) The person is being arrested for a non-felony crime that was not attempted or committed in the officer's presence but an arrest is permitted by statute (e.g., domestic abuse, restraining order, and no contact order violations).
- (e) The person is a juvenile committed to the custody of the commissioner of corrections and committed a felony after he/she escaped from custody (Minn. Stat. § 609.485).
- (f) There is reasonable cause to believe that the person to be arrested has committed or attempted to commit theft from a merchant (Minn. Stat. § 629.366).

The arrest authority of a part-time peace officer is applicable only while on-duty (Minn. Stat. § 629.34, Subd. 1(b)).

### 100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE ST. ANTHONY POLICE DEPARTMENT

Full- and part-time, on-duty officers may make an arrest outside the jurisdiction of the St. Anthony Police Department (Minn. Stat. § 629.40):

- (a) Anytime the officer may by law make an arrest for a criminal offense committed within the jurisdiction of the St. Anthony Police Department, and the person to be arrested escapes from custody or flees out of the officer's jurisdiction.

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### *Law Enforcement Authority*

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- (b) Whenever the officer is authorized by a court order.
- (c) Under the same conditions as if the officer was in the jurisdiction of the department, whenever the officer is acting in the course and scope of employment.

A full-time officer's warrantless arrest authority when off-duty and outside the jurisdiction of the department is limited to circumstances that would permit the officer to use deadly force under Minn. Stat. § 609.066 (see the Use of Force Policy) (Minn. Stat. § 629.40, Subd. 4). Under any other circumstances, the full-time off-duty officer is limited to the same power as are members of the general public.

An officer making an arrest should, as soon as practicable after making the arrest, notify the agency having jurisdiction where the arrest was made.

#### **100.3.3 GRANTING AUTHORITY TO OTHERS**

An officer may summon the aid of private persons when making an arrest pursuant to a warrant (Minn. Stat. § 629.30).

#### **100.4 CONSTITUTIONAL REQUIREMENTS**

All members shall observe and comply with every person's clearly established rights under the United States and Minnesota Constitutions.

#### **100.5 INTERSTATE PEACE OFFICER POWERS**

Peace officer powers may be extended within other states:

- (a) As applicable under interstate compacts and memorandums of understanding in compliance with the laws of each state.
- (b) When an officer enters Iowa or Wisconsin in fresh pursuit of a felony subject (Iowa Code § 806.1; Wis. Stat. § 976.04).
- (c) When an officer enters North Dakota or South Dakota in pursuit of a subject who committed any offense (N.D.C.C. § 29-06-05; SDCL 23A-3-9; SDCL 23A-3-10).

Whenever an officer makes an arrest in another state, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (Iowa Code § 806.2; N.D.C.C. § 29-06-06; SDCL 23A-3-12; Wis. Stat. § 976.04).

# Chief Executive Officer

## 101.1 PURPOSE AND SCOPE

The Minnesota Legislature acting through the Minnesota Board of Peace Officer Standards and Training (POST Board) has mandated that all peace officers employed within the State of Minnesota shall hold a POST Board license (Minn. Stat. § 626.846).

### 101.1.1 CHIEF LAW ENFORCEMENT OFFICER REQUIREMENTS

Any chief law enforcement officer of this department, as defined in Minn. R. 6700.0100, shall as a condition of employment hold a license as a peace officer with the POST Board (Minn. R. 6700.0800; Minn. R. 6700.0501). The peace officer license shall be renewed every three years as required by Minn. R. 6700.1000.

# Oath of Office

## 102.1 PURPOSE AND SCOPE

Officers of this department are sworn to uphold the federal and state constitutions and to enforce federal, state and local laws.

## 102.2 POLICY

It is the policy of the St. Anthony Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties (Minn. Stat. § 358.05).

## 102.3 OATH OF OFFICE

Upon employment, all employees shall be required to affirm, sign and date the oath of office expressing commitment and intent to respect constitutional rights in discharging the duties of the position, regardless of whether law mandates such an oath. The oath shall be as follows:

I, (employee name), do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of Minnesota, and that I will faithfully discharge the duties of (applicable position or office) within and for the (name of political entity) and State.

## 102.4 OATH OF HONOR

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

Before any officer takes the Law Enforcement Oath of Honor, it is important that he/she understands what it means. An oath is a solemn pledge someone makes when he/she sincerely intends to do what he/she says. Honor means that one's word is given as a guarantee. Betray is defined as breaking faith with the public trust. Badge is the symbol of your office. Integrity is being the same person in both private and public life. Character means the qualities that distinguish an individual. Public trust is a charge of duty imposed in faith toward those you serve. Courage is having the strength to withstand unethical pressure, fear or danger. Accountability means that you are answerable and responsible to your oath of office. Community is the jurisdiction and citizens served.

[See attachment: IACP\\_Oath\\_of\\_Honor\\_En\\_8.5x11\\_Web.pdf](#)

## 102.5 MAINTENANCE OF RECORDS

Oaths mandated by law shall be filed as required by law (Minn. Stat. § 387.01; Minn. Stat. § 387.14). Other oaths shall be maintained consistent with other personnel employment records.



# Policy Manual

## 103.1 PURPOSE AND SCOPE

The manual of the St. Anthony Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, procedures, orders and other regulations that have not been included herein shall remain in effect, provided that they do not conflict with the provisions of this manual.

## 103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

### 103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the St. Anthony Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for department administrative action, training or discipline. The St. Anthony Police Department reserves the right to revise any policy content, in whole or in part.

## 103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Special Orders, which shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

## 103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

**Adult** - Any person 18 years of age or older.

**CFR**- Code of Federal Regulations.

**Child**- Any person under the age of 18 years.

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**City** - The City of St. Anthony.

**Non-sworn** - Employees and volunteers who are not licensed peace officers.

**Department/SAPD** - The St. Anthony Police Department.

**DPS**- The Minnesota Department of Public Safety.

**DVS**- The Minnesota Department of Driver and Vehicle Services.

**Employee/personnel** - Any person employed by the Department.

**Manual** - The St. Anthony Police Department Policy Manual.

**May** - Indicates a permissive, discretionary or conditional action.

**Member** - Any person employed or appointed by the St. Anthony Police Department including:

- Full- and part-time employees
- Licensed peace officers
- Reserve, auxiliary officers
- Non-sworn employees
- Volunteers.

**Officer** - Those employees, regardless of rank, who are licensed peace officer employees of the St. Anthony Police Department.

**On-duty** - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

**Order** - A written or verbal instruction issued by a superior.

**Peace officer**- An employee of the Department who is required to be certified by POST pursuant to Minn. Stat. § 626.84, Subd. 1 or otherwise holds a peace officer license. The term includes licensed full-time and part-time officers who perform the duties of a peace officer.

**Policy** - Policy directs action in a particular situation to perform a specific task within the guidelines of policy.

**POST**- The Minnesota Board of Peace Officer Standards and Training.

**Procedure** - A procedure is a method of performing an operation or a manner of proceeding on a course of action.

**Policy vs. Procedure** - Both policies and procedures are objective-oriented; however, policy establishes limits of action while procedure directs response within those limits.

**Rank** - The title of the classification held by an officer.

**Shall or will** - Indicates a mandatory action.

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**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

**USC**- United States Code.

### **103.5 ISSUING THE POLICY MANUAL**

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review the Policy Manual and Special Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

### **103.6 PERIODIC REVIEW OF THE POLICY MANUAL**

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

### **103.7 REVISIONS TO POLICIES**

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

The Lieutenant will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Supervisor, who will consider the recommendations and forward them to the command staff as appropriate.

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#### **103.8 CONFLICT WITH COLLECTIVE BARGAINING AGREEMENTS**

In the event that any provision of these policies and procedures is at variance with the provisions of an approved collective bargaining agreement covering City police employees, then the provisions of that agreement shall apply to those police employees.

# City of St. Anthony Employee Resource Guide

## **104.1 PURPOSE AND SCOPE**

The City of St. Anthony Employee Resource Guide is hereby established and shall be referred to as the Employee Resource Guide. The Employee Resource Guide is a statement of the current city policies, city rules and city guidelines for all city employees.. All members of this department are to conform to the provisions of this Employee Resource Guide.

## **104.2 POLICY**

Except where otherwise expressly stated, the provisions of this Employee Resource Guide shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and circumstances may arise which warrant departure from these guidelines. It is the intent of this Employee Resource guide to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

All policies within the Department Policy Manual will be utilized in conjunction with the St. Anthony Employee Resource Guide.

## **104.3 CITY OF ST. ANTHONY RESOURCE GUIDE.**

See attachment: [Employee Resource Guide-2021.pdf](#)

## **Chapter 2 - Organization and Administration**

# Organizational Structure and Responsibility

## 200.1 PURPOSE AND SCOPE

The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

## 200.2 SECTIONS

The Chief of Police is responsible for administering and managing the St. Anthony Police Department, including management of the department budget and Office Manager. There are four sections in the Police Department as follows:

- Administration Section
- Patrol Section
- Investigation Section
- Volunteer Section

[See attachment: SAPD ORGANIZATION CHART 2019.pdf](#)

### 200.2.1 ADMINISTRATION SECTION

The Administration Section is commanded by the Captain, whose primary responsibility is to provide general management, direction and control for the Administration Section. The Administration Section consists of Technical Services, Administrative Services, Community Service Officer, Aides/Assistants.

### 200.2.2 PATROL SECTION

The Patrol Section is commanded by the Lieutenant, whose primary responsibility is to provide general management, direction and control for the Patrol Section. The Patrol Section consists of Uniformed Patrol and Special Operations.

### 200.2.3 INVESTIGATION SECTION

The Investigation Section is commanded by the Captain whose primary responsibility is to provide general management, direction and control for the Investigation Section. The Investigation Section consists of the Investigation Unit, Crime Analysis, and Property Inventory Procedure.

### 200.2.4 VOLUNTEER SECTION

The Volunteer Section is supervised by a Department Sergeant who is designated by the Chief of Police. The designated Sergeant primary responsibility is to provide general management, direction and control for the Volunteer Section. The Volunteer Section consists of the Police Reserve Unit and any other Volunteer Sections designated by the Chief of Police.

## 200.3 COMMAND PROTOCOL

# St. Anthony Police Department

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### *Organizational Structure and Responsibility*

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#### 200.3.1 SUCCESSION OF COMMAND

The Chief of Police exercises command over all personnel in the Department. During planned absences the Captain shall act with the authority of the Chief of Police. For circumstances in which the Chief of Police is absent, the Chief of Police will designate the Captain to serve as the acting commander of the Police Department.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- (a) Captain
- (b) Lieutenant
- (c) Shift Supervisor/Officer in Charge

#### 200.3.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

#### 200.3.3 ORDERS

Members shall respond to and make a good faith and reasonable effort to comply with the lawful order of superior officers and other proper authority.

#### 200.3.4 UNLAWFUL AND CONFLICTING ORDERS

No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with an order that is in conflict with a previous order, department policy or other directive, shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the order is intended to countermand the previous order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting order after having given the issuing supervisor the opportunity to correct the conflict are not held accountable for disobedience of the order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason therefore.

#### **200.4 COMMAND CONCERNS FOR EMPLOYEE WELFARE**

The nature of command is such that there must be a coexisting loyalty to the management of the Department and its members. The resolution of those two loyalties in a manner which benefits both the Department and the member, and which avoids conflicts between the two interests, requires



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the exercise of leadership. An interest in members and their welfare is a responsibility of command which may extend beyond moral problems and their effect upon a members performance. It includes a concern for the personal problems, desires, and interests of the member and positive assistance in resolving those problems or in achieving their goals. However, commanding officers should be cautious to avoid interfering where assistance is not required or desired.

#### **200.5 COMMUNITY LIAISON BY COMMAND OFFICERS**

Commanding officers have the responsibility to maintain professional and community contacts as they relate to their command. As a representative of the Department, commanding officers must take an active role in the community of their command and participate in identifying and providing for all types of law enforcement needs.

# Special Orders

## **201.1 PURPOSE AND SCOPE**

Special Orders establish an interdepartmental communication that may be used by the Chief of Police to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding or other collective bargaining agreement. Special Orders will immediately modify or change and supersede sections of this manual to which they pertain.

### **201.1.1 SPECIAL ORDERS PROTOCOL**

Special Orders will be incorporated into the manual as required upon approval of the Chief of Police.. Special Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

### **201.1.2 SPECIAL ORDERS PROTOCOL**

Special Orders establish a temporary policy or procedure on a given subject for a specific length of time. Special Orders are issued to the organization as a whole or to an individual there of and are temporary in nature. Special Orders become inoperative with the passing of the incident or situation that caused the order's issuance.

## **201.2 RESPONSIBILITIES**

### **201.2.1 STAFF**

The staff shall review and approve revisions of the Policy Manual, which will incorporate changes originally made by Special Order.

### **201.2.2 CHIEF OF POLICE**

The Chief of Police or designee shall issue all Special Orders.

## **201.3 ACCEPTANCE OF SPECIAL ORDERS AND SPECIAL ORDERS**

All employees are required to read and obtain any necessary clarification of all special orders. All employees are required to acknowledge in writing the receipt and review of any new special orders.

Signed acknowledgement forms and/or e-mail receipts showing an employee's acknowledgement will be maintained by the Lieutenant.

# Emergency Operations Plan

## 202.1 PURPOSE AND SCOPE

The City has prepared, in compliance with the Minnesota Emergency Management Act of 1996 (Minn. Stat. § 12.09), an Emergency Operations Plan Manual. This manual is for the guidance and use by all employees in the event of a major disaster, civil disturbance, mass arrest or other emergency event. The manual provides for a strategic response by all employees and assigns specific responsibilities in the event the plan is activated.

## 202.2 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Police Department, the Chief of Police, the highest ranking official on-duty or an on-scene responder may activate the Emergency Operations Plan in response to a major emergency.

### 202.2.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the St. Anthony Police Department are subject to immediate recall. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the authorized designee.

Failure to promptly respond to an order to report for duty may result in discipline.

## 202.3 LOCATION OF MANUALS

The manual for employees is available within the Department Intranet Site and attached to this policy section. Officers shall be familiar with the role of the Department and with their own responsibilities and duties outlined within the Emergency Operations Plan for a major emergency within the city or when department personnel is requested to assist other municipalities in an emergency.

[See attachment: LDL Emergency Plan.pdf](#)

[See attachment: Saint Anthony Emergency Plan.pdf](#)

## 202.4 PLAN REVIEW

The Lieutenant shall annually review the Emergency Operation Plan and recommend updates when applicable to the St. Anthony City Emergency Manager/Fire Chief. The annual review, update, and approval of the plan and supporting documents must be in accord with the guidance provided by the Department of Public Safety, Division of Emergency Management and should incorporate a full or partial exercise, tabletop or command staff discussion (Minn. Stat. § 299J.10).

## 202.5 PLAN TRAINING

The Department shall provide training in the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles police personnel will play when the plan is implemented.

## Training

### 203.1 PURPOSE AND SCOPE

The department has an obligation to provide continuing education for professional growth and development for all personnel. By doing so, the department seeks to ensure that all personnel possess the knowledge and skills necessary to provide the highest level of professional service that meets the needs of the public. In fulfilling that responsibility, the department will ensure that operational needs of the agency are addressed and that the training is consistent with the vision, mission, goals, objectives and directives of the department.

### 203.2 POLICY

The Department seeks to provide all employees with required and relevant training to accomplish our mission and to ensure that all employees meet or exceed professional standards. Training is provided within the confines of funding, requirements of a given assignment, staffing levels and legal mandates. Whenever reasonably possible, the Department will use courses certified by the Minnesota Board of Peace Officer Standards and Training (POST) or other regulatory or nationally recognized entities.

### 203.3 OBJECTIVES

The objectives of the Training Program are to:

- (a) Enhance the level of law enforcement service to the public by improving police and community relations.
- (b) Increase the technical expertise and overall effectiveness of Department personnel.
- (c) Provide for continued professional development of Department personnel.
- (d) Provide required specialized training.
- (e) Assist in compliance with POST rules and regulations concerning law enforcement training.

### 203.4 TRAINING PLAN

It is the responsibility of the Lieutenant to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and Department-required training is completed by all employees. The plan shall include:

- (a) Systematic and detailed method for recording and logging of all training in compliance with POST standards.
  - 1. Training course title.
  - 2. Training hours.
  - 3. Registration and tuition.
  - 4. Transportation.
  - 5. Lodging.

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6. Meals.
7. Other miscellaneous costs (parking, supplies, etc.)
- (b) Review the entire training plan on an annual basis to provide updates and revisions to any portion of the training plan when deemed necessary.
- (c) Coordinate and monitor State (POST) required minimum mandated training for licensed peace officers, civilian employees, and volunteers.
- (d) Planning and providing guidance to appropriate employees in developing and preparing training plans.
- (e) Conduct a training needs assessment to solicit comments from officers, supervisors, and non-sworn personnel to identify service delivery gaps and opportunities for innovation.

Training listed may be provided in basic training programs. The Lieutenant is responsible for ensuring members of the Department have been trained as required.

#### 203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies.

- (a) Federally mandated training:
  1. National Incident Management System (NIMS) training
- (b) State-mandated training:
  1. State training requirements include but are not limited to 48 hours of POST-approved law enforcement related courses every three years.

#### 203.4.2 TRAINING PROCEDURES

- (a) All employees assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences from mandatory training should be limited to the following:
  1. Court appearances
  2. Personal Leave bided vacations.
  3. Sick leave.
  4. Physical limitations preventing the employee's participation.
  5. Emergency situations.
- (b) When an employee is unable to attend mandatory training, that employee shall:
  1. Notify the on duty or first available supervisor as soon as possible but no later than three hours prior to the start of training.
  2. Document his/her absence in a memorandum to his/her supervisor.

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3. Make arrangements through his/her supervisor and the Lieutenant to attend the required training on an alternate date.
- (c) Un-excused absences will be considered absence without leave and subject to the Disciplinary Procedure of this manual.

#### **203.4.3 TRAINING RESTRICTION**

The Lieutenant shall ensure that a training program does not include any training on the detection of or use of the term "excited delirium" (Minn. Stat. § 626.8437).

#### **203.5 TRAINING COMMITTEE**

The Lieutenant shall establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be composed of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be elected based on their abilities at post-incident evaluation and at assessing related training needs. The Lieutenant may remove or replace members of the committee at the Lieutenant's discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to the incident. Specific incidents the Training Committee should review include but are not limited to:

- (a) Any incident involving the death or serious injury of a member.
- (b) Incidents involving a high risk of death, serious injury, or civil liability.
- (c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Lieutenant, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Lieutenant. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time, and location of the incident, but should focus on the type of training being recommended.

The Lieutenant will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and available resources. Training recommendations as determined by the Lieutenant shall be submitted to the command staff for review.

#### **203.6 TRAINING RECORDS**

The Lieutenant is responsible for the creation, filing and storage of all training records in compliance with POST standards. Training records shall be retained as long as the employee's personnel file is retained. Each employee is required to store and maintain individual training course certificates received from completed training.

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#### **203.6.1 DEPARTMENT AND PERSONNEL POST/RECORDS REQUIREMENTS**

The Department will be responsible for POST Board license renewal costs and POST mandated training while the individual officers will be responsible for ensuring he/she has meet training hour requirements during the licensing period. The Lieutenant will annually report to individual officers POST hours received within the previous year.

#### **203.7 REPORTING TRAINING TO POST**

The POST Board distributes license renewals directly to licensed peace officers and requires the licensee to report completed continuing education courses from the previous license period. Officers are responsible for responding to these requests in a timely manner and otherwise maintaining their licensed status.

#### **203.8 DAILY TRAINING BULLETINS**

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the St. Anthony Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Lieutenant.

Members assigned to participate in DTBs shall only use login credentials assigned to them by the Lieutenant. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should logoff the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shift, or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

#### **203.9 PROFESSIONAL DEVELOPMENT**

Employees will be required to meet with their supervisor to review formal schooling, training, assignments, and experiences in an effort to assist in improving their knowledge, skills, and abilities to prepare them for advancement and specialization. This process may be incorporated into the performance evaluation process.

#### **203.10 SUCCESSION PLANNING**

Succession planning is the process for identifying and developing internal staff members who demonstrate the potential and desire to fill leadership positions within the organization. Succession planning also increases the availability of experienced and capable employees to assume key roles as they become available through attrition due to resignations and/or retirements. Leadership

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development is not a short duration task and should be viewed as a long-term strategy. It is the intention of this department to attract and hire personnel who aspire to be leaders within the organization. Consequently, succession planning will be viewed as a process whereby the department ensures that employees are developed to fill any and all key roles within the agency. The goal of the succession planning process is to develop the knowledge, skills, and abilities while preparing staff members for advancement or promotions into ever more challenging roles.

#### **203.11 SPECIALIZED ASSIGNMENT SELECTION**

Specialized assignment is selected by the Chief of Police based on the needs of the agency. The following criteria may be considered in the selection process:

- (a) Written request by interested officers.
- (b) Officer Knowledge.
- (c) Communication skills.
- (d) Attitude.
- (e) Performance evaluations.
- (f) Recommendation of supervisors.
- (g) Needs of the department.

#### **203.12 SPECIALIZED/SUPERVISORY TRAINING**

- (a) All personnel assigned to a permanent supervisory, command, and specialized skill area will receive training to include the following:
  - 1. Development or enhancement of skills, knowledge or abilities for the specialization.
  - 2. Management, administration, supervision, personnel policies and support services of the function.
  - 3. Supervised on the job training, if applicable.
- (b) Specialized skill areas include, but not limited to: Supervisory/Command, Respond to Resistance instructors, Evidence officer, DARE, FTO, DRE, Investigation, SWAT, Crisis Negotiator, and Bike Patrol.
- (c) All officers must successfully complete all relevant certificates prior to participating in specialized assignments.
- (d) Re-training will be assigned if required for the purpose of certification maintenance.

#### **203.13 REQUEST FOR TRAINING**

Department employees and volunteers may request specific training by submitting the request to their immediate supervisor. The supervisor shall forward the request through the chain of command. All training approval is subject to:

- (a) The relevance to the department's goals, mission, and vision.
- (b) Professional development.



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- (c) Budgeting and scheduling.
- (d) Training that is equitably distributed in a fair manner to all employees.
- (e) Performance evaluations.

#### **203.14 REMEDIAL TRAINING**

- (a) Department personnel may be required to participate in remedial training when any of the following conditions exist:
  - 1. A supervisor recommends that training is necessary to correct or improve job performance.
  - 2. An FTO recommends that a recruit officer needs additional training to correct or improve job performance.
  - 3. When an employee has inadequate training performance.
- (b) Remedial training will be conducted as soon as possible after the recommendation has been received.
- (c) Failure to participate in remedial training will result in disciplinary action.
- (d) Training records may be used for program evaluation and job performance evaluations.

#### **203.15 CLASSROOM DISCRIMINATION**

The Lieutenant shall ensure that procedures for the investigation and resolution of allegations of classroom discrimination are developed and implemented, and include the required elements (Minn. R. 6700.0900; Minn. R. 6700.0902).

#### **203.16 POLICY**

The Department shall administer a training program that will meet the standards of federal, state, local, and POST training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

#### **203.17 LIEUTENANT**

The Chief of Police shall designate a Lieutenant who is responsible for developing, reviewing, updating, and maintaining the department training plan so that required training is completed. The Lieutenant should review the training plan annually.

##### **203.17.1 LIEUTENANT RESPONSIBILITIES**

The Lieutenant shall ensure that all sworn members annually review the department policies identified in Minn. R. 6700.1615 (Minn. R. 6700.1615, Subd. 2).

#### **203.18 TRAINING ATTENDANCE**

- (a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
  - 1. Court appearances.

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2. Previously approved vacation or time off.
  3. Illness or medical leave.
  4. Physical limitations preventing the member's participation.
  5. Emergency situations or department necessity.
- (b) Any member who is unable to attend training as scheduled shall notify the member's supervisor as soon as practicable but no later than one hour prior to the start of training and shall:
1. Document the member's absence in a memorandum to the member's supervisor.
  2. Make arrangements through the member's supervisor or the Lieutenant to attend the required training on an alternate date.

#### **203.19 TRAINING RECORDS**

The Lieutenant is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

#### **203.20 REPORTING TRAINING TO POST**

The POST Board distributes license renewals directly to licensed peace officers and requires the licensee to report completed continuing education courses from the previous license period. Officers are responsible for responding to these requests in a timely manner and otherwise maintaining their licensed status.

## Electronic Mail

### 204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department. Email is a communication tool available to members to enhance efficiency in the performance of job duties. It is to be used in accordance with generally accepted business practices and current law (e.g., Minnesota Data Practices Act). Members are expected to check and respond to email in a consistent and timely manner. Email users are responsible for mailbox management, including organization and cleaning.

### 204.2 EMAIL RIGHT OF PRIVACY

All email messages, including attachments, transmitted over the Department computer network or accessed through a web browser accessing the Department system are considered Department records and, therefore, are the property of the Department. The Department has the right to access, audit and disclose for whatever reason, all messages, including attachments, transmitted or received through its email system or placed into its storage.

Unless it is encrypted, the email system is not a confidential system since all communications transmitted on, to or from the system are the property of the Department. Therefore, the email system is not appropriate for confidential or personal communication. If a communication must be private, an alternative method to communicate the message should be used instead of email. Employees using the Department email system shall have no expectation of privacy concerning communications utilizing the system.

### 204.3 PROHIBITED USE OF EMAIL

The use of the email system may not be used to solicit commercial ventures, religious or political causes, outside organizations or other non-job related solicitations.

Email users are expected to comply with the standards of professional and personal courtesy and conduct. Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive and harassing or any other inappropriate messages on the email system is prohibited, will constitute just cause for discipline, and will result in discipline, up to and including termination of employment.

Email accounts are only to be used by the registered user. Viewing, copying, altering or deletion of email accounts or files belonging to the City or another individual without authorized permission are prohibited.

It is a violation of this policy to transmit a message under another user's name or email address or to use the password of another to log onto the system. Users are required to log off the network or lock the workstation when their computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password.

Opening email attachments from unknown or unsigned sources is prohibited.

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The email system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from the Chief of Police.

Email messages addressed to the entire department are only to be used for official business-related items that are of particular interest to all users.

#### **204.4 EMAIL RECORD MANAGEMENT**

Email may, depending upon the individual content, be a public record under the Minnesota Data Practices Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

# Administrative Communications

## **205.1 PURPOSE AND SCOPE**

Administrative communications of this department are governed by the following policies.

## **205.2 DEPARTMENT E-MAILS**

Department E-mails may be issued periodically by the Chief of Police or designee, to announce and document all promotions, transfers, hiring of new personnel, separations, individual and group awards and commendations or other changes in status. Such orders are personnel data under Minn. Stat. § 13.43 and shall be treated accordingly.

## **205.3 CORRESPONDENCE**

In order to ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on Department letterhead. All Department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal use or purposes.

Internal correspondence should use appropriate memorandum forms. These may be from line employee to employee, supervisor to employee or any combination of employees.

## **205.4 SURVEYS**

All surveys made in the name of the Department shall be authorized by the Chief of Police, his/her designee or a Captain.

## **205.5 OTHER COMMUNICATIONS**

Special Orders and other communications necessary to ensure the effective operation of the Department shall be promulgated by the Chief of Police, his/her designee or Captain.

## Supervision Staffing Levels

### 206.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that proper supervision is available for all shifts. The Department intends to balance the employee's needs against its need and inherent managerial right to have flexibility and discretion in using personnel to meet operational needs. While balance is desirable, the paramount concern is the need to meet operational requirements of the Department.

### 206.2 MINIMUM STAFFING LEVELS

Minimum staffing levels should result in the scheduling of at least one regular supervisor on-duty whenever possible. Shift Supervisor/Officer in Charge will ensure that at least one field supervisor is deployed during each shift.

#### 206.2.1 SUPERVISION DEPLOYMENTS

In order to accommodate training, personal leave, and other unforeseen circumstances, an officer may be used as a field officer in charge (OIC) in place of a field sergeant.

An OIC may act as the Shift Supervisor/Officer in Charge **for a limited period of time, consistent with the terms of applicable collective bargaining agreements.**

#### 206.2.2 OFFICER IN CHARGE (OIC)

- (a) The OIC will be the senior officer on the shift to include any shift trades.
- (b) If an OIC is needed, it will be the senior officer "on Patrol" (i.e., not the on duty investigator, etc.), to include senior officers in the city on overtime.
- (c) If a supervisor is on duty in the city or available to the city, no OIC will be assigned.
- (d) An officer (including Supervisors) on a private police protection detail are not considered "on duty" unless removed from the current detail for an emergency situation.
- (e) If either a supervisor or senior officer is on overtime outside of the city for the majority of their shift, the regularly scheduled senior officer will be assigned as OIC.
- (f) Prior to a member acting as a OIC, the member is required to satisfactory complete a training course consistent with a role of a supervisor.
- (g) The senior officer on a shift will be OIC unless otherwise designated by the Chief of Police or his/her designee.

## Permit to Carry a Pistol

### 207.1 PURPOSE AND SCOPE

The Sheriff is given the statutory authority to issue a permit to carry a pistol to residents within the county and persons who do not reside in Minnesota. Department members shall refer permit to carry a pistol requests to the perspective Sheriff's Department county of residence.

### 207.2 CARRYING FIREARMS IN RESTRICTED AREAS

Firearm permittees, other than peace officers, are prohibited from carrying firearms within the following locations:

- (a) Secure areas of a public airport.
- (b) School property except as authorized by Minn. Stat. § 609.66, Subd. 1d.
- (c) A child care center while children are present except as authorized by Minn. Stat. § 609.66, Subd. 1d.
- (d) In a public place while under the influence of alcohol, or a controlled substance, or an intoxicating substance that the person has reason to know could cause impairment (Minn. Stat. § 624.7142, Subd. 1).
- (e) Public colleges and universities following implementation of a policy restricting the carrying or possession of firearms on their premises by employees and students while on campus. However, under Minn. Stat. § 624.714, Subd. 18 such prohibitions apply only to faculty and students. A violation of such restrictions by a person with a carry permit is not an arrestable offense and only subjects the violator to administrative sanctions.
- (f) Private establishments that have posted a sign banning firearms on their premises, provided the posting meets the requirements of Minn. Stat. § 624.714, Subd. 17.
- (g) Private establishments whose personnel inform the permit holder that firearms are prohibited and demand compliance. This provision is violated only after the permit holder refuses to depart the premises.
- (h) Places of employment, public or private, if the employer restricts the carrying or possession of firearms by employees. A violation of such restrictions by a person with a carry permit is not an arrestable offense and only subjects the violator to administrative sanctions.
- (i) State correctional facilities or state hospitals and grounds (Minn. Stat. § 243.55).
- (j) Any jail, lockup, or correctional facility (Minn. Stat. § 641.165).
- (k) Offices and courtrooms of the Minnesota Supreme Court and Court of Appeals as established by order of the court. Violation of such a ban by a permit holder may be enforced as civil or criminal contempt of court but is not a violation of the carry permit law.
- (l) In a field while hunting big game by archery unless permitted by Department of Natural Resources regulations. (Minn. Stat. § 97B.211; Minn. Stat. § 97B.411).

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(m) In federal court facilities or other federal facilities (18 USC § 930).

Pistol permittees are required to comply with notices requiring presentation of the permit upon demand of a peace officer when carrying a firearm.

#### **207.3 RECOGNITION OF PERMITS FROM OTHER STATES**

A person who possesses a firearms permit from another state that is on the annual list of states with firearm regulations similar to Minnesota, published by the Commissioner of Public Safety, and that has reciprocity to carry a firearm in Minnesota has lawful authority to carry a pistol in Minnesota. The permit issued from another state is not valid if the holder is or becomes prohibited by law from possessing a firearm. The Chief of Police may file a petition with the appropriate court to suspend or revoke a license from another state when there is a substantial likelihood that the license holder is a danger to him/herself or the public (Minn. Stat. § 624.714, Subd. 16)



## Retiree Concealed Firearms

### 208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of St. Anthony Police Department identification cards under the Law Enforcement Officers' Safety Act (LEOSA) (18 USC § 926C).

### 208.2 POLICY

It is the policy of the St. Anthony Police Department to provide identification cards to qualified former or retired officers as provided in this policy.

### 208.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any former officer of this department who (18 USC § 926C(c)):

- (a) Separated from service in good standing from this department as an officer.
- (b) Before such separation, had regular employment as an officer for an aggregate of 10 years or more or, if employed as an officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.
- (c) Has not been disqualified for reasons related to mental health.
- (d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.
- (e) Is not prohibited by federal law from receiving or possessing a firearm.

#### 208.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the St. Anthony Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active duty standards for qualification to carry a firearm.

#### 208.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

- (a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:
  - 1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

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2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
- (b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
- (c) Not prohibited by federal law from receiving a firearm.
- (d) Not in a location prohibited by Minnesota law or by a private person or entity on his/her property if such prohibition is permitted by Minnesota law.

#### **208.4 FORMER OFFICER RESPONSIBILITIES**

A former officer with a card issued under this policy shall immediately notify the Shift Supervisor/ Officer in Charge of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Convictions and Court Orders Policy.

##### **208.4.1 RESPONSIBILITIES UNDER LEOSA**

In order to obtain or retain a LEOSA identification card, the former officer shall:

- (a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
- (b) Remain subject to all applicable department policies and federal, state and local laws.
- (c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
- (d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

#### **208.5 DENIAL, SUSPENSION OR REVOCATION**

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

#### **208.6 FIREARM QUALIFICATIONS**

The Firearm Instructor may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Firearm Instructor will maintain a record of the qualifications and weapons used.

# Handgun Purchase and Transfer Permit

## 209.1 PURPOSE AND SCOPE

The Chief of Police is given the statutory authority to issue a permit to purchase or transfer a pistol to persons within the community. This policy provides a written process for the application and issuance of such permits.

## 209.2 APPLICATION PROCESS

To apply for a permit to purchase or transfer a pistol, the applicant must complete and submit a signed and dated Minnesota Uniform Firearm Application/Receipt to the Department (Minn. Stat. § 624.7131, Subd. 1). These forms shall be freely available to members of the community at locations determined by the Chief of Police. Applications are also available on the internet (Minn. Stat. § 624.7131, Subd. 3).

Incomplete applications are not suitable for processing and may not be accepted.

The Department shall provide the applicant a dated receipt upon the presentation of the application (Minn. Stat. § 624.7131, Subd. 1).

## 209.3 INVESTIGATION

The Department shall conduct an investigation of the applicant to determine if they are eligible for a permit (Minn. Stat. § 624.7131, Subd. 2). The investigation shall include no less than:

- (a) A check of criminal histories, records, and warrants regarding the applicant through Minnesota crime information systems, the national criminal record repository, and the National Instant Criminal Background Check System.
- (b) A reasonable effort to check other available state and local record-keeping systems.
- (c) A check for any commitment history through the Direct Care and Treatment Executive Board of the applicant.

## 209.4 GROUNDS FOR DISQUALIFICATION

The Chief of Police shall deny a permit to an applicant when the applicant is prohibited by state or federal law from possessing a pistol or semiautomatic military-style assault weapon, determined to be a danger to themselves or the public when in possession of a firearm, or listed in the criminal gang investigative data system (Minn. Stat. § 624.7131, Subd. 4).

## 209.5 GRANTING OR DENIAL OF PERMIT

The Chief of Police shall issue a transferee permit or deny the application within 30 days of application for the permit. The permits and their renewal shall be granted free of charge (Minn. Stat. § 624.7131, Subd. 5).

The Chief of Police shall provide an applicant with written notification of a denial and the specific reason for the denial (Minn. Stat. § 624.7131, Subd. 5).

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When the refusal to grant a permit is due to a substantial likelihood that the applicant is a danger to themselves or the public when in possession of a firearm, the written notification shall provide the specific factual basis justifying the denial, including the source, and inform the applicant that they may submit additional documentation within 20 business days (Minn. Stat. § 624.7131, Subd. 4).

Upon receipt of additional documentation, the Chief of Police shall reconsider the denial and inform the applicant within 15 business days of the result of the reconsideration. A notice of denial after reconsideration must be in the same form and substance as the original denial, specifically address any continued deficiencies, and inform the applicant of the right to judicial review of the denial (Minn. Stat. § 624.7131, Subd. 4).

A permit holder whose permit was denied may seek a judicial review by filing a petition in the district court for the county in which the application was submitted (Minn. Stat. § 624.7131, Subd. 8).

#### **209.6 VOIDING OR REVOKING PERMIT**

The permit becomes void at the time that the holder becomes prohibited from possessing or receiving a pistol under Minn. Stat. § 624.713, in which event the holder is required to return the permit within five days to the Department.

The Chief of Police shall revoke a permit once they become aware the permit holder is ineligible to possess firearms and shall provide the holder with written notice (Minn. Stat. § 624.7131, Subd. 7).

## **Chapter 3 - General Operations**

## Use of Force

### 300.1 PURPOSE AND SCOPE

The St. Anthony Police Department protects people, their property and their rights by providing trusted service with respect every day without exception, included in encounters that require the use of force to respond to resistance and/or aggression. As guardians of public safety and welfare, there are times when members are called upon to use force to keep others and themselves safe. In those times, members are mindful that they derive their authority from the community and that unreasonable force degrades the legitimacy of that authority and the Public's trust.

#### 300.1.1 DEFINITIONS

Definitions related to this policy include:

**Bodily harm** - Physical pain or injury.

**Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of causing death or great bodily harm.

**Feasible** - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the officer or another person.

**Force** - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

**Great bodily harm** - 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.

**Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

**Totality of the circumstances** - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

### 300.2 POLICY

It is the policy of this Department that officers attempt to resolve encounters without using force, whenever possible. This policy guides officers to use the amount of force that is reasonable and necessary, from the perspective of an objective officer, to keep others and/or themselves safe to achieve a lawful objective and to serve all individuals with dignity and respect. Regardless of the circumstances, officers will see the value of every person's human and civil rights.

#### 300.2.1 DUTY TO INTERCEDE AND REPORT

- (a) Regardless of tenure or rank, a member must intercede when :

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1. present and observing another peace officer using force in violation of Minn. Stat. § 609.066 subdivision 2, or otherwise beyond that which is objectively reasonable under the circumstances, and
  2. physically or verbally able to do so.
- (b) A member who observes another member or peace officer use force that exceeds the degree of force permitted by law has the duty to report the incident in writing within 24 hours to the Chief of Police of the agency that employs the member (Minn. Stat. § 626.8475).
- (c) A member who breaches a duty established in this subdivision is subject to discipline by the board under Minnesota Rules, part 6700.1600

#### 300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each officer should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

#### 300.3 DE-ESCALATION

Whenever reasonable according to Department Policy and training, officers shall use de-escalation tactics to gain voluntary compliance and seek to avoid or minimize use of physical force. When safe and feasible, officers shall:

- (a) Attempt to slow down or stabilize the situation so that more time, options and resources can be made available.
- (b) Mitigating the immediacy of the threat gives officers more time to call additional officers, specialty units and/or other resources.
- (c) The number of officers on scene may make more force options available and may help reduce overall force used.
- (d) Consider whether a subject lack of compliance is a deliberate attempt to resist or an inability to comply based on factors included, but not limited to: medical conditions, mental impairment, developmental disability, physical limitation, language barrier, influence of drug or alcohol use, behavioral crisis.
- (e) Such considerations, when time and circumstances reasonably permit, shall then be balanced against incident facts when deciding which tactical options are the most appropriate to resolve the situation safely.

#### 300.3.1 DE-ESCALATION TACTICS

De-escalation tactics include, but not limited to:

- (a) Recognizing and using physical barriers between an uncooperative subject and the officer.
- (b) Containing a threat.
- (c) Moving from a position that exposes officers to potential threats to a safer position.
- (d) Reducing exposure to a potential threat using distance, cover and/or concealment.

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- (e) Communication from a safe position intended to gain the subjects compliance, using verbal persuasion, advisement, and/or warnings.
- (f) Avoidance of physical confrontation, unless immediately necessary (e.g. to protect someone or stop dangerous behavior).
- (g) Using verbal techniques to calm an agitated subject and promote rational decision making.
- (h) Calling additional resources to assist, including more officers, Crisis Intervention Team (CIT) officer(s), and/or officers equipped with less-lethal tools.

#### **300.4 STATE REQUIREMENTS**

This Department shall comply with the Minnesota Statue (Minn. Stat. § 626.8452) to establish and enforce a written policy governing the use of force, including deadly force and Minnesota POST Board mandated pre-service and in-service training in the use of force to all officers.

#### **300.5 USE OF FORCE**

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain, and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

##### **300.5.1 USE OF FORCE TO EFFECT AN ARREST**

An officer may use reasonable force (Minn. Stat. § 609.06 and Minn. Stat. § 629.33):

- (a) In effecting a lawful arrest.
- (b) In the execution of a legal process.



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- (c) In enforcing an order of the court.
- (d) In executing any other duty imposed by law.
- (e) In preventing the escape, or to retake following the escape, of a person lawfully held on a charge or conviction of a crime.
- (f) In restraining a person with a mental illness or a person with a developmental disability from self-injury or injury to another.
- (g) In self-defense or defense of another.

An officer who makes or attempts to make an arrest need not retreat or desist from his/her efforts by reason of resistance or threatened resistance of the person being arrested; nor shall such officer be deemed the aggressor or lose his/her right to self-defense by the use of reasonable force to effect the arrest or to prevent escape or to overcome resistance.

#### 300.5.2 UNITED STATES SUPREME COURT DECISION IN GRAHAM VS CONNOR

In addition to (Minn. Stat. § 609.06), This Department shall utilize the United States Supreme Court decision in Graham vs Connor as a guideline for reasonable force. This court decision references:

- (a) "Because the test of reasonableness under the Fourth Amendment is not capable of precise definition or mechanical application, its proper application requires careful attention to the facts and circumstances of each particular case including:
- (b) The severity of the crime at issue,
- (c) Whether the suspect poses an immediate threat to the safety of the officer or others, and;
- (d) Whether he/she is actively resisting arrest or attempting to evade arrest by flight.
- (e) The "reasonableness" of a particular use of force must be judged from the perspective of the reasonable officer on the scene, rather than with the 20/20 vision of hindsight.
- (f) The calculus of reasonableness must embody allowance for the fact that "police officers are often forced to make split-second judgments-in circumstances that are tense, uncertain, and rapidly evolving-about the the amount of force that is necessary in a particular situation".

#### 300.5.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

- (a) Immediacy and severity of the threat to officers or others.
- (b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
- (c) Officer/subject factors (age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
- (d) The effects of drugs or alcohol.

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- (e) Subject's mental state or capacity.
- (f) Proximity of weapons or dangerous improvised devices.
- (g) The degree to which the subject has been effectively restrained and his/her ability to resist despite being restrained.
- (h) The availability of other options and their possible effectiveness.
- (i) Seriousness of the suspected offense or reason for contact with the individual.
- (j) Training and experience of the officer.
- (k) Potential for injury to officers, suspects and others.
- (l) Whether the person appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
- (m) The risk and reasonably foreseeable consequences of escape.
- (n) The apparent need for immediate control of the subject or a prompt resolution of the situation.
- (o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
- (p) Prior contacts with the subject or awareness of any propensity for violence.
- (q) Any other exigent circumstances.

[See attachment: Resistance Response.pdf](#)

#### 300.5.4 THREATENING THE USE OF FORCE

As an alternative and/or the precursor to the actual use of force, when reasonable under the circumstances, officers should verbally announce their intent to use force, including displaying an approved weapon as a threat of force. The threatened use of force shall only occur in situations that an officer reasonably believes may result in the authorized use of that force.

#### 300.5.5 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

- (a) The degree to which the application of the technique may be controlled given the level of resistance.
- (b) Whether the individual can comply with the direction or orders of the officer.
- (c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

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#### **300.5.6 CAROTID CONTROL AND CHOKE HOLDS**

The use of carotid control and the use of choke holds by an officer are limited to circumstances where the use of deadly force would be justified by Minnesota Statute.

#### **300.5.7 USE OF FORCE TO SEIZE EVIDENCE**

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the St. Anthony Police Department for this specific purpose.

#### **300.5.8 ALTERNATIVE TACTICS - DE-ESCALATION**

When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

#### **300.5.9 STATE RESTRICTIONS ON THE USE OF OTHER RESTRAINTS**

Officers may not use any of the following restraints unless the use of deadly force is authorized (Minn. Stat. § 609.06; Minn. Stat. § 609.066):

- (a) A chokehold. For purposes of this policy, a chokehold only refers to the method of applying sufficient pressure to an individual to make breathing difficult or impossible, and includes but is not limited to any pressure to the neck, throat, or windpipe that may prevent or hinder breathing, or reduce intake of air.
  - 1. If applied, a chokehold is subject to the same guidelines and requirements as a carotid control hold.
- (b) Tying all of an individual's limbs together behind the person's back to render the person immobile.
- (c) Securing an individual in any way that results in transporting the person face down in a vehicle.

#### **300.6 CIVIL DISTURBANCES**

Civil disturbances are unique situations that often require special planning and tactics to best bring an unlawful situation under effective control. The incident commander shall evaluate the overall situation and determine the type of force needed to best accomplish that objective.

Unless there is an immediate need to protect oneself or another from apparent physical harm, officers shall refrain from deploying any force upon any individual involved in a civil disturbance until it has been authorized by the incident commander.

The riot baton shall only be deployed for carry or use during, or in anticipation to, a civil disturbance.

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#### **300.7 DEADLY FORCE APPLICATIONS**

When reasonable, the officer shall, prior to the use of deadly force, make efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless the officer has objectively reasonable grounds to believe the person is aware of those facts.

Use of deadly force is justified only if an objectively reasonable officer would believe, based on the totality of the circumstances known to the officer at the time and without the benefit of hindsight, that such force is necessary (Minn. Stat. § 609.066):

- (a) To protect the officer or another from death or great bodily harm.
- (b) To effect the arrest or capture, or prevent the escape, of an individual whom the officer knows or has reasonable grounds to believe has committed or attempted to commit a felony and the officer reasonably believes that the person will cause death or great bodily harm to another person unless immediately apprehended.

In both scenarios, the use of deadly force is only authorized provided that the threat (Minn. Stat. § 609.066):

- Can be articulated with specificity.
- Is reasonably likely to occur absent action by the officer.
- Must be addressed through the use of deadly force without unreasonable delay.

However, an officer shall not use deadly force against a person whose actions are a threat solely to themselves or property unless the person poses an imminent danger of death or serious physical injury to the officer or others in close proximity (Minn. Stat. § 609.066).

##### **300.7.1 UNITED STATES SUPREME COURT DECISION TENNESSEE VS GARNER**

Court decision Tennessee vs Garner provides additional guidance in the use of deadly force. This case references that:

- (a) "Apprehension by the use of deadly force is a seizure subject to the Fourth Amendment's reasonableness requirement."
- (b) "The use of deadly force to prevent the escape of all felony suspects, whatever the circumstances, is constitutionally unreasonable."

##### **300.7.2 MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

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#### **300.8 OFFICER SURRENDERING WEAPON**

An officer may be at the mercy of an armed suspect who has the advantage, but the officer must consider that the danger is not unnecessarily reduced by surrendering his/her weapon upon demand. Surrendering his/her weapon might mean giving away the only chance for survival; therefore, an officer should use every tactical tool/advantage at his/her disposal to avoid surrendering his/her weapon.

#### **300.9 REPORTING THE USE OF FORCE**

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

##### **300.9.1 NOTIFICATIONS TO SUPERVISORS**

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

- (a) The application caused a visible injury.
- (b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
- (c) The individual subjected to the force complained of injury or continuing pain.
- (d) The individual indicates intent to pursue litigation.
- (e) Any application of the conducted energy device or control device.
- (f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
- (g) The individual subjected to the force was rendered unconscious.
- (h) An individual was struck or kicked.
- (i) An individual alleges unreasonable force was used or that any of the above has occurred.

##### **300.9.2 STATE REPORTING REQUIREMENTS**

The Chief of Police shall provide for the filing of a report with the Bureau of Criminal Apprehension (BCA) on a monthly basis and in the form required by BCA (Minn. Stat. § 626.5534).

There may be additional reporting requirements regarding misconduct (see the Standards of Conduct Policy) (Minn. Stat. § 626.8457).

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#### **300.10 SUPERVISOR/OFFICER IN CHARGE RESPONSIBILITIES**

A supervisor/officer in charge should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor/officer in charge is expected to:

- (a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.
- (b) Ensure that any injured parties are examined and treated.
- (c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:
  - 1. The content of the interview should not be summarized or included in any related criminal charges.
  - 2. The fact that a recorded interview was conducted should be documented in a property or other report.
  - 3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.
- (d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
  - 1. These photographs should be retained until all potential for civil litigation has expired.
- (e) Identify any witnesses not already included in related reports.
- (f) Review and approve all related reports.
- (g) Determine if there is any indication that the individual may pursue civil litigation.
  - 1. If there is an indication of potential civil litigation, the supervisor/officer in charge should complete and route a notification of a potential claim through the appropriate channels.
- (h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor/officer in charge is unable to respond to the scene of an incident involving the reported application of force, the supervisor/officer in charge is still expected to complete as many of the above items as circumstances permit.

##### **300.10.1 SUPERVISOR RESPONSIBILITY**

A supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

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#### **300.11 MEDICAL CONSIDERATIONS**

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

#### **300.12 TRAINING**

Officers shall receive training on this policy, including the learning objectives as provided by the Board of Peace Officer Standards and Training (POST), and demonstrate their knowledge and understanding at least annually (Minn. Stat. § 626.8452, Subd. 3).

Subject to available resources, officers should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

##### **300.12.1 STATE-SPECIFIC TRAINING REQUIREMENTS**

Warrior-style training, as defined in Minn. Stat. § 626.8434, whether provided directly by the Department or through a third party, is prohibited (Minn. Stat. § 626.8434).

##### **300.12.2 TRAINING REQUIREMENTS**

Required annual training shall include:

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- (a) Legal updates.
- (b) De-escalation tactics, including alternatives to force.
- (c) The duty to intercede.
- (d) The duty to request and/or render medical aid.
- (e) Warning shots (see the Firearms Policy).
- (f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

#### **300.13 USE OF FORCE ANALYSIS**

At least annually, the Patrol Captain should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

- (a) The identification of any trends in the use of force by members.
- (b) Training needs recommendations.
- (c) Equipment needs recommendations.
- (d) Policy revision recommendations.

#### **300.14 POLICY REVIEW**

The Chief of Police or the authorized designee should annually review and update this policy to reflect developing practices and procedures.



# Use of Force Command Responsibilities

## **301.1 PURPOSE AND SCOPE**

This policy establishes a process for the St. Anthony Police Department to review the use of force by its employees.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or evaluation of the use of deadly force.

## **301.2 POLICY**

The St. Anthony Police Department will objectively evaluate the use of force by its members to ensure that their authority is used lawfully, appropriately and is consistent with training and policy.

## **301.3 REMOVAL FROM LINE DUTY ASSIGNMENTS**

Generally, whenever an employee's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that employee will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place an employee in an administrative assignment in any case.

## **301.4 COMMAND/INTERNAL AFFAIRS**

The Internal Affairs or outside agency will investigate and review the circumstances surrounding every discharge of a firearm, whether the employee was on- or off-duty, excluding training or recreational use.

The Chief of Police may request Internal Affairs or an outside agency to investigate the circumstances surrounding any use of force incident.

The Chief of Police will determine whether Internal Affairs should delay its investigation until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action.

The investigation shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the officer at the time shall neither justify nor call into question an officer's decision regarding the use of force.

Any questioning of the involved employee conducted by Internal Affairs will be in accordance with the Department's disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement and any applicable state or federal law.

Internal Affairs shall make one of the following recommended findings:

- (a) The employee's actions were within department policy and procedure.
- (b) The employee's actions were in violation of department policy and procedure.

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Internal Affairs may also recommend additional reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The Captain will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the employee's actions were within policy and procedure and will determine whether any additional actions, investigations or reviews are appropriate. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

## Handcuffing and Restraints

### 302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

### 302.2 POLICY

The St. Anthony Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, the Transporting Persons in Custody Policy, and department training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

### 302.3 USE OF RESTRAINTS

Only members who have successfully completed St. Anthony Police Department approved training on the use of restraint devices described in this policy are authorized to use these devices.

Members will only use department approved restraints devices, Peerless brand or equivalent handcuffs (chain or hinged), department issued shackles, plastic flex cuffs and waist belt.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest. Officers will handcuff all persons arrested as soon as reasonably possible.
- Investigative detentions where the officer can demonstrate articulable facts for the restraint. The authority during investigative stops continues only as the circumstances exist.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

#### 302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain an individual who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to assure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

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#### **302.3.2 RESTRAINT OF PREGNANT PERSONS**

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg restraints, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure themselves or others, or damage property.

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances, and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the detainee, officers, or others. See the Transporting Persons in Custody Policy for guidelines relating to transporting pregnant persons.

#### **302.3.3 RESTRAINT OF JUVENILES**

A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

#### **302.4 HANDCUFFS OR PLASTIC CUFFS**

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed, regardless of the circumstances.

In most situations handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be checked for proper fit and double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the individual or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

#### **302.5 SPIT HOODS**

Spit hoods/masks/socks are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide

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assistance during the movement of restrained individuals due to the potential for impaired or distorted vision on the part of the individual. Officers should avoid comingling individuals wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated including hair, head and clothing prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

#### **302.6 AUXILIARY RESTRAINT DEVICES**

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg restraints, and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort, and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

#### **302.7 LEG RESTRAINT DEVICES**

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the department shall be used.

In determining whether to use the leg restraint, officers should consider:

- (a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a suspect.
- (b) Whether it is reasonably necessary to protect the suspect from his/her own actions (e.g., hitting his/her head against the interior of the patrol unit, running away from the arresting officer while handcuffed, kicking at objects or officers).
- (c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol unit).

##### **302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS**

When applying leg restraints, the following guidelines should be followed:

- (a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

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- (b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.
- (c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on their stomach for an extended period, as this could reduce the person's ability to breathe.
- (d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on their stomach.
- (e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

#### **302.8 REQUIRED DOCUMENTATION**

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

- (a) The factors that led to the decision to use restraints.
- (b) The types of restraint used.
- (c) The amount of time the person was restrained.
- (d) How the person was transported and the position of the person during transport.
- (e) Observations of the person's behavior and any signs of physiological problems.
- (f) Any known or suspected drug use or other medical problems.

#### **302.9 TRAINING**

The Lieutenant should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

- (a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
- (b) Response to complaints of pain by restrained persons.
- (c) Options for restraining those who may be pregnant without the use of leg restraints, waist chains, or handcuffs behind the body.
- (d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.
- (e) Proper placement of safely secured persons into an upright or seated position to avoid placement on the stomach for an extended period, as this could reduce the person's ability to breathe.

## Control Devices

### 303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

### 303.2 POLICY

In order to control subjects who are violent or who demonstrate the intent to be violent, the St. Anthony Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy.

### 303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a subject who is violent or who demonstrates the intent to be violent, and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

When using control devices, members should carefully consider potential impact areas in order to minimize injuries and unintentional targets.

### 303.4 RESPONSIBILITIES

#### 303.4.1 USE OF FORCE INSTRUCTOR'S RESPONSIBILITIES

The Use of Force Instructor or Firearms Instructor shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Use of Force Instructor, Firearms instructor or the designated instructor for a particular control device. The inspection shall be documented.

#### 303.4.2 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Use of Force Instructor or Firearms instructor for disposition. Damage to City property form shall also be prepared and forwarded through the chain of command, when appropriate, explaining the cause of damage.

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#### **303.5 BATON GUIDELINES**

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys, and groin should not be intentionally targeted except when the officer reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignment or at the direction of their supervisor.

#### **303.6 REPULS AEROSOL SUBJECT RESTRAINT IRRITANT SPRAY(REPULS ASR) GUIDELINES**

REPULS ASR may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in violent behavior, after the officer has evaluated all known circumstances and determined that such force reasonably appears justified and necessary.

REPULS ASR should not be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of officers or the public.

##### **303.6.1 OC SPRAY**

Uniformed personnel carrying REPULS ASR shall carry the device as directed by a Use of Force Instructor.. Plainclothes and non-field personnel may carry REPULS ASR as authorized, in accordance with the needs of their assignment or at the direction of their supervisor.

##### **303.6.2 TREATMENT FOR REPULS ASR EXPOSURE**

Persons who have been sprayed with or otherwise affected by the use of REPULS ASR should be promptly provided with clean water to cleanse the affected areas. Those persons who appear to have or who complain of further severe effects shall be examined by appropriate medical personnel.

#### **303.7 OLEORESIN CAPSICUM VAPOR AEROSOL SUBJECT RESTRAINT (OC VAPOR) GUIDELINES**

OC Vapor may be used for crowd control, crowd dispersal or against barricaded subjects, with authorization from the Shift Supervisor/Officer in Charge, Incident Commander or Crisis Response Commander that has evaluated all known circumstances and determined that such force reasonably appears justified and necessary.

OC Vapor may be used to bring under control a group of individuals who are engaging in or are about to engage in violent behavior and/or substantial property damage, after the officer has evaluated all known circumstances and determined that such force reasonably appears justified and necessary.

When practical, fire and medical personnel should be alerted or summoned to the scene prior to the deployment of OC Vapor to assist in providing medical aid, if it becomes necessary.



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#### **303.7.1 OLEORESIN CAPSICUM VAPOR AEROSOL SUBJECT RESTRAINT (OC VAPOR) GUIDELINES**

OC Vapor shall be stored in a secured container as authorized by a Use of Force Instructor, Firearms Instructor or designated instructor for that device.

#### **303.7.2 TREATMENT FOR OC VAPOR EXPOSURE**

Persons who have been sprayed with or otherwise affected by the use of OC Vapor should be promptly provided with clean water and/or fresh, moving air, when necessary and practical. Those persons who are known to have further severe effects shall be examined by appropriate medical personnel.

#### **303.8 POST-APPLICATION NOTICE**

Whenever OC Vapor has been introduced into a residence, building interior, vehicle, or other enclosed area, officers should provide the owners or available occupants with notice of the possible presence of residue that could result in irritation or injury, if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding the method of notice and the individuals notified should be included in related reports.

#### **303.9 LESS LETHAL IMPACT MUNITIONS (LLIM) GUIDELINES**

This department is committed to reducing the potential for violent confrontations. LLIM, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

##### **303.9.1 DEPLOYMENT AND USE**

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of subjects engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

- (a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.
- (b) The suspect has made credible threats to harm him/herself or others.
- (c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at people and/or officers.
- (d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

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#### **303.9.2 DEPLOYMENT CONSIDERATIONS**

Before discharging projectiles, the officer should consider such factors as:

- (a) Distance and angle to target.
- (b) Type of munitions employed.
- (c) Type and thickness of subject's clothing.
- (d) The subject's proximity to others.
- (e) The location of the subject.
- (f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the subject must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the use of deadly force is appropriate. See the Use of Force Policy for additional guidance.

#### **303.9.3 SAFETY PROCEDURES**

Shotguns specifically designated for use with LLIM projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect the shotgun and projectiles at the beginning of each shift to ensure that the shotgun is in proper working order and the projectiles are of the approved type and appear to be free from defects.

When it is not deployed, the shotgun will be unloaded and properly and securely stored in the vehicle. When deploying the LLIM projectile shotgun, the officer shall visually inspect the LLIM projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

#### **303.10 TRAINING FOR CONTROL DEVICES**

The Lieutenant shall ensure that all personnel who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Officers will receive training on the use of issued control devices and this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

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- (a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.
- (b) All training and proficiency for control devices will be documented in the officer's training file.
- (c) Officers who fail to demonstrate proficiency with the control device or knowledge of this agency's Use of Force Policy will be provided remedial training. If an officer cannot demonstrate proficiency with a control device or knowledge of this agency's Use of Force Policy after remedial training, the officer will be restricted from carrying the control device and may be subject to discipline.

#### **303.11 REPORTING USE OF CONTROL DEVICES AND TECHNIQUES**

Any application of a control device or technique listed in this policy shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

## Conducted Energy Device

### 304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

### 304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to officers and suspects.

### 304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed department-approved training may be issued and may carry the CED.

The Firearm Instructor should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the CED and cartridges/magazines that have been issued by the Department. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed officers who have been issued the CED shall wear the device in an approved holster.

Officers who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon.

- (a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.
- (b) For single-shot devices, whenever practicable, officers should carry an additional cartridge on their person when carrying the CED.
- (c) Officers should not hold a firearm and the CED at the same time.

Non-uniformed officers may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

#### 304.3.1 USER RESPONSIBILITIES

Officers shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the officer's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the Firearm Instructor for disposition. Officers shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

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#### **304.4 VERBAL AND VISUAL WARNINGS**

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances.

The purpose of the warning is to:

- (a) Provide the individual with a reasonable opportunity to voluntarily comply.
- (b) Provide other officers and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the CED in the related report.

#### **304.5 USE OF THE CED**

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, an officer designated as lethal cover for any officer deploying a CED may be considered for officer safety.

##### **304.5.1 APPLICATION OF THE CED**

The CED may be used when the circumstances reasonably perceived by the officer at the time indicate that such application reasonably appears necessary to control a person who:

- (a) Is violent or is physically resisting.
- (b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, themselves, or others.
- (c) To effect the arrest and/or capture, or prevent the escape, of a person the officer reasonably believes has committed, or attempted to commit, a felony level crime of violence as defined in Minn. Stat. § 624.712.5;
- (d) To effect the arrest and/or capture, or prevent the escape, of a person the officer reasonably believes has committed, or attempted to commit, a crime that involved the infliction of:
  - Bodily harm (Minn. Stat. § 609.02.7);
  - Substantial bodily harm (Minn. Stat. § 609.02.7a);
  - Great bodily harm (Minn. Stat. § 609.02.8);

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- (e) To effect the arrest or capture, or prevent the escape, of a person who the officer reasonably believes has committed, or attempted to commit, a crime involving the use of a dangerous weapon as defined in Minn. Stat. § 609.02.6;

This policy does not permit the use of a CED to effect the arrest and/or capture of a fleeing person that is wanted on a previously issued arrest warrant for any of the aforementioned offenses, if the only new, alleged, and/or suspected offense is fleeing a peace officer on foot.

Mere flight from a pursuing officer, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

#### 304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject, or others, and the officer reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

- (a) Individuals who are known to be pregnant.
- (b) Elderly individuals or obvious juveniles.
- (c) Individuals with obviously low body mass.
- (d) Individuals who are handcuffed or otherwise restrained.
- (e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capicum (OC) spray.
- (f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

#### 304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, officers should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

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#### 304.5.4 MULTIPLE APPLICATIONS OF THE CED

Once an officer has successfully deployed two probes on the subject, the officer should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors officers may consider include but are not limited to:

- (a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.
- (b) Whether the probes are making proper contact.
- (c) Whether the individual has the ability and has been given a reasonable opportunity to comply.
- (d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the officer must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

#### 304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, officers shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

#### 304.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

#### 304.5.7 OFF-DUTY CONSIDERATIONS

Officers are not authorized to carry department CEDs while off-duty.

Officers shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

### 304.6 DOCUMENTATION

Officers shall document all CED discharges in the related arrest/crime reports and the CED report forms. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a department-approved process to preserve the data.

#### 304.6.1 REPORTS

The officer should include the following in the arrest/crime report:

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- (a) Identification of all personnel firing CEDs
- (b) Identification of all witnesses
- (c) Medical care provided to the subject
- (d) Observations of the subject's physical and physiological actions
- (e) Any known or suspected drug use, intoxication, or other medical problems

#### **304.7 MEDICAL TREATMENT**

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or officers trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

- (a) The person is suspected of being under the influence of controlled substances and/or alcohol.
- (b) The person may be pregnant.
- (c) The person reasonably appears to be in need of medical attention.
- (d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
- (e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

#### **304.8 SUPERVISOR RESPONSIBILITIES**

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.



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A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or Firearm Instructor and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

#### **304.9 TRAINING**

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Personnel who have been issued CEDs will receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Lieutenant. All training and proficiency for CEDs will be documented in the officer's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Officers who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Lieutenant is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Lieutenant should include the following training:

- (a) A review of this policy.
- (b) A review of the Use of Force Policy.
- (c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.
- (d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.
- (e) Scenario-based training, including virtual reality training when available.
- (f) Handcuffing a subject during the application of the CED and transitioning to other force options.
- (g) De-escalation techniques.
- (h) Restraint techniques that do not impair respiration following the application of the CED.
- (i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

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- (j) Proper tactics and techniques related to multiple applications of CEDs.

# Officer-Involved Shootings and Deaths

## 305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

## 305.2 POLICY

The policy of the St. Anthony Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

## 305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

## 305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

### 305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the St. Anthony Police Department would control the investigation if the suspect's crime occurred in St. Anthony.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

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#### 305.4.2 CRIMINAL INVESTIGATION OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Police Use of Deadly Force Investigations policy of the Minnesota Bureau of Criminal Apprehension that takes precedence if it conflicts with the provisions of this manual.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Sheriff Department where the incident occurred or the Minnesota Bureau of Criminal Apprehension.

#### 305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

#### 305.4.4 POST ADMINISTRATIVE INVESTIGATIONS

The Minnesota POST Board may require an administrative investigation based on a complaint alleging a violation of a statute or rule that the board is empowered to enforce. An officer-involved shooting may result in such an allegation. Any such complaint assigned to this department shall be completed and a written summary submitted to the POST executive director within 30 days of the order for inquiry (Minn. Stat. § 214.10, Subd. 10).

#### 305.4.5 COOPERATION WITH BUREAU OF CRIMINAL APPREHENSION INVESTIGATIONS

The Department will fully cooperate with and promptly respond to requests for information from the Bureau of Criminal Apprehension regarding an officer-involved death investigation (Minn. Stat. § 626.5534).

### **305.5 INVESTIGATION PROCESS**

The following procedures are guidelines used in the investigation of an officer-involved shooting or death:

[See attachment: PFS 2024.pdf](#)

#### 305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved SAPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

- (a) Secure the scene and identify and eliminate hazards for all those involved.
- (b) Take reasonable steps to obtain emergency medical attention for injured individuals.
- (c) Request additional resources from the Department or other agencies.
- (d) Coordinate a perimeter or pursuit of suspects.
- (e) Check for injured persons and evacuate as needed.
- (f) Assign a sworn licensed officer to accompany any injured person(s) to the hospital.

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### *Officer-Involved Shootings and Deaths*

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- (g) Brief the supervisor upon arrival.

#### 305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved SAPD supervisor should ensure completion of the duties as outlined above, plus:

- (a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
  - 1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
- (b) If necessary, the supervisor may administratively order any SAPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
  - 1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.
  - 2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.
- (c) Provide all available information to the Shift Supervisor/Officer in Charge and Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch. If feasible, sensitive information should be communicated over secure networks.
- (d) Take command of and secure the incident scene with additional SAPD members until properly relieved by another supervisor or other assigned personnel or investigator.
- (e) As soon as practicable, ensure that involved officers are assigned an escort and transported (separately, if feasible) to a suitable location for further direction.
  - (a) Each involved SAPD officer should be given an administrative order not to discuss the incident with other involved officers or SAPD members pending further direction from a supervisor.
  - (b) It is preferred that involved officer(s) keep their weapons holstered post incident. When feasible, if the weapon used was a long gun or another weapon, the officer(s) should keep the weapon with them until it can be recovered by the investigating agency. All weapons should be either holstered or placed on "safe" and should not be unloaded or manipulated in any other fashion.
  - (c) When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

#### 305.5.3 SHIFT SUPERVISOR/OFFICER IN CHARGE RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor/Officer in Charge shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or designee.

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All outside inquiries about the incident shall be directed to the Shift Supervisor/Officer in Charge.

#### 305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Captain
- Lieutenant
- Outside agency investigators (Minnesota Bureau of Criminal Apprehension)
- Psychological/peer support personnel
- Chaplain
- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)

#### 305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

- (a) Any request for legal or union representation will be accommodated.
  - 1. Involved SAPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
  - 2. Requests from involved non-SAPD officers should be referred to their employing agency.
- (b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
- (c) Discussions with agency representatives/employee groups will be privileged only as to the discussion of non-criminal information.
- (d) A licensed psychotherapist shall be provided by the Department to each involved SAPD officer. A licensed psychotherapist may also be provided to any other affected SAPD members, upon request.
  - 1. Interviews with a licensed psychotherapist will be considered privileged.
  - 2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
  - 3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).
- (e) Communications between the involved officer and a peer support member, peer support counselors, and critical incident stress management team members are addressed in the Wellness Program Policy.

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Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved SAPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor/Officer in Charge to make schedule adjustments to accommodate such leave.

#### **305.6 CRIMINAL INVESTIGATION**

At the request of this agency, the Minnesota Bureau of Criminal Apprehension (BCA) is responsible for the criminal investigation into the circumstances of any officer-involved shooting or death.

If available, investigative personnel from this department may be assigned to partner with investigators from outside agencies or the County Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

- (a) SAPD supervisors should not participate directly in any voluntary interview of SAPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
- (b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, involved officers shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.
- (c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.
- (d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

##### **305.6.1 REPORTS BY INVOLVED SAPD OFFICERS**

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved SAPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved SAPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as

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victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved SAPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

#### 305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

- (a) Identification of all persons present at the scene and in the immediate area.
  - 1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
  - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.
- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.
  - 1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.
- (c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

#### 305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the Captain to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the MN. BCA and may be assigned to separately handle the investigation of any related crimes not being investigated by the MN. BCA.



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All related department reports, except administrative and/or privileged reports, will be forwarded to the designated supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the Chief of Police or designee.

#### **305.7 ADMINISTRATIVE INVESTIGATION**

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved SAPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Captain and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws (Personnel Complaints Policy; Minn. Stat. § 626.89).

- (a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening in accordance with the drug and alcohol testing guidelines in the Drug- and Alcohol-Free Workplace Policy adopted under the authority of Minn. Stat. § 181.950 to Minn. Stat. § 181.957. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.
- (b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
  - 1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.
- (c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information (Minn. Stat. § 626.89).
  - (a) Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
  - (b) The interview must be taken at the SAPD or at a place agreed to by the interviewer and the involved officer.
  - (c) The interview must be of reasonable duration and provide the involved officer reasonable periods for rest and personal necessities. When practicable, the interview must be held during the involved officer's regularly scheduled work shift. If not, the involved officer must be compensated at his/her current pay rate.
  - (d) If requested, the officer shall have the opportunity to select an uninvolved representative or an attorney, or both, to be present during the interview. However, in order to maintain the integrity of each individual officer's statement,

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involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

- (e) Administrative interviews shall be recorded electronically or otherwise by the investigator. The officer may also record the interview. A complete copy or transcript of the interview must be provided to the involved officer upon written request without charge or undue delay.
- (f) The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity* rights and ordered to provide full and truthful answers to all questions. The officer shall be informed in writing or on the record that the interview will be for administrative purposes only and that the statement cannot be used criminally.
- (g) The Captain shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
- (h) Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Chief of Police its findings as to whether there was compliance with the Use of Force Policy.
- (i) Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

#### **305.8 CIVIL LIABILITY RESPONSE**

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

#### **305.9 AUDIO AND VIDEO RECORDINGS**

Any officer involved in, or an officer who witnessed, a shooting or death incident may view available Mobile Audio/Video (MAV), body worn video or any other video or audio recordings, regarding the subject incident prior to providing a voluntary statement to the assigned investigative agency or report of the subject incident. The viewing of the video will be limited to the incident captured on the officer's own dash camera, body worn camera or other recording device. The involved or witness officers' attorney shall likewise be afforded the ability to review all such video or audio recordings.

If multiple cameras from other sources captured the incident, the Investigative Agent shall determine if additional video may be shown to the involved or witness officer on a case-by-case basis.

Any MAV, body-worn and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or MN. BCA, as appropriate.

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#### **305.9.1 AUDIO AND VIDEO RECORDINGS OF USE OF FORCE INCIDENTS INVOLVING DEATHS OF INDIVIDUALS**

When a person dies as a result of the use of force by an officer, the Department shall, consistent with Minn. Stat. § 13.825, Subd. 2; Minn. Stat. § 626.8473, Subd. 3:

- (a) Allow certain individuals as identified in Minn. Stat. § 13.825, upon request, to inspect all portable recording system data that documents the incident within five days of the request pursuant to the provisions of Minn. Stat. § 13.825.
- (b) Release all portable recording system data that documents the incident within 14 days of the incident pursuant to the provisions of Minn. Stat. § 13.825.

The Chief of Police shall work with the Custodian of Records when redactions, denials or other responses are necessary, consistent with the requirements of state or other law, including, without limitation, Minn. Stat. § 13.825, Subd. 2; Minn. Stat. § 626.8473, Subd. 3.

#### **305.10 DEBRIEFING**

Following an officer-involved shooting or death, the St. Anthony Police Department should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

##### **305.10.1 TACTICAL DEBRIEFING**

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to criminal and/or administrative investigators.

#### **305.11 MEDIA RELATIONS**

Any media release shall be authorized by the Chief of Police, with input and concurrence from the supervisor and department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor/Officer in Charge in the event of inquiries from the media.

No involved SAPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

#### **305.12 REPORTING**

If an officer discharges a firearm in the course of duty, the Chief of Police shall notify the Commissioner of Public Safety within 30 days of the reason for and the circumstances surrounding the discharge of the firearm (Minn. Stat. § 626.553).

## Firearms

### 306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

#### 306.1.1 AUTHORIZATION TO CARRY FIREARMS

All licensed personnel shall successfully complete department training regarding the use of force, deadly force, and the use of firearms before being issued a firearm or being authorized to carry a firearm in the course of their duties (Minn. Stat. § 626.8452, Subd. 3; Minn. Stat. § 626.8463).

### 306.2 POLICY

The St. Anthony Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

### 306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Firearms Instructor/Armorer Officer. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the Chief of Police. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

#### 306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock 17/19 9MM.

The following additional handguns are approved for on-duty use:

MAKE	MODEL	CALIBER

#### 306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Remington 870P 12 gauge/Less Lethal. The following additional shotguns are approved for on-duty use:

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MAKE	MODEL	CALIBER

When not deployed, the shotgun shall be properly secured consistent with department training.

#### 306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the AR-15 .223. The following additional patrol rifles are approved for on-duty use:

MAKE	MODEL	CALIBER

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

- (a) Situations where the member reasonably anticipates an armed encounter.
- (b) When a member is faced with a situation that may require accurate and effective fire at long range.
- (c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
- (d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
- (e) When a member reasonably believes that a suspect may be wearing body armor.
- (f) When authorized or requested by a supervisor.
- (g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training in a locking weapons rack in the patrol vehicle.

#### 306.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

- (a) The handgun shall be in good working order and on the department list of approved firearms.
- (b) Only one secondary handgun may be carried at a time.
- (c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.
- (d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
- (e) The handgun shall be inspected by the Firearm Instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

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- (f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.
- (g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.
- (h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Firearm Instructor, who will maintain a list of the information.

#### 306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

- (a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
  - 1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.
- (b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge, or loss of physical control.
- (c) It will be the responsibility of the member to submit the firearm to the Firearm Instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Firearm Instructor.
- (d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Firearm Instructor that the member is proficient in handling and firing the firearm and that it will be carried in a safe manner.
- (e) The member will successfully qualify with the firearm prior to it being carried.
- (f) Members shall provide written notice of the make, model, color, serial number, and caliber of the firearm to the Firearm Instructor, who will maintain a list of the information.
- (g) If a member desires to use more than one firearm while off-duty, the member may do so, as long as all requirements set forth in this policy for each firearm are met.
- (h) Members shall only carry department-authorized ammunition
- (i) When armed, officers shall carry their badges and St. Anthony Police Department identification cards under circumstances requiring possession of such identification.

#### 306.3.6 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms annually. Replacements

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for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Firearm Instructor when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Firearm Instructor when needed, in accordance with established policy.

#### **306.4 EQUIPMENT**

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

##### **306.4.1 REPAIRS OR MODIFICATIONS**

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Firearm Instructor.

Firearms that are the property of the Department may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Firearm Instructor.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense.

##### **306.4.2 HOLSTERS**

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

##### **306.4.3 TACTICAL LIGHTS**

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearm Instructor/Armour Officer. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

##### **306.4.4 OPTICS OR LASER SIGHTS**

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearm Instructor/Armour Officer. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

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#### **306.5 SAFE HANDLING, INSPECTION AND STORAGE**

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

- (a) Members shall not unnecessarily display or handle any firearm.
- (b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Firearm Instructor. Members shall not dry fire or practice quick draws except as instructed by the Firearm Instructor or other firearms training staff.
- (c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
- (d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
- (e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.
- (f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.
- (g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Firearm Instructor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Firearm Instructor will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

##### **306.5.1 INSPECTION AND STORAGE**

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned and Department-owned firearms may be safely stored in lockers at the end of the shift. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a clearing barrel inside the police garage and then stored in the appropriate equipment storage room when not stored within the department vehicle..



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#### 306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Minn. Stat. § 609.666; Minn. Stat. § 609.378).

#### 306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member's senses or judgment.

### **306.6 FIREARMS TRAINING AND QUALIFICATIONS**

All members who carry a firearm while on-duty are required to successfully complete all mandatory training with their duty firearms. In addition to mandatory training, all members will qualify at least annually with their duty firearms (Minn. Stat. § 626.8452). Officers will also receive training on this policy, including the learning objectives as provided by POST, at least annually (Minn. Stat. § 626.8452, Subd. 3).

Members will qualify with off-duty and secondary firearms at least annually.

Training and qualifications must be on an approved range course.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

#### 306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

- (a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.
- (b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.
- (c) No range credit will be given for the following:
  - 1. Unauthorized range make-up
  - 2. Failure to meet minimum standards or qualify after remedial training

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Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

#### **306.7 FIREARM DISCHARGE**

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

- (a) If on-duty at the time of the incident, the member shall file a written report with their Captain or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.
- (b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

##### **306.7.1 DESTRUCTION OF ANIMALS**

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

##### **306.7.2 INJURED ANIMALS**

member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

##### **306.7.3 WARNING AND OTHER SHOTS**

Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe.

Warning shots shall not be used.

##### **306.7.4 REPORTING FIREARMS DISCHARGE**

The Chief of Police shall notify the Commissioner of Public Safety within 30 days of an on-duty firearm discharge, except when the discharge is in the course of training or destruction of animals

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(described in this policy). The notification shall contain information concerning the reason for and circumstances surrounding the discharge (Minn. Stat. § 626.553).

#### **306.8 FIREARM INSTRUCTOR DUTIES**

The range will be under the exclusive control of the Firearm Instructor. All members attending will follow the directions of the Firearm Instructor. The Firearm Instructor will maintain a roster of all members attending the range and will submit the roster to the Lieutenant after each range date. Failure of any member to sign in and out with the Firearm Instructor may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Firearm Instructor/Armour Officer has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Firearm Instructor/Armour Officer has the authority to deem any department-issued or privately owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until inspected and approved by the Firearm Instructor/Armour Officer.

The Firearm Instructor has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Firearm Instructor shall complete and submit to the Lieutenant documentation of the courses provided. Documentation shall include a description of the training provided that has been approved by the Department, a list of each member who completes the training. The Firearm Instructor should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records.

#### **306.9 FLYING WHILE ARMED**

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

- (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
- (b) Officers must carry their St. Anthony Police Department identification card bearing the officer's name, a full-face photograph, identification number, the officer's signature, and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

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- (c) The St. Anthony Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the St. Anthony Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.
- (d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail the itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.
- (e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.
- (f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.
- (g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of the officer's assigned seat.
- (h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on the officer's person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.
- (i) Officers should resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative, or other management representative of the air carrier.
- (j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

#### **306.10 CARRYING FIREARMS OUT OF STATE**

Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

- (a) The officer shall carry the officer's St. Anthony Police Department identification card whenever carrying such firearm.
- (b) The officer may not be the subject of any current disciplinary action.
- (c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
- (d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base, or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

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Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

## Vehicle Pursuits

### 307.1 PURPOSE AND SCOPE

Vehicle pursuits expose innocent citizens, law enforcement officers and fleeing violators to the risk of serious injury or death. The primary purpose of this policy is to provide officers with guidance in balancing the safety of the public and themselves against law enforcement's duty to apprehend violators of the law. Another purpose of this policy is to minimize the potential for pursuit-related collisions. Vehicular pursuits require officers to exhibit a high degree of common sense and sound judgment. Officers must not forget that the immediate apprehension of a suspect is generally not more important than the safety of the public and pursuing officers (Minn. Stat. § 626.8458 Subd. 1).

#### 307.1.1 PHILOSOPHY

Deciding whether to pursue a motor vehicle is a critical decision that must be made quickly and under difficult and unpredictable circumstances. In recognizing the risk to public safety created by vehicle pursuits, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a vehicle pursuit due to the risk involved. This includes circumstances where Department policy would permit the initiation or continuation of the pursuit. It is recognized that vehicle pursuits are not always predictable and decisions made pursuant to this policy will be evaluated according to the totality of the circumstances reasonably available at the time of the pursuit (Minn. Stat. § 626.8458 Subd. 1).

Officers must remember that the most important factors to the successful conclusion of a pursuit are proper self-discipline and sound professional judgment. Officers conduct during the course of a pursuit must be objectively reasonable; that is, what a reasonable officer would do under the circumstances. An individual's unreasonable desire to apprehend a fleeing suspect at all costs has no place in professional law enforcement pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)).

### 307.2 POLICY

The policy of this Department is to limit vehicle pursuits to instances involving only serious offenses against persons. A vehicle pursuit is only authorized under these circumstances and when the need to apprehend a suspect fleeing in a motor vehicle outweighs the risk created by the pursuit. All officers shall conform to the procedure set forth in this policy.

### 307.3 DEFINITIONS

Definitions related to this policy include:

**Blocking or vehicle intercept** - A slow-speed coordinated maneuver where two or more law enforcement vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop, with the goal of containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in** - A tactic designed to stop a violator's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

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**Pursuit Intervention Technique (PIT)** - A low-speed maneuver intended to terminate the pursuit by causing the violator's vehicle to spin out and come to a stop.

**Ramming** - The deliberate act of impacting a violator's vehicle with another vehicle to functionally damage or otherwise force the violator's vehicle to stop.

**Roadblocks** - A tactic designed to stop a violator's vehicle by intentionally placing a vehicle or other immovable object in the path of the violator's vehicle.

**Spikes or tack strips** - A device that extends across the roadway and is designed to puncture the tires of the pursued vehicle.

**Vehicle pursuit** - An event in which a peace officer attempts to apprehend a driver who ignores the signal to stop by increasing speed, extinguishing headlights or taillights, refusing to stop the vehicle, or using other means with intent to attempt to elude a peace officer (Minn. Stat. § 609.487).

#### **307.4 OFFICER RESPONSIBILITIES**

It is the policy of this department that a vehicle pursuit shall be conducted with at least one flashing red warning lamp visible from the front and a siren that is sounded when necessary to warn pedestrians or other drivers (Minn. Stat. § 169.17; Minn. Stat. § 169.68).

Operating an emergency vehicle in a pursuit with emergency lights and siren does not relieve the operator of an authorized emergency vehicle of the duty to drive with due regard for the safety of all persons, and does not protect the driver from the consequences of a reckless disregard for the safety of others (Minn. Stat. § 169.17).

##### **307.4.1 WHEN TO INITIATE A PURSUIT**

Officers are authorized to initiate a pursuit when it is reasonable to believe that a serious offense against a person has occurred and the suspect is attempting to evade arrest or detention by fleeing in a vehicle that has been given a signal to stop by a peace officer and one or more of the following applies:

- (a) To protect the peace officer or another from apparent death or great bodily harm;
- (b) To effect the arrest or capture, or prevent the escape, of a person whom the peace 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; or
- (c) To effect the arrest or capture, or prevent the escape, of a person whom the officer knows or has reasonable grounds to believe has committed a felony if the officer reasonably believes that the person will cause death or great bodily harm if the person's apprehension is delayed.
- (d) The initial decision to engage in a pursuit shall rest primarily with the officer who has initiated the vehicular stop, after considering the elements of this policy.

The following factors individually and collectively shall be considered in deciding whether to initiate or continue a pursuit (Minn. Stat. § 626.8458 Subd. 2(2); Minn. R. § 6700.2701):

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- (a) Seriousness of the known or reasonably suspected crime and its relationship to community safety.
- (b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.
- (c) Apparent nature of the fleeing suspect (e.g., whether the suspect represents a serious threat to public safety).
- (d) The identity of the suspect has been verified and there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.
- (e) Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.
- (f) Pursuing officer's familiarity with the area of the pursuit, the quality of radio communications between the pursuing units and the dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.
- (g) Weather, traffic and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.
- (h) Performance capabilities of the officer and vehicles used in the pursuit in relation to the speeds and other conditions of the pursuit.
- (i) Vehicle speeds.
- (j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).
- (k) Age of the suspect and occupants.
- (l) Availability of other resources, such as aircraft assistance.
- (m) The police unit is carrying passengers other than on-duty police officers. Pursuits Shall not be undertaken with a prisoner or civilian in the police vehicle.

#### 307.4.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be discontinued whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

The above factors on when to initiate a pursuit are expressly included herein and will apply equally to the decision to discontinue as well as the decision to initiate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves, and the public when electing to continue a pursuit. In the context of this policy, the term "terminate" shall be construed to mean discontinue or to stop chasing the fleeing vehicle.



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In addition to the factors listed above, the following factors should be considered when deciding whether to terminate a pursuit (Minn. Stat. § 626.8458 Subd. 2 (2)):

- (a) The distance between the pursuing officers and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.
- (b) The pursued vehicle's location is no longer definitely known.
- (c) The officer's pursuit vehicle sustains damage or a mechanical failure that renders it unsafe to drive.
- (d) The pursuit vehicle suffers an emergency equipment failure that causes the vehicle to no longer qualify for emergency operation use
- (e) Hazards to uninvolved bystanders or motorists.
- (f) If the identity of the offender is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit, officers should strongly consider discontinuing the pursuit and apprehending the offender at a later time.
- (g) When directed to terminate the pursuit by a supervisor.
- (h) When radio communications are broken or inadequate.
- (i) When the danger that the continued pursuit poses to the public, the officers, or the suspect is too great, balanced against the risk of allowing the suspect to remain at large.

#### **307.4.3 SPEED LIMITS**

The speed of a pursuit is a factor that should be evaluated on a continuing basis by the officer and supervisor/officer in charge. Evaluation of vehicle speeds shall take into consideration public safety, officer safety and the safety of the occupants of the fleeing vehicle.

Should high vehicle speeds be reached during a pursuit, officers and supervisors/officer in charge shall also consider these factors when determining the reasonableness of the speed of the pursuit:

- (a) Pursuit speeds have become unreasonably unsafe for the surrounding conditions.
- (b) Pursuit speeds have exceeded the driving ability of the officer.
- (c) Pursuit speeds are beyond the capabilities of the pursuit vehicle thus making its operation unsafe.

#### **307.5 PURSUIT UNITS**

Pursuit units should be limited to three vehicles (two units and a supervisor when available). However, the number of units involved will vary with the circumstances.

An officer or supervisor may request additional units to join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the suspects. All other officers shall stay out of the pursuit but should remain alert to its

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progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the termination point at legal speeds, following the appropriate rules of the road.

Distinctively marked patrol vehicles should replace unmarked vehicles involved in a pursuit whenever practicable.

#### 307.5.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Vehicles not equipped with red light and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing units as long as their vehicle is operated in compliance with all traffic laws.

#### 307.5.2 PRIMARY UNIT RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit unit and will be responsible for the conduct of the pursuit unless it is unable to remain reasonably close enough to the violator's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspects without unreasonable danger to the officer or other persons (Minn. Stat. § 626.8458 Subd. 2 (4)).

The primary unit should notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

- (a) Reason for the pursuit.
- (b) Location and direction of travel.
- (c) Speed of the fleeing vehicle.
- (d) Description of the fleeing vehicle and license number, if known.
- (e) Number of occupants.
- (f) The identity or description of the known occupants.
- (g) Weather, road, and traffic conditions.
- (h) Identity of other agencies involved in the pursuit.
- (i) Information concerning the use of firearms, threat of force, injuries, hostages, or other unusual hazards.
- (j) Request for medical assistance for any person injured in the course of the pursuit (Minn. Stat. § 626.8458 Subd. 2 (6)).

Unless relieved by a supervisor or secondary unit, the officer in the primary unit shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary unit should relinquish the responsibility of broadcasting the progress of the pursuit to a secondary unit or aircraft joining the pursuit to minimize distractions and allow the primary unit to concentrate foremost on safe pursuit tactics.

#### 307.5.3 SECONDARY UNIT RESPONSIBILITIES

The second officer in the pursuit is responsible for the following:

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- (a) Immediately notifying the dispatcher of entry into the pursuit
- (b) Remaining at a safe distance behind the primary unit unless directed to assume the role of primary officer, or if the primary unit is unable to continue the pursuit
- (c) Broadcasting the progress of the pursuit unless the situation indicates otherwise
- (d) Serve as backup to the primary unit once the subject has been stopped

#### 307.5.4 ASSIST ROLE UNIT(S) RESPONSIBILITIES/PURSUIT TRAILING

Officers acting as an assist role are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public.

Parallel/trail the pursuit to provide assistance and direction at the conclusion of the pursuit.

In the event the initiating unit from this agency relinquishes control of the pursuit to another unit or jurisdiction, that initiating unit may, with permission of a supervisor, trail the pursuit to the termination point in order to provide necessary information and assistance for the arrest of the suspect(s).

The term "trail" means to follow the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing unit will maintain sufficient distance from the pursuit units so as to clearly indicate an absence of participation in the pursuit.

#### 307.5.5 PURSUIT DRIVING TACTICS

The decision to use or not use specific driving tactics requires the same assessment of considerations outlined in the factors to be considered concerning pursuit initiation and termination. The following are tactics for units involved in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (3)):

- (a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to maneuvers by the fleeing vehicle.
- (b) Officers may proceed past a red, or stop signal, or stop sign but only after slowing down and utilizing a flashing red lamp or siren as may be necessary for safe operation (Minn. Stat. § 169.03, Subd. 2).
- (c) As a general rule, officers should not pursue a vehicle driving the wrong way on a roadway, highway, or freeway (Minn. Stat. § 169.03). In the event the pursued vehicle does so, the following tactics should be considered:
  - 1. Request assistance from an available air unit.
  - 2. Maintain visual contact with the pursued vehicle by paralleling on the correct side of the roadway.
  - 3. Request other units to observe exits available to the suspects.
- (d) Notify the Minnesota State Patrol or other law enforcement agency if it appears the pursuit may enter their jurisdiction.

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- (e) Officers involved in a pursuit should not attempt to pass other units unless the situation indicates otherwise or they are requested to do so by the primary unit, and a clear understanding of the maneuver process exists between the involved officers.

#### **307.5.6 AIRCRAFT ASSISTANCE**

When available, aircraft assistance should be requested. Once the air unit has established visual contact with the pursued vehicle, it should assume control over the pursuit. The primary and secondary ground units should consider whether the participation of an aircraft warrants their continued involvement in the pursuit (Minn. Stat. § 626.8458 Subd. 2 (4)).

The air unit should coordinate the activities of resources on the ground, report progress of the pursuit and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If ground units are not within visual contact and the air unit determines that it is unsafe to continue the pursuit, the air unit should recommend terminating the pursuit.

#### **307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES**

It is the policy of this department that available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department (Minn. Stat. § 626.8458 Subd. 2 (4)).

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor will be responsible for the following:

- (a) Upon becoming aware of a pursuit, immediately notify involved officers and Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch of supervisory presence and ascertain all reasonably available information to continuously assess the situation and risk factors associated with the pursuit in order to ensure that the pursuit is conducted within established department guidelines.
- (b) Engage in the pursuit, when appropriate, to provide on-scene supervision.
- (c) Exercise management and control of the pursuit even if not engaged in it.
- (d) Ensure that no more than the number of required law enforcement units needed are involved in the pursuit under the guidelines set forth in this policy.
- (e) Direct that the pursuit be terminated if, in the field supervisor's judgment, it is not justified to continue the pursuit under the guidelines of this policy.
- (f) Ensure that aircraft assistance is requested if available.
- (g) Ensure that the proper radio channel is being used.
- (h) Ensure the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this agency.
- (i) Control and manage SAPD units when a pursuit enters another jurisdiction.
- (j) Prepare a post-pursuit critique and analysis of the pursuit for training purposes.

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#### 307.6.1 SHIFT SUPERVISOR/OFFICER IN CHARGE RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor/Officer in Charge should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor/Officer in Charge has the final responsibility for the coordination, control, and termination of a vehicle pursuit and shall be in overall command (Minn. Stat. § 626.8458 Subd. 2 (4)).

The Shift Supervisor/Officer in Charge shall review all pertinent reports for content and forward them to the Captain.

#### **307.7 COMMUNICATIONS**

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communications dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved units should, whenever available, switch radio communications to an emergency channel most accessible by participating agencies and units.

#### 307.7.1 RAMSEY COUNTY SHERIFF'S OFFICE DISPATCH/HENNEPIN COUNTY SHERIFF'S OFFICE DISPATCH RESPONSIBILITIES

Upon notification that a pursuit has been initiated, Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch will be responsible for the following (Minn. Stat. § 626.8458 Subd. 2 (4)):

- (a) Coordinate pursuit communications of the involved units and personnel.
- (b) Notify and coordinate with other involved or affected agencies as practicable.
- (c) Ensure that a field supervisor is notified of the pursuit.
- (d) Assign an incident number and log all pursuit activities.
- (e) Broadcast pursuit updates as well as other pertinent information as necessary.
- (f) Notify the Shift Supervisor/Officer in Charge as soon as practicable.

#### 307.7.2 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the primary unit should broadcast pertinent information to assist other units in locating the vehicle. The primary unit will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

#### **307.8 INTER-JURISDICTIONAL CONSIDERATIONS**

When a pursuit enters another agency's jurisdiction, the primary officer or supervisor, taking into consideration distance traveled, unfamiliarity with the area, and other pertinent facts, should determine whether to request the other agency to assume the pursuit. Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary officer or supervisor ensure that notification is provided to the dispatcher and to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether such jurisdiction is expected to assist (Minn. Stat. § 626.8458 Subd. 2 (5)).

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If a pursuit from another agency enters the department's jurisdiction, Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch should update the on-duty supervisor.

#### 307.8.1 ASSUMPTION/ASSISTANCE OF PURSUIT BY ANOTHER AGENCY

The primary law enforcement vehicle shall remain the primary unit in other jurisdictions unless the controlling pursuit authority transfers its authority to another jurisdiction.

Officers will discontinue the pursuit when another agency has assumed the pursuit unless continued assistance of the St. Anthony Police Department is requested by the agency assuming the pursuit. Upon discontinuing the pursuit, the primary unit may proceed upon request, with or at the direction of a supervisor, to the termination point to assist in the investigation.

The role and responsibilities of officers at the termination of a pursuit initiated by this department shall be coordinated with appropriate consideration of the units from the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assist/assume a pursuit should be specific. Because of communication limitations between local agencies, a request for another agency's assistance will mean that its personnel may assist or assume responsibilities for the pursuit.

#### 307.8.2 PURSUITS NEAR AND EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Units from this department shall follow the guidelines within this policy while assisting outside agency pursuits. Officers shall not join a pursuit unless the following occurs:

- (a) A request to do so by the agency whose peace officers are in pursuit is made.
- (b) A Shift Supervisor/Officer in Charge approves the assistance, when practical.

Officers shall only take an "assist role" as defined within this policy on outside jurisdictional pursuits that do not meet the criteria of authorized pursuits within this policy. The assist shall terminate upon leaving this jurisdiction.

When a request is made for this department to assist a pursuit from another agency that is near or has entered this jurisdiction, the Shift Supervisor/Officer in Charge should consider these additional following factors:

- (a) Ability to maintain the pursuit.
- (b) Circumstances serious enough to continue the pursuit.
- (c) Adequate staffing to continue the pursuit.
- (d) The public's safety within this jurisdiction.
- (e) Safety of the pursuing officers.

As soon as practicable, the Shift Supervisor/Officer in Charge should review a request for assistance from another agency. The Shift Supervisor/Officer in Charge, after consideration of the above factors, may do the following:

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- (a) Decline assistance in the other agency's pursuit.
- (b) Assume the other agency's pursuit.
- (c) Terminate this agency's assist in the other agency's pursuit.

Assistance to a pursuing outside agency by officers of this department will terminate at the City limits provided that the pursuing peace officers have sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that a pursuit from another agency terminates within this jurisdiction, officers shall provide appropriate assistance to peace officers from the outside agency including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

#### **307.9 PURSUIT INTERVENTION**

Pursuit intervention is an attempt to terminate the ability of a suspect to continue to flee in a motor vehicle through tactical application of technology, road spikes, blocking, boxing, PIT (Pursuit Intervention Technique), ramming or roadblock procedures.

##### **307.9.1 WHEN USE AUTHORIZED**

In deciding whether to use intervention tactics, officers/supervisors should balance the risks of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With these risks in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision (Minn. Stat. § 626.8458 Subd. 2).

It is imperative that officers act within legal bounds using good judgment and accepted practices.

##### **307.9.2 USE OF FIREARMS**

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

##### **307.9.3 INTERVENTION STANDARDS**

Any pursuit intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to Department policies guiding such use. Officers who have not received Department-approved training in the application and use of any intervention tactic or equipment shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

- (a) Blocking or vehicle intercept technique should only be considered in cases involving drivers who pose a threat to public safety. when officers reasonably believe that

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attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle then a blocking technique may be considered. A blocking technique may also be considered for drivers who have a physical, mental or chemical impairment. The following conditions should be considered when weighing the use of a blocking technique:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risks of injury or death to occupants of the suspect vehicle, officers or other members of the public.
  2. All other reasonable intervention techniques have failed or reasonably appear ineffective.
  3. Employing the blocking maneuver does not unreasonably increase the risk to officer safety.
  4. The target vehicle is stopped or traveling at a low speed.
  5. At no time should civilian vehicles be used to deploy this technique.
- (b) Pursuit Intervention Technique (PIT). Only those officers trained in the use of the PIT will be authorized to use this procedure upon consideration of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.
- (c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted. This tactic should be reserved for situations where there does not appear to be another reasonable alternative method. This policy is an administrative guide to direct officers in their decision-making process before ramming another vehicle. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:
1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
  2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner.
  3. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized.
- (d) Boxing technique must be carefully coordinated with all involved units, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle.
- (e) Spike strips: This department does not deploy this tire deflation device. Officers can request the use of this device from other agencies on inter-jurisdictional pursuits. Officers requesting deflation devices should carefully consider the limitations of such devices as well as the potential risks to officers, the public and the occupants of the pursued vehicle.
- (f) Roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be



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deployed without prior approval of a supervisor, and only then under extraordinary conditions when all other reasonable intervention techniques have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or other members of the public. If deployed, an avenue of escape must be made available.

#### **307.9.4 CAPTURE OF SUSPECTS**

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary under the circumstances to properly perform their lawful duties.

Unless relieved by a supervisor, the primary officer should coordinate efforts to apprehend the suspect(s) following the pursuit. Officers should consider safety of the public and the involved officers when formulating plans to contain and capture the suspect.

#### **307.10 REPORTING AND REVIEW REQUIREMENTS**

All appropriate reports shall be completed to comply with appropriate local and state regulations. The Records Manager shall ensure the appropriate forms are filed with the Department of Public Safety within 30 days (Minn. Stat. § 626.5532):

- (a) The primary officer shall complete appropriate crime/arrest reports.
- (b) The primary officer or supervisor shall complete the appropriate pursuit report.
- (c) After first obtaining available information, the on-duty field supervisor shall promptly complete a Supervisor's Log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or designee. This memo should minimally contain the following information (Minn. Stat. § 626.5532):
  - 1. Date and time of pursuit.
  - 2. Length of pursuit in distance and time.
  - 3. Involved units and officers.
  - 4. Initial reason and circumstances surrounding the pursuit.
  - 5. Starting and termination points.
  - 6. Alleged offense, charges filed or disposition: arrest, citation or other release.
  - 7. Arrestee information should be provided if applicable.
  - 8. Injuries and/or property damage.
  - 9. Medical treatment.
  - 10. The outcome of the pursuit.
  - 11. Name of supervisor handling or at the scene.

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12. A preliminary determination that the pursuit appears to be in compliance with this policy or additional review and/or follow-up is warranted.
- (d) After receiving copies of reports, logs and other pertinent information, the Chief of Police or designee shall conduct or assign the completion of a post-pursuit review as appropriate to the circumstances.
- (e) Annually, the Chief of Police should direct a documented review and analysis of Department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

#### 307.10.1 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all licensed non-exempt employees will participate, no less than annually, in regular and periodic training on this policy and the importance of vehicle safety and protecting the public at all times. Training will include a recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

The Lieutenant shall ensure the frequency and content of emergency vehicle operations and vehicle pursuit training meets or exceeds that required by law (Minn. Stat. § 626.8458 Subd. 5).

#### 307.10.2 POLICY REVIEW

Each licensed member of this department shall certify in writing or electronically that they have received, read and understand this policy initially and upon any amendments.

#### 307.10.3 YEARLY CERTIFICATION

This policy shall be reviewed and certified to the state annually that it complies with requirements of any new or revised model policy adopted by the state (Minn. Stat. § 626.8458 Subd. 3).

#### 307.10.4 PUBLIC DISCLOSURE

Copies of the current pursuit policy shall be made available to the public on request.

## Officer Response to Calls

### 308.1 PURPOSE AND SCOPE

The State of Minnesota finds that emergency vehicle operations are an integral part of law enforcement's commitment to public safety. This policy provides for the safe and appropriate response to all emergency and nonemergency situations (Minn. Stat. § 626.8458, Subd. 1).

### 308.2 POLICY

It is the policy of this department to appropriately respond to emergency and nonemergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

### 308.3 RESPONSE TO CALLS

#### 308.3.1 RESPONSE TO EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate. Officers responding to an emergency call shall sound the siren or display at least one lighted red light to the front of the vehicle. Whenever practicable, during an emergency call response the officer should continuously operate emergency lighting equipment and sound the siren (Minn. Stat. § 169.03 et seq.; Minn. Stat. § 169.17).

Responding with a red light, emergency lighting and/or siren does not relieve the operator of an authorized emergency vehicle or a law enforcement vehicle of the duty to drive with due regard for the safety of all persons and does not protect the driver from the consequences of his/her reckless disregard for the safety of others. The use of any other warning equipment without emergency lights and siren does not provide an exemption under Minnesota law (Minn. Stat. § 169.17).

Officers should only respond with a red light, emergency lights and/or siren when circumstances reasonably indicate an emergency response is appropriate. Officers not responding with a red light, emergency lights and/or siren shall observe all traffic laws.

#### 308.3.2 LIGHTING EXEMPTION OF LAW ENFORCEMENT VEHICLES

An officer may operate a vehicle without lights as otherwise required while performing law enforcement duties when the officer reasonably believes that operating the vehicle without lights is necessary to investigate a criminal violation or suspected criminal violation of state laws, rules or orders, or local laws, ordinances or regulations. The operation of a vehicle without lights must be consistent with the standards adopted by Minnesota Peace officer Standards and Training Board (POST) (Minn. Stat. § 169.541).

### 308.4 REQUESTING EMERGENCY ASSISTANCE

Requests for emergency assistance should be limited to those situations where the involved personnel reasonably believe that there is an imminent threat to the safety of officers, or assistance is needed to prevent imminent serious harm to a citizen. Where a situation has stabilized and emergency response is not required, the requesting officer shall promptly notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch.

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If circumstances permit, the requesting officer should give the following information:

- The unit number
- The location
- The reason for the request and type of emergency
- The number of units required

#### **308.4.1 NUMBER OF UNITS PARTICIPATING**

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The Shift Supervisor/Officer in Charge should monitor all emergency responses and reduce or enhance the response as warranted.

#### **308.5 RESPONSIBILITIES OF RESPONDING OFFICERS**

Officers shall exercise sound judgment and care with due regard for life and property when responding to an emergency call. During a response to an emergency call officers may (Minn. Stat. § 169.03; Minn. Stat. § 169.17):

- (a) Proceed cautiously past a red or stop signal or stop sign but only after slowing down and utilizing a red light or siren as may be necessary for safe operation.
- (b) Exceed any speed limits, provided this does not endanger life or property.
- (c) Disregard regulations governing direction of movement or turning in specified directions as authorized by law.
- (d) Disregard regulations governing parking or standing when using a warning lamp.

The decision to continue an emergency call response is at the discretion of the officer. If, in the officer's judgment, the roadway conditions or traffic congestion does not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of red lights and siren at the legal speed limit. In such an event, the officer should immediately notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch. An officer shall also discontinue an emergency call response when directed by a supervisor or as otherwise appropriate.

When emergency vehicles are on the scene of an emergency and pose any hazard, or when the vehicle operators seek exemption to park, stop or stand contrary to any law or ordinance pursuant to Minn. Stat. § 169.541, adequate warning lights shall be operated whenever practicable.

#### **308.6 SUPERVISORY RESPONSIBILITIES**

The supervisor/officer in charge shall, whenever practicable, monitor the response until it has been stabilized or terminated and assert control by directing units into or out of the response if necessary. If, in the supervisor's judgment, the circumstances require additional units to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances:

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- The type of call or crime involved.
- The necessity of a timely response.
- Traffic and roadway conditions.
- The location of the responding units.

#### **308.7 FAILURE OF EMERGENCY EQUIPMENT**

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency call response and respond accordingly. The officer shall notify the Shift Supervisor/ Officer in Charge or Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch of the equipment failure so that another unit may be assigned to the emergency response.

#### **308.8 TRAINING**

The Lieutenant shall ensure the frequency and content of emergency vehicle operations training meets or exceeds that required by law (Minn. Stat. § 626.8458).

## Canines

### **309.1 PURPOSE AND SCOPE**

This policy establishes guidelines for the use of canines to augment law enforcement services in the community including, but not limited to locating individuals and contraband and apprehending criminal offenders.

### **309.2 POLICY**

It is the policy of the St. Anthony Police Department to request when needed outside agency canine assistance to effectively and reasonably carry out legitimate law enforcement objectives.

### **309.3 REQUESTS FOR CANINE RESPONSE**

All requests for canine assistance from outside agencies are subject to the following:

- (a) Canine unit shall not be used for any assignment that is not consistent with this policy.
- (b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
- (c) It shall be the authority of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

#### **309.3.1 PUBLIC DEMONSTRATIONS**

This Department authorizes the use for a canine unit with community relations and public demonstrations. Requests are subject to outside agency approval.

### **309.4 APPREHENSION GUIDELINES**

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

- (a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.
- (b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
- (c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

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Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor/Officer in Charge. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

#### **309.4.1 REPORTING DEPLOYMENTS, BITES AND INJURIES**

Whenever a canine deployment results in a bite or causes injury to an intended suspect a supervisor/officer in charge should be promptly notified and the injuries documented in the narrative report within the Department Record Management System. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment.

Any unintended bite or injury caused by a canine, shall be promptly reported to the supervisor/officer in charge. Unintended bites or injuries caused by a canine should be documented as stated above.

If an individual alleges an injury, either visible or not visible, a supervisor/officer in charge shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as reasonably practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence within the Department Record Management System. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from dangerous dog registration, impoundment and reporting requirements (Minn. Stat. § 347.51, Subd. 4).

#### **309.5 NON-APPREHENSION GUIDELINES**

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation the following guidelines apply.

- (a) Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

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- (b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
- (c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.
- (d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

#### 309.5.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

#### 309.5.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

- (a) The search of vehicles, buildings, bags, and other articles.
- (b) Assisting in the search for narcotics during a search warrant service.
- (c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

#### 309.5.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

- (a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.
- (b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).
- (c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.
- (d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.



## Domestic Abuse

### 310.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent, and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of this department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic abuse.

#### 310.1.1 DEFINITIONS

Definitions related to this policy include:

**Court order** - All forms of orders related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

**Domestic abuse** - Commission of any of the following if committed against a family or household member by another family or household member (Minn. Stat. § 518B.01, Subd. 2):

- (a) Actual or fear of imminent physical harm, bodily injury, or assault
- (b) Threats of violence with intent to terrorize as specified by Minn. Stat. § 609.713, Subd.1.
- (c) Criminal sexual conduct (Minn. Stat. § 609.342 to Minn. Stat. § 609.3451)
- (d) Interference with an emergency call as specified by Minn. Stat. § 609.78, Subd.2.

### 310.2 POLICY

The St. Anthony Police Department's response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this department to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

### 310.3 OFFICER SAFETY

The investigation of domestic abuse cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

### 310.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating domestic abuse cases:

- (a) Calls of reported, threatened, imminent, or ongoing domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

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- (b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.
- (c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.
- (d) When practicable and legally permitted, video or audio record all significant statements and observations.
- (e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Unit in the event that the injuries later become visible.
- (f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.
- (g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.
- (h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.
- (i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.
- (j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:
  - 1. Whether the suspect lives on the premises with the victim.
  - 2. Claims by the suspect that the victim provoked or perpetuated the violence.
  - 3. The potential financial or child custody consequences of arrest.
  - 4. The physical or emotional state of either party.
  - 5. Use of drugs or alcohol by either party.
  - 6. Denial that the abuse occurred where evidence indicates otherwise.
  - 7. A request by the victim not to arrest the suspect.
  - 8. Location of the incident (public/private).
  - 9. Speculation that the complainant may not follow through with the prosecution.

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10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

#### **310.4.1 IF A SUSPECT IS ARRESTED**

If a suspect is arrested, officers should:

- (a) Advise the victim that there is no guarantee the suspect will remain in custody.
- (b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail (Minn. Stat. § 629.72 Subd. 6).
- (c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

#### **310.4.2 IF NO ARREST IS MADE**

If no arrest is made, the officer should:

- (a) Advise the parties of any options, including but not limited to:
  1. Voluntary separation of the parties.
  2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness unit).
- (b) Document the resolution in the case file narrative report.

#### **310.5 EVICTION OF SPOUSE**

Individuals involved in a domestic situation have community property rights. Neither party can be forced to leave, unless a court order is in effect. The best solution is to assist all individuals in reaching an agreed compromise. If one person is locked out of the residence by the other, the complainant will be advised that this is a civil situation and officers will not assist entering the residence.

If one of the individuals involved is intoxicated, disorderly within the cohabitant home, the officer will not take action unless an arrest can be made for criminal charges.

#### **310.6 VICTIM ASSISTANCE**

Because victims may be traumatized or confused. Officers should be aware that a victim's behavior and actions may be affected.

- (a) Victims should be provided with the department's domestic abuse information handout (blue informational card), even if the incident may not rise to the level of a crime.
- (b) Victims should be alerted to any available victim advocates, shelters and community resources.

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- (c) When an involved person requests law enforcement assistance while removing essential items of personal property. Officers should stand by for a reasonable amount of time.
- (d) If the victim has sustained injury or complains of pain, officers should seek medical assistance as soon as practicable.
- (e) Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- (f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- (g) If appropriate, officers should seek or assist the victim in obtaining an emergency order.

[See attachment: Blue card.pdf](#)

#### **310.7 DIVORCE EVIDENCE/ASSISTANCE**

It is not Department policy to assist persons involved in divorce suits or to obtain information pertaining to adultery situations. Officers shall not assist a party for the purpose of obtaining divorce information. Officers should advise parties to seek the assistance of a private agency or attorney.

#### **310.8 FOREIGN COURT ORDERS**

Various types of orders may be issued in domestic abuse cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

##### **310.8.1 CANADIAN ORDERS FOR PROTECTION**

An order for protection issued by Canada or a Canadian province shall be enforced as if it were the order of a court in this state and afforded the same consideration as foreign court orders with respect to proper issuance and registration (Minn. Stat. § 518F.03).

#### **310.9 VERIFICATION OF COURT ORDERS**

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

- (a) Ask the subject of the order about his/her notice or receipt of the order, his/her knowledge of its terms and efforts to respond to the order.

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- (b) Check available records or databases that may show the status or conditions of the order.
- (c) Contact the issuing court to verify the validity of the order.
- (d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor/officer in charge for clarification when needed.

### **310.10 LEGAL MANDATES AND RELEVANT LAWS**

Minnesota law provides for the following:

#### **310.10.1 STANDARDS FOR ARRESTS**

Officers investigating a domestic abuse report should consider the following:

- (a) An officer has the authority to arrest a person without a warrant, including at the person's residence, if the peace officer has probable cause to believe that the person has, within the preceding 72 hours, exclusive of the day probable cause was established, assaulted, threatened with a dangerous weapon, or placed in fear of immediate bodily harm any person covered by the "family or household member" definition, even if the assault did not rise to the level of a felony or did not take place in the presence of the peace officer (Minn. Stat. § 629.34; Minn. Stat. § 629.341).
- (b) Officers should generally not make dual arrests but may make an arrest of a primary aggressor. Where there are allegations that each party assaulted the other, the officer shall determine whether there is sufficient evidence to conclude that one of the parties was the primary aggressor based on the following criteria and the officer's judgment (Minn. Stat. § 629.342, Subd. 2):
  - 1. Comparative extent of any injuries inflicted
  - 2. Fear of physical injury because of past or present threats
  - 3. Actions taken in self-defense or to protect oneself
  - 4. History of domestic abuse perpetrated by one party against the other
  - 5. Existence or previous existence of an order for protection
- (c) An officer shall not issue a citation in lieu of arrest and detention to an individual charged with any of the following offenses (Minn. Stat. § 629.72):
  - 1. Stalking
  - 2. Domestic abuse
  - 3. Violation of an order for protection
  - 4. Violation of a domestic abuse no contact order
- (d) The Shift Supervisor/Officer in Charge will determine whether a person arrested on a charge of stalking any person, domestic abuse, violation of an order for protection,

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violation of a domestic abuse no contact order, or violation of a court-ordered transfer of firearms will be held in custody or be issued a citation in lieu of continued detention and released after booking. The person shall be held in custody whenever the Shift Supervisor/Officer in Charge determines that it reasonably appears the release of the person (Minn. Stat. § 629.72):

1. Poses a threat to the alleged victim or another family or household member.
  2. Poses a threat to public safety.
  3. Involves a substantial likelihood that the arrested person will fail to appear at subsequent proceedings.
- (e) Officers shall arrest and take into custody, without a warrant, a person whom the peace officer has probable cause to believe has violated a court order issued pursuant to Minn. Stat. § 518B.01 or Minn. Stat. § 629.75. Such an arrest shall be made even if the violation of the order did not take place in the presence of the peace officer, if the officer can verify the existence of the order. If the person is not released on citation in lieu of continuing detention, the person shall be held in custody for these violations for at least 36 hours unless released by a court (Minn. Stat. § 518B.01; Minn. Stat. § 629.75).
- (f) An arrest for a violation of an order of protection may be made regardless of whether the excluded party was invited back to the residence (Minn. Stat. § 518B.01, Subd. 18).
- (g) Following an arrest, an officer should complete a Domestic Violence Lethality Screen report and contact the local domestic abuse program by phone as soon as possible and provide the name and address of the victim and a brief factual account of events associated with the action.
- (h) An officer shall arrest and take into custody a person whom the officer has probable cause to believe has violated a harassment restraining order, pursuant to Minn. Stat. § 609.748, if the officer can verify the existence of the order.
- (i) Officers are authorized to make an arrest without a warrant when there is probable cause to believe the person has violated the provisions of any other no contact or restraining order issued by a court, even if the offense did not rise to the level of a felony (Minn. Stat. § 629.34). While conducting a domestic abuse investigation officers shall attempt to verify whether there has been a court order issued.
- (j) Officers should consider whether other offenses have been committed that may not qualify as a domestic abuse including, but not limited to, burglary, felony assault, other threats of violence, kidnapping, false imprisonment, witness tampering, trespassing, criminal damage to property, disorderly conduct, or assault.

[See attachment: lethality screening.pdf](#)

#### 310.10.2 REPORTS AND RECORDS

- (a) Officers should include information related to the following in a report, as applicable (Minn. Stat. § 629.341):
1. Names, addresses, and telephone numbers of all involved persons

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2. Condition of clothing
  3. Description of the scene, including any property damage
  4. Evidence of physical injury, including strangulation
  5. Presence of elderly victims or persons with disabilities
  6. Facts related to any person who may have been a primary aggressor
  7. Excited utterances of the victim and the suspect
  8. Demeanor of the victim and the suspect
  9. Medical records, including the victim's statements to paramedics, nurses, and doctors
  10. Detailed statements of interviews of witnesses, including children, who may have been present, noting any language barriers
  11. A detailed explanation of the reasons for the officer's decision not to arrest or seek an arrest warrant
  12. Evidence of any prior domestic abuse or related convictions, including dates
  13. Any existing orders for protection, harassment restraining order, or no contact orders
  14. Identifying information of a specific court order violated, including county of origin, the file number, and the provision allegedly violated
- (b) Domestic abuse reports should be forwarded to the appropriate prosecutor for review and consideration of criminal charges, even when no arrest is made or warrant requested.
- (c) If a child was present at the scene of a domestic abuse incident or was the victim of domestic abuse, the officer should determine whether the child has been subjected to physical abuse, sexual abuse, or neglect, and comply with the mandatory reporting requirements of Minn. Stat. § 260E.06 et seq.
1. The officer shall also attempt to verify whether there has been an order for protection issued under Minn. Stat. § 260C.201 and take appropriate action.
- (d) Fees will not be charged for the release of reports related to domestic abuse, as directed in Minn. Stat. § 13.82.

#### 310.10.3 SERVICE OF COURT ORDERS

Officers, when reasonably safe and in a position to do so, shall serve copies or short forms of court orders as directed in Minn. Stat. § 518B.01 and Minn. Stat. § 609.748.

#### 310.10.4 COURT-ORDERED FIREARM SURRENDERS

Although not required, this department generally will accept firearms surrendered by a court order from an abusing party or defendant. A decision to refuse a surrendered firearm should be approved by a supervisor.

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Firearms will normally be surrendered at the St. Anthony Police Department; however, when encountering someone in the field who wishes to surrender a firearm, officers should make reasonable efforts to accommodate the request.

Surrendered firearms should be collected and submitted in to evidence in accordance with Department Policy.



## Search and Seizure

### 311.1 PURPOSE AND SCOPE

Both the federal and state Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for St. Anthony Police Department personnel to consider when dealing with search and seizure issues.

### 311.2 POLICY

It is the policy of the St. Anthony Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

### 311.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

- Valid consent
- Incident to a lawful arrest
- Legitimate community caretaking interests
- Vehicle searches under certain circumstances
- Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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#### **311.4 SEARCH PROTOCOL**

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances reasonably permit:

- (a) Members of this department will strive to conduct searches with dignity and courtesy.
- (b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.
- (c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
- (d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
- (e) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:
  1. Another officer or a supervisor should witness the search.
  2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

#### **311.5 DOCUMENTATION**

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property
- The results of the search, including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

## Adult Abuse

### 312.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for St. Anthony Police Department members as required by law (Minn. Stat. § 626.557).

#### 312.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 626.5572):

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

### 312.2 POLICY

The St. Anthony Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

### 312.3 MANDATORY NOTIFICATION

Members of the St. Anthony Police Department shall notify the entity responsible for receiving such reports when they have reason to believe that a vulnerable adult is being or has been maltreated, or has sustained a physical injury which is not reasonably explained. Members shall also report suspected negligent care by a service or health care provider that resulted in injury or harm requiring the care of a physician (Minn. Stat. § 626.557).

For purposes of notification, a vulnerable adult is a person age 18 or older who has physical, mental or emotional disabilities that make it difficult for the person to care for or to protect him/herself from maltreatment. It also refers to adults who reside at a facility, or receive care at a facility or through home care (Minn. Stat. § 626.5572).

Maltreatment includes abuse, neglect and financial exploitation. Abuse can be physical, emotional or sexual. Financial exploitation may include any instance where vulnerable adults' money, assets or property are not used for their benefit or are stolen or kept from them (see Minn. Stat. § 626.5572 for full definitions).

#### 312.3.1 NOTIFICATION PROCEDURE

Notification should be made as soon as possible, but in all cases within 24 hours (Minn. Stat. § 626.557; Minn. Stat. § 626.5572). To the extent possible, the following should be included in the notification:

- (a) The identity of the vulnerable adult and any caregiver
- (b) The nature and extent of the suspected maltreatment
- (c) Any evidence of previous maltreatment

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- (d) The name and addresses of the person initiating the report or other witnesses
- (e) The time, date, and location of the incident
- (f) Any other information that might be helpful in investigating the suspected maltreatment

If notification of maltreatment is first made to the St. Anthony Police Department, the member receiving the notification shall complete and forward the intake form to the entity responsible for receiving such reports.

#### **312.4 QUALIFIED INVESTIGATORS**

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

- (a) Conduct interviews in appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to adult abuse investigations.
- (c) Present all cases of alleged adult abuse to the prosecutor for review.
- (d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable (Minn. Stat. § 626.5571).

#### **312.5 INVESTIGATIONS AND REPORTING**

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated. Investigations should be initiated as soon as possible, but in all cases within 24 hours (Minn. Stat. § 626.557).

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
- (b) Any relevant statements the victim may have made and to whom he/she made the statements.
- (c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.
- (e) Whether the victim was transported for medical treatment or a medical examination.
- (f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

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- (g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.
- (h) Previous addresses of the victim and suspect.
- (i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Assigned members shall initiate an investigation of vulnerable adult abuse as soon as possible, but in all cases within 24 hours when there is reason to believe a crime has been committed (Minn. Stat. § 626.557).

#### **312.6 PROTECTIVE CUSTODY**

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact an appropriate protective services agency. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to an appropriate protective services agency or medical facility.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

#### **312.7 INTERVIEWS**

##### **312.7.1 PRELIMINARY INTERVIEWS**

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer in depth interviews to the investigation unit.

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#### 312.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
  - (a) A reasonable belief that medical issues of the adult need to be addressed immediately.
  - (b) A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
  - (c) The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.
- (b) A court order or warrant has been issued.

#### 312.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

#### 312.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

##### 312.9.1 INVESTIGATOR RESPONSIBILITIES

The Investigation Unit should:

- (a) Work with professionals from the appropriate agencies, including the applicable adult protective services agency, other law enforcement agencies, medical service providers and local prosecutors, to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigation Unit that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives.

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#### 312.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

- (a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate.
- (b) Notify the shift supervisor/officer in charge so an interagency response can begin.

#### **312.10 STATE MANDATES AND OTHER RELEVANT LAWS**

Minnesota requires or permits the following:

##### 312.10.1 RECORDS MANAGER'S OFFICE RESPONSIBILITIES

The Records Manager's Office is responsible for:

- (a) Providing a copy of the adult abuse report to the applicable entity in the county responsible for receiving such reports as required by law.
- (b) Retaining the original adult abuse report with the initial case file.

##### 312.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Minn. Stat. § 626.557).

#### **312.11 TRAINING**

The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting interviews.
- (c) Availability of therapy services for adults and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to adult abuse investigations.
- (f) Availability of victim advocates or other support.

## Discriminatory Harassment

### 313.1 PURPOSE AND SCOPE

This policy is intended to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

### 313.2 POLICY

The St. Anthony Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate, discrimination against employees in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights it is designed to protect.

The non-discrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

### 313.3 DEFINITIONS

Definitions related to this policy include:

#### 313.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.



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#### 313.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

#### 313.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

- (a) Submission to such conduct is made either explicitly or implicitly a term or condition of employment, position, or compensation.
- (b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
- (c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

#### 313.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards including:

- (a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission (EEOC) and the Minnesota Department of Human Rights.
- (b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

#### 313.4 RESPONSIBILITIES

This policy applies to all department personnel. All members shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Assistant to the City Manager, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or

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retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with resolution as stated below.

#### **313.4.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors and managers shall include but are not limited to:

- (a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.
- (b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.
- (c) Ensuring that their subordinates understand their responsibilities under this policy.
- (d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.
- (e) Making a timely determination regarding the substance of any allegation based upon all available facts.
- (f) Notifying the Chief of Police or the Assistant to the City Manager in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

#### **313.4.2 SUPERVISOR'S ROLE**

Supervisors and managers shall be aware of the following:

- (a) Behavior of supervisors and managers should represent the values of the Department and professional standards.
- (b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

#### **313.4.3 QUESTIONS OR CLARIFICATION**

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Assistant to the City Manager, or the City Manager for further information, direction, or clarification.

#### **313.5 INVESTIGATION OF COMPLAINTS**

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved members should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all

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complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

#### **313.5.1 SUPERVISOR RESOLUTION**

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

#### **313.5.2 FORMAL INVESTIGATION**

If the complaint cannot be satisfactorily resolved through the process described above, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but not be limited to, details of the specific incident, frequency, dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police or the City Manager.

#### **313.5.3 ALTERNATIVE COMPLAINT PROCESS**

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

### **313.6 DOCUMENTATION OF COMPLAINTS**

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

- (a) Approved by the Chief of Police, the City Manager, or the Assistant to the City Manager, depending on the ranks of the involved parties.
- (b) Maintained in accordance with the established records retention schedule.

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#### 313.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

#### **313.7 TRAINING**

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

## Classroom Discrimination Policy

### 314.1 POLICY

- (a) Peace officer continuing education expands the peace officer's own knowledge and experiences. It is imperative that the environment for this education has an atmosphere which is multi-ethnic, multi-cultural, and gender fair.
- (b) Complaints will be handled in a prompt, just, open, and unbiased manner in accordance with these procedures. Copies of these procedures will be given by the director or the director's designee to all people who teach in the program. Additionally, all students will be given a written policy about the existence of these procedures.
- (c) Nothing in this procedure is intended to expand, diminish or alter in any manner whatsoever any right or remedy available under an applicable collective bargaining agreement.

#### 314.1.1 DEFINITIONS

For the purpose of this procedure, the following terms have these meanings:

- (a) **Classroom Discrimination** - An act or comment of prejudice by a member which relates to race, gender, creed, age, color, religion, national origin, marital status, physical disability, mental disability, or characteristics identified as sexual orientation, and that offends another.
- (b) **Complainant** - The person or group who files a complaint with the continuing education sponsor alleging classroom discrimination by a faculty member, staff member, student, or the continuing education coordinator when he or she receives believable facts relating to alleged classroom discrimination from a person who wants to remain anonymous.
- (c) **Complaint** - A statement which is made to a course supervisor, in writing, in person, or by phone which alleges classroom discrimination.
- (d) **Coordinator** - The person who is responsible for supervising a continuing education course while it is being conducted.
- (e) **Director** - The person in charge of the training or education program, Police Chief or Police Chief Designee. Director means the city attorney when a complaint is made against the police chief.
- (f) **Exonerated** - A fair preponderance of the evidence established either that:
  - 1. The act, or acts, complained about didn't occur;
  - 2. The member(s) named in the complaint were not involved in the alleged misconduct; or
  - 3. That the act(s) which provided the basis for the complaint occurred, however, the investigation reveals that such act(s) were justified, lawful, and proper.
- (g) **Member** - A faculty or staff member, or a student.

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- (h) **Not Sustained** - Not Sustained means the investigation failed to disclose sufficient evidence to prove or disprove the allegations made in the complaint.
- (i) **Policy** - The administrative acts promulgated by the course sponsor regulating conduct of faculty members.
- (j) **Sustained** - A fair preponderance of the evidence obtained in the investigation established that the accused member's actions constituted a violation of this procedure.

#### **314.2 PROCEDURE FOR INITIATING COMPLAINT**

- (a) Upon receipt of the complaint, the director must make an initial determination whether the facts alleged warrant a formal investigation. In making this determination, the director may meet informally with the complainant, faculty or staff member, student member or any potential witness. If the director decides that an investigation is not warranted, the disposition of the complaint must be either not sustained or exonerated. The complainant must be notified of this decision and the basis for determination. Also, the accused member must be notified. If the complainant supplies additional information within 30 days of the determination, the director may reverse this decision.
- (b) If the director determines that a formal investigation should be conducted, he or she must assign the appropriate person to investigate the complaint. The investigation may be assigned to an external agency where there is the potential conflict of interest.
- (c) The investigator must, as soon as possible, after being assigned to the investigation, inform the complainant of the investigator's name, business phone number and the status of the complaint.
- (d) The investigator must thoroughly investigate all classroom discrimination contained in the complaint. If the investigation uncovers other alleged classroom discrimination by another faculty member, staff member, or student, the investigator must initiate a complaint against that person.
- (e) All faculty, staff members, and students, including the accused member, must cooperate with the investigation. Failure to cooperate may be basis for disciplinary action.
- (f) The investigator must do a report which contains all relevant information, organized into the three following sections:
  - 1. Allegations – This section must consist of an itemized summary of the acts of classroom discrimination alleged in the complaint. Reference must be made to those rules, procedures, orders, statutes, or constitutional provisions that would be violated if the allegations were taken as true.
  - 2. Investigation – This section must consist of a chronological summary of the investigation, including all pertinent facts obtained through interviews with witnesses. Written statements, description and analysis of any physical evidence, and all other relevant information must be included.
  - 3. Conclusion(s) – This section must include the investigators findings, conclusions as to whether any classroom discrimination occurred, and the underlying

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reasons for the findings and conclusions. These conclusions will not be binding on the director.

- (g) The investigation will be concluded within 30 days of the filing of the complaint, unless an extension is granted by the director for good cause. The complainant must be informed of any extension of time and the accused member will also be informed.

#### **314.3 INVESTIGATION REVIEW AND DISPOSITION**

- (a) Upon completion of the investigation, the investigator must submit his or her report and all investigative notes to the Chief of Police. If the Chief of Police determines the investigation was adequate, the Chief of Police must make one of the following dispositions: Exonerated, Not Sustained, or Sustained.
- (b) If the complaint is either exonerated or not sustained, the Chief of Police must immediately notify the complainant and the accused member of the disposition.
- (c) If the complaint is sustained, the Chief of Police must take appropriate disciplinary action. Such action must be based on the investigative report and the accused member's record of service. This action will be in conformance with any applicable collective bargaining agreement, contract or other rules or regulation relating to discipline of members. The disciplinary action may include counseling, remedial education, an oral reprimand, a written reprimand, suspension with or without pay, demotion or discharge.
- (d) After selecting the appropriate disciplinary action, the Chief of Police must issue a Findings of Fact which must minimally contain the following information:
  - 1. A summary of the act or acts constituting misconduct and the specific statutes, policies, regulations and procedures violated;
  - 2. A description of the disciplinary or remedial action taken to prevent recurrence of the misconduct; and
  - 3. Any additional information as the Chief of Police may find applicable to accurately document the disposition.
- (e) Prior to the implementation of remedial and/or disciplinary actions, the accused member will be provided with a copy of the Findings of Fact. The Chief of Police and/or appropriate supervisor shall review it with the accused member and explain the reasons for the action.
- (f) The complainant shall also be given a copy of the Findings of Fact.
- (g) When a sustained disposition is final, the accused member may appeal the disposition according to the member's collective bargaining agreement or if applicable, through the Veteran's Preference Act.
- (h) The Chief of Police may suspend an accused member with pay at any time during the investigation of a complaint.

#### **314.4 APPEAL BY COMPLAINT**

Note: There is no requirement for an appeal process for the complaining party, however, the course sponsor may want to consider adopting such a section in its policy.

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#### **314.5 DOCUMENTATION**

- (a) If the provider of the continuing education course is a state agency or political subdivision of Minnesota, the data generated by this process will be maintained and disseminated in accordance with the Minnesota Governmental Data Practices Act.
- (b) If the provider of the continuing education course is a private entity or an organization which is not covered by the Data Practices Act, the provider will adopt policies for the collection and dissemination of the data in accordance with the Minnesota Data Practices Act.



# Child Abuse

## 315.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when St. Anthony Police Department members are required to notify the county social services agency of suspected child abuse.

### 315.1.1 DEFINITIONS

Definitions related to this policy include:

**Child** - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

**Child abuse (also known as maltreatment of minors)** - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency (Minn. Stat. § 260E.03; Minn. Stat. § 260E.06).

## 315.2 POLICY

The St. Anthony Police Department will investigate all reported incidents of alleged criminal child abuse and ensure the county social services agency is notified as required by law.

## 315.3 MANDATORY NOTIFICATION

Members of the St. Anthony Police Department shall notify the county social services agency when they have reason to believe any of the following may have occurred or when someone reports any of the following (Minn. Stat. § 260E.06):

- (a) A child is being neglected or has been neglected within the preceding three years.
- (b) A child is being physically abused or has been physically abused within the preceding three years by a person responsible for the child's care.
- (c) A child is being sexually abused, threatened with sexual abuse, or has been sexually abused within the preceding three years by a person responsible for the child's care, by a person who has a significant relationship to the child, or by a person in a position of authority.
- (d) A woman is pregnant and has used a controlled substance for a non-medical purpose during the pregnancy, including but not limited to tetrahydrocannabinol (marijuana), or has consumed alcoholic beverages during the pregnancy in any way that is habitual or excessive (Minn. Stat. § 260E.03, subd. 15; Minn. Stat. § 260E.31).

Notification is mandatory for any acts of neglect, physical abuse, and sexual abuse that constitute a crime, whether or not the suspect had any relationship to or responsibility for the child (Minn. Stat. § 260E.12).

For purposes of notification, physical abuse includes injuries, mental injuries, or injuries that cannot be reasonably explained (e.g., punching, kicking, burning). Sexual abuse includes criminal

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sexual conduct and prostitution offenses. Neglect includes failure to supply a child with necessary clothing, shelter, or medical care. See Minn. Stat. § 260E.03 for full definitions of physical abuse, sexual abuse, and neglect.

#### **315.3.1 NOTIFICATION PROCEDURE**

Notification should occur as follows (Minn. Stat. § 260E.09):

- (a) The member tasked with the investigation shall call the county social services agency and report the alleged abuse as soon as possible but always within 24 hours. The time of the call and the name of the person should be documented.
- (b) Notification, when possible, should include:
  - 1. The child's current location and whether the child is in immediate danger.
  - 2. A description of when and where the incident occurred and what happened to the child.
  - 3. A description of the injuries or present condition of the child.
  - 4. The names and addresses of the child, parents, or caregivers.
  - 5. Whether there were any witnesses to the incident and their names.
  - 6. Any additional information about the child, family, or caregivers that may be helpful.
  - 7. Whether the incident occurred in a licensed facility or a school and what actions the facility employees may have taken.
  - 8. Whether there are immediate family, relative, or community resources that would offer protection or support to the child.
- (c) Forms that may be required by the county social services agency or other written notification shall be completed and faxed or delivered to the county social services agency as soon as possible but always within 72 hours, exclusive of weekends and holidays.
- (d) Approved investigation reports should be forwarded to the county social services agency as soon as practical.
- (e) When the child abuse occurred at a facility or by a person from a facility that requires a state license or a profession that requires a state license (e.g., foster homes, group homes, day care, educator), notification shall also be made to the agency responsible for licensing the facility or person (Minn. Stat. § 260E.11).

#### **315.4 QUALIFIED INVESTIGATORS**

Qualified investigators should be available for child abuse investigations. These investigators should:

- (a) Conduct interviews in child-appropriate interview facilities.
- (b) Be familiar with forensic interview techniques specific to child abuse investigations.
- (c) Present all cases of alleged child abuse to the prosecutor for review.

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- (d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.
- (e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.
- (f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

#### **315.5 INVESTIGATIONS AND REPORTING**

In all reported or suspected cases of child abuse, a report will be written. Officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

- (a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
- (b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
- (c) Any relevant statements the child may have made and to whom he/she made the statements.
- (d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
- (e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.
- (f) Whether the child victim was transported for medical treatment or a medical examination.
- (g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.
- (h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.
- (i) Previous addresses of the victim and suspect.
- (j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

#### **315.6 PROTECTIVE CUSTODY**

Before taking any child into protective custody, the officer should make reasonable attempts to contact the county social services agency. Generally, removal of a child from his/her family,

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guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian, unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to the county social services agency.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations (Minn. Stat. § 260C.175):

- (a) When a court has issued an order for removal.
- (b) When a child is found in surroundings or conditions that pose an imminent threat to the child's health or welfare or that a peace officer reasonably believes pose an imminent threat to the child's health or welfare.
- (c) If an Indian child is a resident of a reservation or is domiciled on a reservation but temporarily located off the reservation, taking the child into custody under this clause shall be consistent with the Indian Child Welfare Act (25 USC § 1922).

#### 315.6.1 NOTICE TO PARENT OR CUSTODIAN AND CHILD

Whenever an officer takes a child into protective custody, the officer shall notify the parent or custodian and the child (age 10 years or older) that they may request that the child be placed with a relative instead of in a shelter care facility. The officer also shall give the parent or custodian a list, published by the Minnesota Department of Human Services, of names, addresses, and telephone numbers of social services agencies that offer child welfare services. When placement with a relative is requested, the officer will coordinate with the responsible social services agency to ensure the child's safety and well-being in compliance with Minn. Stat. § 260C.181 (Minn. Stat. § 260C.175).

If the parent or custodian was not present when the child was removed from the residence, the list shall be left with an adult who is on the premises or left in a conspicuous place on the premises if no adult is present. If the officer has reason to believe the parent or custodian is not able to read and understand English, the officer must provide a list that is written in the language of the parent or custodian (Minn. Stat. § 260C.175; Minn. Stat. § 260C.181).

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#### 315.6.2 SAFE PLACE FOR NEWBORNS

A person may leave an unharmed newborn less than seven days old with the staff of a hospital, urgent care facility or ambulance service without being subject to prosecution (Minn. Stat. § 609.3785). The responsible social service agency is charged with addressing these matters but may contact law enforcement if child abuse is suspected (Minn. Stat. § 145.902; Minn. Stat. § 609.3785).

### 315.7 INTERVIEWS

#### 315.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

#### 315.7.2 DETAINING ABUSE VICTIMS FOR INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

- (a) Exigent circumstances exist, such as:
  - 1. A reasonable belief that medical issues of the child need to be addressed immediately.
  - 2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
  - 3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.
- (b) A court order or warrant has been issued.

#### 315.7.3 NOTIFICATION TO PARENTS

Generally, officers should cooperate with parents and guardians and seek consent prior to conducting interviews of children. However, when reasonably necessary, state law grants officers the authority to interview a child who is the alleged victim of abuse or neglect, and any other children who currently reside or have resided with the alleged victim, without parental consent (Minn. Stat. § 260E.22, Subd. 1).

The interview may take place at school or at any facility or other place where the alleged victim or other children might be found, or the child may be transported to, and the interview conducted at, a place that is appropriate for the interview and has been designated by the local welfare agency or law enforcement agency. When it is possible and substantial child endangerment or sexual

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abuse is alleged, the interview may take place outside the presence of the alleged offender and prior to any interviews of the alleged offender (Minn. Stat. § 260E.22).

The officer shall notify the parent, legal custodian, or guardian that the interview occurred as soon as reasonably practicable after the interview, unless the juvenile court has determined that reasonable cause exists to withhold the information (Minn. Stat. § 260E.22).

#### **315.7.4 INTERVIEWS AT SCHOOL**

If officers assigned to investigate a report of maltreatment determine that an interview should take place on school property, written notification of the intent to interview the child on school property must be received by school officials prior to the interview. The notification shall include the name of the child to be interviewed, the purpose of the interview, and a reference to the statutory authority to conduct an interview on school property (Minn. Stat. § 260E.22, Subd. 7).

The investigating officer shall determine who may attend the interview, although school officials may set reasonable conditions as to the time, place, and manner of the interview (Minn. Stat. § 260E.22, Subd. 7).

#### **315.7.5 DOCUMENTING AND RECORDING INTERVIEWS**

Any statement made by an alleged child abuse victim during the course of a criminal investigation shall be documented. The documentation of the interview must contain, at a minimum (Minn. Stat. § 260E.23):

- (a) The date, time, place, and duration of the interview.
- (b) The identity of the persons present at the interview.
- (c) A summary of the information obtained during the interview if it was not audio recorded.

Members should follow the written guidelines of the county attorney's office regarding recording interviews of a child abuse victim.

#### **315.8 MEDICAL EXAMINATIONS**

If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

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#### **315.9 DRUG-ENDANGERED CHILDREN**

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

##### **315.9.1 INVESTIGATIVE RESPONSIBILITIES**

The Investigation Unit should:

- (a) Work with professionals from the appropriate agencies, including the county social services agency, other law enforcement agencies, medical service providers and local prosecutors to develop community specific procedures for responding to situations where there are children endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.
- (b) Activate any available interagency response when an officer notifies the Investigation Unit that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives there.

##### **315.9.2 OFFICER RESPONSIBILITIES**

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

- (a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.
- (b) Notify the shift supervisor/officer in charge so an interagency response can begin.

##### **315.9.3 SCHOOL NOTIFICATION**

If a juvenile is taken into protective custody after being found in an area where methamphetamine was being manufactured or attempted to be manufactured, or where any chemical substances, paraphernalia or waste products related to methamphetamine are stored, the officer who took the juvenile into custody shall notify the chief administrative officer of the juvenile's school (Minn. Stat. § 260C.171, Subd. 6).

#### **315.10 STATE MANDATES AND OTHER RELEVANT LAWS**

Minnesota requires or permits the following:

##### **315.10.1 RELEASE OF REPORTS**

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Minn. Stat. § 260E.35).

##### **315.10.2 MULTIDISCIPLINARY INVESTIGATIVE TEAMS**

Child mortality review panels, local review teams, and the commissioner of children, youth, and families shall have access to not public data regarding the death or near death of a child. This department shall cooperate fully with any such team and investigation (Minn. Stat. § 260E.39, Subd. 5).

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#### 315.10.3 COORDINATION WITH SOCIAL SERVICES

In every case of child abuse that would require notification to a local county social services agency, the investigating officer shall coordinate the planning and execution of the investigation and assessment efforts to avoid a duplication of fact-finding efforts and multiple interviews. The investigating officer shall prepare a report separate from the social services agency (Minn. Stat. § 260E.12; Minn. Stat. § 260E.14, Subd. 5).

Members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an investigation or a family assessment under Chapter 260E (Minn. Stat. § 243.166; Minn. Stat. § 260E.03).

#### 315.10.4 NOTIFICATION PROCESS

The Patrol Supervisor is responsible for ensuring the mandatory notifications to the county social service agency are carried out. This should be achieved, in part, by establishing and reviewing related procedures and through ongoing training (Minn. Stat. § 260E.01 et seq.).

#### 315.10.5 COURT-ORDERED FIREARM SURRENDERS

Although not required, this department generally will accept firearms surrendered by a court order from an abusing party or defendant. A decision to refuse a surrendered firearm should be approved by a supervisor.

Firearms will normally be surrendered at the St. Anthony Police Department; however, when encountering someone in the field who wishes to surrender a firearm, officers should make reasonable efforts to accommodate the request.

Surrendered firearms should be collected and submitted in to evidence in accordance with the Department Policy.

### **315.11 TRAINING**

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

- (a) Participating in multidisciplinary investigations, as appropriate.
- (b) Conducting forensic interviews.
- (c) Availability of therapy services for children and families.
- (d) Availability of specialized forensic medical exams.
- (e) Cultural competence (including interpretive services) related to child abuse investigations.
- (f) Availability of victim advocate or guardian ad litem support.



## Missing Persons

### 316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

#### 316.1.1 DEFINITIONS

Definitions related to this policy include:

**Endangered** - A person the Department has confirmed is missing and there is sufficient evidence to indicate that the person is at risk of physical injury or death. Examples include (Minn. Stat. § 299C.52):

- (a) The person is missing because of a confirmed abduction or under circumstances that indicate the person's disappearance was not voluntary.
- (b) The person is missing under known dangerous circumstances.
- (c) The person is missing for more than 30 days.
- (d) The person is under the age of 21 and at least one other factor is applicable.
- (e) There is evidence that the person is in need of medical attention or prescription medication such that it will have a serious adverse effect on the person's health if the person does not receive the needed care or medication.
- (f) The person does not have a pattern of running away or disappearing.
- (g) The person is mentally impaired.
- (h) There is evidence that a non-custodial parent may have abducted the person.
- (i) The person has been the subject of past threats or acts of violence.
- (j) There is evidence that the person is lost in the wilderness, backcountry, or outdoors where survival is precarious and immediate and effective investigation and search-and-rescue efforts are critical.
- (k) Any other factor the Department deems to indicate the person may be at risk of physical injury or death, including a determination by another law enforcement agency that the person is missing and endangered.

**Missing person** - Any person who is reported missing to law enforcement when that person's location is unknown. This includes any person under the age of 18 or who is certified or known to be mentally incompetent (Minn. Stat. § 299C.52).

**Missing person networks** - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), the Minnesota Justice Information Services (MNJIS), the Minnesota Missing and Unidentified Persons Clearinghouse, and the Minnesota Crime Alert Network.

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#### **316.2 POLICY**

The St. Anthony Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

#### **316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS**

The Captain shall ensure the following forms and kits are developed and available:

- Missing person report form
- BCA - Missing Person Bulletin Information and Release Form
- Medical records release form
- Biological sample collection kits

#### **316.4 ACCEPTANCE OF REPORTS**

Any member encountering a person who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction (Minn. Stat. § 299C.53, Subd.1(a)).

#### **316.5 INITIAL INVESTIGATION**

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions as applicable:

- (a) Respond to a dispatched call as soon as practicable. Obtain a detailed description of the missing person, as well as a description of any related vehicle and/or abductor.
- (b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be endangered (Minn. Stat. § 299C.53, Subd. 1(b)). Interviews should be conducted separately, if practicable.
- (c) Consult with the Bureau of Criminal Apprehension (BCA) if the person is determined to be an endangered missing person (Minn. Stat. § 299C.53, Subd. 1(b)).
- (d) Canvass the last known area where the missing person was seen, if known. A search of the location where the incident took place, if known, should also be conducted and a search warrant obtained if necessary.
- (e) Determine when, where and by whom the missing person was last seen. Interview the person who last had contact with the missing person.
- (f) Notify a supervisor immediately if there is evidence that a missing person is either endangered or may qualify for a public alert, or both (see the Public Alerts Policy).

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- (g) Broadcast an "Attempt to Locate" (ATL) or similar alert if the person is under 18 years of age or there is evidence that the missing person is endangered. The alert should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 18 years of age or may be endangered.
- (h) Relay known details to all on-duty personnel as well as other local or surrounding law enforcement agencies using local and state databases.
- (i) Ensure that entries are made into the appropriate missing person networks:
  - 1. Immediately, when the missing person is endangered (Minn. Stat. § 299C.53, Subd. 1(b)).
  - 2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).
- (j) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.
- (k) Collect and/or review:
  - 1. A photograph and fingerprint card of the missing person, if available (Minn. Stat. § 299C.54, Subd. 2).
  - 2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
  - 3. Any documents that may assist in the investigation, such as court orders regarding custody.
  - 4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).
- (l) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.
- (m) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an endangered missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.
- (n) Implement multi-jurisdictional coordination/mutual aid plan as appropriate such as when:
  - 1. The primary agency has limited resources.
  - 2. The investigation crosses jurisdictional lines.
  - 3. Jurisdictions have pre-established task forces or investigative teams.

#### 316.5.1 CRIME SCENE INVESTIGATION AND MANAGEMENT

If a crime scene is identified, it should be secured and a command post or operation base located at a reasonable distance from the crime scene. Staff and assign the responsibilities for command post supervisor, media specialist, search coordinator, investigative coordinator, communication

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officer and support unit coordinator. Provide two liaison officers (one at the command post and one at the crime scene). The role of the liaison at the home will include facilitating support and advocacy for the family.

The investigation of the scene and the crime should consider various elements, including:

- (a) Establishing the ability to “trap and trace” all incoming calls. Consider setting up a separate telephone line or cellular telephone for department use and follow-up on all leads.
- (b) Compiling a list of known sex offenders in the region.
- (c) In cases of infant abduction, investigating claims of home births made in the area.
- (d) In cases involving children, obtaining child protective agency records for reports of child abuse.
- (e) Reviewing records for previous incidents related to the missing person and prior law enforcement activity in the area, including prowlers, indecent exposure, attempted abductions, etc.
- (f) Obtaining the missing person's medical and dental records, fingerprints and a biological sample when practicable or within 30 days.
- (g) Creating a missing person profile with detailed information obtained from records and interviews with family and friends, describing the missing person's health, relationships, personality, problems, life experiences, plans, equipment, etc.
- (h) Interviewing delivery personnel, employees of gas, water, electric and cable companies, taxi drivers, post office personnel, sanitation workers, etc.
- (i) Determining if outside help is needed and the merits of utilizing local, state and federal resources related to specialized investigative needs, including:
  - 1. Investigative resources (e.g., search and rescue).
  - 2. Interpretive resources.
  - 3. Telephone services, such as traps, traces and triangulation.
  - 4. Media assistance from local and national sources.
- (j) Using secure electronic communication information, such as the missing person's cellular telephone number, e-mail address and information from social networking sites.
- (k) Appointing an officer to communicate with the family/reporting party or their designee. The officer will be the primary point of contact for the family/reporting party or their designee, and should provide contact information and the family information packet (if available) to the family/reporting party or their designee.

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- (l) Providing general information to the family/reporting party or their designee about the handling of the missing person case or about any intended efforts, only to the extent that disclosure would not adversely affect the department's ability to locate or protect the missing person or to apprehend or criminally prosecute any person in connection to the case.

### **316.6 REPORT PROCEDURES AND ROUTING**

Members should complete all missing person reports and forms promptly.

#### **316.6.1 SUPERVISOR RESPONSIBILITIES**

The responsibilities of the supervisor shall include, but are not limited to:

- (a) Reviewing and approving missing person reports upon receipt.
  - 1. The reports should be promptly sent to the Records Manager's Office.
- (b) Ensuring resources are deployed as appropriate.
- (c) Initiating a command post as needed.
- (d) Ensuring applicable notifications and public alerts are made and documented.
- (e) Ensuring that records have been entered into the appropriate missing persons networks.
- (f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
  - 1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

#### **316.6.2 RECORDS MANAGER'S OFFICE RESPONSIBILITIES**

The responsibilities of the Records Manager's Office receiving member shall include, but are not limited to:

- (a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.
- (b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.
- (c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.
- (d) Forwarding a copy of the report to the Investigation Unit.
- (e) Coordinating with the NCIC Terminal Contractor for Minnesota to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

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#### **316.7 INVESTIGATION UNIT FOLLOW-UP**

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

- (a) Should ensure that the missing person's school is notified within 10 days if the missing person is a juvenile.
  - 1. The notice shall be in writing and should also include a photograph.
  - 2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information if the school receives a call requesting the transfer of the missing child's files to another school.
- (b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.
- (c) Shall review the case file to determine whether any additional information received on the missing person indicates that the person is endangered, and shall update applicable state or federal databases accordingly (Minn. Stat. § 299C.535(b); Minn. Stat. § 299C.535(c)).
- (d) Shall attempt to obtain the following, if not previously obtained, if the person remains missing after 30 days (Minn. Stat. § 299C.535(a)):
  - 1. Biological samples from family members and, if possible, from the missing person
  - 2. Dental information and X-rays
  - 3. Additional photographs and video that may aid the investigation or identification
  - 4. Fingerprints
  - 5. Any other specific identifying information
- (e) Should consider contacting other agencies involved in the case to determine if any additional information is available.
- (f) Shall verify and update the Minnesota Justice Information Services (MNJIS), the Minnesota Missing and Unidentified Persons Clearinghouse, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).
- (g) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
- (h) Should consider taking certain actions if a person is missing after a prolonged period, generally exceeding 45 days. Those actions include:
  - 1. Developing a profile of the possible abductor.
  - 2. Using a truth verification device for parents, spouse, and other key individuals.

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3. Reviewing all reports and transcripts of interviews, revisiting the crime scene, reviewing all photographs and videotapes, reinterviewing key individuals and reexamining all physical evidence collected.
  4. Reviewing all potential witness/suspect information obtained in the initial investigation and considering background checks on anyone of interest identified in the investigation.
  5. Periodically checking pertinent sources of information about the missing person for any activity, such as telephone, bank, Internet or credit card activity.
  6. Developing a timeline and other visual exhibits.
  7. Critiquing the results of the ongoing investigation with appropriate investigative resources.
  8. Arranging for periodic media coverage.
  9. Considering the use of rewards and crime-stoppers programs.
  10. Maintaining contact with the family and/or the reporting party or designee, as appropriate.
- (i) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).
  - (j) Should make appropriate inquiry with the Medical Examiner.
  - (k) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
  - (l) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously, forward the photograph to BCA (Minn. Stat. § 299C.54), and enter the photograph into applicable missing person networks (34 USC § 41308).
  - (m) In the case of an endangered missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

#### **316.8 WHEN A MISSING PERSON IS FOUND**

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the reporting party and other involved agencies and refer the case for additional investigation if warranted.

The Records Manager and/or the assigned Investigator shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

- (a) Notification is made to BCA.
- (b) A missing child's school is notified.

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- (c) Entries are made in the applicable missing person networks (Minn. Stat. § 299C.53, Subd. 2).
- (d) When a child is endangered, the fact that the child has been found shall be reported within 24 hours to BCA.
- (e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

#### 316.8.1 PERSONS FOUND ALIVE

Additional responsibilities related to missing persons who are found alive include:

- (a) Verifying that the located person is the reported missing person.
- (b) If appropriate, arranging for a comprehensive physical examination of the victim.
- (c) Conducting a careful interview of the person, documenting the results of the interview and involving all appropriate agencies.
- (d) Notifying the family/reporting party that the missing person has been located. In adult cases, if the located adult permits the disclosure of his/her whereabouts and contact information, the family/reporting party may be given this information.
- (e) Depending on the circumstances of the disappearance, considering the need for reunification assistance, intervention, counseling or other services for either the missing person or family/reporting party.
- (f) Performing a constructive post-case critique. Reassessing the procedures used and updating the Department policy and procedures as appropriate.

#### 316.8.2 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themselves should:

- (a) Obtain a complete description of the person.
- (b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.
- (c) Use available resources, such as those related to missing persons, to identify the person.

#### 316.8.3 DECEASED PERSONS

If a deceased person has been identified as a missing person, the Investigation Unit shall attempt to locate family members and inform them of the death and the location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained (Minn. Stat. § 390.25, Subd. 2).

Additional investigation responsibilities include the following:

- (a) Secure the crime scene if this department has jurisdiction.



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- (b) Contact the medical examiner to arrange for body recovery and examination.
- (c) Collect and preserve any evidence at the scene.
- (d) Depending on the circumstances, consider the need for intervention, counseling or other services for the family/reporting party.
- (e) Cancel alerts and remove the case from NCIC and other information systems; remove posters and other publications from circulation.
- (f) Perform a constructive post-case critique. Reassess the procedures used and update the department policy and procedures as appropriate.

#### **316.9 CASE CLOSURE**

The Captain may authorize the closure of a missing person case after considering the following:

- (a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
- (b) If the missing person is a resident of St. Anthony or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
- (c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
- (d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

#### **316.10 TRAINING**

Subject to available resources, the Lieutenant should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

- (a) The initial investigation:
  - 1. Assessments and interviews
  - 2. Use of current resources, such as Mobile Audio Video (MAV)
  - 3. Confirming missing status and custody status of minors
  - 4. Evaluating the need for a heightened response
  - 5. Identifying the zone of safety based on chronological age and developmental stage
- (b) Briefing of department members at the scene.
- (c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).
- (d) Verifying the accuracy of all descriptive information.
- (e) Initiating a neighborhood investigation.

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- (f) Investigating any relevant recent family dynamics.
- (g) Addressing conflicting information.
- (h) Key investigative and coordination steps.
- (i) Managing a missing person case.
- (j) Additional resources and specialized services.
- (k) Update procedures for case information and descriptions.
- (l) Preserving scenes.
- (m) Internet and technology issues (e.g., Internet use, cell phone use).

## Public Alerts

### 317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

### 317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

### 317.3 RESPONSIBILITIES

#### 317.3.1 EMPLOYEE RESPONSIBILITIES

Employees of the St. Anthony Police Department should notify their supervisor, Shift Supervisor/Officer in Charge or Investigation Unit Supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and public could assist in locating a missing person, apprehending a dangerous person or gathering information.

#### 317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor/officer in charge apprised of the need for a public alert is responsible to make the appropriate notifications based upon the circumstances of each situation. The supervisor/officer in charge shall promptly notify the Chief of Police and Captain when any public alert is warranted.

The Captain is responsible for the following:

- (a) Updating alerts
- (b) Canceling alerts
- (c) Ensuring all appropriate reports are completed
- (d) Preparing an after-action evaluation of the investigation to be forwarded to the Chief of Police.

### 317.4 AMBER ALERTS

America's Missing: Broadcast Emergency Response (AMBER) Alert™ is the recruitment of public assistance to locate an abducted child via a widespread media alert. Utilizing the assistance of local radio, television and press affiliates, the public will be notified of the circumstances of a child's abduction and how it can assist law enforcement in the child's recovery. The goal of the AMBER Alert program is the safe return of an abducted child by establishing an effective partnership between the community, the media and law enforcement through the Minnesota Crime Alert Network (Minn. Stat. § 299A.61 Subd. 1).

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#### 317.4.1 CRITERIA

Any non-familial case in which an individual is abducted and the public can assist will trigger the activation of either the AMBER Alert and/or the Minnesota Crime Alert Network (MCAN) to inform the public and request its assistance in locating the individual.

The criteria for issuance of an Amber Alert are as follows:

- (a) A child 17 years of age or younger was abducted and there is reason to believe the victim is in imminent danger of serious bodily injury or death.
- (b) There is information available to disseminate to the general public that could assist with the safe recovery of the victim and/or the apprehension of the suspect.

An AMBER Alert should not be requested if there is no information to distribute.

#### 317.4.2 PROCEDURE

The supervisor/officer in charge shall review the AMBER Alert checklist provided by the Bureau of Criminal Apprehension (BCA) to determine whether the abduction meets the AMBER Alert criteria.

As soon as possible, Records Manager's Office personnel shall enter the child's name and other critical data into the National Crime Information Center (NCIC), with appropriate flags.

If the AMBER Alert criteria is met, The Shift Supervisor/Officer in Charge or Captain will notify the Operations Center at the BCA. The BCA will determine whether an AMBER Alert will be issued and, if so, will activate the Minnesota Emergency Alert System (EAS) through the Minnesota Department of Public Safety (DPS) Division of Homeland Security and Emergency Management (HSEM).

BCA will manage press notifications through the EAS.

As additional information becomes available, the BCA shall be apprised and they will disseminate the information, as appropriate.

When the child is found, or the alert should be canceled for other reasons, the Captain or designee shall immediately notify BCA with the pertinent information.

#### **317.5 MINNESOTA CRIME ALERT NETWORK (MCAN)**

MCAN is a statewide communications network that enables law enforcement agencies to quickly alert the public (Minn. Stat. § 299A.61). In cases where the AMBER Alert criteria are not met, the supervisor shall issue a missing person alert through MCAN to notify the public and request information on the case (Minn. Stat. § 299C.53). Law enforcement agencies, businesses, schools, and community members participate in the network.

#### 317.5.1 CRITERIA

MCAN is available for disseminating information regarding the commission of crimes, including information on missing and endangered children or vulnerable adults, or attempts to reduce theft and other crime.

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#### 317.5.2 PROCEDURE

If a supervisor/officer in charge determines that a MCAN alert should be requested, the supervisor/officer in charge should contact the BCA Operations Center and provide the requested information.

The Chief of Police or designee should prepare a press release that includes all available information that might strengthen the assistance by the public or other law enforcement agencies. It should be updated with additional information as it becomes available and useful. All media releases should be coordinated with the BCA. In the event of a confirmed child abduction, whether or not an AMBER Alert or MCAN alert is activated, procedures designed to inform the media should be followed. Initial information to release may include, but is not limited to:

- (a) The nature of the crime that has occurred.
- (b) The victim's identity, age and description, if relevant.
- (c) Photograph if available.
- (d) The suspect's identity, age and description, if known.
- (e) Pertinent vehicle description.
- (f) Detail regarding location of incident, direction of travel and potential destinations, if known.
- (g) Whether there is reason to believe the suspect has a relationship to the victim.
- (h) Name and phone number of the authorized individual to handle media liaison.
- (i) A telephone number for the public to call with leads or information.

As additional information pertinent to the case becomes available, it shall be forwarded to the BCA.

#### 317.6 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding a violent criminal who has seriously injured or killed a local, state or federal law enforcement officer.

##### 317.6.1 CRITERIA

The following criteria should be utilized to determine if a request to activate a Blue Alert will be made:

- (a) A law enforcement officer has been killed, seriously injured or is missing while in the line of duty under circumstances evidencing concern for the officer's safety.
- (b) The investigating law enforcement agency has determined that:
  - 1. The suspect poses a serious risk to the public or other law enforcement personnel.
  - 2. Dissemination of available information to the public may help avert further harm or assist in the apprehension of the suspect.
- (c) A description of the offender, the offender's vehicle (including license plate or partial license plate) is available for broadcast.

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#### 317.6.2 PROCEDURE

The on-duty supervisor/officer in charge should ensure that contact is made with the Minnesota Bureau of Criminal Apprehension (BCA) to request activation of a Blue Alert. The on-duty supervisor/officer in charge should also ensure that any changes to information (e.g., vehicle information, broadcast area) are communicated to BCA in a timely manner.

## Victim and Witness Assistance

### 318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

### 318.2 POLICY

The St. Anthony Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The employees of the St. Anthony Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

### 318.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the St. Anthony Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

#### 318.3.1 SPECIFIC VICTIM LIAISON DUTIES

The crime victim liaison shall assist the Minnesota Crime Victims Reimbursement Board in performing its duties and ensure that the Records Manager's Office forwards copies of requested reports to the board or other authorized organizations within 10 days of receipt, in compliance with the Records Maintenance and Release Policy. These reports include those maintained as confidential or not open to inspection under Minn. Stat. § 260B.171 or Minn. Stat. § 260C.171 (Minn. Stat. § 611A.66).

The crime victim liaison will also (Minn. Stat. § 611A.27):

- (a) Serve for a sexual assault victim or a sexual assault victim's written designee as the liaison between the St. Anthony Police Department and a forensic laboratory.
- (b) Facilitate requests for information made by a sexual assault victim or written designee.
- (c) Provide an appropriate response to a victim's request for investigative data within 30 days.
- (d) Develop a procedure allowing a sexual assault victim to request that the sexual assault examination kit be submitted to a forensic laboratory if the victim had not previously authorized such submission.

The crime victim liaison or the authorized designee, in consultation with the Investigation Section Captain, should establish procedures for receiving requests for assistance in applying for U visa or T visa status, and make those procedures available to victims. The procedures should provide for responses to these requests to be made in compliance with applicable law and as set forth in the Immigration Violations Policy and applicable law (Minn. Stat. § 611A.95).

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#### **318.4 CRIME VICTIMS**

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

#### **318.5 VICTIM INFORMATION**

The Administration Supervisor shall ensure that victim information handouts are available and current. These should include as appropriate:

- (a) Shelters and other community resources for victims, including domestic abuse and sexual assault victims.
- (b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).
- (c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.
- (d) A clear explanation of relevant court orders and how they can be obtained.
- (e) Information regarding available compensation for qualifying victims of crime.
- (f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.
- (g) Notice regarding U visa and T visa application processes.
- (h) Resources available for victims of identity theft.
- (i) A place for the officer's name, badge number, and any applicable case or incident number.
- (j) Notices and information regarding the rights of crime victims, domestic abuse victims, and offender release as detailed in the following:
  - 1. Safe at Home address confidentiality program (Minn. Stat. § 5B.03)
  - 2. Offender release notification (Minn. Stat. § 244.052; Minn. Stat. § 244.053; Minn. Stat. § 611A.06; Minn. Stat. § 629.73)
  - 3. Tenancy issues (Minn. Stat. § 504B.205; Minn. Stat. § 504B.206)
  - 4. Victim and specific domestic abuse victim information/Minnesota CHOICE (Minn. Stat. § 611A.02 et seq.; Minn. Stat. § 629.341; Minn. Stat. § 629.72)
- (k) A notice that a decision to arrest is the officer's and the decision to prosecute lies with the prosecutor, even when a victim requests no arrest or prosecution.



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- (l) Contact information for the Office of Justice Programs and the Emergency Fund and Crime Victims Reimbursement (Minn. Stat. § 611A.66).

#### **318.6 WITNESSES**

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

## Hate or Prejudice Crimes

### 319.1 PURPOSE AND SCOPE

The St. Anthony Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the constitution and the laws of this state. When such rights are infringed upon by violence, threats or other harassment, this department will utilize all available resources to see that justice is served under the law. This policy has been developed to meet or exceed the provisions of the Matthew Shepard and James Byrd, Jr. Hate Crimes Prevention Act, and provides members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

#### 319.1.1 FEDERAL JURISDICTION

The federal government also has the power to investigate and prosecute bias-motivated violence by providing the U.S. Department of Justice with jurisdiction over crimes of violence where the perpetrator has selected the victim because of the person's actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity or disability (18 USC § 245).

### 319.2 DEFINITIONS

**Hate or Prejudice Crime** - Conduct that would constitute a crime and was committed because of the victim's or another's actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability (see generally Minn. Stat. § 611A.79, Subd. 1).

### 319.3 PREVENTING AND PREPARING FOR LIKELY HATE OR PREJUDICE CRIMES

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate or prejudice crimes by among other things:

- (a) Officers should make an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes to form and cooperate with prevention and response networks.
- (b) Providing victim assistance and follow-up as outlined below, including community follow-up.
- (c) Educating community and civic groups relating to hate crime laws.

### 319.4 PROCEDURE FOR INVESTIGATING HATE OR PREJUDICE CRIMES

Whenever any member of this department receives a report of a suspected hate or prejudice crime or other activity that reasonably appears to involve a potential hate or prejudice crime, the following should occur:

- (a) Officers will be promptly assigned to contact the victim, witness or reporting party to investigate the matter further as circumstances may dictate.
- (b) A supervisor should be notified of the circumstances as soon as practicable.

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- (c) Once “in progress” aspects of any such situation have been stabilized (e.g., treatment of victims or apprehension of present suspects), the assigned officers will take all reasonable steps to preserve available evidence that may tend to establish that a hate or prejudice crime was involved.
- (d) The assigned officers will interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate or prejudice crime.
- (e) Depending on the situation, the assigned officers or supervisor may request additional assistance from investigators or other resources to further the investigation.
- (f) The assigned officers will include all available evidence indicating the likelihood of a hate or prejudice crime in the relevant reports. All related reports will be clearly marked as “Hate or Prejudice Crimes” and, absent prior approval of a supervisor, will be completed and submitted by the assigned officers before the end of the shift.
- (g) The assigned officers will provide the victims of any suspected hate or prejudice crime with a Crime Victim Information (blue card) authorized by the Department. Such information will also be available to members of the public upon request. The assigned officers should also make reasonable efforts to assist the victims by providing available information on local assistance programs and organizations as required by the Victim Assistance Policy.
- (h) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and provide information to the victim regarding legal aid, e.g., a possible Temporary Restraining Order through the courts, prosecuting attorney or City Attorney.

#### **319.5 INVESTIGATION UNIT RESPONSIBILITIES**

If a case is assigned to the Investigation Unit, the assigned investigator will be responsible for following up on the reported hate or prejudice crime as follows:

- (a) Coordinating further investigation with the prosecuting attorney and other appropriate law enforcement agencies, as appropriate.
- (b) Maintaining contact with the victims and other involved individuals as needed.
- (c) Maintaining statistical data and tracking of suspected hate or prejudice crimes as indicated or required by state law.

##### **319.5.1 STATE HATE CRIME REPORTING**

This department shall report hate or prejudice crime offenses in the form and manner and at regular intervals as prescribed by rules adopted by the Department of Public Safety. This shall be conducted by the Records Manager or assigned to the Investigation Unit (Minn. Stat. § 626.5531, Subd. 2).

Reports are required to include (Minn. Stat. 626.5531, Subd. 1):

- (a) The date of the offense.
- (b) The location of the offense.

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- (c) Whether the target of the incident was a person, private property or public property.
- (d) The crime committed.
- (e) The type of bias and information about the offender and the victim that is relevant to that bias.
- (f) Any organized group involved in the incident.
- (g) The disposition of the case.
- (h) Whether the determination that the offense was motivated by bias was based on the officer's reasonable belief or on the victim's allegation.
- (i) Any additional information the superintendent deems necessary for the acquisition of accurate and relevant data.

#### **319.5.2 FEDERAL HATE CRIME REPORTING**

The Records Manager should include hate crime data reporting within the National Incident-Based Reporting System (NIBRS), Uniform Crime Report (UCR) and Summary Reporting System (SRS) reports pursuant to Records Manager's Office procedures and in compliance with (28 USC § 534(a)).

#### **319.6 TRAINING**

All members of this department will receive training on hate and prejudice crime recognition and investigation and will attend periodic training that incorporates a hate and prejudice crime training component (Minn. Stat. § 626.8451, Subd. 1 and Subd. 4).

# Standards of Conduct

## 320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the St. Anthony Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

### 320.1.1 STANDARDS OF CONDUCT FOR PEACE OFFICERS

The St. Anthony Police Department adopts the Professional Conduct of Peace Officers model policy established and published by the Minnesota Board of Peace Officer Standards and Training Board (POST) (Minn. Stat. § 626.8457). This model policy applies to all peace officers of this department.

[See attachment: MN POST Professional Conduct of Peace Officers Model Policy.pdf](#)

The provisions of this policy are in addition to collective bargaining agreements or any other applicable law.

The Department shall report to POST any data regarding the investigation and disposition of cases involving alleged misconduct of officers (Minn. Stat. § 626.8457, Subd. 3).

## 320.2 POLICY

The continued employment or appointment of every member of the St. Anthony Police Department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

## 320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

### 320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or

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shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict, will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

#### **320.3.2 SUPERVISOR RESPONSIBILITIES**

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

- (a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.
- (b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.
- (c) Directing a subordinate to violate a policy or directive, acquiesce to such a violation, or are indifferent to any such violation by a subordinate.
- (d) The unequal or disparate exercise of authority on the part of a supervisor toward any member for malicious or other improper purpose.

#### **320.3.3 COOPERATION**

Cooperation between all members is essential to effective work performance. All members must establish and maintain a high spirit of cooperation within the department.

#### **320.4 GENERAL STANDARDS**

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Minnesota constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

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#### **320.5 CAUSES FOR DISCIPLINE**

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics, and specific action or inaction that is detrimental to efficient department service.

##### **320.5.1 LAWS, RULES AND ORDERS**

- (a) Violation of, or ordering or instructing a subordinate to violate any policy, procedure, rule, order, directive, requirement or failure to follow instructions contained in department or City manuals.
- (b) Disobedience of any legal directive or order issued by any department member of a higher rank.
- (c) Violation of federal, state, local or administrative laws, rules or regulations.

##### **320.5.2 ETHICS**

- (a) Using or disclosing one's status as a member of the St. Anthony Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for nondepartment business or activity.
- (b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
- (c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).
- (d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
- (e) Offer or acceptance of a bribe or gratuity.
- (f) Misappropriation or misuse of public funds, property, personnel or services.
- (g) Any other failure to abide by the standards of ethical conduct.

##### **320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM**

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

##### **320.5.4 RELATIONSHIPS**

- (a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

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- (b) Engaging in on-duty sexual activity including but not limited to sexual intercourse, excessive displays of public affection, or other sexual contact.
- (c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect, or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
- (d) Associating with or joining a criminal gang, organized crime, and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.
- (e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know, of such criminal activities, except as specifically directed and authorized by this department.
- (f) Supporting or participating in the activities of a hate or extremist group (Minn. Stat. § 626.8436).

#### 320.5.5 ATTENDANCE

- (a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.
- (b) Unexcused or unauthorized absence or tardiness.
- (c) Excessive absenteeism or abuse of leave privileges.
- (d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

#### 320.5.6 REFUSAL TO WORK

A members commitment to public service and professional ethics precludes a members refusal to perform sworn duties. For these reasons, Police Officers do not have the right to strike or to engage in any work stoppage or slow-down.

#### 320.5.7 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

- (a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.
- (b) Disclosing to any unauthorized person any active investigation information.
- (c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.
- (d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.



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- (e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and nonsubpoenaed records.

#### 320.5.8 EFFICIENCY

- (a) Neglect of duty.
- (b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.
- (c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.
- (d) Unauthorized sleeping during on-duty time or assignments.
- (e) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.
- (f) Failure to notify the Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

#### 320.5.9 PERFORMANCE

- (a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any workrelated investigation.
- (b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.
- (c) Failure to participate in, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department--related business.
- (d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.
- (e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
- (f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
  - 1. While on department premises.

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2. At any work site, while on duty or while in uniform, or while using any department equipment or system.
  3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.
- (g) Improper political activity including:
1. Unauthorized attendance while on duty at official legislative or political sessions.
  2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on duty or on department property except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, or the Chief of Police.
- (i) Any act on or off duty that brings discredit to this department.

#### 320.5.10 CONDUCT

- (a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.
- (b) Unreasonable and unwarranted force to a person encountered or a person under arrest.
- (c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.
- (d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.
- (e) Engaging in horseplay that reasonably could result in injury or property damage.
- (f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.
- (g) Use of obscene, indecent, profane or derogatory language while on duty or in uniform.
- (h) Criminal, dishonest, or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.
- (i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
- (j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

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- (k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement or contract to include fraud in securing the appointment or hire.
- (l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.
- (m) Any other on or off duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

#### 320.5.11 SAFETY

- (a) Failure to observe or violating department safety standards or safe working practices.
- (b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).
- (c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.
- (d) Unsafe firearm or other dangerous weapon handling to include loading or unloading firearms in an unsafe manner, either on- or off-duty.
- (e) Carrying, while on the premises of the work place, any firearm or other lethal weapon that is not authorized by the member's appointing authority.
- (f) Unsafe or improper driving habits or actions in the course of employment or appointment.
- (g) Any personal action contributing to a preventable traffic collision.
- (h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

#### 320.5.12 INTOXICANTS

- (a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.
- (b) Use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.
- (c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

# Information Technology Use

## 321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

This policy also ensures that Information Technology (IT) controls access to and disposes of media resources in compliance with St. Anthony PD security policies, standards, and procedures.

### 321.1.1 DEFINITIONS

Definitions related to this policy include:

**Computer system** - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented, or licensed by the St. Anthony Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

**Cybersecurity incident** - An action taken through the use of an information system or network that results in an actual or potentially adverse effect on an information system, network, or the information within (Minn. Stat. § 16E.36, Subd. 1).

**Hardware** - Includes but is not limited to computers, computer terminals, network equipment, electronic devices, telephones, including cellular and satellite, modems, or any other tangible computer device generally understood to comprise hardware.

**Software** - Includes but is not limited to all computer programs, systems, and applications, including shareware and firmware. This does not include files created by the individual user.

**Temporary file, permanent file, or file** - Any electronic document, information, or data residing or located, in whole or in part, on the system including but not limited to spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs, or videos.

## 321.2 POLICY

It is the policy of the St. Anthony Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

This policy is applicable to all departments and users of IT resources and assets of St. Anthony Police Department.

## 321.3 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their Shift Supervisor/Officer in Charges.

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Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

#### 321.3.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software onto any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software.

Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

#### 321.3.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

#### 321.3.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include but are not limited to adult forums, pornography, gambling, chat rooms, and similar or related internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the internet shall be limited to messages, mail, and data files.

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#### **321.3.4 OFF-DUTY USE**

Members should only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

#### **321.4 INSPECTION OR REVIEW**

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

#### **321.5 PROTECTION OF AGENCY SYSTEMS AND FILES**

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care, and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off, and password protections enabled whenever the user is not present. Access passwords, logon information, and other individual security data, protocols, and procedures are confidential information and are not to be shared. Password length, format, structure, and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor. Passwords for accounts that access CJI are governed by the CJIS Access, Maintenance, and Security Policy.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the internet) to a supervisor.

#### **321.6 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

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The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all keystrokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

#### **321.7 DISPOSAL OF PHYSICAL MEDIA**

All authorized members shall insure that the disposal of physical media is done thru physical destruction (via incineration, shredding, disintegrating, cutting, drilling, or grinding). Locked pre-shredding bins are provided for member use by the department.

All authorized members will insure this is completed by themselves, witnessed, carried out only by authorized personnel, or private contacted service designated by the Chief of Police.

#### **321.8 CYBERSECURITY INCIDENTS**

The Chief of Police or the authorized designee shall report any cybersecurity incident that impacts the Department to the Minnesota Bureau of Criminal Apprehension within 72 hours after an incident has been identified (Minn. Stat. § 16E.36, Subd. 2).

#### **321.9 DIGITAL AND NON-DIGITAL MEDIA**

The following is applicable to all departments and users of IT resources and assets of St. Anthony Police Department.

##### **(a) MEDIA ACCESS:**

IT through direction from St. Anthony PD shall:

- (a) Restrict access to digital and non-digital media to authorized individuals.
- (b) Mark information system media indicating the distribution limitations, handling caveats, and applicable security markings of digital and non-digital information media.

##### **(a) MEDIA STORAGE**

The St. Anthony PD shall:

- (a) Physically control and securely store digital and non-digital media within physically secure locations or controlled areas and encrypt CJI on digital media when physical and personnel restrictions are not feasible.
- (b) Protect system media types defined in MP-4a until the media are destroyed or sanitized using approved equipment, techniques, and procedures.

##### **(a) MEDIA TRANSPORT**

The St. Anthony PD shall:

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- (a) Protect and control digital and non-digital media to help prevent compromise of the data during transport outside of the physically secure locations or controlled areas using encryption, as defined in SC-13 and SC-28 of this Policy. Physical media will be protected at the same level as the information would be protected in electronic form. Restrict the activities associated with transport of electronic and physical media to authorized personnel.
- (b) Maintain accountability for system media during transport outside of the physically secure location or controlled areas.
- (c) Document activities associated with the transport of system media.
- (d) Restrict the activities associated with the transport of system media to authorized personnel.
- (a) MEDIA SANITIZATION

The St. Anthony PD shall:

- (a) Sanitize or destroy digital and non-digital media prior to disposal, release out of agency control, or release for reuse using overwrite technology at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media will be destroyed (cut up, shredded, etc.). Physical media will be securely disposed of when no longer needed for investigative or security purposes, whichever is later. Physical media will be destroyed by crosscut shredding or incineration.
- (b) Employ sanitization mechanisms with the strength and integrity commensurate with the security category or classification of the information.
- (a) MEDIA USE

The St. Anthony PD shall:

- (a) Restrict the use of digital and non-digital media on St. Anthony PD owned systems that have been approved for use in the storage, processing, or transmission of criminal justice information by using technical, physical, or administrative controls.
- (b) Prohibit the use of personally owned digital media devices on all St. Anthony PD owned or controlled systems that store, process, or transmit criminal justice information.
- (c) Prohibit the use of digital media devices on all St. Anthony PD owned or controlled systems that store, process, or transmit criminal justice information when such devices have no identifiable owner.

#### 321.9.1 ROLES AND RESPONSIBILITIES

Local Agency Security Officer:

1. Ensure that policies and procedures required by the FBI CJIS Security Policy are developed and maintained.
2. Ensure that policies and procedures are disseminated and operationalized.

St. Anthony PD Information Technology Staff:

1. Agency-level media protection policy that:



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- (a) Addresses purpose, scope, roles, responsibilities, management commitment, coordination among organizational entities, and compliance; and
  - (b) Is consistent with applicable laws, executive orders, directives, regulations, policies, standards, and guidelines; and Procedures to facilitate the implementation of the media protection policy and the associated media protection controls.
- 2. Procedures to facilitate the implementation of the media protection policy and the associated media protection controls.
- 3. Designate an individual with security responsibilities to manage the development, documentation, and dissemination of the media protection policy and procedures.
- 4. Review and update the current media protection:
  - (a) Policy annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made.
  - (b) Procedures annually and following changes in the information system operating environment, when security incidents occur, or when changes to the CJIS Security Policy are made.

All St. Anthony PD personnel will understand what constitutes media protection.

#### 321.9.2 COMPLIANCE

Employees who violate this policy may be subject to appropriate disciplinary action up to and including discharge as well as both civil and criminal penalties. Non-employees, including, without limitation, contractors, may be subject to termination of contractual agreements, denial of access to IT resources, and other actions as well as both civil and criminal penalties.

(Reference: National Institute of Standards and Technology, FBI CJIS Security Policy)

## Report Preparation

### 322.1 PURPOSE AND SCOPE

Report preparation is a major part of each employee's job. The purpose of reports is to document sufficient information to refresh the employee's memory and to provide sufficient information for follow-up investigation and successful prosecution. Report writing is the subject of substantial formalized and on-the-job training.

#### 322.1.1 REPORT PREPARATION

Employees should ensure that their reports are sufficient for their purpose and reasonably free of errors prior to submission. It is the responsibility of the assigned employee to complete and submit all reports taken during the shift before going off-duty, unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads, or arrest reports where the suspect remains in custody should not be held.

Employees who generate reports on computers are subject to all requirements of this policy.

All reports shall accurately reflect the identity of the persons involved, all pertinent information seen, heard or assimilated by any other sense and any actions taken. Employees shall not suppress, conceal or distort the facts of any reported incident nor shall any employee make a false report orally or in writing. Generally, the reporting employee's opinions should not be included in reports unless specifically identified as such.

### 322.2 REQUIRED REPORTING

Written reports are required in all of the following situations on the appropriate Department-approved format within the Department Record Management System unless otherwise approved by a supervisor.

#### 322.2.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

- (a) All arrests
- (b) All felony crimes
- (c) All incidents involving violations of crimes or ordinances motivated by bias (Minn. Stat. § 626.5531)
- (d) Non-felony incidents involving threats or stalking behavior
- (e) Situations covered by separate policy. These include:
  - 1. Use of Force Policy
  - 2. Domestic Abuse Policy

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3. Child Abuse Policy
4. Adult Abuse Policy
5. Hate or Prejudice Crimes Policy
6. Suspicious Activity Reports Policy

- (f) All misdemeanor crimes where the victim desires a report

Misdemeanor crimes where the victim does not desire a report shall be documented in a narrative report within the Department Record Management system.

#### 322.2.2 NON-CRIMINAL ACTIVITY

The following incidents shall be documented using the appropriate approved report:

- (a) Any time an officer points a firearm at any person
- (b) Any use of force against any person by a member of this department (see the Use of Force Policy)
- (c) Any firearm discharge (see the Firearms Policy)
- (d) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy)
- (e) Any found property or found evidence
- (f) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy)
- (g) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy
- (h) All protective custody detentions
- (i) Suspicious incidents that may place the public or others at risk
- (j) Whenever the employee believes the circumstances should be documented or at the direction of a supervisor
- (k) Any watercraft collision or accident, drowning death and/or general water accident should be reported on the appropriate Department of Natural Resource Form (Minn. Stat. § 86B.105(a))

#### 322.2.3 DEATH REPORTS

Reports shall be completed by the handling employee. All deaths shall be handled in compliance with the Death Investigations Policy.

#### 322.2.4 INJURY OR DAMAGE BY CITY PERSONNEL

Reports shall be taken if an injury occurs that is a result of an act of a City employee. Additionally, reports shall be taken involving damage to City property or City equipment.

#### 322.2.5 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

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- (a) The injury is a result of a drug overdose.
- (b) Attempted suicide.
- (c) The injury is major or serious, whereas death could result.
- (d) The circumstances surrounding the incident are suspicious in nature and it is desirable to record the event.

The above reporting requirements are not intended to be all-inclusive. A supervisor may direct an employee to document any incident he/she deems necessary.

### **322.3 GENERAL POLICY OF EXPEDITIOUS REPORTING**

In general, all employees and supervisors shall act with promptness and efficiency in the preparation and processing of all reports. An incomplete report, unorganized reports or reports delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or according to special priority necessary under exceptional circumstances.

#### **322.3.1 GENERAL USE OF OTHER HANDWRITTEN FORMS**

County, state and federal agency forms may be block printed as appropriate.

### **322.4 REPORT CORRECTIONS**

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a "TASK" within the Department Record Management System stating the reasons for rejection. The original report and the "TASK" should be submitted to the reporting employee for correction as soon as practicable. It shall be the responsibility of the originating employee to ensure that any report returned for correction is processed in a timely manner.

### **322.5 REPORT CHANGES OR ALTERATIONS**

Reports that have been submitted to the Records Manager's Office for filing and distribution shall not be modified or altered except by way of a supplemental report. Reviewed reports that have not yet been submitted to the Records Manager's Office may be corrected or modified by the authoring employee.

### **322.6 FIREARM INJURY REPORTING FROM HEALTH PROFESSIONALS**

Members receiving a report from a health professional of a bullet or gunshot wound, powder burns or any other injury arising from, or caused by, the discharge of any gun, pistol or any other firearm shall thoroughly investigate the facts surrounding the incident (Minn. Stat. § 626.52, Subd. 2; Minn. Stat. § 626.553, Subd. 1).

The Records Manager's Office shall ensure that the report received from the health professional is forwarded to the commissioner of the Department of Health (Minn. Stat. § 626.53, Subd. 2). If the injury resulted from a hunting incident, the Records Manager's Office shall ensure that the findings of the investigation are forwarded to the commissioner of the Department of Natural Resources using the form provided by the commissioner (Minn. Stat. § 626.553, Subd. 1).

## Media Relations

### 323.1 PURPOSE AND SCOPE

This policy provides guidelines for media releases and media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

### 323.2 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. However, in situations where the Chief of Police has given prior approval, authorized members may prepare and release information to the media in accordance with this policy and the applicable law.

#### 323.2.1 MEDIA REQUEST

Any media request for information or access to a law enforcement situation shall be referred to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- (a) At no time shall any employee of this department make any comment or release any official information to the media without prior approval from the Chief of Police.
- (b) In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- (c) Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.

### 323.3 MEDIA ACCESS

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities subject to the following conditions:

- (a) The media representative shall produce valid press credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.
- (b) Media representatives may be prevented from interfering with emergency operations and criminal investigations.
  - 1. Reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the Chief of Police or designee.
- (c) No member of this department shall be required to submit to media visits or interviews without the consent of the involved employee.
- (d) Media interviews with individuals who are in custody shall not be permitted unless in compliance with a jail facility policy. Exceptions are only permitted with the approval of the Chief of Police and the express written consent of the person in custody.

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A tactical operation should be handled in the same manner as a crime scene, except the news media shall be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media. All comments to the media shall be authorized by the Chief of Police or designee.

#### **323.3.1 TEMPORARY FLIGHT RESTRICTIONS**

Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Supervisor/Officer in Charge. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration should be contacted (14 CFR 91.137).

#### **323.3.2 PROVIDING ADVANCE INFORMATION**

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person or is otherwise prohibited by law.

#### **323.4 SCOPE OF INFORMATION SUBJECT TO RELEASE**

The Department will maintain a weekly information log of significant law enforcement activities that shall be made available, upon request, to media representatives through the Office Manager. This log will consist of data classified as public and should generally contain the following information (Minn. Stat. § 13.82):

- (a) The date, time, location, case number, type of crime, extent of injury or loss and names of individuals (except confidential informants) involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.
- (c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident subject to the restrictions of this policy and applicable law.

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Any requests for copies of related reports or additional information not contained in this log shall be referred to the Office Manager, or if unavailable, to the Shift Supervisor/Officer in Charge. Such requests will generally be processed in accordance with the provisions of the Minnesota Government Data Practices Act (Minn. Stat. § 13.03).

#### 323.4.1 STATE RESTRICTED INFORMATION

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department (see the Records Maintenance and Release Policy and the Personnel Records Policy). When in doubt, authorized and available legal counsel should be obtained.

## Court Appearance and Subpoenas

### 324.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the St. Anthony Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

### 324.2 POLICY

St. Anthony Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

### 324.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so (Minn. R. Civ. P.45.02; Minn. R. Crim. P. 22.03).

A court notice from a prosecutor or other government attorney may be served by email or delivery to the member's workstation or mail box. Members shall check for delivery of such documents during each shift worked.

Subpoenas shall not be accepted in a civil action in which the member or Department is not a party without properly tendered fees pursuant to applicable law (Minn. Stat. § 357.23; Minn. R. Civ. P. 45.03).

A copy of all court notices and subpoenas shall be forwarded to the Lieutenant for compliance and scheduling purposes.

#### 324.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf of or at the request of any party other than the City Attorney or the prosecutor shall notify the Lieutenant without delay regarding:

- (a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.
- (b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.
- (c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.
- (d) Any civil action stemming from the member's on-duty activity or because of his/her association with the St. Anthony Police Department.
- (e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the St. Anthony Police Department.



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The Lieutenant will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

#### **324.3.2 CIVIL SUBPOENA**

The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, in accordance with any collective bargaining agreement.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

#### **324.3.3 OFF-DUTY RELATED SUBPOENAS**

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

#### **324.4 PERSONNEL UNABLE TO APPEAR**

Members who, because of illness, personal leave, or other legitimate reason are unable to appear in response to a subpoena/court notice shall notify the appropriate attorney's office and a supervisor as soon as possible. It is the members responsibility to request a court continuance on a subpoena/court notice when the member has prior knowledge he/she will be unavailable.

#### **324.5 FAILURE TO APPEAR**

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

#### **324.6 STANDBY**

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

#### **324.7 APPEARANCE CANCELATION**

When a subpoena or court notice is canceled by lawful authority, the department member receiving the message shall leave a cancelation notice for the member involved or contact the member directly by phone when short notice is a issue.

#### **324.8 COURTROOM PROTOCOL**

When appearing in court, members shall:

- (a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

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- (b) Dress in the department uniform or business attire.
- (c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

#### **324.8.1 TESTIMONY**

Before the date of testifying, the subpoenaed member shall obtain a copy of relevant reports/videos and become familiar with the content in order to be prepared for court.

#### **324.9 OVERTIME APPEARANCES**

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with any current collective bargaining agreement .

## Outside Agency Assistance

### 325.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

### 325.2 POLICY

It is the policy of the St. Anthony Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

### 325.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor/Officer in Charge for approval. Any such response to assist an outside agency may be considered for authorization regardless of whether an agreement for reciprocal aid under Minn. Stat. § 626.76, Subd. 1 exists. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the Shift Supervisor/Officer in Charge may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor/officer in charge of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor/officer in charge approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

#### 325.3.1 AGREEMENTS

The Department may, at the discretion of the Chief of Police, establish an agreement with another law enforcement agency to (Minn. Stat. § 626.76, Subd.1):

- (a) Assist other peace officers in the line of their duty and within the course of their employment.
- (b) Exchange department peace officers with peace officers of another agency on a temporary basis.

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### *Outside Agency Assistance*

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#### **325.3.2 INITIATED ACTIVITY**

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the St. Anthony Police Department shall notify the Shift Supervisor/Officer in Charge and Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

#### **325.4 REQUESTING OUTSIDE ASSISTANCE**

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor/officer in charge. The handling member or supervisor/officer in charge should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

#### **325.5 REPORTING REQUIREMENTS**

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general narrative case report or as directed by the Shift Supervisor/Officer in Charge.

#### **325.6 MANDATORY SHARING**

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the authorized designee.

The documentation should include:

- (a) The conditions relative to sharing.
- (b) The training requirements for:
  - 1. The use of the supplies and equipment.
  - 2. The members trained in the use of the supplies and equipment.
- (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch and the Shift Supervisor/Officer in Charge to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Lieutenant should maintain documentation that the appropriate members have received the required training.

# Registered Predatory Offender

## 326.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the St. Anthony Police Department will address issues associated with certain offenders who are residing in the jurisdiction and how the Department will disseminate information and respond to public inquiries for information about registered offenders.

## 326.2 POLICY

It is the policy of the St. Anthony Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

## 326.3 REGISTRATION

The Captain shall establish a process to reasonably accommodate registration of certain offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the Captain or designee shall ensure that the registration information is provided to the Bureau of Criminal Apprehension (BCA) in accordance with Minn. Stat. § 243.166 within three days of the registration. Registration and updated information from a person who lacks a primary residence shall be forwarded within two business days. Updated primary address information from any registered predatory offender shall also be forwarded within two business days (Minn. Stat. § 243.166).

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

### 326.3.1 REGISTRATION PROCESS

When an offender arrives to register with this department, the assigned member should:

- (a) Determine in what state the offense was committed.
- (b) Confirm the individual is required to register by reviewing the list of Minnesota offenses on the BCA's Predatory Offender Registration website or in the BCA Predatory Offender Registration (POR) Manual that is available on the BCA's secure website.
- (c) If a person is required to register, search the BCA's secure website to verify whether the offender is already registered and a DNA sample has been submitted.
- (d) If the offender is already registered, complete a Change of Information Form (available on the BCA's secure website).
- (e) If the offender is not registered, complete a POR Form (available at BCA's secure website).

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- (f) If the offender is from another state, contact the state (information for each state is listed on the BCA's website) and request a copy of the offender's original registration form, criminal complaint and sentencing documents.
  - 1. Documents obtained should be submitted to the BCA with a registration form.
  - 2. The BCA will determine if registration is required and inform the department and the offender.

Additional information regarding offender registration is available in the POR Manual or by contacting the Predatory Offender Unit by phone or through the BCA secure website.

#### **326.3.2 GUIDELINES AND FORMS**

The registration process shall be in accordance with Minn. Stat. § 243.166 and follow the guidelines implemented by the BCA. Forms used in the registration process are available from the secure website operated by the BCA.

#### **326.3.3 NOTIFICATION TO REGISTRANTS**

The registration process established by the Investigation Unit supervisor should include procedures for determining whether an individual requires notification of his/her requirement to register because the individual was not otherwise notified of the requirement by the sentencing court or assigned a corrections agent (Minn. Stat. § 243.166).

#### **326.4 MONITORING OF REGISTERED OFFENDERS**

The Captain should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

- (a) Efforts to confirm residence using an unobtrusive method, such as an internet search or drive-by of the declared residence.
- (b) Review of information on the BCA secure website or the [Department of Corrections Offender Information \(DOC\)](#) website.
- (c) Contact with a registrant's parole or probation officer, if any.

Any discrepancies should be reported to BCA in writing.

The Captain should also establish a procedure to routinely disseminate information regarding registered offenders to St. Anthony Police Department personnel who have a need to know, including timely updates regarding new or relocated registrants.

#### **326.5 DISSEMINATION OF PUBLIC INFORMATION**

Members will not make a public notification advising the community of a particular registrant's presence in the community without permission from the Chief of Police. Members who believe notification is appropriate should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police based on statutory requirements, with the assistance of legal counsel as necessary, whether such a public alert should be made.

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The Records Manager shall release local registered offender information to residents in accordance with state law (Minn. Stat. § 244.052; Minn. Stat. § 243.166, Subd. 7; Minn. Stat. § 13.01 et seq.) and in compliance with a Minnesota Government Data Practices Act request.

#### 326.5.1 MANDATORY DISSEMINATION

The Department shall provide and release predatory offender data, or updated data, obtained from the DOC based upon the offender's status of a Level 1, 2, or 3.

The Department shall continue to disclose data on an offender as required by law for as long as the offender is required to register under Minn. Stat. § 243.166.

Disclosure to the health care facility, home care provider, or hospice provider of the status of any registered predatory offender under Minn. Stat. § 243.166 who is receiving care shall be made by this department (Minn. Stat. § 244.052, Subd. 4c).

The Department shall provide an offender's change of status to the entities and individuals who were initially notified if the Department becomes aware that the area where notification was made is no longer where the offender resides, is employed, or is regularly found (Minn. Stat. § 244.052, Subd. 4).

#### 326.5.2 LEVEL 1 DISCLOSURE

Data maintained by law enforcement may be subject to limited disclosure (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document "Confidential Fact Sheet - For Law Enforcement Agency Use Only" or other DOC guidance):

- (a) Mandatory disclosure:
  - 1. Victims who have requested disclosure
  - 2. Adult members of the offender's immediate household
- (b) Discretionary disclosure:
  - 1. Other witnesses or victims
  - 2. Other law enforcement agencies

#### 326.5.3 LEVEL 2 DISCLOSURE

Data is subject to limited disclosure for the purpose of securing institutions and protecting individuals in their care while they are on or near the premises of the institution (Minn. Stat. § 244.052, Subd. 4) (refer to DOC document "Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota - Risk Level 2" or other DOC guidance):

- (a) In addition to Level 1 disclosure, the Department may disclose data to:
  - 1. Staff members of public and private educational institutions, day care establishments, and establishments that primarily serve individuals likely to be victimized by the offender.
  - 2. Individuals likely to be victimized by the offender.

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- (b) Discretionary notification must be based on the offender's pattern of offending or victim preference as documented by the DOC or the Minnesota Department of Human Services (DHS), or Direct Care and Treatment.

#### 326.5.4 LEVEL 3 DISCLOSURE

Data is subject to disclosure not only to safeguard facilities and protect the individuals they serve but also to protect the community as a whole (Minn. Stat. § 244.052, Subd. 4) (refer to the DOC document “Law Enforcement Agency Fact Sheet - Notification of Release in Minnesota” or other DOC guidance):

- (a) The Department shall disclose information to the persons and entities provided for Level 1 and 2 disclosures.
- (b) The Department shall disclose data to other members of the community that the offender is likely to encounter unless public safety would be compromised by the disclosure or a more limited disclosure is necessary to protect the identity of the victim.
- (c) A good faith effort must be made to complete the disclosure within 14 days of receiving a confirmed address from the DOC.
- (d) The process of notification is determined by this department. The DOC has recommended that the community be invited to a public meeting and disclose the necessary data. Assistance is available from the DOC Risk Assessment/Community Notification (RA/CN) Unit.

Data disclosed to the public of a Level 3 predatory offender shall be forwarded to the DOC within two days of the department's determination to disclose (Minn. Stat. § 244.052, Subd. 4(g)).

#### 326.5.5 HEALTH CARE FACILITY NOTIFICATION

Upon notice that a registered predatory offender is planning to be in this jurisdiction or has been admitted to a health care facility, home care provider, or hospice provider in this jurisdiction, this department shall provide a fact sheet to the facility administrator with the following data (Minn. Stat. § 243.166, Subd. 4b) (refer to the DOC documents, “Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender Not For Distribution to Facility Residents” and “Law Enforcement Agency Fact Sheet Health Care Facility Notification Data on a Registered Offender For Distribution to Facility Residents” or other DOC guidance):

- (a) Name and physical description of the offender
- (b) Offender's conviction history, including the dates of conviction
- (c) Risk level assigned to the offender, if any
- (d) Profile of likely victims

#### 326.5.6 SPECIALIZED NOTIFICATION

Offenders from other states and offenders released from federal facilities are also subject to notification (Minn. Stat. § 244.052, Subd. 3a):

- (a) If this department learns that a person under its jurisdiction is subject to registration and desires consultation on whether the person is eligible for notification, the Department



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must contact the DOC. The DOC will review the governing law of the other state and, if comparable to Minnesota requirements, inform this department whether to proceed with community notification in accordance with the level assigned by the other state.

- (b) If the DOC determines that the governing law in the other state is not comparable, community notification by this department may be made consistent with that authorized for risk Level 2.
- (c) If this department believes that a risk level assessment is needed, the Department may request an end-of-confinement review. The Department shall provide to the DOC the necessary documents required to assess a person for a risk level.

#### 326.5.7 VICTIM NOTIFICATION

If a predatory offender resides, expects to reside, is employed or is regularly found in this jurisdiction, the Department shall provide victims who have requested notification with data that is relevant and necessary to protect the victim. Information disclosed should be obtained from the risk assessment report provided by DOC (Minn. § Stat. 244.052, Subd. 3).

The DOC will provide victim contact data to this department when there is a victim who has requested notification (refer to the DOC document "Victim Data Confidential for Law Enforcement Agency Use Only").

It may be appropriate for members of the Department to directly contact the victim. Community victim advocacy or prosecutor resources may also be available to assist with locating and notifying a victim. Assistance is also available from the DOC victim services staff.

Members of the Department may contact other victims, witnesses and other individuals who are likely to be victimized by the offender.

#### 326.5.8 HOMELESS NOTIFICATION PROCESS

If public notice (Level 2 or 3) is required on a registered homeless offender, that notice should be as specific as possible. These offenders are required to check in weekly with local law enforcement, unless an alternative reporting procedure is approved by the Captain (Minn. Stat. § 243.166, Subd. 3a).

#### 326.5.9 LIMITATIONS OF RELEASE OF DATA

Disclosures permitted or required for Level 2 or 3 offenders shall not be made if the offender is placed or resides in a DOC-licensed residential facility. Upon notification that the offender is released to a permanent address, the disclosures permitted or required by law shall be made (Minn. Stat. § 244.052, Subd. 4). Data regarding the victim or witnesses shall not be disclosed (Minn. Stat. § 244.052, Subd. 4(e)).

The broadest disclosures authorized under Minn. Stat. § 244.052, Subd. 4 may still be made for certain offenders (sexually dangerous persons or persons with a sexual psychopathic personality) even though still residing in a residential facility (Minn. Stat. § 253D.32, Subd. 1).

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#### **326.6 DISCLOSURE TO LOCAL WELFARE AGENCY**

Upon request, members may disclose the status of an individual as a predatory offender to a child protection worker who is conducting an assessment of child safety, risk of subsequent child maltreatment, and family strengths and needs under Chapter 260E (Minn. Stat. § 243.166).

# Major Incident Notification

## 327.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of this department in determining when, how and to whom notification of major incidents should be made.

## 327.2 POLICY

The St. Anthony Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

## 327.3 MINIMUM CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police. The following list of incident types is provided as a guide for notification and is not intended to be all inclusive:

- Homicides.
- Traffic collisions with fatalities.
- Officer-involved shooting, whether on- or off-duty (See Officer-Involved Shootings and Deaths Policy for special notifications).
- Significant injury or death to an employee, whether on- or off-duty.
- Death of a prominent St. Anthony official.
- Arrest of Department employee or prominent St. Anthony official.
- Aircraft crash with major damage and/or injury or death.
- In-custody deaths.
- Any other incident, which has or is likely to attract significant media attention.

## 327.4 SHIFT SUPERVISOR/OFFICER IN CHARGE RESPONSIBILITIES

The Shift Supervisor/Officer in Charge is responsible for making the appropriate notifications. The Shift Supervisor/Officer in Charge shall make reasonable attempts to obtain as much information on the incident as possible before notification. The Shift Supervisor/Officer in Charge shall attempt to make the notifications as soon as practicable. Notification should be made by using the call notification protocol.

### 327.4.1 STAFF NOTIFICATION

In the event an incident occurs as identified in the Minimum Criteria for Notification, the Chief of Police shall be notified along with the Captain and Lieutenant.

### 327.4.2 DETECTIVE NOTIFICATION

If the incident requires that an officer or investigator respond from home, the shift supervisor/officer in charge shall be contacted.

# Death Investigation

## 328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appeared to be initially. The thoroughness of death investigations and the use of appropriate resources and evidence gathering techniques is critical.

## 328.2 INVESTIGATION CONSIDERATIONS

Death investigation cases require certain actions be taken. Emergency Medical Services shall be called in all suspected death cases unless the death is obvious. Peace officers are not authorized to pronounce death. The shift supervisor and Captain shall be notified in all death investigations where suspicious circumstances exist.

### 328.2.1 MEDICAL EXAMINER REQUEST

The Medical Examiner shall be called in all deaths, including health care facilities where suspicious circumstances exist (Minn. Stat. § 390.11).

### 328.2.2 SEARCHING DEAD BODIES

The Medical Examiner or his/her assistants and authorized investigators are generally the only persons permitted to move, handle or search a dead body (Minn. Stat. § 390.221).

An officer shall make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for information identifying the individual as an organ donor or as an individual who made a refusal. If a donor document is located, the Medical Examiner shall be promptly notified (Minn. Stat. § 525A.12).

Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner, the investigating officer shall first obtain verbal consent from the Medical Examiner.

The Medical Examiner is required to release property or articles to law enforcement that are necessary for conducting an investigation unless reasonable basis exists pursuant to Minn. Stat. § 390.225 Subd. 2 to not release the property or articles (Minn. Stat. § 390.221).

Whenever reasonably possible, a witness, preferably a relative of the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer, pending the arrival of the Medical Examiner.

The name and address of this person shall be included in the narrative of the death report. Whenever personal effects are removed from the body of the deceased by the Medical Examiner, a receipt shall be obtained. This receipt shall be attached to the death report.

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#### 328.2.3 DEATH NOTIFICATION

When practicable, and if not handled by the Medical Examiner, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification. If the relatives live outside this county, the Medical Examiner may be requested to make the notification. The Medical Examiner needs to know if notification has been made. Assigned investigators may need to talk to the next-of-kin.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and the location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports and properly retained (Minn. Stat. § 390.25 Subd. 2 (b)).

This department shall immediately notify the state fire marshal and St. Anthony fire chief when a human death results from a fire, (Minn. Stat. § 299F.04 Subd. 5 (b)).

#### 328.2.4 UNIDENTIFIED DEAD BODIES

If the identity of a dead body cannot be established after the Medical Examiner arrives, the Medical Examiner will issue a "John Doe" or "Jane Doe" number for the report.

#### 328.2.5 UNIDENTIFIED BODIES DATA ENTRY

As soon as reasonably possible, but no later than 30 working days after the date a death is reported to the Department, any information or items pertaining to identifying features of the unidentified body, dental records, fingerprints, any unusual physical characteristics, description of clothing or personal belongings found on or with the body, that are in the possession of SAPD shall be forwarded to the Medical Examiner for transmission to the BCA for eventual entry into systems designed to assist in the identification process, such as the Missing Children and Missing Persons Information Clearinghouse and the National Crime Information Center (NCIC) files (Minn. Stat. § 390.25 Subd. 2 (a)).

#### 328.2.6 DEATH INVESTIGATION REPORTING

All incidents involving a death shall be documented in the narrative case report within the department Record Management System.

#### 328.2.7 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene and the shift supervisor/officer in charge shall be notified to determine the possible need for an investigator to respond to the scene for further immediate investigation.

If suspicious circumstances exist and unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

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The investigator of a homicide or suspicious-circumstances death may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests and provide a report with the costs borne by the Department (Minn. Stat. § 390.251).

#### **328.2.8 EMPLOYMENT RELATED DEATHS OR INJURIES**

Any member of this agency who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment, should ensure that the nearest office of the Minnesota Department of Labor and Industry is notified with all pertinent information.

# Identity Theft

## 329.1 PURPOSE AND SCOPE

Identity theft is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes.

## 329.2 REPORTING

- (a) A report shall be taken any time a person living within the jurisdiction of the St. Anthony Police Department reports that he/she has been a victim of identity theft (Minn. Stat. § 609.527, Subd. 5). This includes:
  - 1. Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.
  - 2. Providing the victim with department information, as set forth in the Victim and Witness Assistance Policy. Officers should encourage the individual to review the material, and assist with any questions.
- (b) A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in St. Anthony to facilitate the crime).
- (c) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim's name when the victim has never made such an application).
- (d) Officers should also cross-reference all known reports made by the victim (e.g., U.S. Secret Service, credit reporting bureaus, U.S. Postal Service and the Department of Public Safety's Driver and Vehicle Services Division) with all known report numbers.
- (e) Reports should be forwarded to Investigative Intake for follow-up investigation, coordination with other agencies and prosecution as circumstances dictate.

## 329.3 PREVENTATIVE MEASURES

The victim should be advised to place a security freeze on his/her consumer report as allowed by law (Minn. Stat. § 13C.016 Subd. 2). A victim may also access the Minnesota Attorney General's office for additional detailed information.

## 329.4 VICTIM DATA

The victim may be provided the Consent to Create an FBI Identity Theft File Form and a Notice About Providing Your Social Security Number. These completed forms should be submitted to the Records Manager's Office for appropriate filing and entry into the NCIC Identity Theft File. Forms and details are available on the Bureau of Criminal Apprehension identity theft website.

## 329.5 INFORMATION

The victim should also be encouraged to contact the Federal Trade Commission (FTC), which is responsible for receiving and processing complaints under the Identity Theft and Assumption

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Deterrence Act. The victim can contact the FTC online or by telephone. Additional information may be found at the U.S. Department of Justice (USDOJ) website.



## Private Persons Arrests

### 330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the handling of private person's arrests made pursuant to Minn. Stat. § 629.30 Subd. 2 (4).

### 330.2 ADVISING PRIVATE PERSONS OF THE ARREST PROCESS

All officers shall advise civilians of the right to make a private person's arrest, including advice on how to safely execute such an arrest. In all situations, officers should use sound discretion in determining whether to advise an individual of the arrest process.

- (a) When advising any individual regarding the right to make a private person's arrest, officers should refrain from encouraging or dissuading any individual from making such an arrest and should instead limit advice to the legal requirements for such an arrest, as listed below.
- (b) Private individuals should be discouraged from using force to effect a private person's arrest. Absent immediate threat to their own safety or the safety of others, private individuals should be encouraged to refer matters to law enforcement officials for further investigation or arrest.
- (c) Private individuals shall be informed of the requirement to take the arrested person before a judge or to a peace officer without unnecessary delay (Minn. Stat. § 629.39).

### 330.3 ARRESTS BY PRIVATE PERSONS

A private person may arrest another under the following circumstances (Minn. Stat. § 629.37):

- (a) For a public offense committed or attempted in his/her presence.
- (b) When the person arrested has committed a felony, although not in his/her presence.
- (c) When a felony has been committed and he/she has reasonable cause for believing the person to be arrested committed the felony.
- (d) When directed by a judge or a peace officer to arrest another person (Minn. Stat. § 629.403).

### 330.4 PRIVATE PERSON RESPONSIBILITIES

A private person who desires to make an arrest shall;

- (a) Declare intentions in the presence of the accused and officer(s).
- (b) Provide identification or the officer is able to confirm identity.
- (c) State reason for arrest.

### 330.5 OFFICER RESPONSIBILITIES

Any officer presented with a private person wishing to make an arrest must determine whether there is reasonable cause to believe that such an arrest would be lawful.

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- (a) Should any officer determine that there is no reasonable cause to believe that a private person's arrest is lawful, the officer should take no action to further detain or restrain the individual beyond that which reasonably appears necessary to investigate the matter, determine the lawfulness of the arrest and protect the public safety.
  - 1. Any officer who determines that a private person's arrest appears to be unlawful should promptly release the arrested individual. The officer must include the basis of such a determination in a related report.
  - 2. Absent reasonable cause to support a private person's arrest or other lawful grounds to support an independent arrest by the officer, the officer should advise the parties that no arrest will be made and that the circumstances will be documented in a related report.
- (b) Whenever an officer determines that there is reasonable cause to believe that a private person's arrest is lawful, the officer may exercise any of the following options:
  - 1. Take the individual into physical custody for booking.
  - 2. Release the individual upon a misdemeanor citation or pending formal charges.
  - 3. Provide direction to private person(s) when completing required forms.

#### **330.6 REPORTING REQUIREMENTS**

In all circumstances in which a private person is claiming to have made an arrest, the individual must complete and sign a Department Private Person's Arrest Form. If the person fails or refuses to do so the arrest subject shall be released unless the officer has an independent reason to take the person into custody.

In addition to the Private Person's Arrest Form (and any other related documents, such as citations and booking forms), officers shall complete a narrative report regarding the circumstances and disposition of the incident.

## Limited English Proficiency Services

### 331.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

#### 331.1.1 DEFINITIONS

Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficient (LEP)** - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations. This includes individuals who, because of difficulty in speaking or comprehending the English language, cannot fully understand any charges made against them, the seizure of their property, or they are incapable of presenting or assisting in the presentation of a defense (Minn. Stat. § 611.31).

**Qualified bilingual member** - A member of the St. Anthony Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

### 331.2 POLICY

It is the policy of the St. Anthony Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

### 331.3 FOUR-FACTOR ANALYSIS

Since there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which

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measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of four factors, which are:

- (a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of the Department or a particular geographic area.
- (b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.
- (c) The nature and importance of the contact, program, information or service provided.
- (d) The cost of providing LEP assistance and the resources available.

#### **331.4 TYPES OF LEP ASSISTANCE AVAILABLE**

St. Anthony Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

#### **331.5 WRITTEN FORMS AND GUIDELINES**

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The department designee will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

#### **331.6 AUDIO RECORDINGS**

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

#### **331.7 QUALIFIED BILINGUAL MEMBERS**

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the

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non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments, who have been identified by the Department as having the requisite skills and competence, may be requested.

#### **331.8 AUTHORIZED INTERPRETERS**

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the Chief of Police which demonstrates that their skills and abilities include:

- (a) The competence and ability to communicate information accurately in both English and in the target language.
- (b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.
- (c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (d) Knowledge of the ethical issues involved when acting as a language conduit.

##### **331.8.1 SOURCES OF AUTHORIZED INTERPRETERS**

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

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#### **331.8.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE**

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

#### **331.9 CONTACT AND REPORTING**

While all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation, and interpretation services are provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

#### **331.10 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE**

The St. Anthony Police Department will take reasonable steps and will work with the Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

#### **331.11 FIELD ENFORCEMENT**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning

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or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

#### **331.12 INVESTIGATIVE FIELD INTERVIEWS**

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

#### **331.13 CUSTODIAL INTERROGATIONS**

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

##### **331.13.1 OTHER TIMING AND NOTIFICATION MANDATES**

The investigating or arresting officer shall immediately make necessary contacts to get an authorized interpreter for an in-custody LEP person at the earliest possible time in order to assist the person throughout the interrogation or taking of a statement. This applies even when the interrogation will be conducted by a bilingual member (Minn. Stat. § 611.32).

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The following shall be explained to the LEP person with the assistance of the authorized interpreter (Minn. Stat. § 611.32):

- (a) All charges filed against the person
- (b) All procedures relating to the person's detainment and release
- (c) In the case of any seizure under the provisions of the Asset Forfeiture Policy:
  - 1. The possible consequences of the seizure
  - 2. The person's right to judicial review

#### **331.13.2 OATH**

Every authorized interpreter shall be administered and take the following oath prior to assisting in taking a statement related to a criminal matter from an in-custody LEP person (Minn. Stat. § 611.33):

"I will make, to the best of my skill and judgment, a true interpretation to the disabled person being examined of all the proceedings, in a language which said person understands, and to repeat the statements, in the English language, of said person to the officials before whom the proceeding is taking place."

#### **331.14 BOOKINGS**

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

#### **331.15 COMPLAINTS**

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during an investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

#### **331.16 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue



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to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

#### **331.17 TRAINING**

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Lieutenant shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Lieutenant shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

##### **331.17.1 TRAINING FOR AUTHORIZED INTERPRETERS**

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Lieutenant shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

# Communications with Persons with Disabilities

## 332.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

### 332.1.1 DEFINITIONS

Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102). This includes those who, because of a hearing, speech or other communication disorder, cannot fully understand any charges made against them, the seizure of their property or they are incapable of presenting or assisting in the presentation of a defense (Minn. Stat. § 611.31).

**Qualified Interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters.

## 332.2 POLICY

It is the policy of the St. Anthony Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

## 332.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall be the Department ADA Coordinator (28 CFR 35.107).

The responsibilities of the ADA Coordinator shall include, but not be limited to:

- (a) Working with the City ADA coordinator (City Manager/Assistant City Manager) regarding the St. Anthony Police Department's efforts to ensure equal access to services, programs and activities.
- (b) Developing reports, new procedures, or recommending modifications to this policy.

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- (c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.
- (d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Supervisor/Officer in Charge. The list should include information regarding the following:
  - 1. Contact information
  - 2. Availability
  - 3. Type of services provided
- (e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.
- (f) Ensuring signage is posted in appropriate areas, indicating that auxiliary aids are available free of charge to people with disabilities.
- (g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

#### **332.4 FACTORS TO CONSIDER**

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

- (a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate their understanding.
- (b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).
- (c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).
- (d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However in an emergency availability may factor into the type of aid used.

#### **332.5 INITIAL AND IMMEDIATE CONSIDERATIONS**

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

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Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation when a member knows or suspects an individual requires assistance to effectively communicate the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

- (a) The methods of communication usually used by the individual.
- (b) The nature, length and complexity of the communication involved.
- (c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services that reasonably appear effective under the circumstances. This may include for example exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, hard of hearing or has impaired speech must be handcuffed while in the custody of the St. Anthony Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

#### **332.6 TYPES OF ASSISTANCE AVAILABLE**

St. Anthony Police Department members shall never refuse to assist an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall they require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to individuals who are disabled through a variety of services.

A person who is disabled may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

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#### **332.7 AUDIO RECORDINGS AND ENLARGED PRINT**

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form, for example a personnel complaint form, or provide forms with enlarged print.

#### **332.8 QUALIFIED INTERPRETERS**

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee), if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

- (a) Available by some means, even remotely, within a reasonable amount of time but in no event longer than one hour if requested.
- (b) Experienced in providing interpretation services related to law enforcement matters.
- (c) Familiar with the use of VRS and/or video remote interpreting services.
- (d) Certified in either American Sign Language (ASL) or Signed English (SE).
- (e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
- (f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

#### **332.9 TTY AND RELAY SERVICES**

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time as needed for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

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#### **332.10 COMMUNITY VOLUNTEERS**

Interpreter services may be available from community volunteers who have demonstrated competence in communication services such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist approved community volunteers who have demonstrated competence may be called upon when appropriate. However department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

#### **332.11 FAMILY AND FRIENDS**

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

- (a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.
- (b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

#### **332.12 REPORTING**

Whenever any member of this department is required to complete a report or other documentation and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

#### **332.13 FIELD ENFORCEMENT**

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

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The Department recognizes it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

#### **332.13.1 FIELD RESOURCES**

Examples of methods that may be sufficient for transactions such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

#### **332.14 CUSTODIAL INTERROGATIONS**

In an effort to ensure the rights of individuals who are deaf, hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, as with all custodial interviews, interrogations should be

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recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

#### **332.14.1 OTHER TIMING AND NOTIFICATION MANDATES**

The investigating or arresting officer shall immediately make necessary contacts to get a qualified interpreter for a person in custody at the earliest possible time (Minn. Stat. § 611.32).

The following shall be explained with the assistance of the qualified interpreter (Minn. Stat. § 611.32):

- (a) All charges filed against the person
- (b) All procedures relating to the person's detainment and release
- (c) In the case of any seizure under the Asset Forfeiture Policy:
  - 1. The possible consequences of the seizure
  - 2. The person's right to judicial review

#### **332.14.2 OATH**

Every qualified interpreter shall be administered and take the following oath prior to assisting in taking a statement related to a criminal matter from an in-custody deaf or hard of hearing person (Minn. Stat. § 611.33):

"I will make, to the best of my skill and judgment, a true interpretation to the disabled person being examined of all the proceedings, in a language which said person understands, and to repeat the statements, in the English language, of said person to the officials before whom the proceeding is taking place."

#### **332.15 ARRESTS AND BOOKINGS**

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process members should remain alert to the impediments that often exist when communicating with those who are deaf, hard of hearing, who have impaired speech or vision, are blind, or have other disabilities. In the interest of the arrestee's health and welfare, the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.



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#### **332.16 COMPLAINTS**

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the department ADA Coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this Department.

#### **332.17 COMMUNITY OUTREACH**

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

#### **332.18 TRAINING**

To ensure that all members who may have contact with individuals who are disabled are properly trained, the Department will provide periodic training that should include:

- (a) Awareness and understanding of this policy and related procedures, related forms and available resources.
- (b) Procedures for accessing qualified interpreters and other available resources.
- (c) Working with in-person and telephone interpreters and related equipment.

The Lieutenant shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including individuals who are deaf, hard of hearing, who have impaired speech or vision, or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Lieutenant shall maintain records of all training provided, and will retain a copy in each member's training file in accordance with established records retention schedules.

## Pupil Arrest Reporting

### **333.1 PURPOSE AND SCOPE**

The purpose of this policy is to describe the procedures to follow when a pupil is arrested on school grounds and during school hours.

### **333.2 PUPIL ARREST REPORTING**

In the event a school pupil is arrested, the arresting officer shall include the necessary information in the report to ensure that the Records Manager's Office notifies the chief administrative officer of the school, or an appropriate designee, of the pupil's arrest.

If there is probable cause to believe an incident involved alcohol or a controlled substance, the arresting officer shall complete the appropriate form and submit the form with the report to the Records Manager's Office. The Records Manager's Office shall ensure the form is distributed to the chemical abuse pre-assessment team of the school within two weeks of the occurrence (Minn. Stat. § 121A.28).

#### **333.2.1 PUPIL ARREST AFTER NOTIFICATION**

Based upon the circumstances of the investigation, it may be appropriate to notify the school prior to the arrest. Prior notification and assistance from the school, may reduce disruption to school operations and other students.

#### **333.2.2 PUPIL ARREST BEFORE NOTIFICATION**

Based upon the circumstances of the investigation, it may be appropriate to arrest the pupil before notifying the school. This may be appropriate if the pupil is a flight risk, if prior notification will impede the investigation or if notification creates additional risks to students, faculty, the officer or the public.

Proper notification to the school after the pupil's arrest should then be made when circumstances reasonably allow.

#### **333.2.3 PARENTAL NOTIFICATION**

Upon arrest, it is the arresting officer's responsibility to ensure the parents/guardian of the arrested pupil are properly notified. Notification shall be made by the officer, regardless of subsequent notifications by the juvenile detention facility. Notifications should be documented and include the charges against the pupil and where the pupil will be taken.

## Biological Samples

### 334.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from a person in conjunction with a criminal investigation. Nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

### 334.2 POLICY

The St. Anthony Police Department will assist in the expeditious collection of required biological samples from offenders in accordance with the laws of this state and with as little reliance on force as practicable.

### 334.3 PERSONS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

The following persons must submit a biological sample:

- (a) Adults who are subject to a court order requiring a biological sample after sentencing (Minn. Stat. § 609.117).
- (b) Juveniles who are subject to a court order requiring a biological sample after being adjudicated delinquent (Minn. Stat. § 609.117).

### 334.4 PROCEDURE

When an individual is required to provide a biological sample, a trained employee shall attempt to obtain the sample in accordance with this policy.

#### 334.4.1 COLLECTION

The following steps should be taken to collect a sample:

- (a) Verify that the individual is required to provide a sample pursuant to Minn. Stat. § 609.117.
- (b) Verify that a biological sample has not been previously collected from the offender by querying the person's criminal history. There is no need to obtain a biological sample if one has been previously obtained.
- (c) Use the designated collection kit provided by the Minnesota Bureau of Criminal Apprehension to perform the collection and take steps to avoid cross contamination.

### 334.5 USE OF FORCE TO OBTAIN SAMPLES

If a person refuses to cooperate with the sample collection process, officers should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel and only with the approval of a supervisor. Methods to consider when seeking voluntary compliance include contacting:

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- (a) The person's parole or probation officer when applicable.
- (b) The prosecuting attorney to seek additional charges against the person for failure to comply or to otherwise bring the refusal before a judge.
- (c) The judge at the person's next court appearance.
- (d) The person's attorney.
- (e) A chaplain.
- (f) Another custody facility with additional resources, where an arrestee can be transferred to better facilitate sample collection.

The supervisor shall review and approve any plan to use force and be present to document the process.

#### 334.5.1 VIDEO RECORDING

A video recording should be made any time force is used to obtain a biological sample. The recording should document all staff participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the department's records retention schedule.

## Chaplains

### 335.1 PURPOSE AND SCOPE

This policy establishes the guidelines for St. Anthony Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

### 335.2 POLICY

The St. Anthony Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

### 335.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

- (a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, be free from addiction to alcohol or other drugs and excessive debt.
- (b) Managing their households, families and personal affairs well.
- (c) Having a good reputation in the community.
- (d) Successful completion of an appropriate-level background investigation.
- (e) A minimum of five years of successful counseling experience.
- (f) Possession of a valid driver's license.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualifications of the individual.

### 335.4 RECRUITMENT, SELECTION AND APPOINTMENT

The St. Anthony Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

#### 335.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

#### 335.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

- (a) Submit the appropriate written application.

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- (b) Include a recommendation from employers or volunteer programs.
- (c) Interview with the Chief of Police.
- (d) Successfully complete an appropriate-level background investigation.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

#### **335.5 IDENTIFICATION AND UNIFORMS**

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform and not reflect any religious affiliation.

Chaplains will be issued St. Anthony Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard St. Anthony Police Department identification cards, with the exception that "Chaplain" will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

#### **335.6 DUTIES AND RESPONSIBILITIES**

Chaplains assist the Department, its members and the community, as needed. Assignments of chaplains will usually be to augment the Patrol Section. Chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the St. Anthony Police Department.

##### **335.6.1 COMPLIANCE**

Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteer Program Policy and other applicable policies.

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#### 335.6.2 OPERATIONAL GUIDELINES

- (a) Chaplains shall be permitted to ride with officers during any shift and observe St. Anthony Police Department operations, provided the Shift Supervisor/Officer in Charge has been notified and has approved the activity.
- (b) Chaplains shall not be evaluators of members of the Department.
- (c) In responding to incidents a chaplain shall never function as an officer.
- (d) When responding to in-progress calls for service chaplains may be required to stand-by in a secure area until the situation has been deemed safe.
- (e) Chaplains shall serve only within the jurisdiction of the St. Anthony Police Department unless otherwise authorized by the Chief of Police or the authorized designee.
- (f) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered private personnel data and each chaplain will exercise appropriate security measures to prevent distribution of the data.

#### 335.6.3 INTERNAL/EXTERNAL CHAPLAINS

Internal chaplains primary responsibility is to the needs of the Department and the members within the agency. Internal chaplains are recruited by this agency.

External chaplains primary responsibility is to the needs of the community. External chaplains are members of the chaplain program associated with the counties the department serves.

#### 335.6.4 ASSISTING DEPARTMENT MEMBERS (INTERNAL CHAPLAINS)

The responsibilities of a internal chaplain related to department members include, but are not limited to:

- (a) Assisting in making notification to families of members who have been seriously injured or killed and after notification responding to the hospital or home of the member.
- (b) Visiting sick or injured members in the hospital or at home.
- (c) Attending and participating, when requested, in funerals of active or retired members.
- (d) Serving as a resource for members when dealing with the public in incidents, such as accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse and other such situations that may arise.
- (e) Providing counseling and support for members and their families.
- (f) Being alert to the needs of members and their families.

#### 335.6.5 ASSISTING THE DEPARTMENT (EXTERNAL CHAPLAINS)

The responsibilities of a external chaplain related to this department include, but are not limited to:

- (a) Assisting members in the diffusion of a conflict or incident when requested.
- (b) Responding to natural and accidental deaths, suicides and attempted suicides, family disturbances and any other incident that in the judgment of the Shift Supervisor/Officer in Charge or supervisor aids in accomplishing the mission of the Department.

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- (c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
- (d) Being on-call and, if reasonably possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
- (e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
- (f) Willingness to train others to enhance the effectiveness of the Department.

#### **335.6.6 ASSISTING THE COMMUNITY (INTERNAL AND/OR EXTERNAL CHAPLAINS)**

The duties of a chaplain related to the community include, but are not limited to:

- (a) Fostering familiarity with the role of law enforcement in the community.
- (b) Providing an additional link between the community and the Department.
- (c) Providing liaison with various civic, business and religious organizations.
- (d) Promptly facilitating requests for representatives or leaders of various denominations.
- (e) Assisting the community in any other function as needed or requested.
- (f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

#### **335.7 PRIVILEGED COMMUNICATIONS**

No person who provides chaplain services to members of the Department may work or volunteer for the St. Anthony Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any St. Anthony Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.



## Child and Dependent Adult Safety

### 336.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or vulnerable adult investigation. These are covered in the Child Abuse and Adult Abuse.

### 336.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when a parent or caregiver is arrested. The St. Anthony Police Department will endeavor to create a strong cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

### 336.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

- (a) Inquire about and confirm the location of any children or dependent adults.
- (b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
- (c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should take reasonable steps to accomplish the arrest of a parent, guardian or caregiver out of the presence of his/her child or dependent adult. Removing children or dependent adults from the scene in advance of the arrest will generally ensure the best outcome for the individual.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

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#### 336.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee's disclosed or discovered children or dependent adults.

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

- (a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
  - 1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.
- (b) Unless there is evidence to the contrary (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver's judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
  - 1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.
- (c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.
- (d) Notify the county social services agency, if appropriate and/or to assist with protective custody placement.
- (e) Notify the Shift Supervisor/Officer in Charge of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver's arrest and of the arrangements being made for the care of the arrestee's dependent. The result of such actions should be documented in the associated report.

#### 336.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee shall be allowed to make additional telephone calls to relatives or other responsible individuals as is reasonably necessary to arrange for the care of any child or dependent adult. These telephone calls should be given as soon as practicable and are in addition to any other telephone calls allowed by law.

If an arrestee is unable to resolve the care of any child or dependent adult through this process, a supervisor/officer in charge should be contacted to determine the appropriate steps to arrange

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for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

#### 336.3.3 REPORTING

- (a) For all arrests where children are present or living in the household, the reporting employee will document the following information:
  - 1. Name
  - 2. Sex
  - 3. Age
  - 4. Special needs (e.g., medical, mental health)
  - 5. How, where and with whom or which agency the child was placed
  - 6. Notifications made to other adults (e.g., schools, relatives)
- (b) For all arrests where dependent adults are present or living in the household, the reporting employee should document the following information about the dependent adult:
  - 1. Name
  - 2. Sex
  - 3. Age
  - 4. Whether he/she reasonably appears able to care for him/herself
  - 5. Disposition or placement information if he/she is unable to care for him/herself

#### 336.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis telephone number, the appropriate referral information may be provided.

#### **336.4 DEPENDENT WELFARE SERVICES**

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service entity to determine whether protective custody is appropriate (Minn. Stat. § 260C.007; Minn. Stat. § 260C.175 ).

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked patrol car or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

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#### **336.5 TRAINING**

The Lieutenant is responsible to ensure that all personnel of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

## Service Animals

### 337.1 PURPOSE AND SCOPE

Service animals play an important role in helping to overcome the limitations often faced by people with disabilities. The St. Anthony Police Department recognizes this need and is committed to making reasonable modifications to its policies, practices and procedures in accordance with Title II of the Americans with Disabilities Act (ADA) to permit the use of service animals that are individually trained to assist a person with a disability.

#### 337.1.1 DEFINITIONS

Definitions related to this policy include:

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

### 337.2 POLICY

It is the policy of the St. Anthony Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

### 337.3 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the St. Anthony Police Department affords to all members of the public (see generally Minn. Stat. § 256C.02; Minn. Stat. § 363A.19).

#### 337.3.1 REMOVAL

If an animal exhibits vicious behavior, poses a direct threat to the health of others or unreasonably disrupts or interferes with normal business operations, an officer may direct the owner to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the animal. Each incident must be considered individually. Past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services as are reasonably available to an individual with the disability.

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#### 337.3.2 INQUIRY

If it is apparent or if an officer is aware the animal is a service animal, the owner should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the officer should ask the individual only the following questions:

- Is the animal required because of a disability?
- What task or service has the animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal, and no further question as to the animal's status should be asked. The person should not be questioned about his/her disabilities nor should the person be asked to provide any license, certification or identification card for the service animal.

#### 337.3.3 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

#### 337.3.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their owner into all areas that other customers or members of the public are allowed.

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice or the Minnesota Department of Human Rights.

### **337.3 IDENTIFICATION AND USE OF SERVICE ANIMALS**

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar. Service animals are not pets and may be trained by an individual or organization to assist people with disabilities.

Examples of the ways service animals may be used to provide assistance include:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.

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- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

# Volunteer Program

## 338.1 PURPOSE AND SCOPE

It is the policy of this department to use qualified volunteers for specified tasks and duties in order to create efficiencies for the Department and improve services to the community. Volunteers are intended to supplement and support, rather than supplant, licensed officers and civilian personnel. Volunteers can be an important part of any organization and have proven to be a valuable asset to law enforcement agencies. Volunteers help to increase department responsiveness, delivery of services and information input, and provide new program opportunities. In addition, volunteers bring new skills and expertise to the Department and prompt new enthusiasm.

### 338.1.1 DEFINITION OF VOLUNTEER

An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, Reserve Officers, interns, persons providing administrative support and youth involved in a law enforcement Explorer Post, among others.

### 338.1.2 VOLUNTEER ELIGIBILITY

Requirements for participation as an St. Anthony Police Department volunteer include:

- (a) At least 18 years of age for all positions other than Explorer.
- (b) At least 14 years of age for Explorer.
- (c) A valid driver's license if the position requires vehicle operation.
- (d) No conviction of a felony, any crime of a sexual nature, any crime related to assault, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
- (e) No disqualifying conviction of a misdemeanor or gross misdemeanor crime, excluding petty misdemeanor traffic offenses.
- (f) The applicant must not have any mental illness or chemical dependency condition that may adversely affects the person's ability to serve in the position.
- (g) Physical requirements reasonably appropriate to the assignment.
- (h) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may apply exceptions for eligibility based on organizational needs and the qualification of the individual.

## 338.2 VOLUNTEER MANAGEMENT



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#### 338.2.1 VOLUNTEER COORDINATOR

The Chief of Police shall designate a Volunteer Coordinator to individual responsibilities or provide a central coordinating individual for effective volunteer management within the Department. The Volunteer Coordinator or designee shall be responsible for the following:

- (a) Recruiting, selecting and training qualified volunteers for various positions.
- (b) Maintaining records for each volunteer.
- (c) Tracking and evaluating the contribution of volunteers.
- (d) Maintaining the volunteer handbook and outlining expectations, policies and responsibilities for all volunteers.
- (e) Maintaining a record of volunteer schedules and work hours.
- (f) Completion and dissemination as appropriate of all necessary paperwork and information.
- (g) Planning periodic recognition events.
- (h) Administering discipline when warranted.
- (i) Maintaining liaison with other volunteer-utilizing programs in the community and assisting in community-wide efforts to recognize and promote volunteering.

#### 338.2.2 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis in accordance with department policy on equal opportunity nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in, and an ability to assist the Department in serving the public.

#### 338.2.3 SCREENING

All prospective volunteers should complete the volunteer application form. The Volunteer Coordinator or designee should conduct a face-to-face interview with the applicant.

A documented background investigation shall be completed on each volunteer applicant and shall include, but not necessarily be limited to, the following:

- (a) Traffic and criminal background check
- (b) Employment
- (c) References

A volunteer whose assignment requires the use of, access to or places him/her in the vicinity of criminal histories, investigative files or information portals, shall require submission of prints and clearance through the Bureau of Criminal Apprehension (BCA).

#### 338.2.4 SELECTION AND PLACEMENT

Service as a volunteer shall begin with an official notice of acceptance or appointment to a volunteer position. Notice may only be given by an authorized representative of the Department,

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who will normally be the Volunteer Program Coordinator. No volunteer should begin performance of any position until he/she has been officially accepted for that position and completed all necessary screening and paperwork. At the time of final acceptance, each volunteer should complete all necessary enrollment paperwork and will receive a copy of the job description and agreement of service with the Department. All volunteers shall receive a copy of the volunteer handbook and shall be required to sign a volunteer agreement.

Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills, abilities and the needs of the Department.

#### 338.2.5 EMPLOYEES WORKING AS OFFICERS

Qualified employees of this department, when authorized, may also serve as reserve officers. However, the Department must not utilize the services of a or volunteer in such a way that it would violate employment laws or labor agreements (Example: a detention officer working as an officer for reduced or no pay). Therefore, the Coordinator should consult the Human Resources prior to an employee serving in a volunteer capacity (29 CFR 553.30).

#### 338.2.6 TRAINING

Volunteers will be provided with an orientation program to acquaint them with the department, personnel, policies and procedures that have a direct impact on their work assignment.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete tasks required by the position and should receive periodic ongoing training as deemed appropriate by their supervisor or the Volunteer Coordinator.

Depending on the assignment, Training may include:

- (a) Role of the volunteer.
- (b) Department policies.
- (c) Training specific to the procedure manual for the volunteer position.
- (d) Discrimination and harassment training.
- (e) CPR/first aid.
- (f) CERT/Citizens Emergency Response Training.
- (g) Search and rescue techniques.
- (h) Scenario-based searching methods.
- (i) Evidence preservation.
- (j) Basic traffic direction and control.
- (k) Roadway incursion safety.
- (l) Self-defense techniques.
- (m) Vehicle operations, including specialized vehicles.

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Pursuant to Minn. Stat. § 626.8466, the Department may establish training, licensing and continuing education requirements for its reserve officers.

Training should reinforce to volunteers that they should not intentionally represent themselves as, or by omission infer that they are licensed officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all orders and directives, either oral or written, issued by the Department. Whenever a rule, regulation or guideline in this manual refers to a licensed officer, it shall also apply to a volunteer unless by its nature it is inapplicable.

#### **338.2.7 FITNESS FOR DUTY**

No volunteer shall report to work or be on-duty when his/her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.

Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

- (a) Driver's license
- (b) Medical condition
- (c) Arrests
- (d) Criminal investigations
- (e) All law enforcement contacts

All volunteers shall adhere to the guidelines set forth by this department regarding drug and alcohol use.

#### **338.2.8 DRESS CODE**

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers shall conform to approved dress consistent with their duty assignment. Uniforms authorized for volunteers should be readily distinguishable from those worn by licensed officers. No volunteer shall wear his/her uniform or identifiable parts of that uniform while off-duty.

Volunteers shall be required to return any issued uniform or department property at the termination of service.

### **338.3 SUPERVISION OF VOLUNTEERS**

Each volunteer who is accepted to a position with the Department must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

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A volunteer may be assigned as, and act as a supervisor of other volunteers provided that the supervising volunteer is under the direct supervision of a paid staff member.

#### **338.4 DATA PRACTICES**

With appropriate security clearance, volunteers may have access to private and confidential information, such as criminal histories or investigative files. Unless otherwise directed by a supervisor, the duties of the position or department policy, all information shall be considered confidential. Only that information specifically identified and approved by authorized personnel shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

Each volunteer will receive training in data practices with the Department. Subsequent unauthorized disclosure of any private or confidential information, verbally, in writing or by any other means, by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to a newspaper or other periodical, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

#### **338.5 PROPERTY AND EQUIPMENT**

Volunteers will be issued an identification card that must be worn or carried at all times while on-duty. Any fixed and portable equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

##### **338.5.1 VEHICLE USE**

Volunteers assigned to duties that require the use of a department vehicle must first complete the following:

- (a) A driving safety evaluation during training.
- (b) Verification that the volunteer possesses a valid driver's license.

The Volunteer Coordinator should ensure that all volunteers receive safety briefing updates and license verification at least once a year.

When operating a Department vehicle, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked patrol car unless they have been trained and successfully completed required field training. Volunteers may operate department vehicles during training while being accompanied by a Training Officer. Volunteers may be utilized to transport prisoners or equipment; or is being used to provide supplementary assistance under the direction of an on-duty licensed officer (Minn. Stat. § 169.98 Subd. 1b. Volunteers are not authorized to operate a Department vehicle under emergency conditions (lights and siren).

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#### **338.5.2 RADIO AND MDC USAGE**

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using the law enforcement radio or MDT and shall comply with all related provisions. The Volunteer Coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

#### **338.6 DISCIPLINARY PROCEDURES/TERMINATION**

A volunteer may be removed from the volunteer program at the discretion of the Chief of Police or the Volunteer Coordinator Supervisor. Volunteers shall have no property interests in their continued appointment.

Volunteers may resign from volunteer service with this department at any time.

#### **338.6.1 EXIT INTERVIEWS**

Exit interviews, where possible, should be conducted with volunteers who are leaving their positions. The interview should ascertain why the volunteer is leaving the position and solicit the volunteer's suggestions on improving the position. When appropriate, the interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

#### **338.7 EVALUATION**

An evaluation of the overall volunteer program will be conducted on an annual basis by the Volunteer Coordinator. Regular evaluations should be conducted with volunteers to ensure the best use of human resources available, to ensure personnel problems can be identified and dealt with promptly and fairly and to ensure optimum job satisfaction on the part of volunteers.

#### **338.8 EMERGENCY CALLOUT FOR VOLUNTEER PERSONNEL**

The Volunteer Coordinator shall develop a plan outlining an emergency callout procedure for volunteer personnel.

# Native American Graves Protection and Repatriation

## 339.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

### 339.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

**Funerary objects** - Objects that, as part of the death rite or ceremony of a Native American culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains. Funerary objects are either associated funerary objects or unassociated funerary objects.

Associated funerary objects are any funerary objects related to removed human remains, where the location of the human remains is known. This includes objects that were made exclusively for burial purposes or to contain human remains, regardless of the physical location or existence of any related human remains.

Unassociated funerary objects are any other funerary objects that are identified by a preponderance of the evidence such as:

- Related to human remains but the remains were not removed, or the location of the remains is unknown.
- Related to specific individuals or families.
- Removed from specific burial sites with Native American cultural affiliation.
- Removed from an area where such burial sites are known to have existed, but the site no longer exists.

**Native American human remains** - Any physical part of the body of a Native American individual.

**Objects of cultural patrimony** - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself and, therefore, cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

**Sacred objects** - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

## 339.2 POLICY

It is the policy of the St. Anthony Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred

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objects, or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption, or complicated custody transfer processes.

#### **339.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT**

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.5).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.5):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - State archaeologist (Minn. Stat. § 307.08, Subd. 7)
- Tribal land - Responsible Indian tribal official

#### **339.4 EVIDENCE AND PROPERTY**

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.7).

#### **339.5 BURIAL GROUNDS**

All human burials, human remains and human burial grounds shall be afforded equal treatment and respect for human dignity, regardless of ethnic origins, cultural backgrounds or religious affiliations (Minn. Stat. § 307.08, Subd. 1).

This department shall cooperate with other government agencies, the Minnesota Office of the State Archaeologist and the Minnesota Indian Affairs Council to carry out any provisions of state law (Minn. Stat. § 307.08, Subd. 9).

## Off-Duty Law Enforcement Actions

### 340.1 PURPOSE AND SCOPE

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the St. Anthony Police Department with respect taking law enforcement action while off-duty.

### 340.2 POLICY

Officers generally should not initiate law enforcement action while off-duty. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

When the safety of the public or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

Officers are not expected to place themselves in unreasonable peril. However, any licensed member of this department who becomes aware of an incident or circumstance that the member reasonably believes would justify the use of deadly force or result in significant property damage may take reasonable action to minimize or eliminate the threat. See the Use of Force Policy for additional guidance.

### 340.3 FIREARMS

Officers of this department may carry firearms while off-duty in accordance with federal regulations, state law and department policy. All firearms and ammunition must meet guidelines as described in the Firearms Policy. When carrying firearms while off-duty, officers shall also carry their department-issued badge and identification.

Officers should refrain from carrying firearms when the consumption of alcohol is likely or when the need to carry a firearm is outweighed by safety considerations. Firearms shall not be carried by any officer who has consumed an amount of an alcoholic beverage or taken any drugs that would tend to adversely affect the officer's senses or judgment.

### 340.4 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable and should take into consideration:

- (a) The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
- (b) The inability to communicate with responding units.
- (c) The lack of equipment, such as handcuffs, Oleoresin Capsicum (OC) spray or a baton.



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- (d) The lack of cover.
- (e) The potential for increased risk to bystanders if the off-duty officer were to intervene.
- (f) Unfamiliarity with the surroundings.
- (g) The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive and gather as much accurate intelligence as possible instead of immediately intervening.

#### **340.4.1 INTERVENTION PROCEDURE**

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if reasonably possible.

Whenever reasonably practicable, the officer should loudly and repeatedly identify him/herself as an St. Anthony Police Department officer until acknowledged. Official identification should also be displayed.

#### **340.4.2 INCIDENTS OF PERSONAL INTEREST**

Officers should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances, officers should call the responsible agency to handle the matter.

#### **340.4.3 NON-SWORN RESPONSIBILITIES**

Non-sworn personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and reasonably practicable.

#### **340.4.4 OTHER CONSIDERATIONS**

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

### **340.5 REPORTING**

Any officer, after taking any off-duty law enforcement action, shall notify a St. Anthony Police Department supervisor (or other applicable enforcement authority if acting outside the jurisdiction of the St. Anthony Police Department). The Shift Supervisor/Officer in Charge shall determine whether a report should be filed by the employee.

Officers should cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate.

## Department Use of Social Media

### 341.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Employee Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

#### 341.1.1 DEFINITIONS

Definitions related to this policy include:

**Social media** - Any of a wide array of internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

### 341.2 POLICY

The St. Anthony Police Department may use social media as a method of effectively informing the public about department services, issues, investigations and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

### 341.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police or Captain may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

### 341.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission, and that conforms to all department policies regarding the release of information may be posted.

Examples of appropriate content include:

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- (a) Announcements.
- (b) Tips and information related to crime prevention.
- (c) Investigative requests for information.
- (d) Requests that ask the community to engage in projects that are relevant to the department mission.
- (e) Real-time safety information that is related to in-progress crimes, geographical warnings, or disaster information.
- (f) Traffic information.
- (g) Media releases.
- (h) Recruitment of personnel.

Authorized members shall review all content prior to posting to ensure that the posting does not contain prohibited content.

#### **341.4.1 INCIDENT-SPECIFIC USE**

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Chief of Police or the authorized designee will be responsible for the compilation of information to be released.

#### **341.5 PROHIBITED CONTENT**

Content that is prohibited from posting includes, but is not limited to:

- (a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
- (b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
- (c) Any information that could compromise an ongoing investigation.
- (d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the St. Anthony Police Department or its members.
- (e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
- (f) Any content posted for personal use.
- (g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

#### **341.6 MONITORING CONTENT**

The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content, and the resolution of any issues. The

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same supervisor should review the department social media on a quarterly basis for any posted prohibited content and remove the same upon discovery.

#### **341.7 RETENTION OF RECORDS**

The Captain should work with the Records Manager to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

#### **341.8 TRAINING**

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

# Community Relations

## 343.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate or Prejudice Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Function Policy.
- Suspicious Activity Reporting Policy.

## 343.2 POLICY

It is the policy of the St. Anthony Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

## 343.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

- (a) Make casual and consensual contacts with community members to promote positive community relationships (see the Detentions and Photographing Detainees Policy).
- (b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.
- (c) Work with community members to identify issues and solve problems related to community relations and public safety.

## 343.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:

- (a) Obtaining department-approved training related to his/her responsibilities.
- (b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.
- (c) Organizing surveys to measure the condition of the department's relationship with the community.

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- (d) Working with community groups, department members and other community resources to:
  - (a) Identify and solve public safety problems within the community.
  - (b) Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.
- (e) Working with the Lieutenant to schedule available time plans that allow officers the time to participate in community engagement and problem-solving activities.
- (f) Recognizing department and community members for exceptional work or performance in community relations efforts.
- (g) Attending community meetings to obtain information on community relations needs.
- (h) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

#### **343.5 SURVEYS**

The Chief of Police or designee should arrange for a survey of community members to be conducted to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

- (a) Overall performance of the Department
- (b) Overall competence of department members
- (c) Attitude and behavior of department members
- (d) Level of community trust in the Department
- (e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

#### **343.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS**

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

- (a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
- (b) Police-community get-togethers (e.g., cookouts, meals, charity events).
- (c) Youth leadership and life skills mentoring.
- (d) Drug Abuse Resistance Education (D.A.R.E.®) programs.
- (e) Neighborhood Watch and crime prevention programs.

#### **343.7 INFORMATION SHARING**

The community relations coordinator should work with the Captain to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications,

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significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

- (a) Community meetings.
- (b) Social media (see the Department Use of Social Media Policy).
- (c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

#### **343.8 LAW ENFORCEMENT OPERATIONS EDUCATION**

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

- (a) Development and distribution of informational cards/flyers.
- (b) Department website postings.
- (c) Presentations to driver education classes.
- (d) Instruction in schools.
- (e) Department ride-alongs (see the Ride-Along Policy).
- (f) Scenario/Simulation exercises with community member participation.
- (g) Youth internships at the Department.
- (h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

#### **343.9 SAFETY AND OTHER CONSIDERATIONS**

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

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## Policy Manual

### *Community Relations*

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#### **343.10 COMMUNITY ADVISORY COMMITTEE**

The Chief of Police may establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee may provide:

- (a) A public forum for gathering information about public safety concerns in the community.
- (b) Work with the Department to develop strategies to solve public safety problems.
- (c) Generate plans for improving the relationship between the Department and the community.
- (d) Participate in community outreach to solicit input from community members, including youth from the community.

The Chief of Police may include the committee in the evaluation and development of department policies and recommendations regarding training or other issues as appropriate.

##### **343.10.1 LEGAL CONSIDERATIONS**

The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.

#### **343.11 TRANSPARENCY**

The Department should annually publish statistical data and analysis regarding the department's operations. The reports should not contain the names of officers, suspects or case numbers. The Captain may identify information that will increase transparency with the department and the public.

#### **343.12 TRAINING**

Subject to available resources, members should receive training related to this policy, including training on topics such as:

- (a) Effective social interaction and communication skills.
- (b) Cultural, racial and ethnic diversity to include implicit bias training.
- (c) Building community partnerships.
- (d) Community policing and problem-solving principles.
- (e) Procedural Justice and Fair and Impartial Policing.
- (f) Enforcement actions and their effects on community relations.
- (g) Crisis intervention, mental illness, conflict management and mediation.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.



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#### 343.12.1 STATE-MANDATED TRAINING

The Lieutenant is responsible for ensuring that members receive training as required by Minn. Stat. § 626.8455.

## Extreme Risk Protection Orders

### 345.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for petitioning for and serving extreme risk protection orders and accounting for firearms obtained pursuant to those orders.

#### 345.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 624.7171):

**Extreme risk protection order (ERPO)** - An ex parte order, or a final order prohibiting a named person from possessing or purchasing prohibited items.

**Prohibited items** - Firearms that are prohibited by an ERPO, consistent with Minn. Stat. § 609.666(1)(a).

### 345.2 POLICY

It is the policy of the St. Anthony Police Department to petition for and serve ERPOs in compliance with state law, and to properly account for prohibited items obtained by the Department pursuant to such orders.

This policy does not affect the ability of any law enforcement officer to remove a firearm from any person, or to conduct any search and seizure for firearms, under any other lawful order.

### 345.3 EXTREME RISK PROTECTION ORDER COORDINATOR

Unless otherwise specified by Chief of Police, the Captain will serve as the ERPO coordinator. The responsibilities of the coordinator include:

- (a) Developing and maintaining procedures for the filing of a petition for an ERPO or a renewal of an ERPO by department members.
- (b) Identifying factors to consider when assessing whether to seek an ERPO, including:
  - 1. Whether threats have been made, and if so, whether the threats are credible and specific.
  - 2. Whether the potential victim is within close proximity.
  - 3. Whether the person has expressed suicidal tendencies.
  - 4. Whether the person has access to firearms.
  - 5. Whether the person has committed an act of violence toward themselves or another person.
  - 6. The criminal history of the person, in particular any history of criminal violence, including whether the person is currently on parole, probation, or monitored release.
  - 7. The mental health history of the person, in particular whether the person has any history of mental illness or has ever been detained for being a danger to themselves or others.

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### *Extreme Risk Protection Orders*

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8. Any known upcoming holidays, anniversaries, or other dates of significance that may serve as a trigger for the person, such as the death of a family member.
9. Whether the person has any history of drug or alcohol abuse.
- (c) Developing and maintaining procedures for the receipt and service of ERPOs consistent with the requirements of Minn. Stat. § 624.7172; Minn. Stat. § 624.7175; and the Warrant Service and Operations Planning and Deconfliction policies. Procedures should include:
  1. Evaluation of an order to determine appropriate service and necessary precautions.
  2. Forwarding ERPOs to the Operations Director or the authorized designee.
  3. Forwarding ERPOs to the Records Manager for recording in appropriate databases and required notice to the court, as applicable.
  4. Preparing or obtaining a search warrant prior to attempting service of an ERPO, when appropriate (Minn. Stat. § 624.7175).
- (d) Coordinating with the Lieutenant to provide officers who may be involved in petitioning for or serving ERPOs with training on such orders. Training should include determining when a petition is appropriate, the process for seeking ERPOs, and the service of such orders.
- (e) Reviewing each petition and any associated court documents for an ERPO prepared by members, for compliance with this policy, department procedures, and state law.
- (f) Developing and maintaining procedures for members to accept voluntarily surrendered prohibited items at times other than when an ERPO is being served by the Department (Minn. Stat. § 624.7175). Procedures should include:
  1. Preparing and providing a receipt identifying all prohibited items to the person surrendering the items.
  2. Proper handling and processing of surrendered items.

#### **345.4 EXTREME RISK PROTECTION ORDERS**

An officer who reasonably believes that an ERPO is appropriate should obtain approval from an appropriate supervisor and the extreme risk protection order coordinator or the authorized designee prior to seeking an order.

##### **345.4.1 STANDARDS**

Extreme risk protection orders may be appropriate if a person poses a significant danger of bodily harm to other persons or is at significant risk of suicide by possessing a firearm (Minn. Stat. § 624.7171, Subd. 4).

If a person poses a significant danger of bodily harm to other persons or is at significant risk of suicide by possessing a firearm, and presents an immediate and present danger of either bodily harm to others or of taking their life, an ERPO may be appropriate (Minn. Stat. § 624.7174).

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### *Extreme Risk Protection Orders*

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#### 345.4.2 REQUIREMENTS OF PETITION

An application for an ERPO should be prepared, filed, and served consistent with state law and the procedures developed by the extreme risk protection order coordinator (Minn. Stat. § 624.7171).

#### 345.4.3 LAW ENFORCEMENT PETITION FOR ERPO

When an officer encounters a situation where an ERPO may be appropriate, the officer will record the information in an Incident Report and ensure that all available body worn camera video footage from the incident is retained. The officer must describe all evidence demonstrating that the person poses an immediate, significant danger, to include threatening or violent behavior to self or others, where there is a nexus to a firearm. The officer will then notify the ERPO Coordinator that he or she believes that an ERPO may be appropriate.

The ERPO Coordinator will review the available information and determine if additional data is needed, and whether an ERPO is appropriate under the circumstances. The ERPO Coordinator must document in a separate Incident Report their final determination regarding whether to seek an ERPO, and the reasons for that determination. The ERPO Coordinator will determine the appropriate retention period of any related BWC and/or MVR recordings, and extend the retention period, if necessary.

If the ERPO Coordinator determines that an ERPO is appropriate under the circumstances, the Coordinator should take the following steps:

- (a) Access the required ERPO forms on the Minnesota State Court website.
- (b) Complete the petition and all other required documents. The petition should contain the following information, consistent with MN Statute 609.7172(2)(b)(1) to 609.7172(s)(b)(9):
  - (a) A detailed explanation why the respondent poses a significant danger of injuring self or others by having in his or her custody or control, purchasing, possessing, or receiving a firearm;
  - (b) Identify the number, types, and locations of any firearms the officer believes to be in the respondent's current ownership, possession, custody, or control;
  - (c) Identify whether a known existing protection order governs the respondent, and whether one has been issued in the past;
  - (d) Include a description of a recent act or threat of violence by the respondent against self or others, whether or not such violence or threat of violence involves a firearm;
  - (e) Identify a pattern of acts or threats of violence by the respondent within the past twelve months including, but not limited to, acts or threats of violence by the respondent against self or others;
  - (f) Describe all prior incidents of domestic violence and domestic violence-related offenses, drug and alcohol-related incidents, felony arrests, and weapons-related offenses of any kind.

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### *Extreme Risk Protection Orders*

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- (c) Submit the completed forms to the Hennepin County or Ramsey County District Court via the court's electronic filing system.

#### **345.5 SERVICE OF ORDERS**

Officers should serve a copy of an ERPO, along with any accompanying notice of hearing and petition, affidavit, as applicable, on the person named in the order as soon as reasonably practicable (Minn. Stat. § 624.7172).

Service of ERPOs should take precedence over the service of other orders, except for orders of a similar emergency nature. Personal service must take place at least five days before any scheduled hearing, whenever reasonably possible. If, after all reasonable attempts have been made, the ERPO has not been served upon the respondent five days prior to the scheduled hearing, the ERPO Coordinator will be notified. The ERPO Coordinator will then submit an application to the Court for alternate service upon the respondent [MN Statute § 609.7172(1)(e)].

Personal service may be effected by serving a copy of the ERPO and other applicable documents on the respondent by delivering a copy to the respondent personally. If the respondent is under the age of 14 years, personal service must also be made upon the respondent's father or mother, or guardian.

The first attempt at service will occur within 24 hours of receiving the ERPO and service packet. If the first attempt failed, at least two additional attempts will be made to serve the ERPO. Each attempt at service will be noted on the service packet, with the date, time, address, officer's name, and reason service was not completed.

All service attempts will be made after proper safety considerations have been determined by the ERPO Coordinator.

Court orders that have expired or are unsigned will not be served.

The ERPO Coordinator will screen any order received from an outside agency, presented at the Department, or given directly to an officer for appropriate action.

When service is completed, the ERPO Coordinator will fill out the appropriate service documentation, and electronically file it with the proper court. In the event that service is unable to be completed for any reason, the ERPO Coordinator will document all service attempts and reasons that service was unable to be complete, and electronically the same with the proper court.

#### **345.5.1 SAFETY CONSIDERATIONS**

Upon receipt of an ERPO, the Operations Director or the authorized designee should evaluate the circumstances of the order and consider what precautions are appropriate for service of the protection order.

When appropriate based on the circumstances and department procedures, service of an order should be executed pursuant to the Operations Planning and Deconfliction Policy.

At least two officers should be present when an ERPO is being served.

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### *Extreme Risk Protection Orders*

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#### **345.5.2 SURRENDER OF PROHIBITED ITEMS**

Officers serving an ERPO should request that the named person immediately surrender all prohibited items as required by the order and take custody of any items surrendered pursuant to the order (Minn. Stat. § 624.7172; Minn. Stat. § 624.7175).

The officer serving the ERPO should prepare a receipt identifying all surrendered items and a copy of the receipt should be given to the person. The officers should ensure the original receipt is included in the original case report and forwarded to the Records Manager as soon as practicable.

All items collected should be handled and booked in accordance with the Property and Evidence Section Policy.

If prohibited items are seized pursuant to a search warrant, or are voluntarily surrendered to the Department by the respondent, the ERPO Coordinator should electronically file proofs of transfer with the court that issued the ERPO. The proofs of transfer must be filed within two business days after the transfer. The ERPO Coordinator must also provide proof of transfer to the respondent.

The proof of transfer must specify whether the firearms were permanently or temporarily transferred and must include the name of the respondent, date of transfer, and the serial number, manufacturer, and model of all transferred firearms.

#### **345.5.3 SEARCH WARRANTS**

Officers should consider whether a search warrant may be reasonably necessary prior to attempting service of an ERPO.

Officers should also consider whether to seek a search warrant if the named person refuses to surrender any prohibited items or if an officer serving an ERPO reasonably believes there are prohibited items within the persons custody, control, or possession that have not been surrendered.

Upon receipt of a search warrant, the ERPO Coordinator shall notify the respondent of the existence of the warrant, and give the respondent the option to voluntarily comply with the ERPO by surrendering the respondent's firearms to the Department prior to execution of the search warrant. Such notification may be made by any available means, including but not limited to regular US mail, electronic mail, or telephone call. If the respondent does not voluntarily comply with the order to surrender his or her firearms, the Department will execute the search warrant and seize all firearms in the respondent's custody and control.

#### **345.6 STORAGE OF PROHIBITED ITEMS**

All prohibited items will be stored in the evidence property room under enhanced security, which is secured from access by any unauthorized personnel. Prohibited items will be inventoried so that they can be properly identified and returned to respondent upon expiration of the ERPO. Prohibited items will be stored in the same manner as all other seized personal property held by the Department for safekeeping.

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### *Extreme Risk Protection Orders*

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#### **345.7 RELEASE OF PROHIBITED ITEMS**

Any person requesting the release of any prohibited items in department custody pursuant to an ERPO should be referred to the ERPO Coordinator.

Release of prohibited items to the respondent may only be made after the ERPO Coordinator has determined that the applicable order has expired, been vacated, or is otherwise no longer in effect.

At the respondent's request, the prohibited items may be released to a federally licensed firearms dealer willing to accept the prohibited items.

#### **345.8 PERMANENT TRANSFER OF PROHIBITED ITEMS**

In the event that a respondent permanently transfers his or her firearms to the Department, the Department must compensate the respondent for the fair market value of the firearms. The ERPO Coordinator will determine the fair market value by obtaining three valuation estimates for each firearm; the compensation will be the greater of the three valuations. Compensation for the firearms must be provided to the respondent within 30 days of the permanent transfer.

The Department may either sell the permanently transferred prohibited items or destroy them, at the ERPO Coordinator's discretion.

#### **345.9 EXTENSION OF EXTREME RISK PROTECTION ORDER**

The ERPO Coordinator is responsible for the review of any ERPO obtained by the Department to determine if renewal or extension of the order should be requested within the time prescribed by law (Minn. Stat. § 624.7172; Minn. Stat. § 624.7173).

## **Chapter 4 - Patrol Operations**



## Patrol Function

### 400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the functions of the patrol unit of the Department to ensure intra-organization cooperation and information sharing.

#### 400.1.1 FUNCTION

Officers will generally patrol in clearly marked vehicles, patrol assigned jurisdictional areas of St. Anthony, respond to calls for assistance, act as a deterrent to crime, enforce state, local and, when authorized or empowered by agreement or statute, federal laws and respond to emergencies 24 hours per day, seven days per week.

Patrol will generally provide the following services within the limits of available resources:

- (a) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.
- (b) Crime prevention activities, such as residential inspections, business inspections and community presentations.
- (c) Calls for service, both routine and emergency.
- (d) Investigation of both criminal and non-criminal acts.
- (e) The apprehension of criminal offenders.
- (f) Community Oriented Policing and problem-solving activities, such as citizen assists and individual citizen contacts of a positive nature.
- (g) The sharing of information between the Patrol and other section within the Department, as well as other government agencies.
- (h) The application of resources to specific problems or situations within the community that may be improved or resolved by Community Oriented Policing and problem-solving strategies.
- (i) Traffic direction and control.

#### 400.1.2 TERRORISM

It is the goal of the St. Anthony Police Department to make every reasonable effort to accurately and appropriately gather and report any information that may relate to either foreign or domestic terrorism. Officers should advise a supervisor as soon as practicable of any activity believed to be terrorism related and should document such incidents with a written report. The supervisor should ensure that all terrorism-related reports are forwarded to the Captain in a timely fashion.

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## Policy Manual

### *Patrol Function*

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#### **400.2 PATROL INFORMATION SHARING PROCEDURES**

The following guidelines are intended to develop and maintain intra-organization cooperation and information flow between the various sections of the St. Anthony Police Department.

##### **400.2.1 CRIME ANALYSIS**

The Investigation Unit will be the central unit for information exchange. Criminal information and reports can be submitted to the Investigative Unit for distribution to all sections within the Department through daily and special bulletins.

##### **400.2.2 CRIME REPORTS**

A crime report may be completed by any patrol officer who receives criminal information. The report will be processed and forwarded to the appropriate section for retention or follow-up investigation.

##### **400.2.3 PATROL BRIEFINGS**

All members are encouraged to share information as much as reasonably possible. All supervisors and/or officers will be provided an opportunity to share information through daily patrol briefings and reviewing the Department Record Management System (LETG), as time permits.

##### **400.2.4 BULLETIN BOARDS**

A bulletin board will be kept in the briefing room for display of suspect information, investigative reports and photographs. New Special Orders will be posted and made available for patrol review.

#### **400.3 SQUADS LEAVING THE CITY**

An officer should receive authorization from a supervisor/officer in charge, if possible, before leaving the city while on-duty. Other officers on-duty should also be notified when leaving the city and again upon returning to the city. This will not apply to emergency/exigent circumstances such as a pursuit situation. Necessary steps must be taken to ensure the city has appropriate protection at all times.

#### **400.4 CROWDS, EVENTS AND GATHERINGS**

Officers may encounter gatherings of people, including but not limited to, civil demonstrations, civic, social and business events, public displays, parades and sporting events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor/officer in charge should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action. Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety/order concerns.

# St. Anthony Police Department

## Policy Manual

### *Patrol Function*

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Officers should consider enforcement of applicable state and local laws, when the activity blocks the entrance or egress of a facility or location and when voluntary compliance with the law is not achieved.

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the St. Anthony Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

#### 401.1.1 DEFINITIONS

Definitions related to this policy include:

**Bias-based policing or improper profiling** - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement. This includes explicit and implicit biases (i.e., conscious and unconscious beliefs or attitudes towards certain groups).

This also includes use of racial or ethnic stereotypes as factors in selecting whom to stop and search. It does not include law enforcement's use of race or ethnicity to determine whether a person matches a specific description of a particular subject (Minn. Stat. § 626.8471).

### 401.2 POLICY

The St. Anthony Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group (Minn. Stat. § 626.8471, Subd. 3).

### 401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

### 401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

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## Policy Manual

### *Bias-Based Policing*

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#### 401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

#### 401.4.2 INFORMATION TO BE PROVIDED

Officers shall (Minn. Stat. § 626.8471, Subd. 3):

- (a) Introduce or identify themselves and state the reason for a contact as soon as practicable unless providing the information could compromise officer or public safety.
- (b) Attempt to answer questions the person may have regarding the contact, including relevant referrals to other agencies when appropriate.
- (c) Explain the reason for the contact if it is determined the reasonable suspicion was unfounded.
- (d) When requested, provide their name and badge number and identify this department during routine stops.
- (e) When requested, officers should inform a member of the public of the process to file a misconduct complaint for bias-based policing against a member of the Department, and that bias-based policing complaints may be made by calling the Attorney General's office (Minn. Stat. § 626.9514).

#### 401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
  - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review mobile audio/video recordings, portable audio/video recordings, Mobile Data Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
  - 1. Supervisors should document these periodic reviews.
  - 2. Recordings that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

### *Bias-Based Policing*

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- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

#### **401.6 ADMINISTRATION**

Each year, the Patrol Captain should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, citizen or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

#### **401.7 TRAINING**

Training on fair and objective policing and review of this policy shall be conducted annually and include:

- (a) Explicit and implicit biases.
- (b) Avoiding improper profiling.

##### **401.7.1 ADDITIONAL TRAINING REQUIREMENTS**

The Lieutenant should ensure that Board of Peace Officer Standards and Training (POST) approved in-service training is provided to officers on recognizing and valuing community diversity and cultural differences, including implicit bias, as required by Minn. Stat. § 626.8469, Subd. 1.

The Chief of Police and supervisors should receive and review training materials prepared by POST on how to detect and respond to racial profiling (Minn. Stat. § 626.8471, Subd. 7).

## Roll Call Training

### **402.1 PURPOSE AND SCOPE**

Roll Call training is generally conducted at the beginning of the officer's assigned shift. Roll Call provides an opportunity for important exchange between employees and supervisors. A supervisor generally will conduct Roll Call. However, officers may conduct Roll Call for training purposes with supervisor approval.

Roll Call should accomplish, at a minimum, the following basic tasks:

- (a) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles and major investigations.
- (b) Notifying officers of changes in schedules and assignments.
- (c) Notifying officers of new Special Orders or changes in Special Orders.
- (d) Reviewing recent incidents for training purposes.
- (e) Providing training on a variety of subjects.

### **402.2 PREPARATION OF MATERIALS**

The supervisor conducting Roll Call, or the officer if the supervisor is unable to participate in a group briefing session, is responsible for collection and preparation of the materials necessary for a constructive briefing. Supervisors may delegate this responsibility to a subordinate officer in his/her absence or for training purposes.

### **402.3 RETENTION OF BRIEFING TRAINING RECORDS**

Roll Call training materials and a curriculum or summary shall be forwarded to the Lieutenant for inclusion in training records as appropriate.

## Crime and Disaster Scene Integrity

### 403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

### 403.2 POLICY

It is the policy of the St. Anthony Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

### 403.3 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, the officer shall maintain the crime or disaster scene until he/she is properly relieved by a supervisor or other designated person.

### 403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder's function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

- (a) Broadcast emergency information, including requests for additional assistance and resources.
- (b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
- (c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
- (d) Provide first aid to injured parties if it can be done safely.
- (e) Evacuate the location safely as required or appropriate.
- (f) Secure the inner perimeter.
- (g) Protect items of apparent evidentiary value.
- (h) Secure an outer perimeter.
- (i) Identify potential witnesses.
- (j) Start a chronological log noting critical times and personnel allowed access.

### 403.5 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured



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## Policy Manual

### *Crime and Disaster Scene Integrity*

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persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

#### **403.5.1 CONSENT**

When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

#### **403.6 EXECUTION OF HEALTH ORDERS**

Any licensed member of this department may assist in the enforcement of all directives of the local health officer issued for the purpose of preventing the spread of any contagious, infectious, or communicable disease (Minn. Stat. § 144.4195, Subd. 2(c)).

## Special Weapons and Tactics Team

### 404.1 PURPOSE AND SCOPE

The St. Anthony Police Department along with other municipal and county agencies are members in a "Joint Powers Agreement" to perform multi-jurisdictional SWAT functions. The SWAT team shall be known as the Ramsey County SWAT Team and shall be under the command and control of the Ramsey County Sheriff's Department.

The Special Weapons and Tactics Team (SWAT) is comprised of two specialized teams: the Crisis Negotiation Team (CNT) and the Special Weapons and Tactics team (SWAT). The unit has been established to provide specialized support in handling critical field operations where intense negotiations and/or special tactical deployment methods beyond the capacity of field officers appear to be necessary.

#### 404.1.1 OPERATIONAL AND ADMINISTRATIVE POLICY

The Policy Manual sections pertaining to the Special Weapons and Tactics Team are divided into Administrative and Operational Policy and Procedures. Since situations that necessitate the need for such a law enforcement response vary greatly from incident to incident and such events often demand on-the-scene evaluation, the Operational Policy outlined in this manual section serves as a guideline to department personnel, allowing for appropriate on-scene decision-making as required. The Administrative Procedures, however, are more restrictive and few exceptions should be taken.

#### 404.1.2 SWAT TEAM DEFINED

**SWAT team** - A designated unit of law enforcement officers, including a multi-jurisdictional team, that is specifically trained and equipped to work as a coordinated team to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigative units. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, such a unit may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues warrant the use of such a unit.

### 404.2 POLICY

It is the policy of this department to maintain SWAT team members and to provide the equipment, manpower and training necessary. The Ramsey Co. SWAT team should perform three basic operational functions:

- (a) Command and control
- (b) Containment
- (c) Entry/apprehension/rescue

It is understood it is difficult to categorize specific capabilities for critical incidents. Training needs may vary based on the experience level of the team personnel, team administrators and potential incident commanders. Nothing in this policy shall prohibit individual team members from

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### *Special Weapons and Tactics Team*

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responding to a situation that exceeds their training due to the exigency of the circumstances. The preservation of innocent human life is paramount.

#### **404.3 INITIAL TRAINING**

Department SWAT team members should not be deployed until successful completion of an approved Basic SWAT Course or its equivalent.

##### **404.3.1 TRAINING DOCUMENTATION**

Individual and team training shall be documented and records maintained by the Lieutenant.

#### **404.4 UNIFORMS, EQUIPMENT AND FIREARMS**

##### **404.4.1 UNIFORMS**

SWAT team members from this department should wear uniforms that clearly identify team members as law enforcement officers. It is recognized that certain tactical conditions may require covert movement. Attire may be selected appropriate to the specific mission.

##### **404.4.2 EQUIPMENT**

SWAT team members from this department should be adequately equipped to meet the specific mission(s) identified by Ramsey Co. SWAT policy.

##### **404.4.3 FIREARMS**

Weapons and equipment used by SWAT, the specialized units and the supporting resources should be Department-issued or approved, including any modifications, additions or attachments.

#### **404.5 MANAGEMENT/SUPERVISION OF SPECIAL WEAPONS AND TACTICS TEAM MEMBERS**

Under the direction of the Chief of Police, the Special Weapons and Tactics Team members shall be managed by a Department Sergeant.

#### **404.6 CRISIS NEGOTIATION TEAM ADMINISTRATIVE PROCEDURES**

The Crisis Negotiation Team member is to provide skilled verbal communicators who may be utilized to attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages, barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the Crisis Negotiation Team member.

##### **404.6.1 SELECTION OF PERSONNEL**

Interested licensed personnel, who are off probation, shall submit a request to the Chief of Police. Requests may be forwarded to the Ramsey Co. Crisis Negotiation Team supervisor. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Demonstrated good judgment and understanding of critical role of negotiator and negotiation process.

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### *Special Weapons and Tactics Team*

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- (c) Effective communication skills to ensure success as a negotiator.
- (d) Special skills, training or appropriate education as it pertains to the assignment.
- (e) Commitment to the unit, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.

#### 404.6.2 TRAINING OF NEGOTIATORS

Those officers selected as members of the Crisis Negotiation Team should attend a approved Basic Negotiators Course prior to deployment in an actual crisis situation. Untrained officers may be used in a support or training capacity.

A minimum of one training day per quarter should be required to provide the opportunity for role playing and situational training that is necessary to maintain proper skills. This will be coordinated by the Ramsey Co. team supervisor.

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be conducted by the Ramsey Co. team supervisor. Performance and efficiency levels established by the team supervisor will be met and maintained by all team members. Any member of the Crisis Negotiation Team who performs or functions at a level less than satisfactory shall be subject to dismissal from the unit.

#### **404.7 SWAT TEAM ADMINISTRATIVE PROCEDURES**

The SWAT team member may be deployed during events requiring specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, as well as prolonged or predictable situations in which persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the SWAT team member.

##### 404.7.1 SELECTION OF PERSONNEL

Interested licensed personnel who are off probation shall submit a request to the Chief of Police. Request maybe forwarded to the Ramsey Co. SWAT Commander and other SWAT supervisors.

- (a) Recognized competence and ability as evidenced by performance.
- (b) Demonstrated good judgment and understanding of the critical role of a SWAT member.
- (c) Special skills, training or appropriate education as it pertains to this assignment.
- (d) Commitment to the unit, realizing that the additional assignment may necessitate unusual working hours, conditions and training obligations.
- (e) Physical agility: physical capabilities of the applicant as it relates to performance of SWAT-related duties. The test and scoring procedure will be established by the SWAT Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.

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#### 404.7.2 TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the unit shall be established by the Ramsey Co. team supervisor will be met and maintained by all SWAT team members. Any member of the SWAT team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

#### **404.8 OPERATIONAL GUIDELINES FOR SPECIAL WEAPONS AND TACTICS TEAM**

The following procedures serve as guidelines for the operational deployment of the Special Weapons and Tactics Team. Generally, the SWAT team and the Crisis Negotiation Team will be activated together. It is recognized, however, that a tactical team may be used in a situation not requiring the physical presence of the Crisis Negotiation Team, such as warrant service operations. This shall be at the discretion of the Ramsey Co. SWAT Commander.

##### 404.8.1 APPROPRIATE SITUATIONS FOR USE OF SPECIAL WEAPONS AND TACTICS TEAM

The following are examples of incidents that may result in the activation of the Special Weapons and Tactics Team:

- (a) Barricaded suspects who refuse an order to surrender.
- (b) Incidents where hostages have been taken.
- (c) Cases of suicide threats.
- (d) Arrests of dangerous persons.
- (e) Any situation where a SWAT response could enhance the ability to preserve life, maintain social order and ensure the protection of property.

##### 404.8.2 MULTI-JURISDICTIONAL SWAT OPERATIONS

This Department and the Ramsey Co. Sheriff's Department, including relevant specialized units and supporting resources, should develop protocols, agreements, memorandums of understanding, collective bargaining agreements or working relationships to support multi-jurisdictional or regional responses.

- (a) If it is anticipated that multi-jurisdictional SWAT operations will regularly be conducted, SWAT multi-agency and multidisciplinary joint training exercises are encouraged.
- (b) Members of the St. Anthony Police Department SWAT team shall operate under the policies, procedures and command of the Ramsey Co. multi-agency SWAT team.

##### 404.8.3 MOBILIZATION OF SPECIAL WEAPONS AND TACTICS TEAM

The on-scene officer shall make a request to the Shift Supervisor/Officer in Charge for the Special Weapons and Tactics Team to respond. The Shift Supervisor/Officer in Charge shall then notify the Ramsey Co. SWAT Commander. If unavailable, a team supervisor shall be notified. The Shift Supervisor/Officer in Charge will then notify the Chief of Police as soon as practicable.

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### *Special Weapons and Tactics Team*

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The Shift Supervisor/Officer in Charge should advise the SWAT Commander with as much of the following information as is available at the time:

- (a) The number of suspects, known weapons and resources.
- (b) If the suspect is in control of hostages.
- (c) If the suspect is barricaded.
- (d) The type of crime involved.
- (e) If the suspect has threatened or attempted suicide.
- (f) The location and safe approach to the command post.
- (g) The extent of any perimeter and the number of officers involved.
- (h) Any other important facts critical to the immediate situation, and whether the suspect has refused an order to surrender.

The SWAT Commander or supervisor shall determine appropriate response.

#### 404.8.4 FIELD UNIT RESPONSIBILITIES

While waiting for the Special Weapons and Tactics Team, field personnel should, if safe, practicable and if sufficient resources exist:

- (a) Establish an inner and outer perimeter.
- (b) Establish a command post outside of the inner perimeter.
- (c) Establish an arrest/response team. The team's actions may include:
  - 1. Securing any subject or suspect who may surrender.
  - 2. Taking action to mitigate a deadly threat or behavior.
- (d) Evacuate any injured persons or citizens in the zone of danger.
- (e) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiators and SWAT time to set up.
- (f) Be prepared to brief the SWAT Commander on the situation.
- (g) Plan for and stage anticipated resources.

#### 404.8.5 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the Special Weapons and Tactics Team, the Incident Commander shall brief the Ramsey Co. SWAT Commander and team supervisors. Upon review, it will be the Ramsey Co. SWAT Commander decision whether to deploy the Special Weapons and Tactics Team. Once the SWAT Commander authorizes deployment, the SWAT Commander will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and support for the Special Weapons and Tactics Team. The Incident Commander and the SWAT Commander or designee shall maintain communications at all times.

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### *Special Weapons and Tactics Team*

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#### 404.8.6 COMMUNICATION WITH SPECIAL WEAPONS AND TACTICS TEAM PERSONNEL

All of those persons who are non-Special Weapons and Tactics Team personnel should refrain from any non-emergency contact or from interference with any member of the unit during active negotiations. Operations require the utmost in concentration by involved personnel. No one should interrupt or communicate with SWAT personnel directly. All non-emergency communications shall be channeled through the Incident Commander or designee.

## Ride-Along Policy

### 405.1 PURPOSE AND SCOPE

The Ride-Along Program provides an opportunity for persons to experience the law enforcement function first hand. This policy provides the requirements, approval process and hours of operation for the Ride-Along Program.

#### 405.1.1 ELIGIBILITY

The St. Anthony Police Department Ride-Along Program is offered to, but not limited to: residents, students and those employed within the City. Persons residing within the city limits will be given primary consideration. Every reasonable attempt will be made to accommodate interested persons. Any applicant may be disqualified with or without cause from participating in the program.

The following factors may be considered in disqualifying an applicant and are not limited to:

- Being under 18 years of age and must 16 years of age or older with parent or guardian signed consent.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against the Department.
- Denial by any supervisor.

#### 405.1.2 AVAILABILITY

The Ride-Along Program is available on most days and times of the week. Persons will be accepted as participants only once per year for a 4 hour shift; however, Exceptions may be made as approved by the Chief of Police or Supervisor.

### 405.2 PROCEDURE TO REQUEST A RIDE-ALONG

Ride-along requests will be approved and scheduled by a supervisor. The participant will complete and sign a ride-along waiver form. Information requested will include identification, address and telephone number.

The Supervisor will schedule a date, based on availability, at least one week after the date of application. If approved, a copy of the ride-along waiver form will be forwarded to the respective Shift Supervisor/Officer in Charge or assigned officer as soon as possible.

If the ride-along is denied after the request has been made, a representative of the Department will contact the applicant and advise him/her of the denial.

#### 405.2.1 PROGRAM REQUIREMENTS

An effort will be made to ensure that no more than one citizen will participate in a ride-along during any given time period. Normally, no more than one ride-along will be allowed in the officer's vehicle at a given time.



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### *Ride-Along Policy*

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#### 405.2.2 SUITABLE ATTIRE

Any person approved to ride-along is required to be suitably dressed. The Shift Supervisor/Officer in Charge may refuse a ride-along to anyone not properly dressed.

#### 405.2.3 PEACE OFFICER RIDE-ALONGS

Off-duty members of this department or any other law enforcement agency will not be permitted to ride-along with on-duty officers without the express consent of a Supervisor. In the event that such a ride-along is permitted, the off-duty employee shall not be considered on-duty and shall not represent him/herself as a peace officer or participate in any law enforcement activity except as emergency circumstances may require.

#### 405.2.4 RIDE-ALONG CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and a Minnesota Bureau of Criminal Apprehension Criminal History System check prior to approval (provided that the ride-along is not an employee of the St. Anthony Police Department).

### **405.3 OFFICER'S RESPONSIBILITIES**

The officer shall advise the Shift Supervisor/Officer in Charge that a ride-along is present in the vehicle before going into service. Officers shall consider the safety of the ride-along at all times.

Officers should use sound discretion when encountering a potentially dangerous situation, and if feasible, let the participant out of the vehicle in a well-lighted place of safety. The dispatcher will be advised of the situation and as soon as practicable have another police unit respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride or is otherwise inappropriate should be immediately reported to the Shift Supervisor/Officer in Charge.

Upon completion of the ride-along, a copy of the ride-along waiver form shall be submitted into the Department Record Management System incident case file associated to the ride-along

### **405.4 CONTROL OF RIDE-ALONG**

The assigned employee shall maintain control over the ride-along at all times and instruct him/her in the conditions that necessarily limit participation. These instructions should include:

- (a) The ride-along will follow the directions of the officer.
- (b) The ride-along will not become involved in any investigation, handling of evidence, discussions with victims or suspects or handling any police equipment.
- (c) The ride-along may terminate the ride at any time and the officer may return the observer to his/her home or to the station if the ride-along interferes with the performance of the officer's duties.
- (d) The officer may terminate the ride-along and return the observer to their home or to the station if the ride-along interferes with the performance of any officer's duties.

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### *Ride-Along Policy*

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- (e) Ride-alongs may be allowed to continue riding during the transportation and booking process provided this does not jeopardize their safety.
- (f) Officers will not allow any ride-alongs to be present in any residence or situation that would jeopardize their safety or cause undue stress or embarrassment to a victim or any other person.
- (g) Under no circumstance shall a civilian ride-along be permitted to enter a private residence with an officer without the expressed consent of the resident or other authorized person.

# Hazardous Material Response

## 406.1 PURPOSE AND SCOPE

Hazardous materials present a potential harm to employees as a result of their exposure. To comply with Minnesota law, the following represents the policy of this department.

### 406.1.1 HAZARDOUS MATERIAL DEFINED

**Hazardous material** - Any refuse, sludge or other waste material or combinations of refuse, sludge or other waste materials in solid, semisolid, liquid or contained gaseous form, which, because of its quantity, concentration, or chemical, physical or infectious characteristics may (Minn. Stat. § 116.06 Subd. 11):

- (a) Cause or significantly contribute to an increase in mortality or an increase in serious irreversible or incapacitating reversible illness.
- (b) Pose a substantial present or potential hazard to human health or the environment when improperly treated, stored, transported, disposed of or otherwise managed.

## 406.2 HAZARDOUS MATERIAL RESPONSE

Employees may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When employees come into contact with a suspected hazardous material, certain steps should be taken to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most hazardous materials and biohazards.

Responders should not perform tasks or use equipment absent proper training. A responder entering the area may require decontamination before he/she is allowed to depart the scene and should be evaluated by appropriate technicians and medical professionals for signs of exposure.

Hazardous Material training will be conducted on an annual basis.

The following steps should be considered at any scene involving suspected hazardous materials:

- (a) Attempt to identify the type of hazardous material. Identification can be determined by placard, driver's manifest or statements from the person transporting the material
- (b) Notify the appropriate fire department.
- (c) Provide first aid to injured parties if it can be done safely and without contamination.
- (d) Begin evacuation of the immediate and surrounding areas dependent on the material. Voluntary evacuation should be considered. Depending on the material, mandatory evacuation may be necessary.
- (e) Contact the Minnesota Duty Officer (800-422-0798).
- (f) Responders should remain uphill and upwind of the hazard until a zone of entry and a decontamination area are established.

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### *Hazardous Material Response*

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- (g) Follow criteria set forth in annual Hazardous Materials training.

#### **406.3 REPORTING EXPOSURE(S)**

Department personnel who believe that they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the employee in an employee First Report of Injury report. This report shall be forwarded via chain of command to the Chief of Police. Should the affected employee be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the First Report of Injury report.

Injury or illness caused or believed to be caused from exposure to hazardous materials shall be reported the same, in addition to a crime report or incident report.

##### **406.3.1 SUPERVISOR RESPONSIBILITIES**

When a supervisor has been informed that an employee has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to lessen the exposure.

To ensure the safety of employees, safety equipment is available through supervisory personnel. Safety items not maintained by the Department will be obtained through the appropriate fire department.

# Hostage and Barricade Incidents

## 407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or purport to recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

### 407.1.1 DEFINITIONS

Definitions related to this policy include:

**Barricade situation** - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

**Hostage situation** - An incident where it is reasonable to believe a person is unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.

## 407.2 POLICY

It is the policy of the St. Anthony Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

## 407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands and the available resources.

### 407.3.1 EMERGENCY COMMUNICATION

A supervisor with probable cause to believe that a person is being unlawfully confined may order a telephone company to cut, reroute, or divert telephone lines for the purpose of establishing and controlling communications with a suspect (Minn. Stat. § 609.774).

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### *Hostage and Barricade Incidents*

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#### **407.4 FIRST RESPONDER CONSIDERATION**

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a Supervisor/Officer in Charge to respond as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving Supervisor/Officer in Charge of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

##### **407.4.1 BARRICADE SITUATION**

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. During the interim the following options, while not all-inclusive or in any particular order, should be considered:

- (a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- (b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- (c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- (d) Provide responding emergency personnel with a safe arrival route to the location.
- (e) Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- (f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.
- (g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
- (h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- (i) Determine the need for and notify the appropriate persons within and outside the Department, such as department command officers outlined within this manual.
- (j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

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### *Hostage and Barricade Incidents*

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- (k) Establish a command post.

#### **407.4.2 HOSTAGE SITUATION**

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options while not all-inclusive or in any particular order, should be considered:

- Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.
- Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
- Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).
- Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated if practicable pending further interview.
- Request additional personnel, resources and equipment as needed (e.g., canine team, air support).
- Provide responding emergency personnel with a safe arrival route to the location.
- Evacuate non-injured persons in the immediate threat area if it is reasonably safe to do so.
- Coordinate pursuit or surveillance vehicles and control of travel routes.
- Attempt or obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.
- Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
- Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.
- Determine the need for and notify the appropriate persons within and outside the Department, such as department command officers outlined within this manual.
- If necessary and available, establish a tactical or exclusive radio frequency for the incident.

#### **407.5 SUPERVISOR/OFFICER IN CHARGE RESPONSIBILITY**

Upon being notified that a hostage or barricade situation exists, the Supervisor/Officer in Charge should immediately respond to the scene, assess the risk level of the situation, establish a

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proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting a SWAT response if appropriate and apprising the Ramsey Co. SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

- (a) Ensure injured persons are evacuated and treated by medical personnel.
- (b) Ensure the completion of necessary first responder responsibilities or assignments.
- (c) Request crisis negotiators, specialized units, additional personnel, resources or equipment as appropriate.
- (d) Establish a command post location as resources and circumstances permit.
- (e) Designate assistants who can help with intelligence information and documentation of the incident.
- (f) If it is practicable to do so, arrange for video documentation of the operation.
- (g) Consider contacting utility and communication providers when restricting such services (e.g., restricting electric power, gas, telephone service).
- (h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct non-essential personnel away from the scene unless they have been summoned by the supervisor or Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch.
- (i) Identify a media staging area outside the outer perimeter and have the department Public Information Officer or a designated temporary media representative provide media access in accordance with the Media Relations Policy
- (j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
- (k) Debrief personnel and review documentation as appropriate.

#### **407.6 CRISIS RESPONSE UNIT**

It will be the Incident Commander's decision, with input from the SWAT Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the Incident Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical portion of the operation. The Incident Commander shall continue supervision of the command post operation, outer perimeter security and evacuation, media access and support for the SWAT. The Incident Commander and the SWAT Commander or the authorized designee shall maintain communications at all times.

#### **407.7 REPORTING**

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.



## Response to Bomb Calls

### 408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the St. Anthony Police Department in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

### 408.2 POLICY

It is the policy of the St. Anthony Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

### 408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor/Officer in Charge is immediately advised and informed of the details. This will enable the Shift Supervisor/Officer in Charge to ensure that the appropriate personnel are dispatched and, as appropriate, the threatened location is given an advance warning.

### 408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

#### 408.4.1 ST. ANTHONY POLICE DEPARTMENT FACILITY

If the bomb threat is against the St. Anthony Police Department facility, the Shift Supervisor/Officer in Charge will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

#### 408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the St. Anthony Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor/Officer in Charge deems appropriate.

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#### **408.4.3 FEDERAL BUILDING OR PROPERTY**

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

#### **408.5 PRIVATE FACILITY OR PROPERTY**

When a member of this department receives notification of a bomb threat at a location within this department jurisdictions, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

- (a) The location of the facility.
- (b) The nature of the threat.
- (c) Whether the type and detonation time of the device is known.
- (d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.
- (e) Whether the individual is requesting police assistance at the facility.
- (f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
  - 1. No evacuation of personnel and no search for a device.
  - 2. Search for a device without evacuation of personnel.
  - 3. Evacuation of personnel without a search for a device.
  - 4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Supervisor/Officer in Charge is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

##### **408.5.1 ASSISTANCE**

The Shift Supervisor/Officer in Charge should be notified when police assistance is requested. The Shift Supervisor/Officer in Charge will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Supervisor/Officer in Charge determine that the Department will assist or control such an incident, he/she will determine:

- (a) The appropriate level of assistance.

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### *Response to Bomb Calls*

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- (b) The plan for assistance.
- (c) Whether to evacuate and/or search the facility.
- (d) Whether to involve facility staff in the search or evacuation of the building.
  - 1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
  - 2. The safety of all participants is the paramount concern.
- (e) The need for additional resources, including:
  - (a) Notification and response, or standby notice, for fire, emergency medical services and Explosive Detector Canines.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

#### **408.6 FOUND DEVICE**

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

- (a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
- (b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
- (c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:
  - 1. Two-way radios
  - 2. Cell phones
  - 3. Other personal communication devices
- (d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
- (e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
- (f) A safe access route should be provided for support personnel and equipment.
- (g) Search the area for secondary devices as appropriate and based upon available resources.
- (h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
- (i) Promptly relay available information to the Shift Supervisor/Officer in Charge including:
  - 1. The time of discovery.

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2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

#### **408.7 EXPLOSION/BOMBING INCIDENTS**

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, minimize contamination of the scene by gathering crowds, or minimize any additional damage from fires or unstable structures.

##### **408.7.1 CONSIDERATIONS**

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

- (a) Assess the scope of the incident, including the number of victims and extent of injuries.
- (b) Request additional personnel and resources, as appropriate.
- (c) Assist with first aid.
- (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
- (e) Assist with the safe evacuation of victims, if possible.
- (f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
- (g) Preserve evidence.
- (h) Establish an outer perimeter and evacuate if necessary.
- (i) Identify witnesses.

##### **408.7.2 NOTIFICATIONS**

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Shift Supervisor/Officer in Charge
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate
- Chief of Police

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#### 408.7.3 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

#### 408.7.4 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor/Officer in Charge should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be imbedded in nearby structures or hanging in trees and bushes.

## Civil Commitments

### 409.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place an individual in protective custody and request a 72-hour hold under the Minnesota Commitment and Treatment Act (Minn. Stat. § 253B.051).

### 409.2 POLICY

It is the policy of the St. Anthony Police Department to protect the public and individuals through legal and appropriate use of the 72-hour transport hold process.

### 409.3 AUTHORITY

An officer, having probable cause to believe that any individual because of mental illness, chemical dependency, or public intoxication is in danger of injuring him/herself or others if not immediately detained, may take, or cause to be taken, the individual to an appropriate treatment facility for a 72-hour evaluation (Minn. Stat. § 253B.051, Subd. 1).

The officer shall make written application for admission of the individual to an appropriate treatment facility. The application shall contain the officer's reasons for and circumstances under which the individual was taken into custody. If danger to specific individuals is a basis for the requested emergency hold, the statement must include identifying information for those individuals to the extent reasonably practicable. The officer shall also provide the department contact information for purposes of receiving notice if the individual is released prior to the 72-hour admission or leaves the facility without consent. The facility shall make a copy of the statement available to the individual taken into custody (Minn. Stat. § 253B.051, Subd. 1).

#### 409.3.1 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for a 72-hour transport hold, he/she may inquire as to whether the person desires to voluntarily be evaluated at an appropriate facility. If the individual so desires, the officers should:

- (a) Request medical transport vehicle for the individual to an appropriate facility that is able to conduct the evaluation and admit the person pursuant to the Minnesota Commitment and Treatment Act.
- (b) Officers may transport an individual who qualify for a 72-hour transport hold as a last resort.
- (c) If at any point the individual changes his/her mind regarding voluntary evaluation, officers should proceed with the application for a 72-hour transport hold, if appropriate.
- (d) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

### 409.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving an individual who may qualify for a 72-hour transport hold should consider, as time and circumstances reasonably permit:

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- (a) Available information that might assist in determining the cause and nature of the individual's action or stated intentions.
- (b) Community or neighborhood mediation services.
- (c) Conflict resolution and de-escalation techniques.
- (d) Community or other resources available to assist in dealing with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

#### **409.5 TRANSPORTATION**

Officers shall first request transport in a medical transport vehicle. If the safety of any person, including the detainee, requires the presence of an officer during the transport, Shift Supervisor/ Officer in Charge approval is required before transport commences.

Officers, with no other options, may transport individuals in a patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy.

When transporting any individual on a Minn. Stat. § 253B.05 admission, and if reasonably practicable, officers should not be in uniform and should not use a vehicle visibly marked as a law enforcement vehicle (Minn. Stat. § 253B.05, Subd. 2(b)).

#### **409.6 TRANSFER TO APPROPRIATE FACILITY OR MEDICAL TRANSPORT VEHICLE**

Upon transfer of an individual to medical transport personnel, the officer will assist medical transport personnel as requested. The officer shall provide the medical transport personnel with the written application for a 72-hour transport hold and remain present to provide clarification of the grounds for detention, upon request.

Upon officer transport at a facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written application for a 72-hour hold and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

#### **409.7 DOCUMENTATION**

The officer should complete an application for emergency admission, provide it to the medical transport personnel or facility staff member assigned to that patient and retain a copy of the application for inclusion in the case report.

The officer should also provide a verbal summary to any medical transport personnel or evaluating staff member regarding the circumstances leading to the involuntary detention.

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#### **409.8 CRIMINAL OFFENSES**

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody for purposes of a 72-hour transport hold should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for a 72-hour transport hold has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

- (a) Arrest the individual when there is probable cause to do so.
- (b) Notify the appropriate supervisor/officer in charge of the facts supporting the arrest and the facts that would support the 72-hour transport hold.
- (c) Facilitate the individual's transfer to jail.
- (d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for a 72-hour transport hold.

In the supervisor/officer in charge judgment, the individual may instead be arrested or booked and transported to the appropriate mental health facility. The supervisor/Officer in charge should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

#### **409.9 FIREARMS AND OTHER WEAPONS**

Whenever an individual is taken into custody for a 72-hour transport hold, the handling officers should seek to determine if the individual owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officers should further advise the individual of the procedure for the return of any firearm or other weapon that has been taken into custody.

#### **409.10 TRAINING**

This department will endeavor to provide department-approved training on interaction with mentally disabled persons, 72-hour transport holds and crisis intervention.



## Citation Releases

### 410.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the St. Anthony Police Department with guidance on when to release adults who are suspected offenders on a citation for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

This policy also provides guidance on when a court orders that a person be released.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic Abuse Policy.

### 410.2 POLICY

The St. Anthony Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation, when authorized to do so.

### 410.3 RELEASE

A suspected offender shall be released on issuance of a citation:

- (a) When the offender has been arrested without a warrant and either a prosecutor or district court judge orders that the offender should be released (Minn. R. Crim. P. 4.02; Minn. R. Crim. P. 6.01).
  - 1. Release is not required if a reviewing supervisor determines that the offender should be held pursuant to Minn. R. Crim. P. 6.01 Subd. 1.
- (b) When the offender is charged with a petty or fine-only misdemeanor (Minn. R. Crim. P. 6.01).
- (c) In misdemeanor cases unless it reasonably appears to the arresting officer that the offender will (Minn. R. Crim. P. 6.01):
  - 1. Cause bodily injury to him/herself or another if he/she is not detained.
  - 2. Continue engaging in criminal conduct.
  - 3. Not respond to a citation.
- (d) When the offender is from another state which has a reciprocal agreement with Minnesota unless the offense is (Minn. Stat. § 169.91):
  - 1. One which would result in the revocation of the offender's driver's license under Minnesota law upon conviction.
  - 2. A violation of a highway weight limitation.
  - 3. A violation of a law governing the transportation of hazardous materials.
  - 4. That the offender was driving without a valid driver's license.

### 410.4 PROHIBITIONS

The release of a suspected offender on a citation is not permitted when:

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- (a) The offender has committed a driving while impaired (DWI) offense (Minn. Stat. § 169A.40; Minn. Stat. § 169.91).
- (b) The offender is arrested for a violation of state law or an ordinance related to the operation or registration of a vehicle punishable as a misdemeanor or felony and (Minn. Stat. § 169.91):
  - 1. The offender demands an immediate appearance before a judge.
  - 2. The offender is charged with:
    - (a) An offense involving an accident that resulted in injury or death.
    - (b) Criminal vehicular homicide.
    - (c) Failure to stop after being involved in an accident that resulted in death, personal injuries or damage to property.
  - 3. There is reasonable cause to believe that the offender may leave the state.

See the Domestic Abuse Policy for release restrictions related to those investigations.

#### **410.5 CONSIDERATIONS**

In determining whether to cite and release a person when discretion is permitted, officers should consider:

- (a) The type of offense committed.
- (b) The known criminal history of the suspected offender.
- (c) The ability to identify the suspected offender with reasonable certainty.
- (d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.
- (e) The individual's ties to the area, such as residence, employment or family.
- (f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

#### **410.6 FISH AND GAME AND ENVIRONMENT-RELATED OFFENSES**

In the case of game and fish laws or other environment-related offenses, as specified in Minn. Stat. § 97A.211, officers should release the offender unless there is reason to believe that criminal conduct will continue or that the offender will not respond as required by the citation (Minn. Stat. § 97A.211).

# Foreign Diplomatic and Consular Representatives

## 411.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the St. Anthony Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

## 411.2 POLICY

The St. Anthony Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

## 411.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

- (a) Notify a supervisor.
- (b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
- (c) Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
- (d) Contact the DOS Diplomatic Security Command Center at 571-345-3146 or toll free at 866-217-2089, or at another current telephone number and inform the center of the circumstances.
- (e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

## 411.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

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- (a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
- (b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
- (c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
  - 1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.
- (d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
  - 1. Diplomatic-level staff of missions to international organizations and recognized family members
  - 2. Diplomatic agents and recognized family members
  - 3. Members of administrative and technical staff of a diplomatic mission and recognized family members
  - 4. Career consular officers, unless the person is the subject of a felony warrant
- (e) The following persons may generally be detained and arrested:
  - 1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
  - 2. Support staff of missions to international organizations.
  - 3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
  - 4. Honorary consular officers.

#### **411.5 DOCUMENTATION**

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

#### **411.6 DIPLOMATIC IMMUNITY TABLE**

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members

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<b>Diplomatic Agent</b>	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
<b>Member of Admin and Tech Staff</b>	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
<b>Service Staff</b>	Yes (note a)	Yes	Yes	Yes	No for official acts Yes otherwise (note a)	No immunity or inviolability (note a)
<b>Career Consul Officer</b>	Yes if for a felony and pursuant to a warrant (note a)	Yes (note d)	Yes	Yes	No for official acts Yes otherwise (note a)	No immunity or inviolability
<b>Honorable Consul Officer</b>	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
<b>Consulate Employees</b>	Yes (note a)	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note a)	No immunity or inviolability (note a)
<b>Int'l Org Staff (note b)</b>	Yes (note c)	Yes (note c)	Yes	Yes (note c)	No for official acts Yes otherwise (note c)	No immunity or inviolability
<b>Diplomatic-Level Staff of Missions to Int'l Org</b>	No (note b)	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
<b>Support Staff of Missions to Int'l Orgs</b>	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

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- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

# Rapid Response and Deployment

## 412.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

## 412.2 POLICY

The St. Anthony Police Department will plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those that are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

## 412.3 CONSIDERATIONS

When dealing with a crisis situation members should:

- (a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
- (b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
- (c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
- (d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

## 412.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to other incidents at other locations.

When deciding on a course of action officers should consider:

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- (a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advance or engagement should be based on information known or received at the time.
- (b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.
- (c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.
- (d) Whether the suspect can be contained or denied access to victims.
- (e) Whether the officers have the ability to effectively communicate with other personnel or resources.
- (f) Whether planned tactics can be effectively deployed.
- (g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In a case of a barricaded suspect with no hostages and no immediate threat to others, officers should consider summoning and waiting for additional assistance (special tactics and/or hostage negotiation team response).

#### **412.5 PLANNING**

The Captain should coordinate critical incident planning. Planning efforts should consider:

- (a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Availability of building plans and venue schematics of likely critical incident target sites.
- (c) Communications interoperability with other law enforcement and emergency service agencies.
- (d) Training opportunities in critical incident target sites, including joint training with site occupants.
- (e) Evacuation routes in critical incident target sites.
- (f) Patrol first-response training.
- (g) Response coordination and resources of emergency medical and fire services.
- (h) Equipment needs.
- (i) Mutual aid agreements with other agencies.
- (j) Coordination with private security providers in critical incident target sites.

#### **412.6 TRAINING**

The Lieutenant or designee should include rapid response to critical incidents in the training plan. This Department approved instructor should address:



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- (a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment and sporting event venues.
- (b) Communications interoperability with other law enforcement and emergency service agencies.
- (c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
- (d) First aid, including gunshot trauma.
- (e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

# Immigration Violations

## **413.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidelines to members of the St. Anthony Police Department relating to immigration and interacting with federal immigration officials.

## **413.2 POLICY**

It is the policy of the St. Anthony Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Public Confidence in this commitment will increase the effectiveness of our police department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status. We must not create an atmosphere in which people within our community are afraid to approach officers due to immigration status.

The St. Anthony Police Department will not detect, attempt to apprehend, take into custody any person based on immigration status alone.

## **413.4 ENFORCEMENT**

An officer shall not detain any individual based solely on federal immigration detainer under 8 CFR 287.7, unless the person has been charged with a federal or state crime, or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order signed by a judge.

## **413.4 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT**

Generally, an officer should not notify federal immigration officials when booking arrestees at a county jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

## **413.5 FEDERAL REQUESTS FOR ASSISTANCE**

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

## **413.6 INFORMATION SHARING**

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373):

- (a) Sending information to, or requesting or receiving such information from federal immigration officials
- (b) Maintaining such information in department records
- (c) Exchanging such information with any other federal, state, or local government entity

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#### **413.7 U VISA AND T VISA NONIMMIGRANT STATUS**

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Unit supervisor assigned to oversee the handling of any related case. The Investigation Unit supervisor should:

- (a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
- (b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
- (c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.
  - 1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.
- (d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

## Emergency Utility Service

### 414.1 PURPOSE AND SCOPE

The City Public Works Department has personnel available to handle emergency calls 24 hours per day. Calls for service during non-business hours are frequently directed to the Police Department. Requests for such service received by this department should be handled in the following manner.

#### 414.1.1 BROKEN WATER LINES

The City's responsibility ends at the water meter. Any break or malfunction in the water system from the water meter to the citizen's residence or business is the customer's responsibility. Public Works can only turn off the valve at the meter. The citizen can normally accomplish this.

If a break occurs on the City side of the meter, the Public Works Pump Duty employee should be called as soon as practicable. Members of the department shall follow the Public Works call out procedure.

#### 414.1.2 ELECTRICAL LINES

City Public Works does not maintain electrical lines to street light poles. When a power line poses a hazard, an officer should be dispatched to protect against personal injury or property damage that might be caused by power lines. The electric company should be promptly notified.

#### 414.1.3 RESERVOIRS, PUMPS AND WELLS

Public Works maintains the reservoirs and public water equipment, as well as several underpass and other street drainage pumps. In the event of flooding or equipment malfunctions, emergency personnel should be contacted as soon as possible.

#### 414.1.4 EMERGENCY NUMBERS

A current list of emergency personnel who are to be called for municipal utility emergencies will be maintained by Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch.

### 414.2 TRAFFIC SIGNAL MAINTENANCE

Ramsey County and Hennepin County Maintenance furnishes maintenance for all traffic signals within the City. If a traffic signal is found to be malfunctioning, the employee should contact the respective county dispatch center.

#### 414.2.1 OFFICER'S RESPONSIBILITIES

Upon observing a damaged or malfunctioning signal, the officer will advise Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch of the location and problem with the signal. The dispatcher should make the necessary notification to the proper maintenance agency. The officer shall utilize necessary available measures to ensure the safe flow of traffic in cases where the public safety is at risk due to damaged or malfunctioning signals.

# Aircraft Accidents

## 415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Operations Plan and Hazardous Material Response policies.

### 415.1.1 DEFINITIONS

Definitions related to this policy include:

**Aircraft** - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

## 415.2 POLICY

It is the policy of the St. Anthony Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

## 415.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

- (a) Protect persons and property.
- (b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
- (c) Preserve ground scars and marks made by the aircraft.
- (d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
- (e) Maintain a record of persons who enter the accident site.
- (f) Consider implementation of an Incident Command System (ICS).

## 415.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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### *Aircraft Accidents*

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#### **415.5 NOTIFICATIONS**

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- (a) Fire department
- (b) Appropriate airport tower
- (c) Emergency medical services (EMS)

#### **415.6 CONTROLLING ACCESS AND SCENE AUTHORITY**

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- (a) FAA.
- (b) Fire department, EMS or other assisting law enforcement agencies.
- (c) Medical Examiner.
- (d) Air Carrier/Operators investigative teams with NTSB approval.
- (e) Appropriate branch of the military, when applicable.
- (f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

#### **415.7 DANGEROUS MATERIALS**

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- (a) Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- (b) Pressure vessels, compressed gas bottles, accumulators and tires.
- (c) Fluids, batteries, flares and igniters.

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- (d) Evacuation chutes, ballistic parachute systems and composite materials.

#### **415.8 DOCUMENTATION**

All aircraft accidents occurring within the City of St. Anthony shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of SAPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

##### **415.8.1 WRECKAGE**

When reasonably safe, members should:

- (a) Obtain the aircraft registration number (N number) and note the type of aircraft.
- (b) Attempt to ascertain the number of casualties.
- (c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
  - 1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
- (d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
- (e) Acquire copies of any recordings from security cameras that may have captured the incident.

##### **415.8.2 WITNESSES**

Members tasked with contacting witnesses should obtain:

- (a) The location of the witness at the time of his/her observation relative to the accident site.
- (b) A detailed description of what was observed or heard.
- (c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
- (d) The names of all persons reporting the accident, even if not yet interviewed.
- (e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

#### **415.9 MEDIA RELATIONS**

The Chief of Police should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

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Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The Chief of Police should coordinate with other involved entities before the release of information.



# Field Training Officer Program

## 416.1 PURPOSE AND SCOPE

The Department is committed to providing highly trained and positively motivated police officers capable of meeting or exceeding the needs of the department and the communities we serve.

The Field Training Officer program is developed to provide an equally standardized program to facilitate the officer's transition from the academic setting to the actual performance of general policing duties in a procedurally just manner to all citizens.

## 416.2 POLICY

It is the policy of this department to assign all new police officers to a structured Field Training Officer program that is designed to prepare the new officer to perform in a patrol assignment and to acquire all of the skills needed to operate in a safe, productive and professional manner in accordance with the department goals, mission, and vision.

## 416.3 FIELD TRAINING OFFICER - SELECTION AND TRAINING

The Field Training Officer (FTO) is an experienced officer trained in the art of supervising, training and evaluating entry-level and lateral police officers in the application of their previously acquired knowledge and skills.

### 416.3.1 SELECTION PROCESS

FTOs will be selected based on the following requirements:

- (a) Desire to be an FTO through Professional Development.
- (b) Minimum of two years of patrol experience.
- (c) Demonstrated ability as a positive role model
- (d) Evaluation by supervisors and current FTOs.
- (e) Possess an FTO certificate of completion from a Minnesota POST Board-approved course prior to performing FTO duties.

### 416.3.2 CONTINUED TRAINING

All FTOs may complete a POST-approved FTO update course every three years while assigned to the position of FTO.

## 416.4 FIELD TRAINING OFFICER PROGRAM SUPERVISOR

The Field Training Officer Program Supervisor will be selected by the Chief of Police or designee.

The responsibilities of the FTO Program Supervisor include the following:

- (a) Assignment of trainees to FTOs.
- (b) Conduct FTO meetings.
- (c) Maintain and ensure FTO/trainee performance evaluations are completed.
- (d) Maintain, update and issue the Field Training Manual to each trainee.

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### *Field Training Officer Program*

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- (e) Monitor individual FTO performance.
- (f) Monitor overall FTO Program.
- (g) Develop ongoing training for FTOs.

The FTO Program supervisor maybe required to obtain a Field Training Officer Supervisory certificate from a Minnesota POST Board-approved course.

#### **416.5 TRAINEE DEFINED**

**Trainee** - Any entry level or lateral police officer newly appointed to the St. Anthony Police Department who possesses a Minnesota POST license or is eligible to be licensed.

#### **416.6 REQUIRED TRAINING**

- (a) Entry level and lateral officers shall be required to successfully complete the Field Training Program.
- (b) The training period for entry level officers will consist of a minimum 16 week training program.
- (c) The training period for lateral officers may be modified depending on the trainee's demonstrated performance and level of experience, but shall consist of a minimum of an eight week training program.
- (d) The required training will take place on at least two different shifts and with at least three different FTO's, if reasonably possible.

##### **416.6.1 FIELD TRAINING MANUAL**

Each new officer will be issued a Field Training Manual at the beginning of his/her Primary Training Phase. This manual is an outline of the subject matter and skills necessary to properly function as an officer with the St. Anthony Police Department. The officer shall become knowledgeable of the subject matter as outlined. He/she shall also become proficient with those skills as set forth in the manual.

The Field Training Manual will specifically cover those policies, procedures, rules and regulations enacted by the St. Anthony Police Department.

#### **416.7 EVALUATIONS**

Evaluations are an important component of the training process and shall be completed as outlined below.

##### **416.7.1 FIELD TRAINING OFFICER RESPONSIBILITIES**

The FTO will be responsible for the following:

- (a) Completing and submitting a written evaluation on the performance of the assigned trainee to the FTO supervisor at the completion of each training phase.
- (b) Reviewing the Daily Trainee Performance Evaluations with the trainee each day.
- (c) Completing a detailed end-of-phase performance evaluation on the assigned trainee at the end of each phase of training.

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- (d) Signing off all completed topics contained in the Field Training Manual, noting the method of learning and evaluating the performance of the assigned trainee.

#### **416.7.2 FIELD TRAINING SUPERVISOR RESPONSIBILITIES**

The FTO supervisor shall review and approve the Daily Trainee Performance Evaluations. The FTO supervisor will hold periodic meetings with all FTOs to ensure understanding and compliance with the requirements of the Field Training Manual.

#### **416.7.3 FIELD TRAINING ADMINISTRATOR**

The Lieutenant will monitor the overall FTO Program. review and approve the completion of the trainee FTO performance.

At least annually, the Lieutenant will hold a process review meeting with the FTO supervisor to discuss changes needed in the FTO Program. A summary of this meeting, with any recommendations or changes made, will be documented and forward to the Chief of Police for review and approval.

#### **416.7.4 TRAINEE CHAIN OF COMMAND**

It is essential that the trainee understand and utilize the proper chain of command to ask questions, address problems, or express concerns about training.

The majority of the time will be spent with the FTO. The trainee should first address all questions or concerns with the FTO first. If a problem arises between the trainee and the FTO, the trainee should contact the FTO supervisor and request a meeting with all parties involved. If a problem cannot be resolved and conflict continues, a final decision will be made by the FTO supervisor and the Chief of Police.

FTOs should allow open communication with the trainee for constructive criticism and evaluation of the FTO performance.

Retention or termination decisions will be rendered by the Chief of Police, based on recommendations from the FTO supervisor and FTO staff.

### **416.8 DOCUMENTATION**

All documentation of the Field Training Program will be retained in the officer's training files and will consist of the following:

- (a) Daily Trainee Performance Evaluations.
- (b) End of phase evaluations.
- (c) Field Training Manual.
- (d) The Chief of Police shall issue a letter of Completion to the trainee, certifying that the trainee has successfully completed the required field training program.

## Obtaining Air Support

### 417.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies potential situations where the use of air support may be requested and the responsibilities for making a request.

### 417.2 REQUEST FOR AIR SUPPORT ASSISTANCE

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support assistance may be made.

#### 417.2.1 REQUEST FOR ASSISTANCE FROM ANOTHER AGENCY

After consideration and approval of the request for air support, the Shift Supervisor/Officer in Charge or designee will call the closest agency having air support available. The Shift Supervisor/Officer in Charge will apprise that agency of the specific details of the incident prompting the request.

#### 417.2.2 CIRCUMSTANCES UNDER WHICH AID MAY BE REQUESTED

Law enforcement air support may be requested under any of the following conditions:

- (a) When the aircraft is activated under existing mutual aid agreements.
- (b) Whenever the safety of law enforcement personnel is in jeopardy and the presence of the aircraft may reduce such hazard.
- (c) When the use of aircraft will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to the community.
- (d) When an aircraft is needed to locate a person who has strayed or is lost and whose continued absence constitutes a serious health or safety hazard.
- (e) Vehicle pursuits (Minn. Stat. § 626.8458).
- (f) When the Shift Supervisor/Officer in Charge or equivalent authority determines a reasonable need exists.

While it is recognized that the availability of air support will generally provide valuable assistance to ground personnel, the presence of air support will rarely replace the need for officers on the ground.

## Contacts and Temporary Detentions

### 418.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

#### 418.1.1 DEFINITIONS

Definitions related to this policy include:

**Consensual encounter** - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

**Field interview (FI)** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

**Field photographs** - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Video Recorder (MVR) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

**Pat-down search** - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the [officer\_deputy], the detainee, or others.

**Reasonable suspicion** - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

**Temporary detention** - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

### 418.2 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the St. Anthony Police Department to strengthen community involvement, community awareness, and problem identification.

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#### **418.2.1 INITIATING A FIELD INTERVIEW**

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

- (a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
- (b) Actions suggesting that he/she is engaged in a criminal activity.
- (c) Presence in an area at an inappropriate hour of the day or night.
- (d) Presence in a particular area is suspicious.
- (e) Carrying of suspicious objects or items.
- (f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
- (g) Location in proximate time and place to an alleged crime.
- (h) Physical description or clothing worn that matches a suspect in a recent crime.
- (i) Prior criminal record or involvement in criminal activity as known by the officer.

#### **418.3 PAT-DOWN SEARCHES**

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

- (a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
- (b) Where more than one suspect must be handled by a single officer.
- (c) The hour of the day and the location or area where the stop takes place.
- (d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
- (e) The actions and demeanor of the suspect.
- (f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

#### **418.4 FIELD PHOTOGRAPHS**

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

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#### **418.4.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT**

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

#### **418.4.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT**

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

#### **418.4.3 SUPERVISOR RESPONSIBILITIES**

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken. Field photographs shall be classified as law enforcement data under Minn. Stat. § 13.82, and shall be collected, maintained, and disseminated consistent with the Minnesota Government Data Practices Act. Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

#### **418.5 POLICY**

The St. Anthony Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search, or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations, and constitutional safeguards.

#### **418.6 WITNESS IDENTIFICATION AND INTERVIEWS**

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

- (a) Identifying all persons present at the scene and in the immediate area.
  - 1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
  - 2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or

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probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

- (b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
  - 1. A written, verbal, or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if reasonably available, prior to transport.



# Criminal Organizations

## 419.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the St. Anthony Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

### 419.1.1 DEFINITIONS

Definitions related to this policy include:

**Criminal intelligence system** - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

## 419.2 POLICY

The St. Anthony Police Department recognizes that certain criminal activities, including but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

## 419.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

- (a) Members using any such system are appropriately selected and trained.
- (b) Use of every criminal intelligence system is appropriately reviewed and audited.
- (c) Any system security issues are reasonably addressed.

### 419.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, FI, photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Manager's Office. Any supporting documentation for an entry shall be retained by the Records Manager's Office in accordance with

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the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Manager's Office are appropriately marked as intelligence information. The Records Manager may not purge such documents without the approval of the designated supervisor.

#### **419.3.2 ENTRIES INTO CRIMINAL GANG INVESTIGATIVE DATA SYSTEM**

It is the designated supervisor's responsibility to approve the entry of any information into the criminal gang investigative data system maintained by the Minnesota Bureau of Criminal Apprehension and authorized by Minn. Stat. § 299C.091. Entries may be made if the individual is 14 years of age or older and the Department documents the following:

- (a) The Department has reasonable suspicion to believe that the individual has met at least three of the criteria or identifying characteristics of gang membership, developed by the Violent Crime Coordinating Council.
- (b) The individual has been convicted of a gross misdemeanor or felony, or has been adjudicated or has a stayed adjudication as a juvenile for an offense that would be a gross misdemeanor or felony if committed by an adult.

#### **419.4 TEMPORARY INFORMATION FILE**

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved CIS only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of CIS entries.

##### **419.4.1 FILE CONTENTS**

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

- (a) Must only be included upon documented authorization of the responsible department supervisor.
- (b) Should not be originals that would ordinarily be retained by the Records Manager's Office or Evidence/Property Officer, but should be copies of, or references to, retained documents such as copies of reports, field interview (FI) forms, Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch records or booking forms.
- (c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

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- (d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

#### **419.4.2 FILE REVIEW AND PURGING**

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged or entered in an authorized criminal intelligence system, as applicable.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

#### **419.5 INFORMATION RECOGNITION**

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

- (a) Gang indicia associated with a person or residence.
- (b) Information related to a drug-trafficking operation.
- (c) Vandalism indicating an animus for a particular group.
- (d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Lieutenant to train members to identify information that may be particularly relevant for inclusion.

#### **419.6 RELEASE OF INFORMATION**

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

#### **419.7 CRIMINAL STREET GANGS**

The Captain should ensure that there are an appropriate number of department members who can:

- (a) Coordinate with other agencies in the region regarding criminal street gang crimes and information.

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- (b) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

#### **419.8 TRAINING**

The Lieutenant should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

- (a) The protection of civil liberties.
- (b) Participation in a multi-agency criminal intelligence system.
- (c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.
- (d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.
- (e) The review and purging of temporary information files.

## Shift Supervisor/Officer in Charges

### **420.1 PURPOSE AND SCOPE**

Each patrol shift must be directed by supervisors who are capable of making decisions and communicating in a manner consistent with Department policies, procedures, practices, functions and objectives. To accomplish this goal, a Sergeant or Lieutenant heads each watch.

### **420.2 DESIGNATION AS ACTING SHIFT SUPERVISOR/OFFICER IN CHARGE**

When a Lieutenant or Sergeant is unavailable for duty as Shift Supervisor, in most instances the senior qualified officer shall be designated as acting Officer in Charge. This policy does not preclude designating a less senior officer as an acting Officer in Charge when authorized by the Chief of Police or designee.

The shift Officer in Charge will act as a supervisor with the exceptions of:

- (a) Modifying the schedule
- (b) Authorizing leave (to include authorizing sick leave calls)
- (c) Disciplining members

### **420.3 OFFICER IN CHARGE TRAINING**

Officers are required to complete a basic supervisor level of training prior to assuming the role of Officer in Charge. This basic level of training shall be determined by the Chief of Police or designee.

## Mobile Video Recorders

### 421.1 PURPOSE AND SCOPE

The St. Anthony Police Department has equipped marked patrol cars with Mobile Video Recording (MVR) systems to provide records of events and assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

#### 421.1.1 DEFINITIONS

Definitions related to this policy include:

**Activate** - Any process that causes the MVR system to transmit or store video or audio data in an active mode.

**In-car camera system and Mobile Video Recorder (MVR)** - Synonymous terms - that refer to any system that captures audio and video signals that is capable of installation in a vehicle and that includes at minimum, a camera, microphone, recorder and monitor.

**Law Enforcement Operator (LEO)** - Primarily a licensed peace officer but on occasion may be a non-licensed representative of the Department who is authorized and assigned to operate MVR-equipped vehicles to the extent consistent with Minn. Stat. § 169.98.

**MGDPA** - The Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.

**MVR technician** - Personnel certified or trained in the operational use and repair of MVRs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.

**Recorded media** - Audio-video signals recorded or digitally stored on a storage device or portable media.

### 421.2 POLICY

It is the goal of the St. Anthony Police Department to use mobile video recorder (MVR) technology to more effectively fulfill the department's mission and to ensure these systems are used securely and efficiently.

### 421.3 OFFICER RESPONSIBILITIES

Prior to going into service or as soon as possible, each officer will properly log into the MVR system to record audio (in squad) and video in the field. At the end of the shift each officer will follow the established procedures for providing to the Department any recordings or used media.

At the start of each shift, officers should test the MVR system operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name and PIN number at the start of each shift. If the system is malfunctioning, the officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

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### *Mobile Video Recorders*

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#### **421.4 ACTIVATION OF THE MVR**

The MVR system is designed to turn on whenever the unit's emergency lights are activated and when the emergency vehicle reaches speeds in excess of 80 mph.. The system remains on until it is turned off manually.

Operators are encouraged to narrate events using the in squad audio recording so as to provide the best documentation for pretrial and courtroom presentation.

##### **421.4.1 REQUIRED ACTIVATION OF THE MVR**

This policy is not intended to describe every possible situation in which the MVR system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes its use would be appropriate and/or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the MVR system should be activated in any of the following situations:

- (a) All field contacts involving actual or potential criminal conduct within video range:
  - 1. Traffic stops (to include, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
  - 2. Priority responses
  - 3. Vehicle pursuits
  - 4. Suspicious vehicles
  - 5. Arrests
  - 6. Vehicle searches
  - 7. Physical or verbal confrontations or use of force
  - 8. Prisoner transports
  - 9. Non-custody transports
  - 10. Pedestrian checks
  - 11. DWI investigations including field sobriety tests
  - 12. Consensual encounters
  - 13. Crimes in progress
  - 14. Responding to an in-progress call
- (b) All self-initiated activity in which an officer would normally notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch
- (c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect:
  - 1. Family violence calls

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### *Mobile Video Recorders*

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2. Disturbance of peace calls
3. Offenses involving violence or weapons
- (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
- (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

#### 421.4.2 CESSATION OF RECORDING

Once activated the MVR system should remain on until the incident has concluded. For purposes of this section conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

#### 421.4.3 WHEN ACTIVATION IS NOT REQUIRED

Activation of the MVR system is not required when exchanging information with other officers or during breaks, lunch periods, when not in service or actively on patrol.

No member of this department may surreptitiously use City equipment to record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

#### 421.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MVR systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made.

At reasonable intervals, supervisors should validate that:

- (a) Beginning and end-of-shift recording procedures are followed.
- (b) Logs reflect the proper chain of custody, including:
  1. The tracking number of the MVR system media.
  2. The date it was issued.
  3. The law enforcement operator or the vehicle to which it was issued.
  4. The date it was submitted.
  5. Law enforcement operators submitting the media.
  6. Holds for evidence indication and tagging as required.
- (c) The operation of MVR systems by new employees is assessed and reviewed.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, peace officer-involved shootings, department-involved collisions), a supervisor shall respond to the scene and ensure that the appropriate supervisor, MVR technician or crime scene



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investigator properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media. Copies may be distributed to investigators as appropriate to the investigation.

#### **421.5 REVIEW OF MVR RECORDINGS**

All recording media, recorded images and audio recordings are the property of the agency and subject to the provisions of the MGDPA. Dissemination outside of the agency is strictly prohibited except to the extent permitted or required under the MGDPA, Peace Officer Disciplinary Procedures Act or other applicable law.

To prevent damage to, or alteration of, the original recorded media, it shall not be inserted into any device not approved by the department MVR technician or forensic media staff.

Members will restrict their viewing of recorded data to those incidents in which they were involved. Members will not view the content of events recorded by other members unless approved by a supervisor. Members are not authorized to release the content of any recorded events without the approval of the Chief of Police or designee.

Recordings may be reviewed in any of the following situations.

- (a) For use when preparing reports or statements (unless not authorized in situations outlined within this manual)
- (b) By a supervisor investigating a specific act of officer conduct
- (c) By a supervisor to assess officer performance
- (d) To assess proper functioning of MVR systems
- (e) By department investigators who are participating in an official investigation such as a personnel complaint, administrative inquiry or a criminal investigation
- (f) By department personnel who request to review recordings
- (g) By an officer who is captured on or referenced in the video or audio data and reviews and uses the data for any purpose relating to his/her employment
- (h) By court personnel through proper process or with permission of the Chief of Police or the authorized designee
- (i) By the media through proper process or with an MGDPA request (Minn. Stat. § 13.01 et seq.)
- (j) To assess possible training value
- (k) Recordings may be shown for staff or public safety training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the staff to determine if the training value outweighs the officer's objection

Employees desiring to view any previously uploaded or archived MVR recording should submit a request to the Shift Supervisor.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any employee.

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#### **421.6 DOCUMENTING MVR USE**

If any incident is not recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the records copy of the citation indicating that the incident was recorded.

#### **421.7 RECORDING MEDIA STORAGE AND INTEGRITY**

Once submitted for storage all recording media will be labeled and stored in a designated secure area. All recording media that is not booked in as evidence will be retained for a minimum period established by the department retention schedule.

[See attachment: SAPD Retention Schedule.pdf](#)

##### **421.7.1 COPIES OF ORIGINAL RECORDING MEDIA**

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event an original recording is released to a court a copy shall be made and placed in storage until the original is returned.

##### **421.7.2 MVR RECORDINGS AS EVIDENCE**

Officers who reasonably believe that an MVR recording is likely to contain evidence relevant to a criminal offense, potential claim against the officer or against the St. Anthony Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

#### **421.8 SYSTEM OPERATIONAL STANDARDS**

- (a) MVR system vehicle installations should be based on officer safety requirements and vehicle and device manufacturer recommendations.
- (b) The MVR system should be configured to minimally record for 30 seconds prior to an event.
- (c) The MVR system may not be configured to record audio data occurring prior to activation.
- (d) LEOs shall activate the MVR video system when responding in a support capacity in order to obtain additional perspectives of the incident scene.
- (e) With the exception of law enforcement radios or other emergency equipment other electronic devices should not be used within the law enforcement vehicle in order to intentionally interfere with the capability of the MVR system to record audio data.
- (f) LEOs shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor, MVR technician or other approved designee may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy.

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- (g) To prevent damage original recordings shall not be viewed on any equipment other than the equipment issued or authorized by the MVR technician.

#### **421.9 MVR TECHNICIAN RESPONSIBILITIES**

The MVR technician is responsible for:

- (a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.
- (b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected the MVR technician:
  - 1. Ensures it is stored in a secured location with authorized controlled access.
  - 2. Makes appropriate entries in the chain of custody log.
- (c) Erasing of media:
  - 1. Pursuant to a court order.
  - 2. In accordance with established records retention policies, including reissuing all other media deemed to be of no evidentiary value.
- (d) Assigning all media an identification number prior to issuance to the field.
  - 1. Maintaining a record of issued media.
- (e) Ensuring that an adequate supply of recording media is available.
- (f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the records retention schedule.

#### **421.10 TRAINING**

Users of the MVR system shall receive training and instruction prior to being deployed. Training should be documented by the Lieutenant or designee (Field Training Officer).

# Mobile Data Computer Use

## 422.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use, and application of the Mobile Data Computer (MDC) system in order to ensure proper access to confidential records from local, state, and national law enforcement databases, and to ensure effective electronic communications between department members and Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

## 422.2 POLICY

St. Anthony Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

## 422.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

## 422.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use, Protected Information, and CJIS Access, Maintenance, and Security policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Shift Supervisor/Officer in Charges.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks, or communications that are directly related to the business, administration, or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from their supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

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#### 422.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative, tactical or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

#### 422.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Supervisor/Officer in Charge or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

- (a) All contacts or activity shall be documented at the time of the contact.
- (b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.
- (c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

#### 422.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, clearing, in service status change) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC.

#### 422.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure the Shift Supervisor/Officer in Charge is notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

#### 422.6 EQUIPMENT CONSIDERATIONS

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#### 422.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

#### 422.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDCs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDC could cause some devices to detonate.

## Portable Audio/Video Recorders

### 423.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473). Portable audio/video recording devices include all recording systems whether body-worn, hand-held, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any St. Anthony Police Department facility, undercover operations, wiretaps, or eavesdropping (concealed listening devices).

#### 423.1.1 DEFINITIONS

Definitions related to this policy include:

**Portable recording system** - A device worn by a member that is capable of both video and audio recording of the member's activities and interactions with others or collecting digital multimedia evidence as part of an investigation and as provided in Minn. Stat. § 13.825.

### 423.2 POLICY

It is the policy of the St. Anthony Police Department to:

- (a) Provide members with access to portable recorders for the use during the performance of their duties.
- (b) Provide guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties (Minn. Stat. § 626.8473).

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any St. Anthony Police Department facility, undercover operations, wiretaps or eavesdropping (concealed listening devices) unless captured by a portable recording system.

### 423.3 PORTABLE AUDIO/VIDEO RECORDER OBJECTIVES

The St. Anthony Police Department has adopted the use of portable audio/visual recorders to accomplish the following objectives:

- (a) To enhance officer safety and public trust by preserving factual representation of officer-public interactions.
- (b) To document statements and events during the course of an incident.
- (c) To enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/preservation.
- (d) To preserve audio and visual information for use in current and future investigations.
- (e) To provide a tool for self-critique and field evaluation during officer training.
- (f) To assist with the defense of civil actions against officers and the City of St. Anthony.
- (g) To assist with training and evaluations of officers.

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#### **423.4 COORDINATOR**

The Chief of Police or the authorized designee should designate a coordinator responsible for (Minn. Stat. § 626.8473; Minn. Stat. § 13.825):

- (a) Establishing procedures for the security, storage, and maintenance of data and recordings.
  - 1. The coordinator should work with the Custodian of Records and the member assigned to coordinate the use, access, and release of protected information to ensure that procedures comply with requirements of the Minnesota Government Data Practices Act (MGDPA) and other applicable laws (Minn. Stat. § 13.01 et seq.) (see the Protected Information and the Records Maintenance and Release policies).
  - 2. The coordinator should work with the Custodian of Records to identify recordings that must be retained for a specific time frame under Minnesota law (e.g., firearm discharges, certain use of force incidents, formal complaints).
- (b) Establishing procedures for accessing data and recordings.
  - 1. These procedures should include the process to obtain written authorization for access to non-public data by SAPD members and members of other governmental entities and agencies.
- (c) Establishing procedures for logging or auditing access.
- (d) Establishing procedures for transferring, downloading, tagging, or marking events.
- (e) Establishing an inventory of portable recorders including:
  - 1. Total number of devices owned or maintained by the St. Anthony Police Department.
  - 2. Daily record of the total number deployed and used by members and, if applicable, the precinct or district in which the devices were used.
  - 3. Total amount of recorded audio and video data collected by the devices and maintained by the St. Anthony Police Department.
- (f) Preparing the biennial audit required by Minn. Stat. § 13.825, Subd. 9.
- (g) Notifying the Bureau of Criminal Apprehension (BCA) in a timely manner when new equipment is obtained by the St. Anthony Police Department that expands the type or scope of surveillance capabilities of the department's portable recorders.
- (h) Ensuring that this Portable Audio/Video Recorders Policy is posted on the Department website.

#### **423.5 MEMBER PRIVACY EXPECTATION**

All recordings made by members on any department-issued device at any time or while acting in an official capacity of this department, regardless of ownership of the device, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.



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#### **423.6 MEMBER RESPONSIBILITIES**

Prior to going into service, uniformed members will be responsible for making sure that they are equipped with a portable recorder issued by the Department, and that the recorder is in good working order (Minn. Stat. § 13.825). If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to their supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner at or above the mid-line of the waist and notify persons that they are being recorded, whenever reasonably practicable (Minn. Stat. § 626.8473).

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member performing law enforcement activities under the command and control of another chief law enforcement officer or federal law enforcement official must wear and operate the system in compliance with this agency's policy (Minn. Stat. § 626.8473.3.3).

When using a portable recorder, the assigned member shall within the Arbitrator system record his/her name, employee number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the non-existence of a required recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording as required within this policy (Minn. Stat. § 626.8473).

#### **423.7 RECORDER MEDIA STORAGE AND INTEGRITY**

At the end of each shift, members shall place the portable audio/video recorder into the docking station or attached to computers within individually assigned work stations.

- (a) This will allow the data to be transferred from the portable audio/video recorder to the Arbitrator Back End Client.
- (b) The data is considered impounded at this point and the portable audio/video recorder is cleared of existing data.
- (c) The portable audio/video recorder should not be removed from the docking station until data has been uploaded and the battery has been fully recharged.

#### **423.8 SUPERVISOR RESPONSIBILITIES**

Supervisory personnel shall ensure that officers equipped with portable recording devices utilize them in accordance with policy and procedures defined herein.

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On a monthly basis, supervisors will randomly review/audit portable device recordings of each member under their supervision. All reviews/audits shall be forwarded to the Captain. Supervisors should ensure the following:

- (a) The equipment is operating properly.
- (b) Members are using the devices appropriately and in accordance with policy.
- (c) Identify any areas in which additional training or guidance is required.
- (d) Identify and reward members for conduct that exceeds performance expectations.

#### **423.9 SPARE DEVICES**

When using a spare device, or one that is not assigned to the member, it is the member's responsibility to notify the supervisor/officer in charge for the reason they are unable to use their issued recording device.

It is the members responsibility to notify the next available supervisor to ensure the evidence that was recorded on that device can be reassigned to the recording member in the Back End Client software.

#### **423.10 ACTIVATION OF THE AUDIO/VIDEO RECORDER**

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

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#### 423.10.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation.

Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Recording may be temporarily ceased or the audio muted in the following situations:

- (a) Exchanging information with other members, legal counsel, or the camera lens obstructed in order to avoid capturing images of undercover officers or informants.
- (b) Based on training and experience, in the judgment of the member a recording would not be appropriate or consistent with this policy.

The reason to cease and resume recording (or to mute audio or obstruct the camera lens) will be noted by the member either verbally on the portable audio/visual recorder or in a written report.

Formal statements recorded on a portable audio/video recorders shall be recorded as a separate recording. Recordings shall be categorized, titled and identified in accordance with established policies and procedures.

#### 423.10.2 ACTIVATION/RECORDING IS NOT REQUIRED

Activation of the portable audio/visual recorder system is not required:

- (a) During encounters with undercover officers or informants.
- (b) When a member is on break or is otherwise engaged in personal activities.
- (c) In any location where individuals have a reasonable expectation of privacy, such as a restroom, locker room, or break room.
- (d) When not in service or actively on patrol.

#### 423.10.3 SURREPTITIOUS RECORDINGS

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Minn. Stat. § 626A.02).

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

#### 423.10.4 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

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#### **423.11 PROHIBITED USE OF AUDIO/VIDEO RECORDERS**

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor/Officer in Charge. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

#### **423.12 RETENTION OF RECORDINGS**

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 180 days, except as provided in accordance with the Minnesota Data Practices Act.

If an individual captured in a recording submits a written request, the recording shall be retained for an additional time period. The coordinator should be responsible for notifying the individual prior to destruction of the recording (Minn. Stat. § 13.825).

Members shall not alter, erase, or destroy any recordings before the end of the applicable records retention period (Minn. Stat. § 626.8473)

[See attachment: 2020 RETENTION SCHEDULE.pdf](#)

##### **423.12.1 RELEASE OF AUDIO/VIDEO RECORDINGS**

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

##### **423.12.2 ACCESS TO RECORDINGS**

Except as provided by Minn. Stat. § 13.825, Subd. 2, audio/video recordings are considered private or nonpublic data.

Any person captured in a recording may have access to the recording. If the individual requests a copy of the recording and does not have the consent of other non-law enforcement individuals captured on the recording, the identity of those individuals must be blurred or obscured sufficiently to render the subject unidentifiable prior to release. The identity of on-duty peace officers may not be obscured unless their identity is protected under Minn. Stat. § 13.82, Subd. 17.

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#### **423.13 SYSTEM OPERATIONAL STANDARDS**

Portable audio/video recorder system approved for use should be based on member safety requirements and device manufacturer recommendation.

The portable audio/video recorder system should be configured to minimally buffer 30 seconds prior to activation.

For each digital recording, members shall select the proper category. Members shall enter the 8-digit case number and descriptive title. The title should clearly describe the nature of the recording.

Digital recordings shall be retained according to the Department's retention schedule or as required by the rules of evidence, unless a specific request is made to store them for a longer period of time by an authorized person.

Members shall not attempt to delete, alter, reuse, modify, or tamper with portable audio/video recorder system or recordings.

##### **423.13.1 CLASSIFICATION OF RECORDING DATA**

Nothing in this policy shall be interpreted as changing the underlying classification of data collected by portable audio/video recorder systems. The classification of data collected by portable audio/video recorder system will need to be determined on a case-by-case basis upon application and interpretation of the Minnesota Data Practice Act and other laws.

#### **423.14 REVIEW OF RECORDED MEDIA FILES**

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

- (a) By a supervisor as part of internal audits and reviews as required by Minn. Stat. § 626.8473.
- (b) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (c) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (d) By media personnel with permission of the Chief of Police or the authorized designee.
- (e) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, including pursuant to Minn. Stat. § 13.82, Subd. 15, and in accordance with the Records Maintenance and Release Policy.

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All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that are clearly offensive to common sensibilities should not be publicly released unless disclosure is required by law or order of the court (Minn. Stat. § 13.82, Subd. 7; Minn. Stat. § 13.825, Subd. 2).

#### **423.15 COPIES OF RECORDING MEDIA**

Evidentiary copies of digital recordings will be accessed and copied from the Back End Client software for official law enforcement purposes only.

Access rights may be given to the Hennepin County Attorney, Ramsey County Attorney, St. Anthony and Lauderdale City Attorney's or other prosecutorial agencies associated with any future prosecution arising from an incident in which the portable audio/video recorder was utilized.

Members shall ensure relevant recordings are preserved. Members or portable audio/video recorder administrators may prevent automatic deletion by changing the category of the media at any time prior to retention schedule deletion.

#### **423.16 ACCOUNTABILITY**

Any member who accesses or releases recordings without authorization may be subject to discipline (see the Standards of Conduct and the Protected Information policies) (Minn. Stat. § 626.8473).

#### **423.17 SANCTIONS FOR MISUSE OF RECORDED MEDIA**

Any member misusing recorded media for other than official law enforcement purposes will be subject to disciplinary action.

The Chief of Police, or designee, shall meet with the member who is alleged to have violated the policy and determine appropriate sanctions, which may include any or all of the standard discipline policies currently in place at the St. Anthony Police Department including verbal reprimand, written reprimand, suspension, or termination. Intentional misuse of recorded media is a serious violation. If criminal behavior is believed to have occurred, appropriate agencies will be notified for further investigation.

The specific situation in each case of misuse of recorded media will be looked at with all circumstances considered when determining disciplinary actions. Consideration will be given to the extent of the loss or injury to the system, agency, or other person upon release or disclosure of sensitive or classified information to an unauthorized individual.

#### **423.18 TRAINING**

Users of the portable audio/visual recorder system shall receive training and instruction prior to being deployed. Training should be documented by the Lieutenant or designee (Field Training Officer).

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#### **423.19 REVIEW OF PORTABLE AUDIO/VIDEO RECORDINGS**

The Chief of Police, or designee, authorizes members the access and review of portable audio/video recorded data for a legitimate, specified law enforcement purpose (Minn. Stat. § 13.825, Subd. 7.b).

If a member accesses a portable audio/video recording, the member shall enter a Case Note into the related incident in the records management system with a brief reason for the review and the date of the review.

Each subsequent review of an individual portable audio/video recording shall be indicated with an additional Case Note.

If the access and review is part of the monthly internal audit check, an internal affairs investigation and/or an RTR supervisor review, this documentation does not require a Case Note. Rather, documentation shall be noted in the monthly internal audit supervisor review form, an internal investigations report and/or under the supervisor comments in the RTR portion of the records management system.

## Public Recording of Law Enforcement Activity

### 424.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

### 424.2 POLICY

The St. Anthony Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

### 424.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

- (a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.
- (b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
  - 1. Tampering with a witness or suspect.
  - 2. Inciting others to violate the law.
  - 3. Being so close to the activity as to present a clear safety hazard to the officers.
  - 4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.
- (c) The individual may not present an undue safety risk to the officers, him/herself or others.

### 424.4 OFFICER RESPONSE

Officers should promptly request that a supervisor/officer in charge respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor/officer in charge to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisor/officer in charge should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions



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on what an individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

#### **424.5 SUPERVISOR RESPONSIBILITIES**

A supervisor/officer in charge should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor/officer in charge should review the situation with the officer and:

- (a) Request any additional assistance as needed to ensure a safe environment.
- (b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
- (c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
- (d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
- (e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

#### **424.6 SEIZING RECORDINGS AS EVIDENCE**

Officers should not seize recording devices or media unless (42 USC § 2000aa):

- (a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.
  - 1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
- (b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
- (c) The person consents.
  - 1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
  - 2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Evidence/Property Policy.

## Bicycle Patrol Unit

### 425.1 PURPOSE AND SCOPE

The St. Anthony Police Department has established the Bicycle Patrol Unit (BPU) for the purpose of enhancing patrol efforts in the community. Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas. A bicycle's quiet operation can provide a tactical approach to crimes in progress. The purpose of this policy is to provide guidelines for the safe and effective operation of the patrol bicycle.

### 425.2 POLICY

Patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize its mobility and visibility to the community.

Bicycles may be deployed to any area at all hours of the day or night, according to Department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the BPU supervisor or the Shift Supervisor/Officer in Charge.

Non-trained police members shall not use department bicycles.

### 425.3 SELECTION OF PERSONNEL

Interested licensed personnel, who are off probation, shall submit a request to the BPU supervisor. Interested personnel shall be evaluated by the following criteria:

- (a) Recognized competence and ability as evidenced by performance.
- (b) Special skills or training as it pertains to the assignment.
- (c) Good physical condition.
- (d) Willingness to perform duties using the bicycle as a mode of transportation.

#### 425.3.1 BICYCLE PATROL UNIT SUPERVISOR

The BPU supervisor will be selected by the Chief of Police.

The BPU supervisor shall have responsibility for the following:

- (a) Organizing bicycle patrol training.
- (b) Inspecting and maintaining inventory of patrol bicycles and program equipment.
- (c) Scheduling maintenance and repairs.
- (d) Evaluating the performance of bicycle officers.
- (e) Coordinating activities with the Patrol Section.
- (f) Inspection and documentation that bicycles not in active service are in a serviceable condition.
- (g) Other activities as required to maintain the efficient operation of the unit.

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#### **425.4 TRAINING**

Participants in the program must complete an initial Department-approved bicycle-training course after acceptance into the program. The initial training shall minimally include the following:

- Bicycle patrol strategies
- Bicycle safety and accident prevention
- Operational tactics using bicycles

#### **425.5 UNIFORMS AND EQUIPMENT**

Officers shall wear the department-approved uniform and safety equipment while operating the department bicycle. Safety equipment includes department-approved helmet, riding gloves, protective eyewear and approved footwear.

The bicycle patrol uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt with department badge and patches, and department-approved bicycle patrol pants or shorts.

Optional equipment includes a radio head set and microphone and jackets in colder weather. Turtleneck shirts or sweaters are permitted when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on the bicycle patrol duty belt as they would on a regular patrol assignment.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

#### **425.6 CARE AND USE OF PATROL BICYCLES**

Officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag.

Bicycles utilized for uniformed bicycle patrol shall be primarily black or white with a "Police" decal affixed to each side of the crossbar or the bike's saddlebag. Every such bicycle shall be equipped with front and rear reflectors, front and rear lamps and a siren/horn. Lamps and reflectors must meet legal requirements.

Bicycles utilized for uniformed bicycle patrol shall be equipped with a rear rack and/or saddle bag(s) sufficient to carry the necessary equipment for handling routine patrol calls, including report writing, vehicle storage and citations.

Each bicycle shall be equipped with a steady or flashing red/blue warning light that is visible from the front and rear of the bicycle.

Bicycle officers shall conduct an inspection of the bicycle and equipment prior to use to ensure proper working order of the equipment. Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

If a needed repair is beyond the ability of the bicycle officer, a repair work order will be completed and forwarded to the program supervisor.

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Each bicycle will have scheduled maintenance yearly, to be performed by a Department-approved repair shop/technician.

At the end of a bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

Officers shall not modify the patrol bicycle, remove, modify or add components except with the express approval of the bicycle supervisor or in the event of an emergency.

Vehicle bicycle racks are available should the officer need to transport the patrol bicycle. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a patrol car push-bumper is discouraged.

Bicycles shall be properly secured when not in the officer's immediate presence.

#### **425.7 OFFICER RESPONSIBILITIES**

Officers are exempt from operating the bicycle in compliance with Minnesota law while performing their duties (Minn. Stat. § 169.222 Subd. 11). Officers may operate the bicycle without lighting equipment during hours of darkness, when such operation reasonably appears necessary for officer safety and tactical considerations. Officers must use caution and care when operating the bicycle without lighting equipment.

## Foot Pursuits

### 426.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

### 426.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, must continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

### 426.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as the sole justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits potentially place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as the following:

- (a) Containment of the area.
- (b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
- (c) A canine search.

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- (d) Thermal imaging or other sensing technology.
- (e) Air support.
- (f) Apprehension at another time, when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

#### **426.4 GENERAL GUIDELINES**

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

- (a) Directed by a supervisor/officer in charge to terminate the foot pursuit; such an order shall be considered mandatory.
- (b) The officer is acting alone.
- (c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
- (d) The officer is unsure of his/her location and direction of travel.
- (e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
- (f) The physical condition of the officers renders him/her incapable of controlling the suspect if apprehended.
- (g) The officer loses radio contact with Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch or with assisting or backup officers.
- (h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
- (i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
- (j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
- (k) The officer loses possession of his/her firearm or other essential equipment.
- (l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
- (m) The suspect's location is no longer known.

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- (n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to Department personnel or the public if the suspect is not immediately apprehended.
- (o) The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

#### **426.5 RESPONSIBILITIES IN FOOT PURSUITS**

##### **426.5.1 INITIATING OFFICER RESPONSIBILITIES**

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

- (a) Location and direction of travel
- (b) Call sign identifier
- (c) Reason for the foot pursuit, such as the crime classification
- (d) Number of suspects and description, to include name if known
- (e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

##### **426.5.2 ASSISTING OFFICER RESPONSIBILITIES**

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.



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#### 426.5.3 SUPERVISOR/OFFICER IN CHARGE RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor/officer in charge shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor/officer in charge should respond to the area whenever reasonably possible. The supervisor/officer in charge does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor/officer in charge should continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor/officer in charge shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor/officer in charge should promptly proceed to the termination point to direct the post-pursuit activity.

#### 426.6 REPORTING

The initiating officer shall complete the appropriate crime/arrest reports documenting, at minimum:

- (a) Date and time of the foot pursuit.
- (b) Initial reason and circumstances surrounding the foot pursuit.
- (c) Course and approximate distance of the foot pursuit.
- (d) Alleged offenses.
- (e) Involved vehicles and officers.
- (f) Whether a suspect was apprehended as well as the means and methods used.
  - 1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- (g) Arrestee information, if applicable.
- (h) Any injuries and/or medical treatment.
- (i) Any property or equipment damage.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

# Homeless Persons

## 427.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The St. Anthony Police Department recognizes that members of the homeless community are often in need of special protection and services. The St. Anthony Police Department will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following policy when serving the homeless community.

## 427.2 POLICY

It is the policy of the St. Anthony Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

## 427.3 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

### 427.3.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of our community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.

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- (e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

#### **427.4 PERSONAL PROPERTY**

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor/officer in charge should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the officers responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the City Code Enforcement Officer if such property appears to involve a blight to the community or is the subject of a complaint.

#### **427.5 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS**

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a 72-hour emergency medical hold unless facts and circumstances warrant such a detention.

#### **427.6 ECOLOGICAL ISSUES**

Sometimes homeless encampments can affect the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

# Criminal Conduct on School Buses

## 428.1 PURPOSE AND SCOPE

Criminal conduct on school buses has been identified by the legislature as a critical component for the safety and security of the community. The primary purpose of this policy is to provide officers guidance in responding to reports of alleged criminal conduct on school buses. This department, in cooperation with any other law enforcement agency that may have concurrent jurisdiction over the alleged offense, is responsible for responding to all reports of criminal misconduct on school buses in this jurisdiction.

This policy is not intended to interfere with or replace school disciplinary policies that relate to student misconduct on school buses (Minn. Stat. § 169.4581).

## 428.2 COMMUNITY COOPERATION

The St. Anthony Police Department shall work with and consult with school officials, transportation personnel, parents and students to respond to these incidents to protect student safety and deal appropriately with those who violate the law.

## 428.3 PROCEDURE

This department shall respond to all criminal misconduct on school buses within the jurisdiction of this department regardless of the source of the report. Officers should take reasonable actions to complete the following:

- (a) Provide for the safety of any person involved in the incident or present at the incident.
- (b) Coordinate any appropriate care.
- (c) Investigate reports of crimes committed on school buses using the same procedures as followed in other criminal investigations as appropriate for juveniles and/or adults.
- (d) Issue citations, release pending further investigation, or apprehend and transport individuals committing crimes on school buses to the extent authorized by law.
- (e) Submit reports regarding the incident for review, approval and consideration for prosecution.
- (f) Complete follow-up and additional investigation as reasonably necessary to prepare a case pertaining to criminal conduct on school buses as required for prosecution.
- (g) Provide information to the relevant school regarding the incident as required or authorized by law.

# Suspicious Activity Reporting

## 429.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

### 429.1.1 DEFINITIONS

Definitions related to this policy include:

**Involved party** - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

**Suspicious activity** - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

**Suspicious Activity Report (SAR)** - An incident report used to document suspicious activity.

## 429.2 POLICY

The St. Anthony Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

## 429.3 RESPONSIBILITIES

The Captain and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Captain include, but are not limited to:

- (a) Remaining familiar with those databases available to the Department that would facilitate the purpose of this policy.

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- (b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.
- (c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.
- (d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.
- (e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.
- (f) Coordinating investigative follow-up, if appropriate.
- (g) Coordinating with any appropriate agency or fusion center.
- (h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

#### **429.4 REPORTING AND INVESTIGATION**

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

#### **429.5 HANDLING INFORMATION**

The assigned member will forward to the investigation section through the Record Management System all SARs, in a timely manner that require further investigation.

# Medical Aid and Response

## 430.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

## 430.2 POLICY

It is the policy of the St. Anthony Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

## 430.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

- (a) The location where EMS is needed.
- (b) The nature of the incident.
- (c) Any known scene hazards.
- (d) Information on the person in need of EMS, such as:
  - 1. Signs and symptoms as observed by the member.
  - 2. Changes in apparent condition.
  - 3. Number of patients, sex, and age, if known.
  - 4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
  - 5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

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#### **430.4 TRANSPORTING ILL AND INJURED PERSONS**

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are not in custody and who are unconscious, who have serious injuries, or who may be seriously ill. EMS personnel should be called to handle patient transportation.

For guidelines regarding transporting ill or injured persons who are in custody, see the Transporting Persons in Custody Policy.

Members should not provide emergency escort for medical transport or civilian vehicles.

#### **430.5 PERSONS REFUSING EMS CARE**

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive care or be transported. However, members may assist EMS personnel when EMS personnel determine the person lacks mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with a 72-hour transport hold in accordance with the Civil Commitments Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person who is in custody still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor/officer in charge prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

##### **430.5.1 SICK OR INJURED ARRESTEE**

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor/officer in charge, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor/officer in charge to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance.



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#### **430.6 MEDICAL ATTENTION RELATED TO USE OF FORCE**

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

#### **430.7 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE**

##### **430.7.1 AED USER RESPONSIBILITY**

Members who are issued AEDs should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly shall be taken out of service and given to the Lieutenant who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch as soon as possible and request response by EMS.

##### **430.7.2 AED REPORTING**

Any member using an AED will complete an incident report detailing its use.

##### **430.7.3 AED TRAINING AND MAINTENANCE**

The Lieutenant should ensure appropriate training is provided to members authorized to use an AED.

The assigned Sergeant is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

#### **430.8 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION**

Only officers who receive training in the recognition of signs of opiate overdose and the use of opiate antagonists may administer opioid overdose medication (Minn. Stat. § 626.8443). Officers may administer opioid overdose medication in accordance with protocol specified by the physician who prescribed the overdose medication for use by the officer (Minn. Stat. § 151.37; Minn. Stat. § 604A.04).

##### **430.8.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES**

Officers who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Officers should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Shift Supervisor.

##### **430.8.2 OPIOID OVERDOSE MEDICATION REPORTING**

Any officer administering opioid overdose medication should detail its use in an appropriate report.

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#### 430.8.3 OPIOID OVERDOSE MEDICATION TRAINING

The Lieutenant should ensure training is provided to officers authorized to administer opioid overdose medication (Minn. Stat. § 151.37; Minn. Stat. § 626.8443).

#### 430.8.4 OPIOID OVERDOSE MEDICATION SUPPLY

The Chief of Police or the authorized designee shall ensure there is a sufficient supply of opioid overdose medication available for use.

Trained officers shall carry at least two unexpired doses of opioid overdose medication while on-duty (Minn. Stat. § 626.8443).

#### **430.9 EMERGENCY MEDICAL RESPONDER (EMR) CERTIFICATION AND TRAINING**

All officers in this Department are required to complete a 40 hour EMR certification course. New officers should receive this training within 6 months from date of employment.

The Lieutenant should ensure EMR recertification training is provided to officers on an annual basis and approved by the Minnesota Emergency Medical Services Regulatory Board (EMS RB).

## Crisis Intervention Incidents

### 431.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

#### 431.1.1 DEFINITIONS

Definitions related to this policy include:

**Person in crisis** - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; non-compliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

### 431.2 POLICY

The St. Anthony Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

### 431.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

- (a) A known history of mental illness
- (b) Threats of or attempted suicide
- (c) Loss of memory
- (d) Incoherence, disorientation or slow response
- (e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
- (f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
- (g) Social withdrawal
- (h) Manic or impulsive behavior, extreme agitation, lack of control
- (i) Lack of fear
- (j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these should not be treated as proof of the presence or absence of a mental health issue or crisis.

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#### **431.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS**

The Chief of Police should designate an appropriate member to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

##### **431.4.1 OBTAINING MENTAL HEALTH INFORMATION**

The Chief of Police should designate a member of the Department to develop access procedures, retention guidelines, data security safeguards, notification procedures, and any other applicable standards for obtained mental health information (Minn. Stat. § 626.8477).

Officers may seek information from a mental health professional during a crisis situation pursuant to department procedures. When information is requested, officers should provide an explanation why disclosure of mental health information is necessary to protect the health or safety of the individual in crisis or of another person (Minn. Stat. § 13.46; Minn. Stat. § 144.294).

Information obtained from mental health professionals in crisis incidents should generally be limited to that necessary to safely respond. Officers obtaining mental health information to address crisis incidents should document the following in the associated reports (Minn. Stat. § 13.46; Minn. Stat. § 144.294):

- (a) The name of the officer who requested the information
- (b) The name of the health professional who provided the information
- (c) The name of the individual experiencing the crisis

Mental health information obtained in these circumstances should not be used for any purpose beyond addressing the crisis. The subject of the information should be advised of the information obtained (Minn. Stat. § 13.46; Minn. Stat. § 144.294).

#### **431.5 FIRST RESPONDERS**

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior alone are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

- (a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.
- (b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

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- (c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.
- (d) Attempt to determine if weapons are present or available.
- (e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.
- (f) Secure the scene and clear the immediate area as necessary.
- (g) Employ tactics to preserve the safety of all participants.
- (h) Determine the nature of any crime.
- (i) Request a supervisor/officer in charge, as warranted.
- (j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.
- (k) If circumstances reasonably permit, consider and employ alternatives to force.

#### **431.6 DE-ESCALATION**

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm, courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (e.g., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

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#### **431.7 INCIDENT ORIENTATION**

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

- (a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
- (b) Whether there have been prior incidents, suicide threats/attempts, and whether there has been previous police response.
- (c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor/officer in charge should be requested as warranted.

#### **431.8 SUPERVISOR RESPONSIBILITIES**

A supervisor/officer in charge should respond to the scene of any interaction with a person in crisis. Responding supervisor/officer in charge should:

- (a) Attempt to secure appropriate and sufficient resources.
- (b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
- (c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
- (d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
- (e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Captain.
- (f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

#### **431.9 INCIDENT REPORTING**

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

##### **431.9.1 DIVERSION**

Individuals who are not being arrested should be processed in accordance with the Civil Commitments Policy.

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#### **431.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS**

Non-sworn members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request, and animal control issues.

- (a) Members should treat all individuals equally and with dignity and respect.
- (b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
- (c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

#### **431.11 TRAINING**

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

Additionally, the Lieutenant will provide officers, including part-time officers, with in-service training in crisis intervention and mental illness crisis as required by Minn. Stat. § 626.8469 and Minn. Stat. § 626.8474.

# First Amendment Assemblies

## 432.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

## 432.2 POLICY

The St. Anthony Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

## 432.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential. The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Officers should not:

- (a) Engage in assembly or demonstration-related discussion with participants.
- (b) Harass, confront or intimidate participants.
- (c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.



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#### **432.3.1 PHOTOGRAPHS AND VIDEO RECORDINGS**

Photographs and video recording, when appropriate, can serve a number of purposes, including support of criminal prosecutions by documenting criminal acts; assistance in evaluating department performance; serving as training material; recording the use of dispersal orders; and facilitating a response to allegations of improper law enforcement conduct.

Photographs and videos will not be used or retained for the sole purpose of collecting or maintaining information about the political, religious or social views of associations, or the activities of any individual, group, association, organization, corporation, business or partnership, unless such information directly relates to an investigation of criminal activities and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

#### **432.4 UNPLANNED EVENTS**

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity
- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

#### **432.5 PLANNED EVENT PREPARATION**

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

##### **432.5.1 INFORMATION GATHERING AND ASSESSMENT**

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

#### 432.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for the following:

- (a) Command assignments, chain of command structure, roles, and responsibilities
- (b) Staffing and resource allocation
- (c) Management of criminal investigations
- (d) Designation of uniform of the day and related safety equipment (e.g., helmets, shields)
  1. Uniforms must display the Department name and a unique personal identifier.
  2. A protocol for keeping record of any officers on scene who are not in compliance with uniform requirements due to exigent circumstances.
- (e) Deployment of specialized resources
- (f) Event communications and interoperability in a multijurisdictional event
- (g) Liaison with demonstration leaders and external agencies
- (h) Liaison with City government and legal staff
- (i) Media relations
- (j) Logistics: food, fuel, replacement equipment, duty hours, relief, and transportation
- (k) Traffic management plans
- (l) First aid and emergency medical service provider availability
- (m) Prisoner transport and detention
- (n) Review of policies regarding public assemblies and use of force in crowd control
- (o) Parameters for declaring an unlawful assembly (as defined by Minn. Stat. § 609.705)
- (p) Arrest protocol, including management of mass arrests
- (q) Protocol for recording information flow and decisions

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- (r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force
- (s) Protocol for handling complaints during the event
- (t) Parameters for the use of body-worn cameras and other portable recording devices

#### 432.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

#### 432.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, the Incident Commander or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress (at least two routes when possible). A reasonable time to disperse should be allowed following a dispersal order.

Additionally, the dispersal order must include:

- (a) The name and rank of the person and the agency giving the order.
- (b) The reasons for the declaration.
- (c) How long the participants have to comply.

The dispersal announcements should be repeated after commencement of the initial dispersal order so that participants understand that they must leave the area.

If, after a crowd disperses pursuant to a declaration of unlawful assembly and subsequently participants assemble at a different geographic location where the participants are engaged in non-violent and lawful First Amendment activity, such an assembly cannot be dispersed unless it

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has been determined that it is an unlawful assembly, and a new declaration of unlawful assembly has been made.

#### **432.6.1 MINNESOTA POST GUIDELINES ON UNLAWFUL ASSEMBLY**

The mere failure to obtain a permit, such as a parade permit or sound permit, is not a sufficient basis to declare an unlawful assembly.

The fact that some of the demonstrators or organizing groups have engaged in violent or unlawful acts on prior occasions or demonstrations is not grounds for declaring an assembly unlawful.

Whenever possible, the unlawful behavior of a few participants must not result in the majority of peaceful protestors being deprived of their First Amendment rights, unless other participants or officers are threatened with dangerous circumstances.

#### **432.7 USE OF FORCE**

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

#### **432.8 ARRESTS**

The St. Anthony Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been, or reasonably appear likely to be, unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

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- (a) Reasonable measures to address the safety of officers and arrestees.
- (b) Dedicated arrest, booking and report writing teams.
- (c) Timely access to medical care.
- (d) Timely access to legal resources.
- (e) Timely processing of arrestees.
- (f) Full accountability for arrestees and evidence.
- (g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

#### **432.9 MEDIA RELATIONS**

The Chief of Police or designee should use all available avenues of communication, including press releases, briefings, press conferences and social media to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

#### **432.10 DEMOBILIZATION**

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

#### **432.11 POST EVENT**

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

- (a) Operational plan
- (b) Any incident logs
- (c) Any assignment logs
- (d) Vehicle, fuel, equipment, and supply records
- (e) Incident, arrest, use of force, injury, and property damage reports
- (f) Photographs, audio/video recordings, Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch records/tapes
- (g) Media accounts (print and broadcast media)
- (h) Record of any unlawful assembly declarations

##### **432.11.1 AFTER-ACTION REPORTING**

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used including the following:

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- (a) Date, time and description of the event
- (b) Actions taken and outcomes (e.g., injuries, property damage, arrests)
- (c) Problems identified
- (d) Significant events
- (e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

#### **432.12 TRAINING**

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

## Civil Disputes

### 433.1 PURPOSE AND SCOPE

This policy provides members of the St. Anthony Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Abuse Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Minnesota law.

### 433.2 POLICY

The St. Anthony Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

### 433.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

- (a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.
- (b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.
- (c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
- (d) Members are reminded that they shall not enter a residence or other non-public location without legal authority including valid consent.
- (e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor/officer in charge if it appears that peacekeeping efforts longer than 30 minutes are warranted.

### 433.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

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court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor/officer in charge prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document the following:

- (a) The person's knowledge of the court order or whether proof of service exists.
- (b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the Record Management System case file when available. The report should be forwarded to the appropriate prosecutor.

#### **433.4.1 STANDBY REQUESTS**

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

#### **433.5 VEHICLES AND PERSONAL PROPERTY**

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

#### **433.6 REAL PROPERTY**

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

- (a) Those individuals involved should be advised to consult with a private attorney of their own choosing.



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- (b) Those situations involving a violation of criminal law, officers may make arrests, issue citations, refer charges for a formal complaint, or when appropriate obtain a signed arrest by a private person in accordance to policy.
- (c) In the absence of a court order, a landlord has no authority to take possession of a tenant's personal property. A court order is required or in accordance with state law.
- (d) Unlawful exclusion or property possession is a violation of law and the property owner should be advised.

## Medical Cannabis

### 434.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the possession, transportation, or use of medical cannabis under Minnesota's medical cannabis laws.

#### 434.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 152.22):

**Medical cannabis** - Any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins in the form of a liquid, oil, pill, or dried raw cannabis that is properly packaged and labeled with:

- (a) The name and address of the authorized manufacturer.
- (b) The patient's registry identification number, name, date of birth, and address.
- (c) The chemical composition of medical cannabis.
- (d) Recommended dosage.
- (e) Directions for use.
- (f) Batch number.
- (g) Date of manufacture.

**Patient** - A Minnesota resident who has been diagnosed with a qualifying medical condition by a health care practitioner and who has met any other requirements for patients under Minn. Stat. § 152.22 et seq.

**Caregiver** - A person who has been approved by the Minnesota Office of Cannabis Management to assist a patient who is unable to self-administer medication or acquire medical cannabis from a distribution facility, and who is authorized to assist the patient with the use of medical cannabis.

### 434.2 POLICY

It is the policy of the St. Anthony Police Department to prioritize resources to avoid making arrests related to medical cannabis that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Minnesota medical cannabis laws are intended to provide protection from prosecution to those who use or possess medical cannabis for medical purposes. The St. Anthony Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Minnesota law and the resources of the Department.

### 434.3 INVESTIGATION

Investigations involving the possession or use of cannabis generally fall into one of the following categories:

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- (a) Investigations when no person makes a medicinal claim.
- (b) Investigations when a person claims to be a patient or caregiver.
- (c) Investigations when the person is otherwise authorized.

#### 434.3.1 INVESTIGATIONS WITH NO MEDICAL CLAIM

In any investigation involving the possession, delivery, production, or use of a cannabis product or drug paraphernalia where no person claims that the cannabis is used for medicinal purposes, the officer should proceed with a criminal investigation if the amount is greater than permitted for personal use under Minn. Stat. § 342.09. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the cannabis was possessed or produced for medicinal purposes.

#### 434.3.2 INVESTIGATIONS INVOLVING A PATIENT OR CAREGIVER

Arrest shall not be made for the possession of medical cannabis by a patient, a caregiver or the parent or legal guardian of a patient (Minn. Stat. § 152.32).

Possession of medical cannabis properly packaged and labeled by an authorized manufacturer should suffice for verification of a person's status as a patient. The possession of medical cannabis registry verification from the Minnesota Department of Health should also suffice for verification a person's status as a patient or caregiver (Minn. Stat. § 152.22; Minn. Stat. § 152.27).

#### 434.3.3 EXCEPTIONS

This policy does not apply to the following offenses. Officers may take enforcement action if the person (Minn. Stat. § 152.23):

- (a) Possesses or engages in the use of medical cannabis on a school bus or van, on the grounds of any preschool or primary or secondary school, in any correctional facility, or on the grounds of any child care facility or home daycare.
- (b) Vaporizes or smokes medical cannabis on any form of public transportation, where the vapor or smoke would be inhaled by a non-patient minor child, or in any public place or a place of employment.
- (c) Operates any motor vehicle, aircraft, train, or motorboat, or works on transportation property, equipment, or facilities while under the influence of medical cannabis.

#### 434.3.4 INVESTIGATIONS INVOLVING OTHER AUTHORIZED INDIVIDUALS

Any person falling into the following category shall not be arrested for the authorized possession of cannabis (Minn. Stat. § 342.515):

- (a) An otherwise authorized individual transporting cannabis plants or products between business facilities pursuant to state law.

### **434.4 FEDERAL LAW ENFORCEMENT**

Officers should provide information regarding a medical cannabis investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

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#### **434.5 PROPERTY/EVIDENCE OFFICER'S RESPONSIBILITIES**

The Property Officer shall ensure that medical cannabis, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical cannabis is not destroyed. Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property Officer shall as soon as practicable return to the person from whom it was seized any medical cannabis, drug paraphernalia or other related property.

The Property Officer may not destroy medical cannabis except upon receipt of a court order.

The Property Officer may release medical cannabis to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Captain.

#### **434.6 REPORTING**

Officers aware of a person experiencing a negative medical condition or a death related to a cannabis overdose, including as a result of an unauthorized access to medical cannabis, must contact the Minnesota Department of Health's Office of Medical Cannabis within five business days. If discovered as part of an ongoing investigation, the report must be made within 72 hours of the conclusion of the investigation (Minn. R. 4770.4002; Minn. R. 4770.4004).

Officers having reasonable suspicion of unauthorized possession of medical cannabis or of violations of cannabis laws by individuals authorized to possess medical cannabis, must report to the Office of Medical Cannabis using the designated online form. Reports related to unauthorized possession must be submitted within 72 hours, unless discovered as part of an ongoing investigation, in which case reporting must be made within 72 hours of the conclusion of the investigation. Reports of violations by persons authorized to possess medical cannabis must be submitted within 15 days (Minn. R. 4770.4010).

## Opioid Overdose Medication

### 435.1 PURPOSE AND SCOPE

The St. Anthony Police Department has an obligation to provide emergency medical assistance and it is the responsibility of all sworn officers to protect the safety and welfare of all persons. In this regard, officers need to recognize the symptoms that victims, who are suffering from opioid overdose, exhibit so as to ensure that fast and effective medical assistance is dispensed. The purpose of Naloxone administered by department members is to reduce the mortality and morbidity associated with opiate overdose.

### 435.2 POLICY

It is the policy of this agency to provide assistance to any person(s) who may be suffering from an opioid overdose. Officers trained in accordance with this policy should make reasonable effort to use Naloxone/"Narcan" to revive victims of any apparent opioid overdose.

### 435.3 DEFINITIONS

Definitions related to this policy include:

**Opioid** - An opioid is a psychoactive chemical pain medication such as, Fentanyl, Morphine, Buprenorphine, Codeine, Hydrocodone, Methadone, and Oxycodone.

**Opioid Antagonist** - A synthetic drug that blocks opiate receptors in the nervous system.

**Drug Intoxication** - Impaired mental or physical functioning resulting from the use of physiological and/or psychoactive substances: i.e. euphoria, dysphoria, apathy, sedation, attention impairment.

**Opioid Overdose** - An acute condition due to excessive use of narcotics, indicated by symptoms including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death, resulting from the consumption or use of an opioid or another substance with which an opioid was combined, or that a layperson would reasonably believe to be caused by an opioid-related drug overdose that requires medical assistance.

**Heroin** - A highly addictive analgesic drug derived from morphine, often used illicitly as a narcotic to produce euphoria.

**Naloxone** - An opioid receptor antagonist and antidote for opioid overdose which is produced in intramuscular, intranasal, or intravenous forms.

**Intranasal** - A method of medication administration where the medication is sprayed into the nose and is absorbed by the mucous membranes in the nose.

**Narcan** - 4-mg dose of Naloxone HCl in 0.1 ml of nasal spray.

### 435.4 ADMINISTRATION OF NALOXONE/NARCAN

Only officers who received department approved training in the recognition of signs of opioid overdose and the use of opioid antagonist may administer Naloxone/Narcan medication.

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Officers may administer this medication in accordance with the protocol specified by the medical director who prescribed the Naloxone/Narcan for use by the officer (Minn. Stat. § 151.37; Minn. Stat. § 604A.04).

#### **435.5 NALOXONE/NARCAN STORAGE**

Inspection of the Narcan kit shall be the responsibility of each officer at the start of each shift. Checking expiration date and for product damage.

Narcan will be stored in accordance with the manufactures instructions, avoiding extreme cold, heat and direct sunlight.

Narcan kits will be stored in the police vehicle AED storage case, so that it is not stored outside of the required temperature range of 59 degrees F to 77 degrees F.

Narcan kits that are damaged, expired, or administered shall be reported to a supervisor for replacement.

#### **435.6 REPORTING**

Any officer administering Naloxone/Narcan overdose medication shall complete a detailed narrative report in the department Record Management System.

A Custom Attribute, notifying the Chief of Police or designee of the Naloxone/Narcan use, must be completed.

A photograph of the Naloxone/Narcan packaging used, showing the Lot Number and Expiration Date of the dosage. should be uploaded to the media section of the case file.

#### **435.7 TRAINING**

The Lieutenant shall ensure training is provided to officers authorized to administer opioid medication (Minn. Stat. § 151.37).

## **Chapter 5 - Traffic Operations**

# Traffic/Pedestrian Safety Objectives

## 500.1 PURPOSE AND SCOPE

The traffic and pedestrian safety objectives of this department is to reduce traffic collisions and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic and pedestrian regulations. The Department seeks to achieve this objective through a combination of data analysis, education, community input and enforcement. The Department seeks to educate the public regarding traffic and pedestrian safety through programs aimed at identifying real and perceived safety issues, by publishing traffic stop, collision and injury data, and by giving notice and warnings of changes in regulations prior to taking enforcement action. If deemed necessary, enforcement action may vary and consist of a warning, citation, and application for complaint or physical arrest, depending on the violation.

## 500.2 POLICY

The St. Anthony Police Department recognizes that certain driving behaviors are statistically the most likely to cause injury crashes on our roadways and are of particular concern to community members. Examples of these collision-causing violations include, but are not limited to speeding, semaphore light and stop sign violations, distracted driving, impaired driving, and seatbelt violations. To that end, officers should focus their attention on moving violations that include the aforementioned driving conduct in an effort to enhance traffic and pedestrian safety. Absent other factors, officers should place those violations ahead of violations relating to vehicle equipment and vehicle registration.

To protect the constitutional rights and safeguard the protection of all of our communities, officers will not search a vehicle stopped for a minor traffic offense solely based on consent and absent any other articulable reason or legal justification.

## 500.3 TRAFFIC/PEDESTRIAN SAFETY ENFORCEMENT

Several factors are considered in the development of traffic/pedestrian safety deployment plan schedules for officers of the St. Anthony Police Department. Information provided by the Minnesota Office of Traffic Safety (OTS) and in-house Record Management System are valuable resources for traffic collision occurrences and therefore officer deployment. Some of the factors for analysis include:

- Location
- Time
- Day
- Violation factors
- Traffic collision data
- Electronic traffic monitoring devices (Jamar Box, speed cart)



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All officers assigned to patrol or traffic enforcement functions will emphasize enforcement of collision-causing violations during periods of high-collision incidence and at locations of occurrence. All officers will take directed enforcement action on request, and random enforcement action when appropriate, against violators as a matter of routine. All officers shall maintain high visibility while working general enforcement, especially at high-collision incidence locations.

Other factors to be considered for deployment are citizen requests, construction zones or special events.

#### **500.4 ENFORCEMENT**

Enforcement actions are commensurate with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas and the number of citations issued by any officer shall not be used when evaluating officer performance (Minn. Stat. § 169.985; Minn. Stat. § 299D.08). The visibility and quality of an officer's work effort will be commensurate with the philosophy of this policy. Officers will ensure that they are adhering to the principles of fair and impartial policing and procedural justice during these stops. To that end, officers should treat the person fairly, explain the reason for the contact and provide the person with the opportunity to be heard.

##### **500.4.1 WARNINGS**

Warnings or other non-punitive enforcement actions should be considered in each situation and substituted for arrests or citations when circumstances warrant.

##### **500.4.2 TRAFFIC CITATIONS**

Traffic citations may be issued when an officer believes it is appropriate. It is essential that officers fully explain the rights and requirements imposed on motorists upon issuance of a citation for a traffic violation. Officers should provide the following information at a minimum:

- (a) Explanation of the violation or charge.
- (b) Court appearance procedure, including the optional or mandatory appearance by the motorist.
- (c) Notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- (d) The court contact information.

##### **500.4.3 TRAFFIC CITATION COURT JURISDICTION**

An officer who issues a traffic citation shall ensure that the citation is properly directed to the court having jurisdiction (Minn. Stat. § 169.91 Subd. 3).

##### **500.4.4 PHYSICAL ARREST**

Physical arrest can be made on a number of criminal traffic offenses. These physical arrest cases usually deal with, but are not limited to (Minn. Stat. § 169.91):

- (a) Negligent homicide.

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- (b) Driving under the influence of alcohol/drugs.
- (c) Hit-and-run resulting in serious injury or death.
- (d) Hit-and-run resulting in damage to any vehicle or property.

#### **500.4.5 LIMITATION AND DISCLOSURE OF REASON FOR TRAFFIC STOP**

Officers conducting a traffic stop for violations of Minnesota Statute Chapters 168 or 169 shall not ask the motorist if they can identify the reason for the traffic stop. Officers shall state a reason for the stop unless it would be unreasonable to do so under the totality of the circumstances (Minn. Stat. § 169.905).

#### **500.5 HIGH-VISIBILITY VESTS**

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic, maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; Minn. R. 5205.0030).

Although intended primarily for use while performing traffic-related assignments, high-visibility vests should be worn at any time increased visibility would improve the safety or efficiency of the member.

##### **500.5.1 REQUIRED USE**

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn at any time it is anticipated that an employee will be exposed to the hazards of approaching traffic or construction and recovery equipment. Examples of when high-visibility vests should be worn include traffic control duties, collision investigations, lane closures and while at disaster scenes, or any time high visibility is desirable. When emergency conditions preclude the immediate donning of the vest, officers should retrieve and wear the vest as soon as conditions reasonably permit. Use of the vests shall also be mandatory when directed by a supervisor.

Vests maintained in the investigation units may be used any time a plain clothes officer might benefit from being readily identified as an officer.

##### **500.5.2 CARE AND STORAGE OF HIGH-VISIBILITY VESTS**

High-visibility vests shall be maintained and in possession of each individual officer in the performance of official duties. Each vest should be stored inside the resealable plastic bag provided to protect and maintain the vest in a serviceable condition. Before going into service each employee shall ensure a serviceable high-visibility vest is properly stored and in possession.

A supply of high-visibility vests will be maintained in the equipment room for replacement of damaged or unserviceable vests. The Lieutenant should be promptly notified whenever the supply of vests in the equipment room needs replenishing.

# Traffic Collisions

## 501.1 PURPOSE AND SCOPE

This Department is dedicated to creating a safe and secure community in which to travel. The investigation of traffic accidents is necessary, not only to determine traffic law violations, but also to obtain engineering data, to protect the rights of the individuals involved, and to assist in traffic education.

## 501.2 POLICY

It is the policy of the St. Anthony Police Department to respond to traffic collisions and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws. Unless restricted by law, traffic collision reports will be made available to the public upon request.

## 501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

- (a) Is within the jurisdiction of this department and there is:
  - 1. A life-threatening injury.
  - 2. A fatality.
  - 3. A City vehicle involved.
  - 4. A City official or employee involved.
  - 5. Involvement of an on- or off-duty member of this department.
- (b) Is within another jurisdiction and there is:
  - 1. A City of St. Anthony vehicle involved.
  - 2. A City of St. Anthony official involved.
  - 3. Involvement of an on-duty member of this department.

### 501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

- (a) Traffic direction and control
- (b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

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- (c) First aid for any injured parties if it can be done safely.
- (d) The potential for involvement of hazardous materials.
- (e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, HAZMAT, tow vehicles).
- (f) Clearance and cleanup of the roadway.

#### **501.4 NOTIFICATION**

If a traffic collision involves a life-threatening injury or fatality, the responding officer shall notify the Shift Supervisor/Officer in Charge. The Shift Supervisor/Officer in Charge or any supervisor may request appropriate personnel to investigate the incident from within or outside this agency.. The Shift Supervisor/Officer in Charge will ensure notification is made to a member of the command staff or Chief of Police if appropriate.

##### **501.4.1 NOTIFICATION OF FAMILY**

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim's immediate family.

#### **501.5 MINIMUM REPORTING REQUIREMENTS**

A collision report shall be taken when:

- (a) A fatality, any injury (including complaint of pain), impaired driving or hit and run is involved.
- (b) An on-duty member of the City of St. Anthony is involved.
- (c) The collision results in any damage to any City-owned or leased vehicle.
- (d) The collision involves any other public agency driver or vehicle.
- (e) There is damage to public property.
- (f) There is damage to any vehicle to the extent that towing is required.
- (g) Prosecution or follow-up investigation is contemplated.
- (h) Directed by a supervisor.

##### **501.5.1 PRIVATE PROPERTY**

Generally, state mandated traffic collision reports should not be taken when a traffic collision occurs on private property unless there is an injury or fatality. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles. All members will document the incident within the department Record Management System.

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#### **501.5.2 CITY VEHICLE INVOLVED**

A traffic collision report shall be taken when a City vehicle is involved in a traffic collision that results in property damage or injury.

A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a City vehicle, a damage to city property report shall be completed and forwarded to the Chief of Police. The supervisor or officer in charge at the scene should determine what photographs should be taken of the scene and the vehicle damage.

When a city owned vehicle is involved in a traffic collision, an outside agency shall be contacted to conduct the traffic collision investigation if the supervisor or officer in charge deems it necessary to avoid any conflicts of interest.

#### **501.5.3 INJURED ANIMALS**

Department members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.

#### **501.6 INVESTIGATION**

When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

- (a) Identification and interview of all involved parties.
- (b) Identification and interview of any witnesses.
- (c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
- (d) Identification and protection of items of apparent evidentiary value.
- (e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on the appropriate forms.

##### **501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY**

The Patrol Supervisor or on-duty Shift Supervisor/Officer in Charge should request that the Minnesota Department of Public Safety or other outside law enforcement agency investigate and complete a traffic collision investigation when a life-threatening injury or fatal traffic collision occurs within the jurisdiction of the St. Anthony Police Department and involves:

- (a) An on- or off-duty member of the Department.
  - 1. The involved member shall complete the department traffic collision form. If the member is unable to complete the form, the supervisor shall complete it.
- (b) An on-or off-duty official or employee of the City of St. Anthony.

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Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic collision. The collision investigation and report shall be completed by the agency having jurisdiction.

#### **501.6.2 COMMERCIAL VEHICLE COLLISIONS**

Commercial vehicle collisions additionally require notification to the Minnesota State Patrol if the collision results in (Minn. Stat. § 169.783):

- (a) A fatality.
- (b) Bodily injury to a person who, as a result of the injury, immediately receives medical treatment away from the scene of the collision.
- (c) One or more vehicles incurring disabling damage as a result of the collision, requiring the vehicle to be transported away from the scene by tow truck or other motor vehicle.

A waiver or inspection by a state trooper or other authorized person is required before a person may drive a commercial motor vehicle that was involved in such a collision (Minn. Stat. § 169.783).

#### **501.7 ENFORCEMENT ACTION**

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

#### **501.8 ATTORNEY OR CLAIM ADJUSTER REFERRALS**

Officers shall not refer a citizen to any private attorney, insurance agent, or claim adjuster. Those incidents which involve a violation of law should be referred to the City Attorney or other proper authority.

#### **501.9 INVESTIGATIVE INTERVIEW BY PRIVATE PERSON**

Officers shall not be interviewed and is not mandatory for officers to discuss any traffic collision with anyone except with the parties involved. The Department will require that officers involved receive a court order to be interviewed by private parties. An attorney, adjuster or their agencies are under no obligation to reimburse the Department for the officers time, nor is it intended in any way to interfere with any legal process.

#### **501.10 REPORTS**

Department members shall utilize forms approved by the Minnesota Department of Public Safety as required for the reporting of traffic collisions (Minn. Stat. § 169.09, Subd. 9). All such reports shall be forwarded to the Patrol Division for approval and filing.

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#### 501.10.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

If a citizen involved in the traffic collision disputes the department members written report, the citizen may complete a written statement documenting the discretion. This written statement shall be added to the record management case file.

#### 501.10.2 RECORDS MANAGER RESPONSIBILITIES

The responsibilities of the Records Manager include, but are not limited to:

- (a) Ensuring the reports on traffic collision information and statistics are forwarded to the Patrol Captain or other persons as required.
- (b) Forwarding the traffic collision report to the Department of Public Safety within 10 days of the collision investigation (Minn. Stat. § 169.09, Subd. 8).
- (c) Ensuring completion and submission of a Department of Public Safety Fatality Report when a collision results in a fatality.

## Vehicle Towing

### 502.1 PURPOSE AND SCOPE

This policy provides the procedures for towing a vehicle by or at the direction of the St. Anthony Police Department and under the authority of Minn. Stat. § 168B.035.

### 502.2 STORAGE AND IMPOUNDS

Vehicles may be towed for violations of Minn. Stat. § 168B.035, including parking, registration and snow emergency violations.

Vehicles may be moved or removed from a highway when in violation of Minn. Stat. § 169.32(a) or when left unattended upon any street or highway or upon any bridge or causeway or in any tunnel where such vehicle constitutes an obstruction to traffic (Minn. Stat. § 169.33).

The responsibilities of those employees storing or impounding a vehicle are as follows:

#### 502.2.1 COMPLETION OF VEHICLE IMPOUND AND INVENTORY REPORT

Department members requesting towing of a vehicle shall complete a Vehicle Impound and Inventory Report, including a description of property within the vehicle. A copy is to be given to the tow truck operator and the original is to be submitted to the Records Manager's Office within the Records Management System auto-file as soon as practicable after the vehicle is impounded.

The Records Manager's Office shall promptly enter pertinent data from the completed Vehicle Impound and Inventory Report into the Minnesota Justice Information Services (MNJIS) when a vehicle is impounded as abandoned/unoccupied and the impounding officer was unable to make contact with the current owner on the location of the vehicle.

Vehicle Impound and Inventory Report forms shall be promptly placed into the Records Management System case auto- file so that they are immediately available for release or for information, should inquiries be made.

Within 48 hours, excluding weekends and holidays, of the towing of any such vehicle, it shall be the responsibility of the Records Manager's Office to determine through MNJIS the names and addresses of any individuals having an interest in the vehicle. Notice to all such individuals shall be sent by mail within five business days of impound, excluding Saturdays, Sundays, and legal holidays (Minn. Stat. § 168B.06 Subd. 1).

#### 502.2.2 REMOVAL OF VEHICLE DISABLED IN A TRAFFIC COLLISION

When a vehicle has been involved in a traffic collision and must be removed from the scene, the officer may have the driver select a towing company, if reasonably possible. When there is no preferred company requested, the Department contracted tow service shall be requested.

If the owner is incapacitated or for any reason it is necessary for the Department to assume responsibility for a vehicle involved in a collision, the officer shall request the Department contracted tow service. The officer will then conduct an inventory and store the vehicle using a Vehicle Impound and Inventory Report.



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#### **502.2.3 DRIVING A NON-CITY VEHICLE**

Vehicles that have been towed by or at the direction of the Department should not be driven by police personnel unless it is necessary to move a vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or to comply with posted signs.

#### **502.2.4 RECORDS MANAGER'S OFFICE RESPONSIBILITIES**

Within 48 hours of recovering a stolen vehicle or receiving notification that a vehicle reported stolen through this department has been recovered, an officer shall make a reasonable and good faith effort to notify the victim of the recovery. The notice must specify when the recovering law enforcement agency expects to release the vehicle to the owner and where the owner may pick up the vehicle. Upon recovery of a vehicle reported stolen to another agency, the Records Manager's Office is to promptly inform the agency that the vehicle is recovered, where it is located and when it can be released to the owner (Minn. Stat. § 169.042 Subd. 1).

### **502.3 TOWING SERVICES**

The City of St. Anthony periodically selects one or more firms to act as official tow services and awards contracts to those firms. Those firms will be used in the following situations:

- (a) When it is necessary to safeguard a vehicle due to the inability of the owner or operator to take the required action.
- (b) When a vehicle is being held as evidence in connection with an investigation.
- (c) When it is otherwise necessary to store a motor vehicle. This would include situations involving the recovery of stolen or abandoned vehicles and the removal of vehicles obstructing traffic in violation of state or local regulations.

Nothing in this policy shall require the Department to tow a vehicle.

### **502.4 TOWING VEHICLES FROM PRIVATE PROPERTY**

A vehicle parked on private property may be impounded only under the following conditions:

- (a) The vehicle has been reported stolen.
- (b) The vehicle is wanted for investigative purposes.
- (c) The vehicle was involved in the commission of a crime.

Officers shall advise parties seeking tows from private property for any other reason that they must make their own arrangements with a private towing service.

### **502.5 TOWING AT ARREST SCENES**

Whenever a person in charge or in control of a vehicle is arrested, it is the policy of this department to provide reasonable safekeeping by towing the arrestee's vehicle subject to the exceptions described below. However, a vehicle shall be towed whenever it is needed for the furtherance of an investigation or prosecution of the case, or when the community caretaker doctrine would reasonably suggest that the vehicle should be towed. For example, the vehicle would present a traffic hazard if it were not removed, or the vehicle is located in a high-crime area and is susceptible to theft or damage if left at the scene.

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The following are examples of situations where consideration should be given to leaving a vehicle at the scene in lieu of towing, provided the vehicle can be lawfully parked and left in a reasonably secured and safe condition:

- Traffic-related warrant arrest.
- Situations where the vehicle was not used to further the offense for which the occupant was arrested nor may be subject to forfeiture proceedings.
- Whenever the vehicle otherwise does not need to be stored and the owner requests that it be left at the scene.

In such cases, the handling employee shall note in the report that the owner was informed that the Department will not be responsible for theft or damages.

#### **502.6 VEHICLE INVENTORY**

All property having monetary value in a stored or impounded vehicle shall be inventoried and listed on the vehicle storage/impound form. This includes the trunk and any compartments or containers, even if they are closed and/or locked. Members conducting inventory searches should be as thorough and accurate as practicable in preparing an itemized inventory. These inventory procedures are for the purpose of protecting an owner's property while the owner is in police custody, to provide for the safety of officers and the public, and to protect the Department against fraudulent claims of lost, stolen or damaged property.

#### **502.7 PRESERVATION OF EVIDENCE**

An officer who removes a vehicle pursuant to Minn. Stat. § 168B.035 is required to take reasonable and necessary steps to preserve evidence. If there is probable cause to believe that a vehicle or its contents constitute any evidence which tends to show that a criminal offense has been committed, or that a particular person has committed a criminal offense, officers shall ensure that all legally required and reasonably necessary efforts are taken to preserve the evidence. Such evidence is to be provided safe storage and preserved until released to the owner or otherwise disposed of according to law.

#### **502.8 SECURITY OF VEHICLES AND PROPERTY**

Unless it would cause an unreasonable delay in the completion of a vehicle impound/storage or create an issue of officer safety, officer should make reasonable accommodations to permit a driver/owner to retrieve small items of value or personal need (e.g., cash, jewelry, cellular telephone, prescriptions) that are not considered evidence or contraband.

If a search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, personnel conducting the search shall take such steps as are reasonably necessary to secure and/or preserve the vehicle or property from such hazards.

## Vehicle Impound Hearings

### 503.1 PURPOSE AND SCOPE

This policy establishes a procedure for the requirement to provide vehicle storage or impound hearings.

### 503.2 STORED OR IMPOUND HEARING

When a vehicle is stored or impounded by any member of the St. Anthony Police Department, a hearing will be conducted upon the request of the owner or operator of the vehicle to determine if probable cause existed for the removal and placement of the vehicle.

The hearing shall be conducted within 48 hours of the request, excluding weekends and holidays. The hearing officer must be a person other than the person who directed the storage or impound of the vehicle.

#### 503.2.1 HEARING PROCEDURES

The vehicle storage hearing is an informal process to evaluate the validity of an order to store or impound a vehicle. The employee who caused the storage or removal of the vehicle does not need to be present for this hearing.

All requests for a hearing on a stored or impounded vehicle shall be submitted in person, in writing or by telephone, within 10 days of the date appearing on the notice. The Captain or designee will generally serve as the hearing officer. The person requesting the hearing may record the hearing at his/her own expense.

The failure of either the registered or legal owner or interested person or his/her agent to request a hearing in a timely manner or to attend a scheduled hearing shall be considered a waiver of and satisfaction of the post-storage hearing.

Any relevant evidence may be submitted and reviewed by the Captain or designee to determine if reasonable grounds have been established for the storage or impound of the vehicle. The initial burden of proof established by a preponderance of the evidence that the storage/impound was based on probable cause rests with the Department.

After consideration of all information, the Captain or designee shall determine the validity of the storage or impound of the vehicle in question and then render a decision. The Captain or designee shall also consider any mitigating circumstances attendant to the storage that reasonably would warrant the release of the vehicle or a mediation or reduction of the period the vehicle is impounded.

- (a) If a decision is made that reasonable grounds for storage or impound have been established, the Captain or designee shall advise the inquiring party of the decision that the inquiring party may pursue further civil remedies if desired.
  - 1. If mitigating circumstances are found to be relevant, the Captain or designee may make reasonable adjustments to the impound period, storage or assessment fees as warranted.

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- (b) If a decision is made that reasonable grounds for storage or impound have not been established or sufficient mitigating circumstances exist, the vehicle in storage shall be released immediately. Towing and storage fees will be at the Department's expense.
- (c) If a decision is made that reasonable grounds for storage have not been established or sufficient mitigating circumstances exist, and the vehicle has been released with fees having been paid, the receipt for such fees will be forwarded to the Chief of Police. The Captain or designee will recommend to the Chief of Police that the fees paid by the registered or legal owner of the vehicle in question or the owner's agent be reimbursed by the Department.

# Impaired Driving

## 504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving while impaired (DWI).

## 504.2 POLICY

The St. Anthony Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Minnesota's impaired driving laws.

## 504.3 INVESTIGATIONS

Officers should not enforce DWI laws to the exclusion of their other duties unless specifically assigned to DWI enforcement. All officers are expected to enforce these laws with due diligence.

All DWI investigation will be documented in the report narrative within the Record Management case file.. Information that should be documented includes, at a minimum:

- (a) The field sobriety tests (FSTs) administered and the results.
- (b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
- (c) Driving conduct.
- (d) Sources of additional information (e.g., reporting party, witnesses) and their observations.
- (e) Information about any audio and/or video recording of the individual's driving or subsequent actions.
- (f) The location and time frame of the individual's vehicle operation and how this was determined.
- (g) Any prior related convictions in Minnesota or another jurisdiction.

## 504.4 FIELD TESTS

Officers should utilize appropriate trained standardized FSTs and any approved alternate tests when investigating violations of DWI laws.

## 504.5 CHEMICAL TESTS

A person implies consent under Minnesota law to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Minn. Stat. § 169A.51, Subd. 1):

- (a) The arresting officer has probable cause to believe the person was driving, operating or in physical control of a vehicle while impaired as defined by Minn. Stat. § 169A.20.
- (b) The officer has probable cause to believe that the person is DWI and has been involved in a vehicle accident resulting in property damage, personal injury or death.

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- (c) The officer has probable cause to believe that the person is DWI and the person has refused to take the preliminary screening test provided for by Minn. Stat. § 169A.41.
- (d) The person was administered a preliminary screening test and the results indicated an alcohol concentration of 0.08 or more.
- (e) The officer has probable cause to believe the person was driving, operating or in physical control of a commercial motor vehicle with the presence of any alcohol in the person's body.

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

#### 504.5.1 STATUTORY NOTIFICATIONS

At the time that the officer requests the person to submit to a breath test the officer must inform the person that (Minn. Stat. § 169A.51, Subd. 2):

- (a) Minnesota law requires that he/she take the test.
- (b) Refusal to take the breath test is a crime.
- (c) He/she has the right to consult with an attorney unless it would unreasonably delay administration of the test.

At the time that the officer directs a person to submit to a blood or urine test pursuant to a warrant, the person must be informed that a refusal to submit to a blood or urine test is a crime (Minn. Stat. § 171.177, Subd. 1 and Subd. 2).

#### 504.5.2 BREATH SAMPLES

The Department designee should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Supervisor.

#### 504.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Minn. Stat. § 169A.51, Subd. 7). The blood draw should be witnessed by the assigned officer.

The blood sample shall be packaged, marked, handled, stored and transported as required by the MN. Bureau of Criminal Apprehension (BCA).

If an arrestee cannot submit to a blood test because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test should not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

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#### 504.5.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the person giving the sample. The arrestee tested should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the BCA.

#### 504.6 REFUSALS

When an arrestee refuses to provide a chemical sample officers should:

- (a) Advise the arrestee of the requirement to provide a sample (Minn. Stat. § 169A.51; Minn. Stat. § 171.177, Subd. 1).
- (b) Audio- and/or video-record the admonishment and the response when it is legal and practicable.
- (c) Document the refusal in the appropriate report.

#### 504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of intention to revoke upon the person and invalidate the person's license (Minn. Stat. § 169A.52, Subd. 7).

#### 504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who does not consent to a chemical test when any of the following conditions exist (Minn. Stat. § 169A.51, Subd. 3):

- (a) A search warrant has been obtained.
- (b) The officer can articulate that exigent circumstances exist and the officer has probable cause to believe that the person has committed DWI, including vehicular homicide or injury (Minn. Stat. § 169A.52, Subd. 1; Minn. Stat. § 171.177, Subd. 13). Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy delay in obtaining a blood sample due to a collision investigation or medical treatment of the person.

#### 504.6.3 FORCED BLOOD SAMPLE

A forced sample may not be taken except in DWI cases involving vehicular homicide or injury (Minn. Stat. § 171.177, Subd. 13). In those cases, if a person indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor/officer in charge to respond.

The responding supervisor/officer in charge should:

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- (a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
- (b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.
- (c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the person to submit to such a sample without physical resistance.
  - 1. This dialogue should be recorded on audio and/or video when reasonably practicable.
- (d) Ensure that the blood sample is taken in a medically approved manner.
- (e) Ensure that the forced blood draw is recorded on audio and/or video when reasonably practicable.
- (f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
  - 1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
  - 2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
  - 3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.
- (g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor/officer in charge is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

#### 504.6.4 WARRANTS FOR CONTROLLED SUBSTANCES OR INCAPACITATION

A blood or urine test may be required pursuant to a warrant if the officer has probable cause to believe that (Minn. Stat. § 169A.51, Subd. 4):

- (a) The person's impairment is due to a controlled substance, an intoxicating substance, or cannabis or hemp-related product that is not subject to testing by a breath test.
- (b) A controlled substance listed in Schedule I or II or its metabolite (other than a cannabis or hemp-related product or tetrahydrocannabinols), is present in the person's body.
- (c) The person is unconscious or incapacitated to the point that the officer providing the breath test advisory, administering the breath test, or serving the search warrant has a good faith belief that the person is mentally or physically unable to comprehend the advisory or otherwise voluntarily submit to the chemical tests.

If a person objects to the blood or urine test as directed by the warrant or officer, the officer should offer the other type of test if the person is conscious. Action may be taken against a person refusing



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to submit to a blood or urine test only if an alternate test of blood or urine, as applicable, was offered (Minn. Stat. § 169A.51, Subd. 4; Minn. Stat. § 171.177, Subd. 2).

#### 504.6.5 STATUTORY NOTIFICATIONS UPON REFUSAL WITH A SEARCH WARRANT

Upon refusal to submit to a chemical test pursuant to a search warrant, officers shall personally serve the notice of intention to revoke upon the person and invalidate the person's license in such a way that no identifying information is destroyed and immediately return the license to the person (Minn. Stat. § 171.177, Subd. 8).

### **504.7 ARREST AND INVESTIGATION**

#### 504.7.1 RIGHT TO ATTORNEY CONTACTS

A person has a limited right to consult with an attorney prior to submitting to a chemical test. This right is limited to the extent that it cannot unreasonably delay administration of the test (Minn. Stat. § 169A.51, Subd. 2).

#### 504.7.2 ARREST AUTHORITY

An officer may arrest a person without a warrant and without regard to whether the offense was committed in the officer's presence if there is probable cause to believe the person committed (Minn. Stat. § 169A.40):

- (a) A DWI offense (Minn. Stat. § 169A.20).
- (b) An alcohol- or cannabis-related driving offense involving a school bus or a Head Start bus (Minn. Stat. § 169A.31).
- (c) An underage drinking and driving offense (Minn. Stat. § 169A.33).

#### 504.7.3 OFFICER RESPONSIBILITIES

If an officer requests that a person submit to a chemical test and the person refuses such request, the officer shall report such refusal to the Commissioner of the Department of Public Safety (DPS) and the appropriate prosecuting attorney (Minn. Stat. § 169A.52, Subd. 1; Minn. Stat. § 171.177, Subd. 3).

If a person refuses to submit to a test or in the alternative submits to a test and the results indicate a prohibited alcohol concentration, the officer shall immediately give notice to the person that his/her driving privilege will be revoked and shall (Minn. Stat. § 169A.52, Subd. 7; Minn. Stat. § 171.177, Subd. 8):

- (a) Issue the person a temporary license effective for only seven days.
  - 1. Officers are not required to issue a person a temporary license if the person's driving privilege is under withdrawal by DPS or if the person is unlicensed.
- (b) Send the notification of this action to the Commissioner of the DPS along with the certification that there was probable cause to believe the person had been driving, operating or in physical control of a motor vehicle while impaired, and that the person

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either refused to submit to a test or submitted to a test and the results indicated a prohibited alcohol concentration or drug presence.

Test results of a person that indicate a prohibited alcohol concentration or drug presence shall be forwarded to the Commissioner of the DPS and the appropriate prosecuting attorney (Minn. Stat. § 169A.52, Subd. 2).

#### **504.7.4 PRELIMINARY SCREENING TEST**

An officer who has reason to believe the person was driving, operating or in physical control of a motor vehicle while impaired, may require the person to provide a sample of the person's breath for a preliminary screening test using a device approved by the DPS Commissioner (Minn. Stat. § 169A.41, Subd. 1).

The officer must use the results of the preliminary screening test for the purpose of deciding whether to arrest the person and require further chemical testing pursuant to Minn. Stat. § 169A.51 (Minn. Stat. § 169A.41, Subd. 2).

#### **504.7.5 ADDITIONAL TESTING**

An officer shall permit a person required to submit to a chemical test to have a qualified person of his/her own choosing administer a separate chemical test (Minn. Stat. § 169A.51, Subd. 7(b)). The separate chemical test shall:

- (a) Be conducted at the place where the person is in custody.
- (b) Be conducted after the officer has administered the statutorily mandated test.
- (c) Impose no expense to the state.

#### **504.7.6 ADDITIONAL REQUIREMENTS FOR BREATH SAMPLES**

All breath samples requested in accordance with this policy shall be obtained in accordance with Minn. Stat. § 169A.51, Subd. 5.

#### **504.8 RECORDS MANAGER'S OFFICE RESPONSIBILITIES**

The Records Manager will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

#### **504.9 ADMINISTRATIVE HEARINGS**

The Records Manager will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the Driver and Vehicle Services Division (DVS) of the DPS.

Any officer who receives notice of required attendance to an administrative license suspension hearing shall respond appropriately. Department members unavailable to attend on the assigned date shall contact the prosecuting attorney requesting a continuance for an available date.

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#### **504.10 TRAINING**

The Lieutenant should ensure that officers participating in the enforcement of DWI laws receive regular training. Training should include at minimum current laws on impaired driving, investigative techniques and rules of evidence pertaining to DWI investigations. The Lieutenant should confer with the prosecuting attorney's office and update training topics as needed.

## Traffic Citations

### 505.1 PURPOSE AND SCOPE

This policy outlines the responsibility for traffic citations, the collection of data, the procedure for dismissal, correction and voiding of traffic citations.

### 505.2 RESPONSIBILITIES

The Captain shall be responsible for the development and design of all Special Order traffic citations in compliance with state law (Minn. Stat. § 169.99 and Minn. Stat. § 169.999 Subd. 3).

The Records Manager's Office shall be responsible for the accounting of all traffic citations.

#### 505.2.1 DATA COLLECTION

The Records Manager's Office should maintain information relating to traffic stops in which a citation is issued and to arrests resulting from those traffic stops, including information relating to:

- (a) The race or ethnicity of the individual detained.
- (b) Whether a search was conducted and, if so, whether the person detained consented to the search.

The Captain should submit an annual report to the Chief of Police of the information collected to assist in the implementation and administration of the Department's Bias-Based Policing Policy required by state law (Minn. Stat. § 626.8471 Subd. 4).

### 505.3 DISMISSAL OF TRAFFIC CITATIONS

Employees of this department do not have the authority to dismiss a citation once it has been issued. Only the court has the authority to dismiss a citation that has been issued. Any request from a recipient to dismiss a citation shall be referred to the Patrol Supervisor. Upon a review of the circumstances involving the issuance of the traffic citation, the Patrol Supervisor may recommend dismissal of the traffic citation. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal of a traffic citation has been denied shall be referred to the appropriate court.

Should an officer determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the officer may request the prosecutor to dismiss the citation. Upon dismissal of the traffic citation by the court, the officer shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required.

Members of the Department should provide a report or other verification to the owner of a stolen vehicle that may have received a citation during the time of the theft for the purpose of dismissing the citation (Minn. Stat. § 169.042 Subd. 2).

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#### **505.4 VOIDING TRAFFIC CITATIONS**

Voiding a traffic citation may occur when a traffic citation has not been completed or where it is completed but not issued. The officer is required to notify the Records Manager in a timely manner to ensure the completed non-issued citation has been voided within the Department's Record Management System prior to be forwarded to the appropriate Traffic Violations Bureau.

#### **505.5 CORRECTION AND DISPOSITION OF TRAFFIC CITATIONS**

When a traffic citation is issued and in need of correction, the officer issuing the citation shall submit a request for a specific correction to the Records Manager and issue a corrected citation to the violator. The Records Section shall prepare a letter of correction to the court having jurisdiction and to the recipient of the citation.

All citations shall be stored within the Department Record Management System auto-filed specific incident case.

#### **505.6 NOTICE OF PARKING VIOLATION APPEAL PROCEDURE**

Disposition of notice of parking violation appeals is conducted pursuant to Minnesota state law and local regulations (Minn. Stat. § 169.04 (a) (1)).

#### **505.7 JUVENILE CITATIONS**

Completion of traffic citation for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing the juvenile a citation.

- (a) When any juvenile is issued a citation for a drug or alcohol violation, or a juvenile 16 years of age or older is issued a citation for an adult court traffic offense, the officer shall follow the arrest procedures prescribed in Minn. Stat. § 169.91 and shall make reasonable effort to notify the child's parent or guardian of the violation and the nature of the charge. Notifications should be documented (Minn. Stat. § 260B.225 Subd. 3).
- (b) When any juvenile is issued a citation for a major traffic offense, the officer is required to file a signed copy of the citation, as provided in Minn. Stat. § 169.91, with the juvenile court of the county in which the violation occurred. The citation serves as a petition providing the juvenile court jurisdiction (Minn. Stat. § 260B.225 Subd. 5).

## Disabled Vehicles

### 506.1 PURPOSE AND SCOPE

Law enforcement and other public agencies may develop and adopt a written policy to provide assistance to motorists in disabled vehicles within their primary jurisdiction.

### 506.2 OFFICER RESPONSIBILITIES

When an on-duty officer observes a disabled vehicle on the roadway, the officer should make a reasonable effort to provide assistance. If that officer is assigned to a call of higher priority, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another available officer to respond for assistance as soon as practicable.

### 506.3 EXTENT OF ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by Department personnel will be contingent on the time of day, the location, the availability of Department resources and the vulnerability of the disabled motorist.

#### 506.3.1 MECHANICAL REPAIRS

Department personnel should not make mechanical repairs to a disabled vehicle. The use of push bumpers to relocate vehicles is prohibited, unless emergent/exigent circumstances requires the use of push bumpers to relocate a vehicle.

#### 506.3.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

## Abandoned Vehicle Violations

### 507.1 PURPOSE AND SCOPE

This policy provides procedures for the removal, recording and impound of vehicles abandoned in violation of abandoned vehicle laws, under the authority of Minn. Stat. § 168B.04.

#### 507.1.1 DEFINITION

Pursuant to Minnesota statutes, a vehicle is abandoned if:

- (a) The motor vehicle has remained illegally for more than 48 hours on any government-owned or -controlled property, or for more than four hours on that property when properly posted (Minn. Stat. § 168B.011 Subd. 2 (1)).
- (b) The motor vehicle has been properly tagged by an officer and abandoned for four hours on any highway (Minn. Stat. § 168B.04, Subd. 2 (b) (1)).
- (c) The motor vehicle has been abandoned and located so as to constitute a collision or traffic hazard (Minn. Stat. § 168B.04 Subd. 2 (b) (1)).
- (d) The motor vehicle is unattended on private residential property, that is a single-family or duplex, without permission of the property caretaker (Minn. Stat. § 168B.04 Subd. 2 (b) (2)).
- (e) The motor vehicle can be immediately removed if on private non-residential property if properly posted or after 24 hours if not posted (Minn. Stat. § 168B.04 Subd. 2 (b) (2)).
- (f) The motor vehicle remains at a service, repair or maintenance establishment of motor vehicles five days after notifying the vehicle owner by certified mail, return receipt requested, of the property owner's intention to have the vehicle removed from the property (Minn. Stat. § 168B.04 Subd. 2 (b) (2)).

### 507.2 MARKING VEHICLES

Vehicles on public roadways suspected of being abandoned in violation of Minnesota abandoned vehicle laws shall be marked and documented within the Department Records Management System.

A visible chalk, crayon or paint mark should be placed on the left rear tire tread unless the vehicle is missing tires or other vehicle conditions or weather prevent marking. Any deviation in markings shall be documented in the incident report narrative.

If a marked vehicle has been moved or the markings have been removed during a four or 24-hour investigation period, the vehicle shall be marked again for either the four or 24-hour abandonment violation.

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#### 507.2.1 VEHICLE STORAGE

Any vehicle in violation should be issued a citation and be impounded by the authorized towing service. A vehicle impound report shall be completed by the officer authorizing the impound of the vehicle.

The vehicle impound report shall be submitted with in the Records Management System auto-file immediately following the impound of the vehicle. The department Records Section shall send a letter to the registered owner advising them of the impoundment and location of the impounded vehicle within 48 hours.



## **Chapter 6 - Investigation Operations**

# Investigation and Prosecution

## 600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and disposition of criminal investigations.

## 600.2 POLICY

It is the policy of the St. Anthony Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

## 600.3 INITIAL INVESTIGATION

### 600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

- (a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
  - (a) An initial statement from any witnesses or complainants.
  - (b) A cursory examination for evidence.
- (b) If information indicates a crime has occurred, the officer shall:
  - (a) Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
  - (b) Determine if additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
  - (c) If assistance is warranted, or if the incident is not routine, notify the Shift Supervisor/Officer in Charge.
  - (d) Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
  - (e) Collect any evidence.
  - (f) Take any appropriate law enforcement action.
  - (g) Complete and submit the appropriate reports and documentation.
- (c) If the preliminary determination is that no crime occurred, determine what other action may be necessary, what other resources may be available, and advise the informant or complainant of this information.

### 600.3.2 NOTIFICATION TO INVESTIGATOR

Investigator shall be notified as soon as possible in the following situations:

- (a) Death investigation that appears suspicious
- (b) Homicides

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- (c) Fetal Accidents
- (d) Aggravated Assaults or Shootings
- (e) Criminal Sexual Conduct
- (f) Incidents involving a major crime, and the circumstances indicate the need of immediate investigation by the investigator.

Supervisors shall also be notified as soon as possible in accordance with the chain of command procedure outlined in the Organizational Structure and Responsibility Policy.

#### **600.3.3 NON-SWORN MEMBER RESPONSIBILITIES**

A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

#### **600.4 CUSTODIAL INTERROGATION REQUIREMENTS**

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

##### **600.4.1 AUDIO/VIDEO RECORDINGS**

Any custodial interrogation of a person who is suspected of having committed a criminal offense should be electronically recorded (audio/video or both as available) in its entirety, including any information or discussion about the person's rights and any waiver of those rights. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a non-custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Captain. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

#### **600.5 DISCONTINUATION OF INVESTIGATIONS**

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

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- (a) All reasonable investigative efforts have been exhausted, no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.
- (b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
  - 1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
  - 2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
- (c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.
- (d) The case has been submitted to the appropriate prosecutor, charges have been filed, and further investigation is not reasonable, warranted or requested, and there is no need to take the suspect into custody.
- (e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.
- (f) Investigation has proven that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

#### **600.6 COMPUTERS AND DIGITAL EVIDENCE**

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

#### **600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES**

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

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Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

#### **600.7.1 ACCESS RESTRICTIONS**

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

#### **600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION**

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

#### **600.8 ELECTRONIC BENEFIT TRANSFER (EBT) CARDS**

Officers shall make a report any time they arrest a person who possesses more than one welfare Electronic Benefit Transfer (EBT) card. The investigating officers shall forward this report to the Minnesota Department of Human Services within 30 days of the arrest. The report shall include all of the following (Minn. Stat. § 626.5533):

- (a) The name, address and driver's license or state identification card number of the suspect
- (b) The number on each EBT card and name, if any
- (c) The date and location of any alleged offense
- (d) Any other information the Minnesota Department of Human Services may require on related state forms

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#### **600.9 CONDUCT OF UNDERCOVER OFFICERS**

In order to obtain information and evidence regarding criminal activities, it may be necessary that Department members utilize undercover activity. Such members shall not intentionally engage in entrapment and shall not commit any act which constitutes a crime.

#### **600.10 MODIFICATION OF CHARGES FILED**

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Captain or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

# Sexual Assault Investigations

## **601.1 PURPOSE AND SCOPE**

The St. Anthony Police Department adopts the Investigations of Sexual Assault model policy established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8442).

[See attachment: Model Sexual Assault Investigation Policy 03-03-21.pdf](#)

## **601.2 POLICY**

It is the policy of the St. Anthony Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

[See attachment: SEXUAL ASSULT PROTOCOL.pdf](#)

## **601.3 COPY OF SUMMARY**

The Investigation Unit supervisor shall ensure that the victim of a sexual assault who reports an incident to this department is provided with a copy of the written summary of the allegation. If the incident occurred outside the jurisdiction of the St. Anthony Police Department, a copy of the written summary shall also be provided to the law enforcement agency where the incident occurred. If the St. Anthony Police Department learns that both the victim and the accused are members of the Minnesota National Guard, the Department shall provide a copy of the summary to the Bureau of Criminal Apprehension (Minn. Stat. § 609.3459).

## Asset Forfeiture

### 602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with specified designated offenses and controlled substance offenses (Minn. Stat. § 609.531 to Minn. Stat. § 609.5318).

### 602.2 POLICY

The St. Anthony Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or the due process rights of citizens.

It is the policy of the St. Anthony Police Department that all employees of the agency, all employees assigned to another law enforcement agency's task force and all employees assigned to a task force from an outside law enforcement agency, in which this agency serves as the Fiscal Agent, follow all state and federal laws pertaining to forfeiture.

### 602.3 DEFINITIONS

Definitions related to this policy include:

**Cash** - Money in the form of bills or coins, traveler's checks, money orders, checks, or other forms of electronic money or stored value cards, including but not limited to gift cards, debit cards, gift cards/certificates, or other negotiable financial instruments.

**Conveyance device** - A device used for transportation. It includes but is not limited to a motor vehicle, trailer, snowmobile, airplane, and vessel, and any equipment attached to it. The term "conveyance device" does not include property which has been stolen or taken in violation of the law.

**Firearms/ammunition/firearm accessories** - A device that projects either single or multiple projectiles at high velocity. Ammunition is a term meaning the assembly of a projectile and its propellant. Accessories include but are not limited to holsters, gun cases, firearm optics, suppression devices, and cleaning supplies.

**Fiscal Agent** - The person designated by the St. Anthony Police Department to be responsible for securing and maintaining seized assets and distributing any proceeds as a result of any forfeiture proceedings. This includes anytime the St. Anthony Police Department seizes property for forfeiture or when the St. Anthony Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

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



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**Forfeiture Reviewer** - The St. Anthony Police Department employee assigned by the St. Anthony Police Department responsible for reviewing all forfeiture cases and for acting as the liaison between the Department and the prosecutor's office.

**Jewelry/precious metals/precious stones** - The term includes items of jewelry, such as rings, necklaces, and watches that reasonably appear to be made of precious metals or precious stones. Precious metals include but are not limited to gold, silver, platinum, iridium, and palladium. Precious stones, often referred to as gemstones, include but are not limited to diamonds, emeralds, and rubies.

**Property subject to administrative forfeiture** - The following property is subject to administrative forfeiture under Minnesota Law (Minn. Stat. § 609.5314):

- (a) All cash totaling \$1500 or more, precious metals, and precious stones that there is probable cause to believe represent the proceeds of a controlled substance offense, and all cash found in proximity to controlled substances when there is probable cause to believe that the cash was exchanged for the purchase of a controlled substance.
- (b) All conveyance devices containing controlled substances with a retail value of \$100 or more if there is probable cause to believe that the conveyance device was used in the transportation or exchange of a controlled substance intended for distribution or sale.
- (c) All firearms, ammunition, and firearm accessories found:
  - 1. In a conveyance device used or intended for use to commit or facilitate the commission of a felony offense involving a controlled substance.
  - 2. On or in proximity to a person from whom a felony amount of controlled substance is seized.
  - 3. On the premises where a controlled substance is seized and in proximity to the controlled substance, if possession or sale of the controlled substance would be a felony under Minnesota Statutes, Chapter 152.

**Seizure** - The act of law enforcement officials taking property, including cash and conveyance devices that have been used in connection with or acquired by illegal activities.

#### **602.4 ASSET SEIZURE**

Property may be seized for forfeiture as provided in this policy.

##### **602.4.1 PROPERTY SUBJECT TO SEIZURE**

The following property is subject to seizure.

- (a) The following property may be seized upon review and approval of a supervisor and in coordination with the Forfeiture Reviewer:
  - 1. Controlled substances and associated property as described in Minn. Stat. § 609.5311.
  - 2. Property intended for use to commit or facilitate the commission of a designated offense, as listed in Minn. Stat. § 169A.63, Subd. 6 and limited by Minn. Stat. §

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169A.63, Subd. 7, and as listed in Minn. Stat. § 609.531, Subd. 1(f) and limited by Minn. Stat. § 609.5312.

- (b) Property subject to administrative forfeiture may be seized without prior supervisor approval if the item has a retail value of \$50,000 or less (Minn. Stat. § 609.5314).

#### **602.4.2 PROPERTY NOT SUBJECT TO SEIZURE**

The following property should not be seized for forfeiture:

- (a) Cash and property that does not meet the prosecuting agency's current minimum forfeiture thresholds.
- (b) Cash totaling less than \$1,500, unless prerecorded buy funds are included in the cash seized.

#### **602.4.3 SEIZURE OF PROPERTY TO BE FORFEITED**

An officer may seize property subject to forfeiture based on a court order. An officer may also seize property without a court order under any of the following conditions (Minn. Stat. § 609.531, Subd. 4; Minn. Stat. § 169A.63, Subd. 2):

- (a) The seizure is incident to a lawful arrest or a lawful search.
- (b) The property subject to seizure has been the subject of a prior judgment in favor of the state in a criminal injunction or forfeiture proceeding.
- (c) The officer has probable cause to believe that a delay to obtain a warrant or other process would result in the removal or destruction of the property and that either of the following apply:
  - 1. The property was used or is intended to be used in commission of a felony.
  - 2. The property is dangerous to health or safety.

#### **602.5 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS**

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

- (a) If the retail value of the asset to be seized is \$50,000 or less, completely and accurately prepare the Notice of Seizure and Intent to Forfeit Property Form (seizure form) and present it to the person from whom the property is to be seized for that person's signature. If the person refuses to sign, the officer shall indicate on the seizure form that the person refused. The seizure form is not used when the value of the seized property exceeds \$50,000.
- (b) Prepare and provide a receipt for the items seized to the person from whom the property is being seized.
  - 1. If cash or property is seized from more than one person, a separate property inventory receipt must be completed for each person specifying the amount of cash seized. The receipt shall include a detailed description of all property, checks, money orders, traveler's checks or other financial instruments.

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- (c) Complete and submit a report within 24 hours of the seizure if practicable. The report must include, at minimum, the following:
  - 1. A description of the items seized
  - 2. The location where the property was turned in or stored
  - 3. The name of the individual who was served with the seizure form
  - 4. The date that the seizure form was served
  - 5. The name of the officer making the seizure
  - 6. Whether the individual signed the seizure form
- (d) If property is seized from multiple individuals, a separate seizure form will be completed for each individual. A copy of the receipt and seizure form must be given to the individual from whom the property was seized.
- (e) When property is seized and no one claims possession of the property, the officer must leave a receipt in the place where the property was found if it is reasonably possible to do so.
- (f) The officer will book seized property into the Property and Evidence Section as evidence, with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.
- (g) Forward the original and the pink copy of the seizure form, and any seized property processing worksheets, property receipts and reports to the Forfeiture Reviewer within 10 days of seizure.
- (h) Inform the Forfeiture Reviewer of the estimated retail value of drugs found in proximity to the asset seized.

#### 602.5.1 CASH HANDLING

It is the responsibility of the seizing officer to secure and count cash consistent with this policy and the Cash Handling, Security and Management Policy. All cash should be counted and recorded on BWC.

All forfeitable cash seized will be secured in the property/evidence storage locker as soon as practicable.

Prior to deposit, officers shall examine all cash seized to determine whether it contains any prerecorded buy funds. Officers shall document the recovery of all buy funds and deposit those funds to the appropriate buy fund account.

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#### 602.5.2 JEWELRY/PRECIOUS METALS/PRECIOUS STONES

Officers seizing jewelry, precious metals and/or precious stones will write a detailed description of each item on the property inventory receipt.

Officers seizing jewelry, precious metals and/or precious stones shall book those items according to current property and evidence procedures as soon as practicable.

#### 602.5.3 VEHICLES

Any conveyance device seized for forfeiture shall be taken to a secure designated area or to a department-approved impound facility as soon as practicable.

Officers shall inventory the conveyance device and its contents in accordance with the Vehicle Towing Policy. Officers shall also complete applicable report forms and distribute them appropriately. A copy of the vehicle storage report shall be included with the seizure documentation that is submitted to the Forfeiture Reviewer.

#### 602.5.4 FIREARMS/AMMUNITION/FIREARM ACCESSORIES

When firearms, ammunition or firearms accessories are seized, they shall be inventoried and delivered to the evidence security lockers in accordance with the current booking procedures and the Property/Evidence Policy.

### **602.6 MAINTAINING SEIZED PROPERTY**

The Property officer/Forfeiture Reviewer. is responsible for ensuring compliance with the following:

- (a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition (Minn. Stat. § 609.531 Subd. 5).
- (b) All property received for forfeiture is checked to determine if the property has been stolen.
- (c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or returned to the claimant or person with an ownership interest.
- (d) Property received for forfeiture is not used unless the forfeiture action has been completed.

### **602.7 FORFEITURE REVIEWER**

The Chief of Police will appoint an officer as the Forfeiture Reviewer. Prior to assuming duties, or as soon as practicable thereafter, the Forfeiture Reviewer should attend a department-approved course on asset forfeiture.

The responsibilities of Forfeiture Reviewer include the following:

- (a) Confer regularly with the prosecuting attorney's office to remain familiar with forfeiture laws, particularly Minn. Stat. § 609.531 through Minn. Stat. § 609.5318, Minn. Stat. § 169A.63, and the forfeiture policies of the prosecuting agency.
- (b) Make reasonable efforts to obtain annual training that includes best practices in pursuing, seizing, and tracking forfeitures.

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- (c) Ensure responsibilities, including designation of a Fiscal Agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.
- (d) Ensure that a seizure form, property inventory receipt, and a forfeited property processing worksheet is available and appropriate for department use. The seizure form will minimally include the following (Minn. Stat. § 609.5314):
  - 1. Space for an itemized list of items seized
  - 2. The location and date of the seizure
  - 3. A place for the name of the individual served with the seizure form
  - 4. The date and signature of the officer conducting the seizure
  - 5. The agency case number
  - 6. A space for the signature of the person from whom property is seized or an appropriate space or check box for the officer to indicate that the person refused to sign
  - 7. At least an original and the pink copy
  - 8. Information in English, Hmong, Somali and Spanish explaining the right to obtain judicial review and the procedure provided by Minn. Stat. § 609.5314.
- (e) Ensure that officers who may be involved in asset forfeiture receive training in the proper use of the seizure form and the forfeiture process. The training should be developed in consultation with the prosecuting attorney and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins, or department directives. The training should be based on this policy and address any relevant statutory changes and court decisions.
- (f) Review each asset forfeiture case to ensure the following:
  - 1. Written documentation of the seizure and items seized is present in the case file.
  - 2. Independent prosecutorial review of the circumstances and propriety of the seizure is made in a timely manner.
  - 3. A timely notice of seizure has been given to interest holders of seized property.
  - 4. Property is promptly released to those entitled to its return.
- (g) Forward all changes to forfeiture status to any supervisor who initiates a forfeiture case.
- (h) Deposit any cash received with the Fiscal Agent.
- (i) Ensure the current minimum forfeiture thresholds are communicated appropriately to officers.
- (j) Annually review and update this policy and any related policies to reflect current federal and state statutes and case law.
- (k) Prepare a written plan for the Chief of Police to address any extended absence of the Forfeiture Reviewer to ensure that contact information for other law enforcement officers and attorneys who may assist in these matters is available.

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- (l) Ensure the Department disposes of property as provided by law following any forfeiture (Minn. Stat. § 609.5315).
- (m) Ensure that any forfeited property used in an undercover capacity, or that is sold or added to the department inventory is done so according to Minnesota law.
- (n) Ensure that all forfeited property is used or disposed of in a manner consistent with the use and disposition of similar property by this department.
- (o) Upon completion of any forfeiture process, ensure that no property is retained by the St. Anthony Police Department unless the St. Anthony Police Department authorizes in writing the retention of the property for official use.
- (p) Ensure that forfeiture proceeds are maintained in a separate fund or account subject to appropriate accounting control with regular reviews or audits of all deposits and expenditures (Minn. Stat. § 609.5315).
- (q) Ensure that records of forfeiture are retained for a minimum of six years.
- (r) Ensure forfeiture reporting is made to the state auditor in the manner prescribed by the auditor (Minn. Stat. § 609.5315, Subd. 6).

#### **602.8 DISPOSITION OF FORFEITED PROPERTY**

Legal disposition may include (Minn. Stat. § 609.5315; Minn. Stat. § 169A.63, Subd. 10):

- (a) Retention by the Department and/or prosecuting agency.
  - 1. If a forfeited motor vehicle is kept for Department use, the Department will make a reasonable effort to ensure the vehicle is available for use and adaptation by officers who participate in the Department's Drug Abuse Resistance Education program (Minn. Stat. §609.5315).
- (b) Destruction.
- (c) Sale performed in a commercially reasonable manner.
- (d) Other disposition pursuant to applicable provisions of Minnesota Statutes.

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the St. Anthony Police Department has given written authorization to retain the property for official use.

Members of this department or persons related to members of this department by blood or marriage are prohibited from purchasing forfeited items sold by this department (Minn. Stat. § 609.5315, Subd. 1(c)).

## Informants

### 603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants.

#### 603.1.1 DEFINITIONS

Definitions related to this policy include:

**Informant** - A person who covertly interacts with other individuals or suspects at the direction of, request of, or by agreement with the St. Anthony Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the St. Anthony Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

### 603.2 POLICY

The St. Anthony Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

#### 603.2.1 POST MODEL POLICY

It is the policy of the Department to follow the requirements of the Confidential Informants Model Policy, established and published by the Minnesota Board of Peace Officer Standards and Training (MN POST) (Minn. Stat. § 626.8476).

[See attachment: Confidential Informants Model Policy.pdf](#)

### 603.3 USE OF INFORMANTS

#### 603.3.1 INITIAL APPROVAL

Before using an individual as an informant, an officer must receive approval from the Chief of Police. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

#### 603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

Juveniles under the guardianship of the state may not be used as informants.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

- (a) The juvenile's parents or legal guardians
- (b) The juvenile's attorney, if any

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- (c) The court in which the juvenile's case is being handled, if applicable
- (d) The Chief of Police or the authorized designee

#### **603.4 INFORMANT INTEGRITY**

To maintain the integrity of the informant process, the following must be adhered to:

- (a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Captain, Investigation Unit supervisor or their authorized designees.
  - 1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.
- (b) Criminal activity by informants shall not be condoned.
- (c) Informants shall be told they are not acting as police officers, employees or agents of the St. Anthony Police Department, and that they shall not represent themselves as such.
- (d) The relationship between department members and informants shall always be ethical and professional.
  - 1. Members shall not become intimately involved with an informant.
  - 2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigation Unit supervisor.
  - 3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
- (e) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Investigation Unit supervisor.
  - 1. Officers may meet informants alone in an occupied public place, such as a restaurant.
- (f) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.
- (g) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.
- (h) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

##### **603.4.1 UNSUITABLE INFORMANTS**

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the Chief of Police, who will initiate a review to determine suitability. Until a determination has been made by the Chief of Police, the informant should not be used by any member. The Chief of Police shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the



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informant provides. The Chief of Police or designee shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

- (a) The informant has provided untruthful or unreliable information in the past.
- (b) The informant behaves in a way that may endanger the safety of an officer.
- (c) The informant reveals to suspects the identity of an officer or the existence of an investigation.
- (d) The informant appears to be using his/her affiliation with this department to further criminal objectives.
- (e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.
- (f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.
- (g) The informant commits criminal acts subsequent to entering into an informant agreement.

#### **603.5 INFORMANT FILES**

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Investigation Unit. The Captain or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Captain or their authorized designees.

##### **603.5.1 FILE SYSTEM PROCEDURE**

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

- (a) Name and aliases
- (b) Date of birth
- (c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos, or other distinguishing features
- (d) Photograph
- (e) Current home address and telephone numbers
- (f) Current employers, positions, addresses, and telephone numbers

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- (g) Vehicles owned and registration information
- (h) Places frequented
- (i) Briefs of information provided by the informant and the informant's subsequent reliability
  - 1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
- (j) Name of the officer initiating use of the informant and any subsequent overseeing agents
- (k) Signed informant agreement
- (l) Update on active or inactive status of informant
- (m) Emergency contact information
- (n) Criminal history record
- (o) Residential addresses in the last five years
- (p) Social media accounts
- (q) Marital status and number of children
- (r) Gang affiliations or other organizational affiliations
- (s) Special skills and hobbies
- (t) Special areas of criminal expertise or knowledge

#### **603.6 INFORMANT PAYMENTS**

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Captain will recommend the type and level of payment subject to approval by the Chief of Police.

##### **603.6.1 PAYMENT PROCESS**

Approved payments to an informant should be in cash using the following process:

- (a) Payments of \$500 and under may be paid in cash from a Investigation Unit buy/expense fund.

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1. The Investigation Unit supervisor shall sign the voucher for cash payouts from the buy/expense fund.
- (b) Payments exceeding \$500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
  1. The check shall list the case numbers related to and supporting the payment.
  2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
  3. The statement shall be signed by the informant verifying the statement as a true summary of the informant's actions in the case.
  4. Authorization signatures from the Chief of Police and the City Manager are required for disbursement of the funds.
- (c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
  1. The cash transfer form shall include the following:
    - (a) Date
    - (b) Payment amount
    - (c) St. Anthony Police Department case number
    - (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
  2. The cash transfer form shall be signed by the informant.
  3. The cash transfer form will be kept in the informant's file.
  4. At least two officers should be present when payments are made.
  5. Any signature by the informant for receipt of payment should not contain the true identity of the informant but should use the informant's control number.

#### 603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed \$600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as "other income" and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant's file.

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#### 603.6.3 AUDIT OF PAYMENTS

The Captain or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.

#### 603.7 INFORMANT COORDINATOR

The Chief of Police or the authorized designee should designate an informant coordinator responsible for remaining familiar with the requirements and guidelines set forth in Minn. Stat. § 626.8476 and the MN POST Confidential Informants Model Policy.

The coordinator is also responsible for implementing department procedures and protocols concerning the recruitment, control, and use of informants, as adopted by the model policy, including but not limited to:

- (a) Establishing general guidelines related to the oversight of informants such as:
  - 1. The execution of informant agreements.
  - 2. The use of informants in exigent circumstances.
  - 3. Supervisor review of informant files and informant agreements, and attendance at debriefings and meetings.
  - 4. Communication strategies and plans to address the confidentiality and integrity of the department/informant relationship.
  - 5. The screening of informants for personal safety or mental health concerns before and after their use.
- (b) Developing procedures for determining initial and continued suitability, and preparing related reports (e.g., Initial Suitability Report, Continuing Suitability Report).
  - 1. Procedures should include a process for forwarding the results of initial and continuing suitability determinations to appropriate department members.
  - 2. The local prosecutor's office should be consulted before engaging individuals who require special review and approval (e.g., juveniles, government officials, those individuals obligated by legal privilege of confidentiality).
- (c) Creating a process for identifying individuals who may be or who may become unsuitable to serve as informants (e.g., individuals receiving in-patient or partial-hospitalization treatment for a substance use disorder or mental illness, participating in a treatment-based drug court program or treatment court, having overdosed in the last 12 months, having a physical or mental illness that impairs the ability to understand instructions and make informed decisions).
- (d) Working with department members to identify informants who should be referred to prevention or treatment services.

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- (e) Addressing jurisdictional issues to ensure proper coordination in the use of informants.
- (f) Working with the Investigation Unit supervisor to manage the informant file system, including establishing guidelines regarding access, review, and disclosure.
- (g) Establishing deactivation procedures.
- (h) Making any necessary updates to agency procedures.
- (i) Certifying annually to MN POST that the Department has adopted a policy that complies with the requirements of the model policy as required by Minn. Stat. § 626.8476, Subd. 3.

#### **603.8 TRAINING**

The Lieutenant shall provide in-service training to officers, including part-time officers, in the recruitment, control, and use of confidential informants as required by Minn. Stat. § 626.8476.

# Eyewitness Identification

## 604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques (Minn. Stat. § 626.8433).

### 604.1.1 DEFINITIONS

Definitions related to the policy include:

**Eyewitness identification process** - Any field identification, live lineup or photographic identification.

**Field identification** - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

**Live lineup** - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

**Photographic lineup** - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

## 604.2 POLICY

The St. Anthony Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

### 604.2.1 POST MODEL POLICY

It is the policy of the St. Anthony Police Department to follow the requirements of the Eyewitness Identification Procedures model policy, established and published by the Minnesota Board of Peace Officer Standards and Training (POST) (Minn. Stat. § 626.8433).

[See attachment: Eyewitness Identification Procedures model policy.pdf](#)

## 604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

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#### **604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM**

The Captain shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

- (a) The date, time and location of the eyewitness identification procedure.
- (b) The name and identifying information of the witness.
- (c) The name of the person administering the identification procedure.
- (d) If applicable, the names of all individuals present during the identification procedure.
- (e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.
- (f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.
- (g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.
- (h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.
- (i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.
- (j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.
- (k) Any other direction to meet the requirements of the POST model policy.

The process and related forms should be reviewed at least annually and modified when necessary.

#### **604.5 EYEWITNESS IDENTIFICATION**

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified, or failed to identify, the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

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#### 604.5.1 PHOTOGRAPHIC AND LIVE LINEUP CONSIDERATIONS

When conducting a live lineup, the member presenting the lineup should not be involved in the investigation or know the identity of the suspect (Minn. Stat. § 626.8433).

When conducting a photographic lineup, if practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup to a witness should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating officer should contact the appropriate prosecuting attorney before proceeding.

#### 604.5.2 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

- (a) Obtain and document a complete description of the suspect from the witness.
- (b) Assess whether a witness should be included in a field identification process by considering:
  - 1. The length of time the witness observed the suspect.
  - 2. The distance between the witness and the suspect.
  - 3. Whether the witness could view the suspect's face.
  - 4. The quality of the lighting when the suspect was observed by the witness.
  - 5. Whether there were distracting noises or activity during the observation.
  - 6. Any other circumstances affecting the witness's opportunity to observe the suspect.
  - 7. The length of time that has elapsed since the witness observed the suspect.
- (c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.



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- (d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
- (e) The person who is the subject of the show-up should not be shown to the same witness more than once.
- (f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
- (g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect, or to perform other actions mimicking those of the suspect.
- (h) If a witness positively identifies a subject of the show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow up, if necessary.

#### **604.6 DOCUMENTATION**

A thorough description of the eyewitness process and the results of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

##### **604.6.1 DOCUMENTATION RELATED TO RECORDINGS**

The member conducting the lineup should document the reason that an audio and/or video recording was not obtained, if applicable.

## Brady Material Disclosure

### 605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “*Brady* information”) to a prosecuting attorney.

#### 605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the St. Anthony Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

### 605.2 POLICY

The St. Anthony Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the St. Anthony Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information as provided in this policy.

### 605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure whether evidence or facts are material, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the Department case file.

### 605.4 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

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- (a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member shall be notified of the potential presence of *Brady* material in the member's personnel file.
- (b) The prosecuting attorney or City Attorney should then be requested to file a motion in order to initiate an in-camera review by the court.
  - 1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.
- (c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection to address any issues or questions raised by the court.
- (d) If the court determines that there is relevant *Brady* material contained in the files, only that data ordered released will be copied and released to the parties filing the motion.
  - 1. Prior to the release of any materials pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use and further dissemination of such materials to the involved case and requiring the return of all copies upon completion of the case.
- (e) If a court has determined that relevant *Brady* information is contained in the member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

#### **605.5 INVESTIGATING BRADY ISSUES**

If the Department receives information from any source that a member may have issues of credibility, dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

#### **605.6 TRAINING**

Department personnel should receive periodic training on the requirements of this policy.

#### **605.7 BRADY PROCESS**

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Administration Captain or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

- (a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.
- (b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.
  - 1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

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#### **605.8 SUBPOENA PROCESSING**

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady* information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

# Unmanned Aerial System

## 606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval, and dissemination of images and data captured by the UAS (Minn. Stat. § 626.19).

### 606.1.1 DEFINITIONS

Definitions related to this policy include:

**Unmanned aerial system (UAS)** - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled without the possibility of direct human intervention from within or on the aircraft (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means (Minn. Stat. § 626.19).

## 606.2 POLICY

A UAS may be utilized to enhance the Department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

## 606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

## 606.4 PROGRAM COORDINATOR

The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for department operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

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Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.

- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.
- Developing protocols for reviewing and approving requests for use of the Department UAS by government entities (Minn. Stat. § 626.19).
- Preparing and submitting the required annual report to the Commissioner of Public Safety (Minn. Stat. § 626.19).
- Posting the Department policies and procedures regarding the use of UAV on the department website, as applicable (Minn. Stat. § 626.19).
- Reviewing the program and UAS use for compliance with Minn. Stat. § 626.19.

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#### **606.5 USE OF UAS**

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

Members shall not use a UAS without a search warrant, except (Minn. Stat. § 626.19):

- (a) During or in the aftermath of an emergency situation or disaster that involves the risk of death or bodily harm to a person.
- (b) Over a public event where there is a heightened risk to the safety of participants or bystanders.
- (c) To counter the risk of a terrorist attack by a specific individual or organization if the agency determines that credible intelligence indicates a risk.
- (d) To prevent the loss of life or property in natural or man-made disasters and to facilitate operation planning, rescue, and recovery operations.
- (e) To conduct a threat assessment in anticipation of a specific event.
- (f) To collect information from a public area if there is reasonable suspicion of criminal activity.
- (g) To collect information for crash reconstruction purposes after a serious or deadly collision occurring on a public road.
- (h) Over a public area for officer training or public relations purposes.
- (i) For purposes unrelated to law enforcement at the request of a government entity, provided the request is in writing and specifies the reason for the request and a proposed period of use.

#### **606.6 PROHIBITED USE**

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized (Minn. Stat. § 626.19).

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#### **606.6.1 ADDITIONAL PROHIBITIONS**

Unless authorized by a warrant, a UAS shall not be deployed with facial recognition or biometric-matching technology (Minn. Stat. § 626.19).

Unless authorized by a warrant or for purposes of a permitted use outlined in this policy, a UAS shall not be used to collect data on public protests or demonstrations (Minn. Stat. § 626.19).

#### **606.7 RETENTION OF UAS DATA**

The Records Manager's Office supervisor shall ensure that data collected by the UAS is disclosed or deleted as required by Minn. Stat. § 626.19, including the deletion of collected data as soon as possible, and in no event later than seven days after collection, unless the data is part of an active criminal investigation (Minn. Stat. § 626.19).



## Warrant Service

### 607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

### 607.2 POLICY

It is the policy of the St. Anthony Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

### 607.3 OPERATIONS DIRECTOR

The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

### 607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form (see the Operations Planning and Deconfliction Policy).

### 607.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the operations director should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

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#### 607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

- (a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.
  - 1. No-knock search warrant applications shall comply with the requirements, including the reporting requirements to the Commissioner of Public Safety, as provided by Minn. Stat. § 626.14.
- (b) A clear explanation of the affiant's training, experience, and relevant education.
- (c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.
- (d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.
- (e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
- (f) A specific description of the location to be searched, including photographs of the location, if reasonably available.
- (g) A sufficient description of the items to be seized.
- (h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Material Disclosure Policy).

#### 607.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

- (a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.
- (b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.
- (c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the

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designated members to the presence of potential evidence and not touch or disturb the items.

- (d) Reasonable efforts are made during the search to maintain or restore the condition of the location.
- (e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.
- (f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).
- (g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.
- (h) A copy of the search warrant is left at the location.
- (i) The condition of the property is documented with video recording or photographs after the search.

#### **607.8 DETENTIONS DURING WARRANT SERVICE**

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

#### **607.9 ACTIONS AFTER WARRANT SERVICE**

The Captain shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

#### **607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS**

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment

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- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the St. Anthony Police Department are utilized appropriately. Any concerns regarding the requested use of St. Anthony Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Shift Supervisor/Officer in Charge should assume this role.

If officers intend to serve a warrant outside St. Anthony Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the St. Anthony Police Department when assisting outside agencies or serving a warrant outside St. Anthony Police Department jurisdiction.

#### **607.11 UNIFORMED OFFICERS AT PLANNED ARREST AND SEARCH WARRANT SERVICE**

During the planning stage for the service of a search warrant or arrest operation which primarily involves plain clothes members, considerations should be given to the deployment of at least one uniformed officer, whenever tactically feasible, in a highly visible position to reduce the possibility of mistaken identity.

#### **607.12 SEARCH WARRANT EXECUTION**

Search warrants shall be executed in the following manor:

- Promptly or without unnecessary delay, must be executed within 10 days.
- All property seized shall be labeled and inventoried following the execution of the search warrant (see Asset Forfeiture Policy for further details).
- A copy of the warrant and inventory sheet shall be given to the owner or renter of the premises searched or placed in a conspicuous place if no individual is present.

#### **607.13 MEDIA ACCESS**

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

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#### **607.14 TRAINING**

The Lieutenant should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

#### **607.15 NO-KNOCK ENTRIES**

No-knock entries are only authorized if a no-knock warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the officer's presence would create an imminent threat of physical violence to the officer or another person.

#### **607.16 DOCUMENTATION**

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

# Operations Planning and Deconfliction

## 608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

### 608.1.1 DEFINITIONS

Definitions related to this policy include:

**High-risk operations** - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

## 608.2 POLICY

It is the policy of the St. Anthony Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

## 608.3 OPERATIONS DIRECTOR

The Captain or designee of this department will be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

## 608.4 RISK ASSESSMENT

### 608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

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- (a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.
- (b) Maps of the location.
- (c) Diagrams of any property and the interior of any buildings that are involved.
- (d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).
- (e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).
- (f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).
- (g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).
- (h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

#### 608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to the operations director.

The operations director shall confer and determine the level of risk. Operations director should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

#### 608.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved members, determines that the operation is high risk, the operations director should:

- (a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
  - 1. Special Weapons and Tactics Team (SWAT)
  - 2. Additional personnel
  - 3. Outside agency assistance
  - 4. Special equipment
  - 5. Medical personnel
  - 6. Persons trained in negotiation
  - 7. Additional surveillance

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8. Canines
  9. Property and Evidence Section or analytical personnel to assist with cataloguing seizures
  10. Forensic specialists
  11. Specialized mapping for larger or complex locations
- (b) Contact the appropriate department members or other agencies as warranted to begin preparation.
  - (c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
  - (d) Coordinate the actual operation.

#### **608.5 DECONFLICTION**

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the operations director will contact the involved jurisdiction and resolve the potential conflict before proceeding.

#### **608.6 OPERATIONS PLAN**

The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

- (a) Operation goals, objectives and strategies.
- (b) Operation location and people:
  1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
  2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces,



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- availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids
- 3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)
- 4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children
- (c) Information from the risk assessment form by attaching a completed copy in the operational plan.
  - 1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.
- (d) Participants and their roles.
  - 1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.
  - 2. How all participants will be identified as law enforcement.
- (e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.
- (f) Identification of all communications channels and call-signs.
- (g) Use of force issues.
- (h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).
- (i) Plans for detaining people who are not under arrest.
- (j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.
- (k) Communications plan.
- (l) Responsibilities for writing, collecting, reviewing and approving reports.

#### **608.6.1 OPERATIONS PLAN RETENTION**

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

#### **608.7 OPERATIONS BRIEFING**

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

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- (a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.
- (b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.
- (c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
  - 1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.
- (d) The briefing should include details of the communications plan.
  - 1. It is the responsibility of the operations director to ensure that Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
  - 2. If the radio channel needs to be monitored by Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
  - 3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

#### **608.8 SWAT PARTICIPATION**

If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

#### **608.9 MEDIA ACCESS**

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

#### **608.10 OPERATIONS DEBRIEFING**

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

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#### **608.11 TRAINING**

The Lieutenant should ensure officers and SWAT team members who participate in operations subject to this policy should receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

# Scrap Metal Theft Investigation

## 609.1 PURPOSE AND SCOPE

This policy provides guidance regarding scrap metal theft investigations.

### 609.1.1 DEFINITIONS

Definitions related to this policy include:

**Scrap vehicle operator or operator** - A person described in Minn. Stat. § 168A.1501 who engages in a transaction involving the purchase or acquisition of a scrap vehicle.

**Scrap metal dealer or dealer** - A person engaged in the business of buying or selling scrap metal, or both, including a scrap metal processor, as defined in Minn. Stat. § 325E.21.

## 609.2 POLICY

The St. Anthony Police Department recognizes the difficulty in preventing scrap metal theft and may investigate, place holds on or confiscate items as provided in this policy.

## 609.3 INSPECTIONS AND AUDITS

An officer engaged in scrap metal theft investigations may (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21):

- (a) Conduct inspections and audits of any purchase and acquisition records maintained by scrap vehicle operators or scrap metal dealers.
- (b) Inspect scrap vehicle or scrap metal received by an operator or dealer at any reasonable time.
- (c) Inspect any video or still camera and any recordings or images required to be maintained by an operator or dealer.

Any refusal to allow such inspections or audits should be referred to the City attorney for criminal prosecution.

## 609.4 INVESTIGATIVE HOLDS

An officer who has probable cause to believe that a scrap vehicle or motor vehicle parts in the possession of a scrap vehicle operator, or that scrap metal in the possession of a scrap metal dealer, is stolen or is evidence of a crime may verbally order the operator or dealer not to process, sell, remove or allow the removal of the item for 30 days (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21).

The officer issuing the order is responsible for ensuring that the order to hold the item is confirmed in writing within 72 hours. If the item is identified as evidence in an active criminal case, the officer may extend the hold in writing. This extension must occur within 30 days of the original order and may remain in effect for as long as the investigation or prosecution is active.

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#### **609.5 SEIZING ITEMS**

The investigating officer should confer with the prosecuting attorney to determine whether the item should be confiscated. If the item is evidence or otherwise needed for an investigation or prosecution, the officer may issue a written notice to confiscate any time during the investigative hold. The officer shall take custody of the item within 15 days of the notice to confiscate (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21).

When an item is confiscated, the officer shall:

- (a) Provide the operator or dealer a property receipt that includes at least the following:
  - 1. The name and telephone number of the Department.
  - 2. The name and telephone number of the officer.
  - 3. The case number related to the confiscation.
- (b) Deliver the item to the Property and Evidence Section.

When a confiscated item is no longer needed for an investigation or prosecution, it may be returned to a registered owner only after giving the operator or dealer from whom the item was seized written notice of intent to do so. The written notice should include notice of the right of the operator or dealer to make a written request for return of the item and that if the Department does not return the item within 48 hours of the request, excluding Saturday, Sunday or legal holidays, the operator or dealer may file a petition for the return of the item in the district court in the district in which the property was seized (Minn. Stat. § 626.04).

#### **609.6 TERMINATION OF HOLD OR NOTICE TO CONFISCATE**

At the conclusion of any investigation and prosecution, the officer who issued the investigative hold or a notice to confiscate property not yet confiscated shall notify the operator or dealer in writing that the hold or notice is no longer in effect (Minn. Stat. § 168A.1501; Minn. Stat. § 325E.21).

## Forensic Genetic Genealogy

### 610.1 PURPOSE AND SCOPE

This policy provides guidance for the use of forensic genetic genealogy (FGG) to generate investigative leads.

#### 610.1.1 DEFINITIONS

Definitions related to this policy include:

**Combined DNA Index System (CODIS)** - An FBI computer software program that operates deoxyribonucleic acid (DNA) profile databases for law enforcement use.

**DNA typing laboratory** - A laboratory that analyzes biological samples, including extracted DNA, in order to provide various DNA profile types. State or local crime labs are generally not equipped to provide single nucleotide polymorphism (SNP) DNA profiles; therefore, the use of private DNA typing laboratories is often necessary for FGG.

**Extracted DNA** - The DNA isolated from a biological sample remaining after previous DNA testing has been completed.

**Forensic genetic genealogy (FGG)** - The process of obtaining a SNP DNA profile from a biological sample collected during an investigation; uploading the profile to a genetic genealogy site for comparison to the consumer profiles in the site's database to identify genetic relatives; and using the identified genetic relationships, as well as traditional genealogy research, to generate investigative leads.

**Genetic genealogist** - A genealogist who uses DNA testing with traditional genealogical research methods to assist law enforcement or private clients in identifying biological relatives of an individual.

**Genetic genealogy site** - A database of DNA profiles voluntarily submitted by public consumers for the purpose of identifying genetic relatives. The availability of genetic genealogy sites for law enforcement use varies depending on their terms of service.

**Short tandem repeat (STR) DNA profile** - The results of DNA typing in a format that can be processed through CODIS and state DNA databases. This is the type of DNA used in conventional non-FGG law enforcement investigations.

**Single nucleotide polymorphism (SNP) DNA profile** - The results of DNA typing in a format that enables an unknown DNA sample to be compared to the DNA profiles maintained by a genetic genealogy site. This is the DNA type used in FGG.

### 610.2 POLICY

The St. Anthony Police Department's use of FGG will be in coordination with prosecutors, the Medical Examiner, and other appropriate resources only in qualifying cases after reasonable conventional investigative methods have been pursued. Members will take reasonable steps to

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maintain the integrity of the FGG process and safeguard the privacy rights of individuals whose DNA profiles are analyzed.

#### **610.3 CRITERIA FOR FGG USE**

Before using FGG, the lead investigator should coordinate with the supervisor to determine whether the case meets the following requirements:

- (a) Biological evidence collected as part of the underlying investigation (or extracted DNA from the biological evidence) is available for additional testing and is reasonably believed to be attributable to:
  - 1. The perpetrator of an unsolved felony.
  - 2. The unidentified human remains of a suspected homicide victim.
- (b) All reasonable conventional investigative methods have been utilized and all reasonable investigative leads have been pursued (e.g., relevant case information entered in the National Missing and Unidentified Persons System (NamUs) and the Violent Criminal Apprehension Program (ViCAP) national database).
- (c) An STR DNA profile has been developed from the biological evidence collected in the case and, absent unusual circumstances, has been uploaded to CODIS and any applicable state DNA database for comparison with negative results.

#### **610.4 COORDINATION**

Once a preliminary determination has been made that a case may qualify for the use of FGG, the lead investigating member should consult with the appropriate prosecutor to address current and prospective legal issues and determine if a search warrant is required (Minn. Stat. § 325F.995).

In the case of unidentified human remains, the lead investigator should also consult with the Medical Examiner.

#### **610.5 SUBMISSION OF SAMPLE**

The biological evidence or extracted DNA should be submitted to a DNA typing laboratory approved by the Department in order to obtain a SNP DNA profile.

Once a SNP DNA profile has been obtained from the biological evidence or extracted DNA, the lead investigating member should arrange for it to be compared to the SNP DNA profiles contained in one or more genetic genealogy sites to identify possible genetic relatives. The lead investigator should work with a qualified genetic genealogist as needed during this process.

When submitting a SNP DNA profile for comparison, the lead investigator or the authorized designee (e.g., assigned genetic genealogist) shall notify the genetic genealogy site that the request for comparison is from a law enforcement agency and confirm that the site's terms of service permit FGG for the type of case being investigated. The use of the SNP DNA profile and any subsequent comparison shall be limited to the original underlying investigation.

If at any time during the FGG process the case no longer meets the criteria for FGG use, the lead investigator should promptly notify the DNA typing laboratory, genetic genealogy site, and/or

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genetic genealogist to cease any further analysis and to return all evidence, data, and materials to the Department.

#### **610.6 ANALYSIS OF FGG DATA**

Once results of a comparison are received from a genetic genealogy site, the information should be evaluated by a genetic genealogist, who will assist the lead investigator in identifying potential investigative leads.

The lead investigator should promptly and diligently pursue each viable lead identified through the FGG process using traditional investigative methods, as appropriate, to:

- (a) Eliminate an individual as a potential suspect in the case.
- (b) Link an individual to the case as a potential suspect.
- (c) Identify human remains.

#### **610.7 COLLECTION OF THIRD-PARTY DNA SAMPLE**

If it is determined that a third-party DNA sample (i.e., from a person not likely to be a suspect in the investigation) should be collected and analyzed for FGG, consent from the third party should be obtained prior to collection.

If there is a reasonable belief that the integrity of the investigation would be compromised by seeking consent from the third party prior to collection, the lead investigator should consult with the prosecutor regarding applicable laws and procedures in both the jurisdiction of the investigation and the jurisdiction where the collection will occur, if different.

The use of a third-party DNA sample shall be limited to the original underlying investigation.

#### **610.8 POST-IDENTIFICATION**

Members shall not rely solely on FGG identification of a potential suspect for probable cause to make an arrest or obtain an arrest warrant. Unless there is sufficient evidence independent of the FGG data to support an arrest, a potential suspect identified through FGG should not be arrested until the suspect's identity is confirmed.

Members shall not rely solely on FGG to identify human remains unless there is sufficient evidence independent of the FGG data to declare the identification or confirmation testing has been completed.

Confirmatory DNA testing should be conducted by collecting a known DNA sample from the potential suspect or, in the case of unidentified human remains, from a close biological relative. This known DNA sample should be submitted for comparison to the original unknown STR DNA profile through conventional methods (e.g., in CODIS).

The lead investigator should consult with the prosecutor to determine the appropriate method of obtaining a known DNA sample.

Once the identity of a suspect or the identity of unidentified human remains has been confirmed through conventional DNA testing, the lead investigator should:



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- (a) Consult with the prosecutor to evaluate the entire investigative file for consideration of criminal charges or further investigation.
- (b) If applicable, consult with the Medical Examiner for an amendment to a certificate of death.

#### **610.9 PRIVACY CONSIDERATIONS**

Members should make reasonable efforts to respect and protect the privacy of non-suspect genetic relatives identified through the FGG process. The names and identifying information of any non-suspect genetic relatives should not be included in official reports, probable cause declarations, or affidavits for search warrants and should not be disclosed unless otherwise required by law or court order.

The lead investigator should formally request that the SNP DNA profile be removed from all genetic genealogy sites upon identity confirmation and should retain a copy of the request for department records. The lead investigator should request that all case-related records and data provided to, or generated by, a genetic genealogist during the FGG process be returned to the Department.

#### **610.10 RETENTION OF DNA SAMPLES AND RELATED RECORDS**

Genetic information, including any derivative profiles and genetic genealogy site user information, should be retained in accordance with the established records retention schedule. The lead investigator should coordinate with the property and evidence officer and provide adequate notice to the appropriate prosecutor's office before destroying any profiles or data obtained from the FGG process.

See the Property and Evidence Section Policy for guidelines regarding biological evidence, including DNA samples.

## **Chapter 7 - Equipment**

## Department-Owned and Personal Property

### 700.1 PURPOSE AND SCOPE

Department employees are expected to properly care for Department property assigned or entrusted to them. Employees may also suffer occasional loss or damage to personal or department property while performing their assigned duties. Certain procedures are required depending on the loss and ownership of the item.

Employees should also refer to the following associated policies:

- Firearms
- Uniform Regulations
- Body Armor
- Personal Appearance Standards

### 700.2 DOCUMENTATION OF ISSUED DEPARTMENT PROPERTY

All property issued (not to include uniforms and duty gear - see Uniform Regulations Policy) shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the Department, all issued equipment shall be returned and documentation of the return signed by a supervisor. Property sheet or equipment log shall be retained in the members employment file.

[See attachment: Equipment Sheet 2023.pdf](#)

#### 700.2.1 CARE OF DEPARTMENT PROPERTY

Employees shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them. An employee's intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.

- (a) Employees shall promptly report through the chain of command, any loss, damage to or unserviceable condition of any department-issued property or equipment assigned for their use.
- (b) A review by Supervisors to determine whether misconduct or negligence was involved should be completed.
- (c) The use of damaged or unserviceable department property should be discontinued as soon as practicable and, if appropriate and approved by staff, replaced with comparable Department property as soon as available and following notice to a supervisor.
- (d) Except when otherwise directed by a supervisor or required by exigent circumstances, Department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

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- (e) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.
- (f) In the event that any Department property becomes damaged or unserviceable, no employee shall attempt to repair the property without prior approval of a supervisor.

#### **700.3 USE OF PERSONAL PROPERTY**

The carrying of personal equipment on-duty or its use in the performance of duties requires prior written approval by the Chief of Police or designee. The employee should submit for approval the description of personal property the employee has requested to carry, the reason for its use and the term of its use. Personal property of the type routinely carried by persons not performing law enforcement duties nor comprising a weapon are excluded from this requirement. The Chief of Police or designee should review the request and approved or deny the request as appropriate.

##### **700.3.1 DEFINITIONS**

**Personal Property** - Items or equipment owned by, provided by or purchased totally at the expense of the employee. This definition includes optional equipment items identified in the Uniform Regulations Policy.

##### **700.3.2 FILING CLAIMS FOR PERSONAL PROPERTY**

Claims for reimbursement for damage or loss of personal property must be made to the employee's immediate supervisor. The supervisor may require a separate written report of the loss or damage.

The supervisor receiving such a report shall make an appropriate investigation and direct a memo to the Chief of Police that shall include the result of his/her investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police, who will then forward the claim to the Finance Department.

The Department will not replace or repair costly items (e.g., jewelry, exotic equipment) that are not reasonably required as a part of work.

##### **700.3.3 REPORTING REQUIREMENT**

A verbal report shall be made to the employee's immediate supervisor as soon as circumstances permit.

A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report is made.

#### **700.4 LOSS OR DAMAGE OF PROPERTY OF ANOTHER**

Officers and other employees intentionally or unintentionally may cause damage to the real or personal property of another while performing their duties. Any employee who damages or causes to be damaged any real or personal property of another while performing any law enforcement function shall report it as provided below.

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- (a) A verbal report shall be made to the employee's immediate supervisor as reasonably soon as circumstances permit.
- (b) A written report shall be submitted before the employee goes off-duty or within the time frame directed by the supervisor to whom the verbal report was made.

#### 700.4.1 DAMAGE BY PERSON OF ANOTHER AGENCY

If employees of another jurisdiction cause damage to personal property or property belonging to the City, it shall be the responsibility of the employee present or the employee responsible for the property to make a verbal report to his/her immediate supervisor as reasonably soon as circumstances permit. The employee shall submit a written report before going off-duty or as otherwise directed by the supervisor.

These written reports, accompanied by the supervisor's written report, shall promptly be forwarded to the Chief of Police.

## Personal Communication Devices

### 701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless-capable tablets, and similar wireless two-way communications and/or portable internet-access devices. PCD use includes but is not limited to placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games, and accessing sites or services on the internet.

### 701.2 POLICY

The St. Anthony Police Department allows employees to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally employees are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the employee and the employee's PCD records to civil or criminal discovery or disclosure under applicable data practices laws and rules of civil or criminal procedures.

Employees who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory personnel.

This policy supplements and should be considered in conjunction with the City of St. Anthony Employee Resource Guide Technology Use Policy.

### 701.3 PRIVACY POLICY

Employees shall have no expectation of privacy with regard to any communication made with or stored in or through PCDs issued by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities. The use of any department-provided or -funded PCD, computer, Internet service, telephone service or other wireless service while on-duty is without any expectation of privacy that the employee might otherwise have in any communication, including the content of any such communication. Communications or data reception on personal, password-protected, web-based e-mail accounts and any other services are subject to monitoring if department equipment is used.

In accordance with this policy supervisors are authorized to conduct a limited administrative search of electronic files without prior notice, consent or a search warrant, on department-

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issued or personally owned PCDs that have been used to conduct department-related business. Administrative searches can take place for work-related purposes that may be unrelated to investigations of employee misconduct and, as reasonably practicable, will be done in the presence of the affected employee. Prior to conducting any search of personally owned devices, supervisors shall consult with the Chief of Police or designee. All such searches shall be fully documented in a written report.

#### **701.4 DEPARTMENT-ISSUED PCD**

The Department may at its discretion issue or fund a PCD to employees. Department-issued or funded PCDs are provided as a convenience to facilitate on-duty performance and duty related tasks. Such devices and the associated telephone number shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

The Chief of Police or an authorized designee, may authorize off-duty use of a department issued PCD to an employee in positions that include supervisor, investigator, SWAT member, and/or special assignment. For all other purposes, the PCD will either be secured in the workplace at the completion of the tour of duty or be used only for duty related tasks, while the employee is off duty.

#### **701.5 PERSONALLY OWNED PCD**

Employees may carry a personally owned PCD while on-duty subject to the following conditions and limitations:

- (a) Carrying a personally owned PCD is a privilege, not a right.
- (b) The Department accepts no responsibility or liability for loss of or damage to a personally owned PCD.
- (c) Employees shall promptly notify the Department in the event the PCD is lost or stolen.
- (d) The PCD and any associated services shall be purchased, used and maintained solely at the employee's expense.
- (e) The device should not be used for work-related purposes except in exigent circumstances, (e.g. unavailability of radio communications). Employees have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.
  - 1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief of Police.
- (f) The device shall not be utilized to record or disclose any business-related data, including photographs, video or the recording or transmittal of any data or material obtained or made accessible as a result of employment with the Department, without the express authorization of the Chief of Police or the authorized designee.

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- (g) Use of a personally owned PCD constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, employees will provide the Department with all telephone access numbers of the device.
- (h) All work-related documents, e-mails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the St. Anthony Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisor, employees are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If an employee is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the employee has prior express authorization from his/her supervisor, the employee may engage in business-related communications. Should employees engage in such approved off-duty communications or work, employees entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Employees who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

#### **701.5.1 PUBLIC RECORDS**

Work related information including data created, received, recorded or stored on a personally owned PCD in the course of department duties is considered government data subject to the requirements of the Minnesota Government Data Practices Act and discovery obligations (Minn. Stat. § 13.01 et seq.).

#### **701.6 USE OF PERSONAL COMMUNICATION DEVICES**

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

- (a) A PCD shall not be carried in a manner that allows it to be visible by the public while conducting official business.
- (b) A PCD may not be used to conduct personal business while on-duty except for brief personal communications (e.g., informing family of extended hours). Employees shall endeavor to limit their use of PCDs to authorized break times unless an emergency exists.
- (c) Employees may use a PCD to communicate with other personnel in situations where the use of the radio is either impracticable or not feasible. PCDs should not be used as a substitute for or as a way to avoid or in lieu of regular radio communications.
- (d) Officers are prohibited from taking pictures, video or making audio recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party



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through any means without the express authorization of the Chief of Police or the authorized designee or contrary to data practices policies and procedures may result in discipline.

- (e) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any employee having knowledge of such conduct shall promptly notify a supervisor.

#### **701.7 SUPERVISORY RESPONSIBILITIES**

Supervisors should ensure that members under their command are provided appropriate training on the use of PCDs consistent with this policy. Supervisors should monitor, to the extent reasonably practicable, PCD use in the workplace and take prompt corrective action if an employee is observed or reported to be improperly using a PCD. An investigation into improper conduct should be promptly initiated when circumstances warrant.

If, when carrying out any provision of this policy, the need to contact an employee who is off-duty arises, supervisors should consider delaying the contact, if reasonably practicable, until the employee is on-duty as such time may be compensable.

#### **701.8 USE WHILE DRIVING**

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions, and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters involving official duties and, where practicable, stop the vehicle at an appropriate location to use the PCD (Minn. Stat. § 169.475).

Except in an emergency, members who are operating non-emergency vehicles shall not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use (Minn. Stat. § 169.475). Hands-free use should be restricted to business-related calls or calls of an urgent nature.

#### **701.9 OFFICIAL USE**

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

# Vehicle Maintenance

## 702.1 PURPOSE AND SCOPE

Employees are responsible for assisting in maintaining Department vehicles so that they are properly equipped, maintained, refueled and present a clean appearance.

## 702.2 DEFECTIVE VEHICLES

When a department vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service for repair. Proper documentation shall be promptly completed by the employee who becomes aware of the defective condition. E-Mail, describing the correction needed, shall be promptly forwarded to vehicle maintenance for repair. The Captain shall also be forwarded the repair e-mail.

### 702.2.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspection and repair as soon as practicable.

### 702.2.2 SEVERE USE

Vehicles operated under severe use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as reasonably possible. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

### 702.2.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance or repair when the vehicle is not in the control of a sworn officer.

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory when a police vehicle is parked at the city shops for storage.

## 702.3 VEHICLE EQUIPMENT

Certain items shall be maintained in all Department vehicles for emergency purposes and to perform routine duties.

### 702.3.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the required equipment is present in the vehicle.

## 702.4 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, officers driving patrol vehicles shall not place a vehicle in service that has less than one-quarter tank of fuel. Whenever practicable, vehicles should be fully fueled when placed into service and refueled before the end of shift.

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Vehicles shall only be refueled at an authorized location unless approved by a Supervisor/Officer in Charge during exigent circumstances.

#### **702.5 WASHING OF VEHICLES**

All units shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to enhance their appearance.

Employees using a vehicle shall remove any trash or debris at the end of the shift. Not public data should be placed in a designated receptacle provided for the shredding of this matter.

## Vehicle Use

### 703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of St. Anthony to provide assigned take-home vehicles.

Additional guidelines for member responsibilities when transporting persons in custody may be found in the Transporting Persons in Custody Policy.

### 703.2 POLICY

The St. Anthony Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

### 703.3 USE OF VEHICLES

#### 703.3.1 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor/Officer in Charge.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

#### 703.3.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents, or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

#### 703.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

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Members shall ensure all weapons are secured while the vehicle is unattended.

#### 703.3.4 UNATTENDED VEHICLE COLD WEATHER EXCEPTION

Unoccupied police vehicles may be left running in the following conditions during cold weather:

- (a) If the temperature is below freezing and the vehicle is unattended for more than 20 minutes.
- (b) During rain and snow events when the temperature is cold enough to cause freezing or obstruction on vehicle windows.
- (c) Unattended vehicles shall be locked, keys removed and utilize ignition locking procedure.

#### 703.3.5 MOBILE DATA COMPUTER

Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch. Use of the MDC is governed by the Mobile Data Computer Use Policy.

#### 703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require supervisor approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

#### 703.3.7 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys. The loss of a key shall be promptly reported in writing through the member's chain of command.

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#### 703.3.8 AUTHORIZED PASSENGERS

Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Along Policy.

#### 703.3.9 ALCOHOL

Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

#### 703.3.10 PARKING

Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

#### 703.3.11 ACCESSORIES AND/OR MODIFICATIONS

There shall be no modifications, additions or removal of any equipment or accessories without permission from a Supervisor.

#### 703.3.12 NON-SWORN MEMBER USE

Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before going into service.

### **703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES**

Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

#### 703.4.1 ON-DUTY USE

Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

#### 703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

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- (a) The circumstances are unplanned and were created by the needs of the Department.
- (b) Other reasonable transportation options are not available.
- (c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the St. Anthony City limits.
- (d) Off-street parking will be available at the member's residence.
- (e) Vehicles will be locked when not attended.
- (f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

#### 703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the City of St. Anthony is a prime consideration for assignment of a take-home vehicle. Members who reside outside the City of St. Anthony may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Department members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

- (a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police gives authorization.
- (b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.
- (c) Vehicles will not be used when off-duty except:
  - (a) In circumstances when a member has been placed on call by the Chief of Police and there is a high probability that the member will be called back to duty.
  - (b) When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
  - (c) When the member has received permission from the Chief of Police.
  - (d) When the vehicle is being used by the Chief of Police, Captains or members who are in on-call administrative positions.

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- (e) When the vehicle is being used by on-call investigators.
- (d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.
- (e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.
- (f) Unattended vehicles are to be locked and secured at all times.
  - 1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
  - 2. All weapons shall be secured while the vehicle is unattended.
  - 3. All department identification, portable radios and equipment should be secured.
- (g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).
- (h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department when a member will be away (e.g., on vacation) for periods exceeding one week.
  - 1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
  - 2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.
- (i) The member is responsible for the care and maintenance of the vehicle.

#### 703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the St. Anthony Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed, appropriately attired and carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

#### 703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department.



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Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

- (a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
- (b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.
- (c) All scheduled vehicle maintenance and car washes shall be performed as necessary.
- (d) When leaving the vehicle at the maintenance facility, the member will e-mail city vehicle maintenance personnel and department personnel explaining the reason for the vehicle being placed out of service.
- (e) All weapons shall be removed from any vehicle left for maintenance.
- (f) Supervisors should make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

#### **703.5 UNMARKED VEHICLES**

Unmarked vehicles are assigned to various sections and their use is restricted to the respective section and the assigned member, unless otherwise approved by a supervisor.

#### **703.6 DAMAGE, ABUSE AND MISUSE**

When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any collision report shall be filed with the agency having jurisdiction (see the Traffic Collisions Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered, documented in memorandum format and forwarded to the Shift Supervisor/Officer in Charge. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

#### **703.7 ATTIRE AND APPEARANCE**

When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

# Personal Protective Equipment

## 704.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

### 704.1.1 DEFINITIONS

Definitions related to this policy include:

**Personal protective equipment (PPE)** - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

**Respiratory PPE** - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

## 704.2 POLICY

The St. Anthony Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

## 704.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Workplace Accident and Injury Reduction Policy to recommend new or improved PPE or additional needs for PPE.

## 704.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; Minn. R. 5205.0010).

## 704.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Prescription eye glasses may replace or be utilized in conjunction with approved eye protection. Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

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The Firearm Instructor shall ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133; Minn. R. 5205.0010).

#### **704.6 HEAD AND BODY PROTECTION**

Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg, and groin protection should be provided as required by any collective bargaining agreement.

#### **704.7 RESPIRATORY PROTECTION**

The Chief of Police is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
- (b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
- (c) Medical evaluations.
- (d) PPE inventory control.
- (e) PPE issuance and replacement.
- (f) Cleaning, disinfecting, storing, inspecting, repairing, discarding, and otherwise maintaining respiratory PPE, including schedules for these activities.
- (g) Regularly reviewing the PPE plan.
- (h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA), and state PPE standards and guidelines.

##### **704.7.1 RESPIRATORY PROTECTION USE**

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; Minn. R. 5205.0010):

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- (a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.
- (b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.
- (c) The member needs to replace the respirator, filter, cartridge, or canister.

#### 704.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators, or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke, or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.
- (b) Not wear corrective glasses, goggles, or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.
- (c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.
- (d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

#### 704.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes, or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; Minn. R. 5205.0010).

A scene commander may order the use of gas masks in situations where the use of an SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

- (a) They smell, taste, or are irritated by a contaminant.
- (b) They experience difficulty breathing due to filter loading.
- (c) The cartridges or filters become wet.
- (d) The expiration date on the cartridges or canisters has been reached.

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#### **704.7.4 SELF-CONTAINED BREATHING APPARATUS**

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects, or would impair an individual's ability to escape from a dangerous atmosphere. These situations may include but are not limited to:

- (a) Entering the hot zone of a hazardous materials incident.
- (b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
- (c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

#### **704.7.5 RESPIRATOR FIT TESTING**

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; Minn. R. 5205.0010).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) At least once every 12 months.
- (b) Whenever there are changes in the type of SCBA or facepiece used.
- (c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery, or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

#### **704.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE**

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; Minn. R. 5205.0010):

- (a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
- (b) A physician or other licensed health care professional has reviewed the questionnaire.
- (c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

#### **704.8 RECORDS**

The Lieutenant is responsible for maintaining records of all:

- (a) PPE training.
- (b) Initial fit testing for respiratory protection equipment.
- (c) Annual fit testing.

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- (d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

- 1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020, and Minn. R. 5205.0010.

#### **704.9 TRAINING**

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove, and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; Minn. R. 5205.0010).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; Minn. R. 5205.0010).

## Department-Owned and Personal Property

<b>Effective Date:</b>	5/1/2025
<b>Revised Date:</b>	
<b>Issuing Authority:</b>	

### 705.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear guidelines for identifying, reporting, documenting, and responding to security incidents involving mobile devices used by the St. Anthony Police Department. This policy ensures that all incidents are managed promptly, effectively, and in compliance with applicable laws, regulations, and the Minnesota Bureau of Criminal Apprehension (BCA) requirements.

This policy applies to all agency personnel, including sworn officers, civilian staff, contractors, volunteers, and any individual who is authorized to access or use mobile devices for official business. Mobile devices include, but are not limited to, laptops, tablets, smartphones, removable storage devices, and any device capable of storing or transmitting agency data.

### 705.2 DEFINITIONS

Mobile Device Incident:

Any event or activity that compromises the confidentiality, integrity, or availability of information stored on or transmitted by a mobile device. Examples include, but are not limited to, loss or theft of a device, unauthorized access, malware infection, data leakage, physical tampering, or the unintentional disclosure of sensitive information.

BCA Requirements:

Standards, protocols, and procedures established by the Minnesota Bureau of Criminal Apprehension for handling incidents that affect the security of criminal justice information.

### 705.3 ROLES AND RESPONSIBILITIES

Chief of Police:

- Ensures that mobile device incident reporting processes are established, maintained, and comply with BCA requirements.
- Provides direction and resources to support the implementation of this policy.

Information Security Officer (ISO) or Designee:

- Oversees the mobile device incident response process, including identification, reporting, documentation, analysis, and resolution.
- Maintains a secure incident log, including incidents specific to mobile devices.

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- Ensures timely notification to necessary parties, including the BCA, as required by applicable guidelines.

#### Supervisors and Command Staff:

- Ensure that all personnel under their supervision are aware of and adhere to this policy.
- Promptly relay reported mobile device incidents to the ISO or Designee.

#### All Personnel:

- Remain vigilant for any signs of a mobile device incident.
- Immediately report known or suspected incidents involving mobile devices to their supervisor and the ISO or Designee.
- Cooperate fully with incident investigations and remediation efforts.

## **705.4 PROCEDURES**

### 1. Incident Identification and Initial Reporting:

- Personnel who detect, suspect, or discover a mobile device incident must report it immediately to their supervisor and the ISO or Designee.
- Reports should include:
  - Description of the incident (e.g., lost device, suspicious activity, unauthorized access)

#### Date and time of discovery

- Any known impacted data or systems
- Any other relevant details

### 2. Incident Classification and Preliminary Assessment:

- Upon receiving the report, the ISO or Designee will determine the severity and scope of the incident, classifying it per agency and BCA guidelines.
- A preliminary assessment will identify the potential risks to agency data, information systems, and operations.

### 3. Containment and Mitigation:

- Promptly disable, lock, or otherwise isolate the affected mobile device to prevent further compromise.
- Revoke or modify access privileges as necessary.
- Take any other actions needed to protect agency data and infrastructure, such as wiping a lost or stolen device or removing malicious software.

### 4. Documentation:

- The ISO or Designee will document the incident in a secure incident log, including:
- Device type and assigned user or custodian



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### *Department-Owned and Personal Property*

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- Incident details (date, time, location, nature of the event)
- Impacted data or systems, if known
- Actions taken to contain and mitigate the incident
- Recommendations for prevention of similar incidents in the future
- All relevant evidence (e.g., system logs, user statements, vendor communications) must be preserved in accordance with retention schedules and BCA requirements.

#### 5. Notification and External Reporting:

- If required by BCA guidelines or other applicable regulations, the ISO or Designee will notify the BCA and any other relevant external entities in a timely manner
- Notification timeframes and methods will follow BCA protocols and may involve written reports, electronic submissions, or direct communication as specified by regulatory requirements.

#### 6. Investigation and Remediation:

- The ISO or Designee, in coordination with IT and relevant stakeholders, will investigate the root cause of the incident.
- Implement corrective actions to eliminate vulnerabilities, strengthen security controls, and reduce the risk of future incidents involving mobile devices.
- Coordinate with external partners or vendors if specialized expertise or tools are required.

#### 7. Post-Incident Review and Training:

- After the incident is resolved, the ISO or Designee will conduct a post-incident review to evaluate the effectiveness of the response, identify lessons learned, and recommend improvements to policies, procedures, training, or technology solutions.
- Findings and recommendations will be documented and shared with relevant staff.
- The agency will update training and awareness programs to incorporate lessons learned and ensure personnel are prepared to prevent, identify, and report future mobile device incidents.

### **705.5 COMPLIANCE AND ENFORCEMENT**

Failure to report, document, or properly respond to a mobile device incident may result in disciplinary action, up to and including termination of employment. The agency will enforce this policy consistently to maintain compliance with BCA requirements and to safeguard the integrity of agency operations and data.

### **705.6 REVIEW AND UPDATES**

This policy will be reviewed at least annually and updated as needed to ensure ongoing compliance with technological changes, emerging threats, regulatory requirements, and BCA guidance.

## **Chapter 8 - Support Services**

# Crime Analysis

## 800.1 PURPOSE AND SCOPE

Crime analysis should provide currently useful information to aid operational personnel in meeting its tactical crime control and prevention objectives by identifying and analyzing methods of operation of individual criminals, providing crime pattern recognition and providing analysis of data from field interrogations and arrests. Crime analysis can be useful to the Department's long-range planning efforts by providing estimates of future crime trends and assisting in the identification of enforcement priorities.

## 800.2 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Parole and probation records
- Computer Aided Dispatch data
- Department of Public Safety - Crime Records Service

## 800.3 CRIME ANALYSIS FACTORS

The following criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

## 800.4 CRIME ANALYSIS DISSEMINATION

For a crime analysis system to function effectively, information should be disseminated to the appropriate units or persons on a timely basis. Information that is relevant to the operational and tactical plans of specific line units should be sent directly to them. Information relevant to the development of the Department's strategic plans should be provided to the appropriate staff units. When information pertains to tactical and strategic plans, it should be provided to all affected units.

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# Ramsey County Sheriff's Office Dispatch/ Hennepin County Sheriff's Office Dispatch

## **801.1 PURPOSE AND SCOPE**

This policy establishes guidelines for the basic understanding functions of Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

## **801.2 POLICY**

It is the policy of the St. Anthony Police Department to provide two-way radio capability for continuous communication between Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch and department members in the field. This policy supplements and should be considered in conjunction with the Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch guidelines.

[See attachment: 2017 Hennepin Co. Police Dispatch SOP.pdf](#)

## **801.3 CALL HANDLING**

### **801.3.1 EMERGENCY CALLS**

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor/Officer in Charge shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

### **801.3.2 NON-EMERGENCY CALLS**

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised when there will be a delay in the response for service.

## **801.4 RADIO COMMUNICATIONS**

The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

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- (a) Members acknowledging the dispatcher with their radio identification call signs and current location.
- (b) Dispatchers acknowledging and responding promptly to all radio transmissions.
- (c) Members keeping the dispatcher advised of their status and location.
- (d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

All complaints and violations will be investigated and and processed through the chain of command.

#### **801.4.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE**

St. Anthony Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

#### **801.4.2 RADIO IDENTIFICATION**

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

#### **801.5 DOCUMENTATION**

It shall be the responsibility of Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.

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### *Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch*

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- Time of member's return to service.
- Disposition or status of reported incident.

#### **801.6 CONFIDENTIALITY**

Information that becomes available through Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch may be confidential or sensitive in nature. All members of Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as DVS records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel.

#### **801.7 COUNTY-OPERATED DISPATCHING OPERATIONS**

County-established communications operations established for public safety purposes shall be under the direction of the county sheriff (Minn. Stat. § 373.041 Subd. 1). The county sheriff shall broadcast all law enforcement dispatches and reports which have a reasonable relation to or connection with (Minn. Stat. § 373.041 Subd. 4):

- The apprehension of criminals.
- The prevention of crime.
- The maintenance of peace and order throughout the area serviced by the broadcasting station or stations.

## Property and Evidence Section

### 802.1 SECTION TITLE

### 802.2 PURPOSE AND SCOPE

This policy provides for the proper collection, storage and security of evidence and other property. Additionally, this policy provides for the protection of the chain of evidence and those persons authorized to remove and/or destroy property. Property belonging to persons in custody should be handled pursuant to policies guiding Juvenile Temporary Custody, Temporary Holding Facility, Jail Operations, and the operations procedures for each facility or operation.

#### 802.2.1 PROPERTY AND EVIDENCE SECTION SECURITY

The Property and Evidence Section shall maintain secure storage and control of all property necessitating custody by the Department. The property and evidence officer reports to the Captain and is responsible for the security of the Property and Evidence Section. Property and Evidence Section keys (keys are both electronic entry and traditional keys) are maintained only by authorized personnel. Authorized personnel shall not loan Property and Evidence Section keys to anyone and shall maintain keys in a secure manner.

Keys/Electronic entry access shall be changed whenever there is a change in authorized personnel, lost key, or the security of the property/evidence room may have been compromised.

Any non-authorized individual entering the Property and Evidence Section must be accompanied by authorized personnel.

#### 802.2.2 ENHANCED SECURITY SECTION

An enhanced security section inside the evidence room will be secured with two independent locks, requiring the presence of two police personnel to access. The enhanced security section will be for the safe and enhanced storage of guns, drugs, and potentially high value items. Four authorized personnel will have paired keys, which will facilitate the need for two personnel to be present to access the enhanced security section. The authorized personnel are the Police Captain, Police Lieutenant, head investigator, and secondary investigator.

### 802.3 DEFINITIONS

**Property** - Includes all items of evidence, items taken for safekeeping and found property.

**Evidence** - Includes items taken or recovered in the course of an investigation that may be used in the prosecution of a case. This includes photographs and latent fingerprints.

**Safekeeping** - Includes the following types of property:

- Property obtained by the Department for safekeeping, such as a firearm.
- Personal property of an arrestee not taken as evidence.
- Property taken for safekeeping under authority of a law.

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**Found Property** - Includes property found by an employee or citizen that has no apparent evidentiary value and where the owner cannot be readily identified or contacted.

**Property /Evidence Room** - Facilities used to store property and evidence, including temporary storage.

**Temporary Storage** - Lockers provided to officers who inventory property and evidence, coolers for biological evidence and bulk garage cage storage.

**Property/Evidence Officer** - Agency member accountable for the control and maintenance of all property and evidence accepted by, or stored in the agencies evidence/property room.

**Authorized Personnel** - Property/Evidence Officer, Full Time Investigator, Captain, Chief of Police.

**Enhanced Security Section** - Separate secure areas within the property/evidence room used to store currency, drugs, firearms, and jewelry.

#### **802.4 PROPERTY HANDLING**

Any employee who first comes into possession of any property, shall retain such property in his/her possession until it is properly inventoried and placed in the designated temporary storage area along with the property label. Care shall be taken to maintain the chain of custody for all evidence.

Any property seized by an officer with or without a warrant shall be safely kept for as long as necessary for the purpose of being produced as evidence (Minn. Stat. § 626.04 (a)). Seized property held as evidence shall be returned to its rightful owner unless subject to lawful detention or ordered destroyed or otherwise disposed of by the court (Minn. Stat. § 626.04 (b) and Minn. Stat. § 629.361).

An officer arresting a person for robbery, aggravated robbery or a theft offense shall use reasonable diligence to secure the property that was alleged to have been stolen and shall be answerable for it while it remains in his/her custody (Minn. Stat. § 629.361).

Where ownership can be established as to found property that has no apparent evidentiary value, such property may be released to the owner without the need for inventorying. The property documentation must be completed to document the release of property not inventoried. The owner shall sign, when practical the documentation acknowledging receipt of the item(s).

##### **802.4.1 PROPERTY INVENTORY PROCEDURE**

All property must be inventoried prior to the employee going off-duty unless authorized by a Supervisor. Employees inventorying property shall observe the following guidelines:

- (a) Complete the property inventory describing each item of property separately, listing all serial numbers, owner's name, finder's name and other identifying information or markings. All property or evidence shall be inventoried using the department electronic Record Management System case file.
- (b) Complete an evidence/property label and attach it to each package or envelope.



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- (c) All evidence items requiring the use of evidence tape/plastic seal shall be secured in such a manner that the item could not be tampered with and without destroying the integrity of the evidence. Members shall initial and date the evidence seal.
- (d) The original property documentation shall be submitted with the case report within the Department Record Management System.
- (e) When the property is too large to be placed in temporary storage locker, the item shall be temporarily stored in the department bulk garage property/evidence cage and shall be secured to prevent entry. A completed property label shall be placed on the property.

#### 802.4.2 CONTROLLED SUBSTANCES

All controlled substances shall be packaged separately using a separate property label. Drug paraphernalia shall also be packaged/labeled separately.

The officer seizing the narcotics and dangerous drugs shall place them in the secured temporary storage locker after proper packaging, labeling and documentation has been completed.

#### 802.4.3 EXPLOSIVES

Officers who encounter a suspected explosive device shall promptly notify the Shift Supervisor/ Officer in Charge. The Bomb Squad will be called to handle explosive-related incidents and will be responsible for the handling, storage, sampling and disposal of all suspected explosives.

Explosives will not be retained in the police facility. Only fireworks that are considered stable and safe and road flares or similar signaling devices may be inventoried into property. All such items shall be stored in proper containers and in an area designated for the storage of flammable materials.

#### 802.4.4 EXCEPTIONAL HANDLING

Certain property items require a separate process. The following items shall be processed in the described manner:

- (a) Bodily fluids such as blood or semen stains shall be air-dried prior to inventorying.
- (b) License plates found not to be stolen or connected with a known crime, should be released directly to the owner or placed in the designated container for return to the Minnesota Department of Driver and Vehicle Services.
- (c) All bicycles and bicycle frames require a property inventorying. Property labels will be securely attached to each bicycle or bicycle frame. The property may be released directly to the owner, or placed in the bulk garage cage storage area until the property and evidence officer can secure the property.
- (d) All cash shall be counted in the presence of another officer or recorded on BWC.
- (e) All evidence collected by personnel processing a crime scene requiring specific storage requirements pursuant to laboratory procedures shall notify the property/evidence officer.

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City property, unless connected to a known criminal case, should be released directly to the appropriate City department. No formal inventorying is required. In cases where no responsible person can be located, the property should be inventoried for safekeeping in the normal manner.

#### 802.4.5 COURT-ORDERED FIREARM SURRENDERS

- (a) Although not required, this department generally will accept firearms surrendered by an abusing party or defendant pursuant to a court order. A decision to refuse a surrendered firearm should be approved by a supervisor (Minn. Stat. § 260C.201, Subd. 3; Minn. Stat. § 518B.01, Subd. 6; Minn. Stat. § 609.2242, Subd. 3; Minn. Stat. § 609.749, Subd. 8).
- (b) Members accepting surrendered firearms should complete a standardized Firearms Proof of Transfer form, if available. If a standard form is not available, use an Evidence/Property form and include the following information:
  - 1. Whether the firearm is being transferred temporarily or permanently
  - 2. The abusing party or defendant's name
  - 3. The date and time of the transfer
  - 4. Complete description of all firearms surrendered (e.g., make, model, serial number, color, identifying marks)
- (c) In certain circumstances, a court may issue an order for the immediate transfer of firearms of an abusing party or defendant.
  - 1. SAPD may serve the court order either by assignment or when an officer comes into contact with an abusing party or defendant for which a court order has been issued but has not been served, or for which they are in violation. In such cases, if there are firearms that may be lawfully seized, they should be seized and submitted to the Property and Evidence Section pursuant to standard protocol.
  - 2. If the abusing party or defendant is not cooperative, seek guidance from legal counsel to ensure that firearms are seized lawfully.
  - 3. Permits possessed by the abusing party or defendant should be returned to the Sheriff where the person resides.
- (d) The Property and Evidence Section shall develop and maintain a process to store, transfer or release firearms ordered surrendered by a court. The procedures shall:
  - 1. Provide for adequate storage and protection so as to preserve the condition of the firearms.
  - 2. Require a valid court order or written notice from the abusing party or defendant to be presented before any transfer of the firearms.
  - 3. Ensure that recipients of transferred firearms are not legally prohibited from possession of firearms under state or federal law.
  - 4. Ensure that proper affidavits or proof of transfer are obtained from any designated firearms dealer or third party.

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5. Ensure that prior to disposition of unclaimed firearms, abusing parties or defendants are notified via certified mail.

#### **802.5 PACKAGING OF PROPERTY**

Packaging will conform to the Property Inventory Guidelines. Certain items require special consideration and shall be booked separately as follows:

- (a) Controlled substances
- (b) Firearms (ensure they are unloaded and booked separately from ammunition)
- (c) Property with more than one known owner
- (d) Drug paraphernalia
- (e) Fireworks
- (f) Contraband

See attachment: [SAPD PROPERTY INVENTORY GUIDLINES.pdf](#)

##### **802.5.1 PACKAGING CONTAINER**

Employees shall package all property, except controlled substances in a suitable container available for its size. Knife boxes should be used to package knives, handgun boxes should be used for handguns and syringe tubes should be used to package syringes and needles.

A property label shall be securely attached to the outside of all items or group of items packaged together.

##### **802.5.2 PACKAGING CONTROLLED SUBSTANCES**

The officer seizing controlled substances shall retain such property in his/her possession until it is properly weighed, packaged, labeled and placed in the temporary storage locker. Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances. If conducted, the results of this test shall be included in the officer's report.

Controlled substances shall be packaged in a container of appropriate size, available in the booking room. The inventorying officer shall initial/date the sealed container over the sealed portion of the packaging. Controlled substances shall not be packaged with other property.

A completed property label shall be attached to the outside of the container.

##### **802.5.3 RIGHT OF REFUSAL**

The property and evidence officer has the right to refuse any piece of property that is not properly documented or packaged. Should the property and evidence officer refuse an item, he/she shall maintain secure custody of the item in a temporary storage locker and inform the supervisor of the submitting officer.

#### **802.6 RECORDING OF PROPERTY**

The property and evidence officer or authorized personnel receiving or releasing custody of property or evidence shall document and enter this information in to the Record Management

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System case file. Officers requesting property/evidence for court shall contact the property and evidence officer or authorized personnel at least one day prior to the court date.

Any changes in the location of property held by the St. Anthony Police Department shall be documented in the Record Management System case file.

#### **802.7 PROPERTY CONTROL**

Each time the property and evidence officer or authorized personnel receives property or releases property to another person, he/she shall enter this information in the Record Management System case file. Officers desiring property for court shall contact the property and evidence officer or authorized personnel at least one day prior to the court day.

##### **802.7.1 RESPONSIBILITIES OF OTHER PERSONNEL**

Every time property is released or received, an appropriate entry within the Record Management System case file shall be completed to maintain the chain of possession.

##### **802.7.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY**

The transporting employee will check the evidence out of property, indicating the date and time in the Record Management System case file and the request for laboratory analysis.

The property and evidence officer or authorized personnel releasing the evidence must complete the required information in the Record Management System case file and the evidence. The lab forms will be transported with the property to the examining laboratory. Upon delivering the item involved, the officer will record the delivery time on both copies and indicate the locker in which the item was placed or the employee to whom it was delivered. The original copy of the lab form will remain with the evidence and the copy will be returned to the Records Manager's Office for filing with the case.

##### **802.7.3 STATUS OF PROPERTY**

Each person receiving property will make the appropriate entry to document the chain of evidence. Temporary release of property to officers for investigative purposes, or for court, shall be noted in the Record Management System case file, stating the date, time and to whom it was released.

The property and evidence officer or authorized personnel shall obtain the signature of the person to whom property was released, and the reason for release. Any employee receiving property shall be responsible for such property until it is properly returned to property or properly released to another authorized person or entity.

The return of the property should be recorded in the Record Management System case file, indicating date, time and the person who returned the property.

##### **802.7.4 AUTHORITY TO RELEASE PROPERTY**

Property held as evidence for a pending criminal investigation or proceeding shall be retained for a period of time no less than that required pursuant to Minn. Stat. § 628.26.

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For property in custody of the Department for investigatory or prosecutorial purposes and owned by a victim or witness, a property and evidence officer or authorized personnel shall, upon the request of the owner:

- (a) Provide a list describing the property unless such release would seriously impede an investigation.
- (b) Return the property expeditiously unless the property is required as evidence.

Upon the direction of a prosecuting attorney, property held as evidence of a crime may be photographed and released to the owner of the property if the property is alleged to have been wrongfully taken, the property may be returned to the owner in accordance with the requirements of Minn. Stat. § 609.523.

#### 802.7.5 RELEASE OF PROPERTY

All reasonable attempts shall be made to identify the rightful owner of found property or evidence not needed for an investigation.

Release of property shall be properly documented.

With the exception of firearms and other property specifically regulated by statute, found property and property held for safekeeping shall be held for a minimum of 90 days. During such period, property personnel shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. Property not held for any other purpose and not claimed within 90 days after notification (or receipt, if notification is not feasible) may be auctioned to the highest bidder at a properly published public auction, which may be conducted as an Internet-based auction. If such property is not sold at auction or otherwise lawfully claimed, it may thereafter be destroyed. Unless the auction is Internet based, property with an estimated value of \$500 or more will be advertised in the local print media before it is destroyed or auctioned. The final disposition of all such property shall be fully documented in related reports.

The property/evidence officer or designee shall release the property upon proper identification being presented by the owner for which an authorized release has been received. The owner shall also pay any costs incurred by the agency, including costs for advertising or storage. A signature of the person receiving the property shall be recorded. After release of property, it will be documented in the Record Management System case file.

Upon release or other form of disposal, the proper entry shall be recorded in the Record Management System case file.

#### 802.7.6 STOLEN OR EMBEZZLED PROPERTY

Stolen or embezzled property or property believed to be stolen or embezzled that is in the custody of this department may be restored to the owner (Minn. Stat. § 609.523 Subd. 3). Such property may be released from law enforcement custody when the following are satisfied:

- (a) Photographs of the property are filed and retained by the Property and Evidence Section.

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- (b) Satisfactory proof of ownership of the property is shown by the owner.
- (c) A declaration of ownership is signed under penalty of perjury.
- (d) A receipt for the property is obtained from the owner upon delivery.

#### **802.7.7 DISPUTED CLAIMS TO PROPERTY**

Occasionally more than one party may claim an interest in property being held by the department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a court order or other proof of the undisputed right to the involved property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for the Department may be asked to file an interpleader in court to resolve the disputed claim.

#### **802.7.8 RELEASE AND DISPOSAL OF FIREARMS**

A firearm may not be released until it has been verified that the person receiving the weapon is not prohibited from receiving or possessing the weapon by 18 USC § 922.

The Department shall make best efforts for a period of 90 days after the seizure of an abandoned or stolen firearm to protect the firearm from harm and return it to the lawful owner (Minn. Stat. § 609.5315 Subd. 7). At the expiration of such period, the firearm or other deadly weapon may be processed for disposal consistent with this policy.

#### **802.7.9 RELEASE OF CURRENCY**

Currency should be deposited or transferred out of the property and evidence room as soon as practical once it no longer has evidence value. All currency releases and/or transfers should be authorized by the Investigating Officer, Prosecutor, or Captain to the custody of a specific person, entity, or financial institution. The person making the deposit shall be required to obtain a deposit receipt to the property and evidence room to document that the currency was deposited. A copy of the deposit receipt shall be submitted within the department Record Management System case file.

### **802.8 DISPOSITION OF PROPERTY**

All property not held for evidence in a pending criminal investigation or proceeding, and held for six months or longer where the owner has not been located or fails to claim the property, may be disposed of in compliance with existing laws upon receipt of proper authorization for disposal. The property and evidence officer shall request a disposition or status on all property that has been held in excess of 120 days and for which no disposition has been received from a supervisor or investigator.

#### **802.8.1 EXCEPTIONAL DISPOSITIONS**

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court of competent jurisdiction:

- Weapons declared by law to be nuisances.

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- Animals, birds and equipment related to their care and containment that have been ordered forfeited by the court.
- Counterfeiting equipment.
- Gaming devices.
- Obscene matter ordered to be destroyed by the court.
- Altered vehicles or component parts.
- Controlled substances.
- Unclaimed, stolen or embezzled property.
- Destructive devices.

Money found in gambling devices by any peace officer, other than a municipal police officer, shall be paid into the county treasury. Money found in gambling devices by a municipal police officer shall be paid into the treasury of the municipality (Minn. Stat. § 626.04 (b)).

#### 802.8.2 UNCLAIMED MONEY

If found or seized money is no longer required as evidence and remains unclaimed after three years, the money is presumed abandoned property and is reportable as specified in this policy Minn. Stat. § 345.38 and Minn. Stat. § 345.75).

#### 802.8.3 SEIZURES AND SALES

An officer may seize and retain any personal property abandoned upon any public way, sidewalk or other public place, or any property entered as evidence in a judicial proceeding following its release by the court (Minn. Stat. § 345.15). After holding the property for a period of at least 90 days, it may be sold at a public auction. The net proceeds of the sale shall be transferred to the general revenue fund of the city, minus the cost of handling, storage or sale.

#### 802.8.4 RETENTION OF BIOLOGICAL EVIDENCE

The Evidence/Property Officer shall ensure that no biological evidence held by the Department is destroyed without adequate notification to the following persons, when applicable:

- (a) The defendant
- (b) The defendant's attorney
- (c) The appropriate prosecutor
- (d) Any sexual assault victim
- (e) The department Captain Biological evidence shall be retained for a minimum period established by law, the Property and Evidence Section Officer or the expiration of any sentence imposed related to the evidence (Minn. Stat. § 590.10), whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on the Department within 90 days of the date of the notification. A

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record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Captain.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Bulk evidence may be destroyed prior to these minimum retention periods only pursuant to a court order or if the Captain determines that such destruction is consistent with Minn. Stat. § 590.10 and the above notices have been made.

#### **802.8.5 DESTRUCTION OF PROPERTY FROM ENHANCED SECURITY**

A two-person rule should apply to the destruction of property/evidence from enhanced security. Additional procedures to confirm the destruction of drugs and firearms should be considered, such as random inspections of drug packages prior to destruction. The disposition procedures should require that the property and evidence room be provided with confirmation of destruction from the destruction site.

All items released, transferred, or destroyed from enhanced security shall be documented within the Department Record Management System and requires the signature of two officers.

#### **802.9 REPORT OF ABANDONED PROPERTY (MONEY)**

The Captain shall complete an annual report of presumed abandoned property as described in law to the Commissioner of Commerce. The report is to cover the 12-month period ending June 30 each year and is to be filed before November 1 each year (Minn. Stat. § 345.41).

#### **802.10 INSPECTIONS OF THE PROPERTY AND EVIDENCE SECTION**

The Captain shall inspect the evidence storage facilities and practices to ensure adherence to appropriate policies and procedures.

- (a) Unannounced inspections of evidence storage areas shall be conducted annually as directed by the Chief of Police.
- (b) An annual audit of evidence held by the Department shall be conducted by a Supervisor who is not routinely or directly connected with evidence control, as assigned by the Chief of Police.
- (c) Whenever a change is made in personnel who have access to the Property and Evidence Section, an inventory of all evidence/property shall be made by an individual(s) not associated with the Property and Evidence Section or function to ensure that records are correct and all evidence property is accounted for.



## Records Manager's Office

### 803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the St. Anthony Police Department Records Manager's Office. The policy addresses department file access and internal requests for case reports.

#### 803.1.1 NUMERICAL FILING SYSTEM

Case reports are filed automatically and numerically within the Record Management System.

Reports are numbered commencing with the last two digits of the current year followed by a sequential number beginning with 00001 starting at midnight on the first day of January of each year. As an example, case number 10-00001 would be the first new case beginning January 1, 2010.

### 803.2 FILE ACCESS AND SECURITY

The security of files in the Records Manager's Office must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a police department case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Manager's Office, accessible only by authorized members of the Records Manager's Office. Access to case reports or files when Records Manager's Office staff is not available may be obtained through the Shift Supervisor/Officer in Charge.

The Records Manager's Office will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

### 803.3 RECORDS MANAGER TRAINING

The Records Manager shall receive training in records management, including proper maintenance, retention and disposal of records and the proper release of records under the Minnesota Government Data Practices Act (MGDPA).

### 803.4 POLICY

It is the policy of the St. Anthony Police Department to maintain department records securely, professionally, and efficiently.

### 803.5 RESPONSIBILITIES

#### 803.5.1 RECORDS MANAGER

The Chief of Police shall appoint and delegate certain responsibilities to a Records Manager. The Records Manager shall be directly responsible to the Administration Captain or the authorized designee.

The responsibilities of the Records Manager include, but are not limited to:

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- (a) Overseeing the efficient and effective operation of the Records Manager's Office.
- (b) Scheduling and maintaining Records Manager's Office time records.
- (c) Supervising, training, and evaluating Records Manager's Office staff.
- (d) Maintaining and updating a Records Manager's Office procedure manual.
- (e) Ensuring compliance with established policies and procedures.
- (f) Supervising the access, use, and release of protected information (see the Protected Information Policy).
- (g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:
  - 1. Homicides
  - 2. Cases involving department members or public officials
  - 3. Any case where restricted access is prudent

#### 803.5.2 RECORDS MANAGER'S OFFICE

The responsibilities of the Records Manager's Office include but are not limited to:

- (a) Maintaining a records management system for case reports.
  - 1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.
- (b) Entering case report information into the records management system.
  - 1. Modification of case reports shall only be made when authorized by a supervisor.
- (c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.
- (d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics.
- (e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing.
- (f) Identifying missing case reports and notifying the responsible member's supervisor.
- (g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection), as applicable, for the following types of occurrences:
  - 1. Officer suicides
  - 2. Officer misconduct
  - 3. Uses of force
  - 4. Officer deaths or assaults
  - 5. Crime incidents

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6. Deaths in custody
  - (h) Transmitting data annually to the superintendent of the Bureau of Criminal Apprehension on the number of mobile tracking device search warrants obtained by the Department as provided in Minn. Stat. § 626A.35.
  - (i) Transmitting carjacking information annually to the Commissioner of Public Safety as provided in Minn. Stat. § 626.5535.

#### **803.6 CONFIDENTIALITY**

Records Manager's Office staff has access to information that may be confidential or sensitive in nature. Records Manager's Office staff shall not access, view, or distribute, or allow anyone else to access, view, or distribute any record, file, or report, whether in hard copy or electronic file format, or any other confidential, protected, or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Manager's Office procedure manual.

# Records Maintenance and Release

## 804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

### 804.1.1 DEFINITIONS

Definitions related to this policy include:

**Confidential Data on Individuals** - Data classified as confidential by state or federal law and that identifies individuals and cannot be disclosed to the public or even to the individual who is the subject of the data (Minn. Stat. § 13.02, Subd. 3).

**Corrections and Detention Data** - Data on individuals created, collected, used or maintained because of their lawful confinement or detainment in state reformatories, prisons and correctional facilities, municipal or county jails, lockups, work houses, work farms and all other correctional and detention facilities (Minn. Stat. § 13.85, Subd. 1).

**Data on Individuals** - All government data in which any individual is or can be identified as the subject of that data, unless the appearance of the name or other identifying data can be clearly demonstrated to be only incidental to the data and the data are not accessed by the name or other identifying data of any individual (Minn. Stat. § 13.02, Subd. 5).

**Government Data** - Data collected, created, received, maintained or disseminated by this department regardless of its physical form, storage media or conditions of use (Minn. Stat. § 13.02, Subd. 7).

**Private Data** - Data classified as private by state or federal law and that identifies individuals that are only available to the individual who is the subject of the data or with the individual's consent (Minn. Stat. § 13.02, Subd. 12).

## 804.2 POLICY

The St. Anthony Police Department is committed to providing public access to records and data in a manner that is consistent with the Minnesota Government Data Practices Act (MGDPA) and Official Records Act (Minn. Stat. § 13.03; Minn. Stat. § 15.17).

## 804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to:

- (a) Managing the records management system for the Department, including the retention, archiving, release, and destruction of department data (Minn. Stat. § 15.17; Minn. Stat. § 138.17, Subd. 7).
- (b) Maintaining and updating the department records retention schedule, including:
  - 1. Identifying the minimum length of time the Department must keep data.

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2. Identifying the department section responsible for the original data.
- (c) Establishing rules regarding the inspection and copying of department data as reasonably necessary for the protection of such data.
- (d) Identifying data or portions of data that are confidential under state or federal law and not open for inspection or copying.
- (e) Establishing rules regarding the processing of subpoenas for the production of data.
- (f) Ensuring a current schedule of fees for public data as allowed by law is available.
- (g) Ensuring the posting or availability to the public a document that contains the basic rights of a person who requests government data, the responsibilities of the Department, and any associated fees (Minn. Stat. § 13.025).
- (h) Ensuring data created by the Department is inventoried and subject to inspection and release pursuant to lawful requests consistent with the MGDPA requirements (Minn. Stat. § 13.03, Subd. 1).
- (i) Ensuring that the current version of each department policy identified in Minn. R. 6700.1615 is posted on the department's website or otherwise posted in the public area of the Department in accordance with Minn. R. 6700.1615 (Minn. R. 6700.1615, Subd. 2).

#### **804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS**

Any department member who receives a request for data shall route the request to the Custodian of Records or the authorized designee.

##### **804.4.1 REQUESTS FOR RECORDS**

The processing of requests for data is subject to the following:

- (a) A person shall be permitted to inspect and copy public government data upon request at reasonable times and places and shall be informed of the data's meaning if requested (Minn. Stat. § 13.03, Subd. 3).
  1. The Department may not charge or require the requesting person to pay a fee to inspect data. Inspection includes, but is not limited to, the visual inspection of paper and similar types of government data. Inspection does not include printing copies, unless printing a copy is the only method to provide for inspection of the data (Minn. Stat. § 13.03, Subd. 3(b)).
  2. For data stored and made available in electronic form via remote access, public inspection includes allowing remote access by the public to the data and the ability to print copies or download the data. A fee may be charged for remote access to data where either the data or the access is enhanced at the request of the person seeking access (Minn. Stat. § 13.03, Subd. 3(b)).
- (b) Government data maintained by this department using a computer storage medium shall be provided in that medium in electronic form, if a copy can be reasonably made. The Department is not required to provide the data in an electronic format or program that is different from the format or program in which the data is maintained (Minn. Stat. § 13.03, Subd. 3 (e)).

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- (c) The Department is not required to create records that do not exist.
- (d) The Custodian of Records or designee processing the request shall determine if the requested data is available and, if so, whether the data is restricted from release or denied. The Custodian of Records or designee shall inform the requesting person of the determination either orally at the time of the request or in writing as soon after that time as reasonably possible. The Custodian of Records or designee shall cite the specific statutory section, temporary classification or specific provision of state or federal law on which the determination is based. Upon the request of any person denied access to data, the denial shall be certified in writing (Minn. Stat. § 13.03, Subd. 3 (f)).
- (e) When a record contains data with release restrictions and data that is not subject to release restrictions, the restricted data shall be redacted and the unrestricted data released.
  - 1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

#### **804.5 RELEASE RESTRICTIONS**

Examples of release restrictions include:

- (a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any department record, including traffic collision reports, is restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722).
- (b) Private data on the following individuals (Minn. Stat. § 13.82, Subd. 17):
  - 1. An undercover law enforcement officer
  - 2. A victim or alleged victim of criminal sexual conduct, or sex trafficking, or of a violation of Minn. Stat. § 617.246, Subd. 2
  - 3. A paid or unpaid informant if the Department reasonably believes revealing the identity would threaten the personal safety of the informant
  - 4. A victim of or witness to a crime if the victim or witness specifically requests not to be identified publicly, unless the Department reasonably determines that revealing the identity of the victim or witness would not threaten the personal safety or property of the individual
  - 5. A person who placed a call to a 9-1-1 system or the identity of the person whose phone was used to place a call to the 9-1-1 system when revealing the identity may threaten the personal safety or property of any person or the purpose of

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the call was to receive help in a mental health emergency. A voice recording of a call placed to the 9-1-1 system is deemed to reveal the identity of the caller

6. A juvenile witness when the subject matter of the investigation justifies protecting the identity of the witness
  7. A mandated reporter
  8. A judicial official as described in Minn. Stat. § 480.40 (Minn. Stat. § 13.991)
- (c) Audio recordings of calls placed to the 9-1-1 system requesting law enforcement, fire, or medical agency response, except that a written transcript of the call is public unless it reveals the identity of protected individuals (Minn. Stat. § 13.82, Subd. 4).
- (d) Criminal investigative data involving active cases and inactive investigative data (Minn. Stat. § 13.82, Subd. 7):
1. If the release of the data would jeopardize another ongoing investigation or would reveal the identity of protected individuals or is otherwise restricted.
  2. Images and recordings, including photographs, video, and audio records that are clearly offensive to common sensibilities. However, the existence of any such image or recording shall be disclosed.
  3. As otherwise restricted by law.
- (e) Juvenile records and data (Minn. Stat. § 260B.171).
- (f) State criminal history data held in the Bureau of Criminal Apprehension (BCA) database, including but not limited to fingerprints, photographs, identification data, arrest data, prosecution data, criminal court data, and custody and supervision data (Minn. Stat. § 13.87).
- (g) Traffic collision reports and related supplemental information (Minn. Stat. § 169.09, Subd. 13).
- (h) Corrections and detention data (Minn. Stat. § 13.85).
- (i) Personnel data except, unless otherwise restricted (Minn. Stat. § 13.43, Subd. 2):
1. Name, employee identification number, and some aspects of compensation
  2. Job title, bargaining unit, job description, education and training background, and previous work experience
  3. Date of first and last employment
  4. Existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action
  5. Final disposition of any disciplinary action together with the specific reasons for the action, and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of this department
  6. Terms of any agreement settling any dispute arising out of an employment relationship

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7. Work location, work telephone number, badge number, and honors and awards received
  8. Time sheets or other comparable data only used to account for an employee's work time for payroll purposes, excluding the use of sick or other medical leave or other nonpublic data
  9. All other personnel data regarding employees of this department are private data and may only be released as authorized by that classification
- (j) Any data that was created under the direction or authority of the City Attorney exclusively in anticipation of potential litigation involving this department shall be classified as protected nonpublic or confidential data while such action is pending (Minn. Stat. § 13.39).
- (k) All data collected by an Automated License Plate Reader (ALPR) on individuals or nonpublic data absent an exception (Minn. Stat. § 13.82; Minn. Stat. § 13.824).
- (l) Response or incident data, so long as the Custodian of Records determines that public access would likely endanger the physical safety of an individual or cause a perpetrator to flee, evade detection, or destroy evidence (Minn. Stat. § 13.82, Subd. 14).
- (m) Any data on individuals receiving peer counseling or critical incident stress management services (Minn. Stat. § 13.02, Subd. 12; Minn. Stat. § 181.9731; Minn. Stat. § 181.9732).

Any other record not addressed in this policy shall not be subject to release where such record is classified as other than public data. All public data shall be released as required by the MGDPA (Minn. Stat. § 13.03, Subd. 1).

#### **804.6 SUBPOENAS AND DISCOVERY REQUESTS**

Any member who receives a subpoena duces tecum or discovery request for data should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested data.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

#### **804.7 EXPUNGEMENT**

A petition for expungement and expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records.



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#### **804.7.1 PETITION FOR EXPUNGEMENT**

When responding to a petition for expungement, the Custodian of Records shall inform the court and the individual seeking expungement that the response contains private or confidential data (Minn. Stat. § 609A.03, Subd. 3).

#### **804.7.2 ORDERS OF EXPUNGEMENT**

The Custodian of Records shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

Upon request by the individual whose records are to be expunged, the Custodian of Records must send a letter at an address provided by the individual confirming the receipt of the expungement order and that the record has been expunged (Minn. Stat. § 609A.03, Subd. 8).

Expunged records may be opened only by court order (Minn. Stat. § 609A.03, Subd. 7).

Expunged records of conviction may be opened for purposes of evaluating a prospective employee of the Department without a court order.

The Custodian of Records shall inform any law enforcement, prosecution or corrections authority, upon request, of the existence of a sealed record and of the right to obtain access to it.

#### **804.7.3 BCA NOTIFICATION OF GRANT OF EXPUNGEMENT**

If the Department receives notice from the BCA that its records may be affected by an automatic grant of expungement, the Custodian of Records shall determine if any records requested thereafter were expunged and, if so, treat the records as private data except as provided by law (Minn. Stat. § 609A.015, Subd. 5).

#### **804.8 MAINTENANCE OF CLOSED RECORDS**

Records such as offense reports, arrest reports, juvenile records or other sensitive records shall be secured in such a manner as to reasonably protect them from unauthorized disclosure. Closed records shall be kept separate from public records and shall remain confidential.

# Protected Information

## 805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the St. Anthony Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the government data information covered in the Records Maintenance and Release Policy.

### 805.1.1 DEFINITIONS

Definitions related to this policy include:

**Protected information** - Any information or data that is collected, stored or accessed by members of the St. Anthony Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

## 805.2 POLICY

Members of the St. Anthony Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

## 805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to coordinate the use of protected information (Minn. Stat. § 13.05, Subd. 13).

The responsibilities of this position include but are not limited to:

- (a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, the National Law Enforcement Telecommunications System (NLETS), Minnesota Division of Driver and Vehicle Services (DVS) records, Minnesota Bureau of Criminal Apprehension (BCA), and the Minnesota Comprehensive Incident-Based Reporting System (CIBRS).
- (b) Developing, disseminating, and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy. See the St. Anthony Police Department CJIS Access, Maintenance, and Security Policy for additional guidance.
- (c) Developing, disseminating, and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release, and security of protected information.
- (d) Developing procedures to ensure training and certification requirements are met.
- (e) Resolving specific questions that arise regarding authorized recipients of protected information.

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- (f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.
- (g) Ensuring a comprehensive security assessment of any personal information maintained by the St. Anthony Police Department is conducted at least annually (Minn. Stat. § 13.055, Subd. 6).
- (h) Ensuring CIBRS is notified within 10 days that an investigation in CIBRS has become inactive (Minn. Stat. § 299C.40).

#### **805.4 ACCESS TO PROTECTED INFORMATION**

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, St. Anthony Police Department policy, or training (Minn. Stat. § 13.09). Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access (Minn. Stat. § 13.05; Minn. Stat. § 299C.40).

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution. See the CJIS Access, Maintenance, and Security Policy for additional guidance.

#### **805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION**

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Manager for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Manager's Office to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

##### **805.5.1 REVIEW OF CHRI**

Members of this department shall refer individuals seeking access to CHRI to the Minnesota BCA (Minn. Stat. § 13.87, Subd. 1(b)).

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#### 805.5.2 REVIEW OF CIBRS DATA

An individual who is the subject of private data held by CIBRS may request access to the data by making a request to the Records Manager. If the request is to release the data to a third party, the individual who is the subject of private data must appear in person at the Department to give informed consent to the access or release.

Private data provided to the individual must also include the name of the law enforcement agency that submitted the data to CIBRS and the name, telephone number and address of the agency responsible for the data.

A person who is the subject of private data may challenge the data. The Records Manager shall review the challenge and determine whether the data should be completed, corrected or destroyed. The corrected data must be submitted to CIBRS and any future dissemination must be of the corrected data.

The Records Manager must notify BCA as soon as reasonably practicable whenever data held by CIBRS is challenged. The notification must identify the data that was challenged and the subject of the data.

#### **805.6 SECURITY OF PROTECTED INFORMATION**

The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include but are not limited to (see the CJIS Access, Maintenance, and Security Policy for additional guidance):

- (a) Developing and maintaining security practices, procedures, and training.
- (b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.
- (c) Establishing procedures to provide for the preparation, prevention, detection, analysis, and containment of security incidents, including computer attacks.
- (d) Tracking, documenting, and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

#### 805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

#### **805.7 SECURITY BREACHES**

In the event of an actual or potential breach of the security or other unauthorized acquisition of private or confidential information, the Chief of Police or designee shall ensure an investigation into

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the breach is made. Upon completion of the investigation and final disposition of any disciplinary action, a report containing the facts and result of the investigation shall be prepared. If the breach was conducted by an employee, contractor or agent of St. Anthony, the report must include a description of the type of data that was breached, the number of individuals whose information was breached, the disposition of any related disciplinary action, and the identity of the employee determined to be responsible for the breach (Minn. Stat. § 13.055).

Written notice shall be given to any individual whose private or confidential data was, or is reasonably believed to have been, acquired by an unauthorized person as soon as reasonably practicable. The notice shall include the following (Minn. Stat. § 13.055):

- (a) Notification that an investigation will be conducted.
- (b) Notification that a report containing the facts and results will be prepared.
- (c) Information on how the person may obtain access to the report, including that he/she may request delivery of the report by mail or email.

The notice may be delayed only so long as necessary to determine the scope of the breach and restore the reasonable security of the data or so long as it will impede an active criminal investigation. Notice shall be made by first class mail, electronic notice or substitute notice as provided in Minn. Stat. § 13.055, Subd. 4. If notification is required to be made to more than 1,000 individuals, notice to all consumer reporting agencies of the timing distribution and content of the notices must also be made (Minn. Stat. § 13.055, Subd. 5).

Minnesota Bureau of Criminal Apprehension (BCA) shall be notified within 24 hours of initial discovery of security breaches at ( [bca.iso@state.mn.us](mailto:bca.iso@state.mn.us) )

### **805.8 TRAINING**

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

## Officer/CSO - Animal Control

### 806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

### 806.2 POLICY

It is the policy of the St. Anthony Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

### 806.3 OFFICER/COMMUNITY SERVICE OFFICER RESPONSIBILITIES

Animal control services are generally the primary responsibility of Officer/Community Service Officer and include the following:

- (a) Animal-related matters during periods when Officer/Community Service Officer is available.
- (b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Officer/Community Service Officer is available for investigation and resolution.
- (c) Follow-up on animal-related calls, such as locating owners of injured animals.

### 806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation and determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should use caution or request appropriate assistance.

Members may consider acting before the arrival of such assistance when:

- (a) There is a threat to public safety.
- (b) An animal has bitten someone; members should take measures to confine the animal and prevent further injury.
- (c) An animal is creating a traffic hazard.
- (d) An animal is seriously injured.
- (e) The owner/handler has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.
  - 1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
  - 2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

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3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

#### **806.5 ANIMAL CRUELTY COMPLAINTS**

Laws relating to the cruelty to animals should be enforced, including but not limited to (Minn. Stat. § 343.21 et seq.):

- (a) An investigation should be conducted on all reports of animal cruelty.
- (b) Legal steps should be taken to protect an animal that is in need of immediate care or protection from acts of cruelty (Minn. Stat. § 343.29).
  1. An officer may remove, shelter and care for any animal that is not properly sheltered from cold, heat or inclement weather, or any animal not properly fed and watered or provided with suitable food and drink, in circumstances that threaten the life of the animal.
  2. An animal taken into care during an animal cruelty investigation may be euthanized following a determination by a doctor of veterinary medicine that the animal is suffering and is beyond cure through reasonable care and treatment.

#### **806.6 ANIMAL BITE REPORTS**

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

##### **806.6.1 ANIMAL BITES TO HUMANS**

Members should coordinate with appropriate animal authorities to ensure that animals who have bitten a human are quarantined for rabies observation as required by Minn. R. 1721.0580.

#### **806.7 STRAY DOGS**

If the dog has a license or can otherwise be identified, the owner should be contacted (Minn. Stat. § 343.29), if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

#### **806.8 DANGEROUS ANIMALS**

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Shift Supervisor/Officer in Charge will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

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#### **806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS**

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality of life issues.

#### **806.10 DECEASED ANIMALS**

When a member becomes aware of a deceased animal all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

- (a) Deceased animals on public property should be removed, sealed in a plastic bag and properly disposed of by the responding member.
- (b) Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

#### **806.11 INJURED ANIMALS**

When a member becomes aware of an injured domesticated animal, all reasonable attempts shall be made to contact the owner or responsible handler.

If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

#### **806.12 DESTRUCTION OF ANIMALS**

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured domestic animal shall only be euthanized with the approval of a supervisor.



## **Chapter 9 - Custody**

# Temporary Custody of Adults

## 900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the St. Anthony Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults who are in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

Additional guidance for transferring persons in custody to another facility or court is provided in the Transporting Persons in Custody Policy.

### 900.1.1 DEFINITIONS

Definitions related to this policy include:

**Holding cell/cell** - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

**Safety checks** - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

**Temporary custody** - The time period an adult is in custody at the St. Anthony Police Department prior to being released or transported to a housing or other type of facility.

## 900.2 POLICY

The St. Anthony Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

## 900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than four hours (Minn. R. 2945.0100; Minn. R. 2945.0120).

### 900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the St. Anthony Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

- (a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

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- (b) Any individual who has a medical condition, including pregnancy, or who may require medical attention, supervision or medication while in temporary custody.
- (c) Any individual who is seriously injured.
- (d) Individuals who are a suspected suicide risk (see the Civil Commitments Policy).
  - 1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.
- (e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.
- (f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.
- (g) Any individual who has exhibited extremely violent or continuously violent behavior.
- (h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.
- (i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

#### 900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

#### 900.3.3 ENTRY RESTRICTIONS

Entry into any location where a person is held in custody should be restricted to:

- (a) Authorized members entering for official business purposes.
- (b) Emergency medical personnel when necessary.
- (c) Any other person authorized by the Shift Supervisor/Officer in Charge.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

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#### **900.4 INITIATING TEMPORARY CUSTODY**

The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should evaluate the individual in custody for obvious signs or indications of suicidal intent. Any indications/intent of suicidal behavior, the individual shall be transported to appropriate jail or the appropriate mental health facility.

The officer should promptly notify the Shift Supervisor/Officer in Charge of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor/Officer in Charge shall determine whether the individual will be placed in a cell, immediately released or transported to jail or other facility.

##### **900.4.1 SCREENING AND PLACEMENT**

The officer responsible for an individual in custody shall:

- (a) Advise the Shift Supervisor/Officer in Charge of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).
- (b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:
  - 1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141) or whether the person is facing any other identified risk.
  - 2. Provide any individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
    - (a) Continuous, direct sight and sound supervision.
    - (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
  - 3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
  - 4. Ensure males and females are separated by sight and sound when in cells.
  - 5. Ensure restrained individuals are not placed in cells with unrestrained individuals.
- (c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.
- (d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

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#### 900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Captain will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

- (a) Inform the individual without delay he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.
  - 1. This notification should be documented.
- (b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.
  - 1. If the country is on the mandatory notification list, then:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Tell the individual this notification has been made and inform him/her without delay he/she may communicate with consular officers.
    - (c) Forward any communication from the individual to his/her consular officers without delay.
    - (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.
  - 2. If the country is not on the mandatory notification list and the individual requests his/her consular officers be notified, then:
    - (a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.
    - (b) Forward any communication from the individual to his/her consular officers without delay.

#### 900.5 SAFETY, HEALTH AND OTHER PROVISIONS

##### 900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the St. Anthony Police Department, the custody shall be promptly and properly documented in a custody log, including:

- (a) Identifying information about the individual, including his/her name.
- (b) Date and time of arrival at the Department.
- (c) Level of charges for which the individual is in custody.
- (d) Sex of individual.

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- (e) Case number.
- (f) Race.
- (g) How individual was secured/retrained in the holding room.
- (h) Date and time of release from the St. Anthony Police Department.
- (i) Badge number of officer placing individual in booking room, holding room and/or breath testing room.

The Shift Supervisor/Officer in Charge should make periodic checks to ensure all log entries and safety and security checks are made on time.

#### 900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

- (a) Safety checks and significant incidents/activities are noted on the log.
- (b) Individuals in custody are informed they will be monitored at all times, except when using the toilet.
  - 1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
  - 2. This does not apply to surreptitious and legally obtained recorded interrogations.
- (c) There is reasonable access to toilets and wash basins.
- (d) There is reasonable access to a drinking fountain or water.
- (e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
- (f) There is privacy during attorney visits.
- (g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
  - 1. The supervisor should ensure that there is an adequate supply of clean blankets.
- (i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
- (j) Adequate furnishings are available, including suitable chairs or benches.

#### 900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to department members.

Should a person in temporary custody be injured or become ill, appropriate medical assistance shall be sought. A department member should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person

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is transported while still in custody, he/she will be accompanied by an officer at the request of medical personnel.

Those who require medication while in temporary custody should not be held at the St. Anthony Police Department. They should be released or transferred to another facility as appropriate.

#### 900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor/Officer in Charge shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears any risk no longer exists.

#### 900.5.5 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

- (a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.
  - 1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).
- (b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
  - 1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.
- (c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

#### 900.5.6 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

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Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

#### **900.6 USE OF RESTRAINT DEVICES**

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy.

Individuals in custody and temporarily held at the police department holding rooms should be secured to handcuffing rails, not to exceed three hours. Individuals shall be monitored audibly and visually at all times. Officers shall document the type of restraints utilized on the department detainee log sheet.

Individuals in restraints shall be kept away from other unrestrained individuals in custody.

##### **900.6.1 PREGNANT ADULTS**

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

#### **900.7 PERSONAL PROPERTY**

The personal property of an individual in temporary custody should be removed and stored in view of the security camera while in the temporary holding area. An individual may request property (i.e., cash, car or house keys, medications) be released to another person.

Upon release of an individual from temporary custody his/her items of personal property shall be return. If the individual is transferred to another facility, personnel property will be transported with the individual. Transferring facilities unable or refuse to accept personnel property, Officers will property inventory personal property items as safe keeping at the department.

The Shift Supervisor/Officer in Charge shall be notified whenever an individual alleges there is a shortage or discrepancy regarding his/her property. The Shift Supervisor/Officer in Charge shall attempt to prove or disprove the claim.

All intangible personal property that is unclaimed for more than three years is presumed abandoned (Minn. Stat. § 345.38).

#### **900.8 HOLDING ROOMS**

A thorough inspection of a holding room shall be conducted before placing an individual into the holding room to ensure there are no weapons or contraband and that the holding room is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the holding room should be photographed and documented. The following requirements shall apply:

- (a) The individual shall be searched (see the Custodial Searches Policy), and anything that could create a security or suicide risk such as contraband, hazardous items, belts, shoes or shoelaces and jackets, shall be removed.



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- (b) The individual shall constantly be monitored by an audio/video system during the entire custody.
- (c) The individual shall have constant auditory access to department members.
- (d) The individual's initial placement into and removal from a locked enclosure shall be logged.
- (e) Safety checks by department members shall occur no less than every 15 minutes.
  - (a) Safety checks should be at varying times.
  - (b) All safety checks shall be logged.
  - (c) The safety check should involve questioning the individual as to his/her well-being.
  - (d) Individuals who are sleeping or apparently sleeping should be awakened.
  - (e) Requests or concerns of the individual should be logged.

#### **900.9 RELEASE AND/OR TRANSFER**

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

- (a) All proper reports, forms, and logs have been completed prior to release.
- (b) A check has been made to ensure the individual is not reported as missing and does not have outstanding warrants.
- (c) It has been confirmed the correct individual is being released or transported.
- (d) All property, except evidence, contraband, or dangerous weapons, has been returned to, or sent with, the individual.
- (e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of property, warrant copies).
- (f) The individual is not permitted in any nonpublic areas of the St. Anthony Police Department unless escorted by a member of the Department.
- (g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if the individual is being sent to another facility.
- (h) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with the person's personal needs as reasonable.
- (i) Transfers that exceed 100 miles shall be accomplished with a custodial escort of the same sex as the individual being transferred unless video and audio recording equipment is installed in the vehicle that is capable of recording the transferee for the entire duration of the transfer (Minn. Stat. § 631.412).
  - (a) Recordings of such transfer shall be maintained by the Department for at least 12 months after the date of the transfer.

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#### **900.10 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY**

The Chief of police will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the St. Anthony Police Department. The procedures should include (Minn. Stat. § 390.11, Subd. 1(6)):

- (a) Immediate request for emergency medical assistance if appropriate.
- (b) Immediate notification of the Shift Supervisor/Officer in Charge, Chief of Police and Captain.
- (c) Notification of the spouse, next of kin or other appropriate person.
- (d) Notification of the appropriate prosecutor.
- (e) Notification of the City Attorney.
- (f) Notification of the Medical Examiner.
- (g) Evidence preservation.

#### **900.11 ASSIGNED ADMINISTRATOR**

The Patrol Captain will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

- (a) General security
- (b) Key control
- (c) Sanitation and maintenance
- (d) Emergency medical treatment
- (e) Escapes
- (f) Evacuation plans
- (g) Fire- and life-safety
- (h) Disaster plans
- (i) Building and safety code compliance

#### **900.12 TRAINING**

Department members should be trained and familiar with this policy and any supplemental procedures.

# Custodial Searches

## 901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants, or weapons into the St. Anthony Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors, and the public.

Guidance for custody searches when transporting a person in custody may be found in the Transporting Persons in Custody Policy.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

### 901.1.1 DEFINITIONS

Definitions related to this policy include:

**Custody search** - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

**Physical body cavity search** - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

**Strip search** - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

## 901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

## 901.3 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the St. Anthony Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

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#### 901.3.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The inventory should include the case number, date, time, member's St. Anthony Police Department identification number and information regarding how and when the property may be released.

#### 901.3.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

#### 901.4 STRIP SEARCHES

No individual in temporary custody at any St. Anthony Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

- (a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.
- (b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
  - 1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.
- (c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).
- (d) The individual's actions or demeanor.
- (e) Criminal history (i.e., level of experience in a custody setting).

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No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

#### 901.4.1 STRIP SEARCH PROCEDURES

Strip searches at St. Anthony Police Department facilities shall be conducted as follows (28 CFR 115.115):

- (a) Written authorization from the Shift Supervisor/Officer in Charge shall be obtained prior to the strip search.
- (b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.
- (c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that it cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.
- (d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.
- (e) Members conducting a strip search shall not touch the breasts, buttocks, or genitalia of the individual being searched.
- (f) The primary member conducting the search shall prepare a written report to include:
  - 1. The facts that led to the decision to perform a strip search.
  - 2. The reasons less intrusive methods of searching were not used or were insufficient.
  - 3. The written authorization for the search, obtained from the Shift Supervisor/Officer in Charge.
  - 4. The name of the individual who was searched.
  - 5. The name and sex of the members who conducted the search.
  - 6. The name, sex, and role of any person present during the search.
  - 7. The time and date of the search.
  - 8. The place at which the search was conducted.
  - 9. A list of the items, if any, that were recovered.
  - 10. The facts upon which the member based their belief that the individual was concealing a weapon or contraband.
- (g) No member should view an individual's private underclothing, buttocks, genitalia, or female breasts while that individual is showering, performing bodily functions, or changing clothes, unless the individual otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to

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ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect the individual's privacy and dignity.

#### **901.4.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES**

A strip search may be conducted in the field only with Shift Supervisor/Officer in Charge authorization and only in exceptional circumstances, such as when:

- (a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.
- (b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Supervisor/Officer in Charge authorization does not need to be in writing.

#### **901.5 PHYSICAL BODY CAVITY SEARCH**

Physical body cavity searches shall be subject to the following:

- (a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor/Officer in Charge and only upon a search warrant or approval of legal counsel. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).
- (b) Only a physician may conduct a physical body cavity search.
- (c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.
- (d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
- (e) All such searches shall be documented, including:
  - 1. The facts that led to the decision to perform a physical body cavity search of the individual.
  - 2. The reasons less intrusive methods of searching were not used or were insufficient.
  - 3. The Shift Supervisor/Officer in Charge's approval.
  - 4. A copy of the search warrant.
  - 5. The time, date, and location of the search.
  - 6. The medical personnel present.
  - 7. The names, sex, and roles of any department members present.

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8. Any contraband or weapons discovered by the search.
- (f) A copy of the written authorization shall be retained and shall be provided to the individual who was searched or other authorized representative upon request.

#### **901.6 TRAINING**

The Lieutenant shall ensure members have training that includes (28 CFR 115.115):

- (a) Conducting searches of cross-gender individuals.
- (b) Conducting searches of transgender and intersex individuals.
- (c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

#### **901.7 GENDER IDENTITY OR EXPRESSION CONSIDERATIONS**

If an individual who is subject to a strip search or physical body cavity search has a gender identity or expression that differs from their sex assigned at birth, the search should be conducted by members of the same gender identity or expression as the individual, unless the individual requests otherwise.

#### **901.8 JUVENILES**

No juvenile should be subjected to a strip search or a physical body cavity search at the Department.

The Chief of Police or the authorized designee should establish procedures for the following:

- (a) Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances.
  1. Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.
- (b) Providing officers with information identifying appropriate medical and juvenile detention facilities to which a juvenile should be transported for a strip or body cavity search.

Nothing in this section is intended to prevent an officer from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

## Temporary Custody of Juveniles

### 902.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the St. Anthony Police Department (34 USC § 11133; Minn. Stat. § 260B.176; Minn. Stat. § 260C.176).

This policy does not apply to secure detention facilities, shelter care facilities, or the juvenile portion of an adult facility authorized to hold juveniles, but rather applies to the temporary custody of a juvenile before a juvenile is released, delivered to a court, or delivered to any of these other facilities (Minn. Stat. § 260B.176, Subd. 3; Minn. Stat. § 260C.176, Subd. 3).

#### 902.1.1 DEFINITIONS

Definitions related to this policy include:

**Custodian or Guardian** - A person who is under a legal obligation or who is in fact providing care and support for a minor (Minn. Stat. § 260B.007, Subd. 13; Minn. Stat. § 260C.007, Subd. 10).

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This includes those held as runaways (Minn. Stat. § 260C.175), truancy violators (Minn. Stat. § 260C.143), and juveniles 15 years old or younger in custody related to their engaging in prostitution or related activities (Minn. Stat. § 260B.007 Subd. 6(c)). This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

**Juvenile offender** - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes possession of a handgun in violation of Minn. Stat. § 624.713 (28 CFR 31.303). This does not include a juvenile petty offender under Minn. Stat. § 260B.007.

**Non-secure custody** - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring, and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

- (a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
- (b) A juvenile handcuffed to a rail.



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- (c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.
- (d) A juvenile being processed in a secure booking area when a non-secure booking area is available.
- (e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.
- (f) A juvenile placed in a cell within the adult temporary holding area whether or not the cell door is locked.
- (g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

**Sight and sound separation** - Located or arranged to prevent physical, visual, or auditory contact.

**Status offender** - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include underage possession of tobacco or curfew violation. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. Juvenile petty offenders taken into custody should be considered a status offender for purposes of this policy (Minn. Stat. § 260B.007; Minn. Stat. § 260B.143).

#### **902.2 POLICY**

The St. Anthony Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the St. Anthony Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer, or release.

#### **902.3 JUVENILES WHO SHOULD NOT BE HELD**

Juveniles who exhibit any of the following conditions should not be held at the St. Anthony Police Department:

- (a) Unconscious
- (b) Seriously injured
- (c) A known suicide risk or obviously severely emotionally disturbed
- (d) Significantly intoxicated
- (e) Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor/officer in charge of the situation.

These juveniles should not be held at the St. Anthony Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

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If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release, or a transfer is completed.

#### **902.3.1 SUICIDE PREVENTION OF JUVENILES IN CUSTODY**

The arresting officer should be alert to potential symptoms based upon exhibited behavior that may indicate the juvenile is a suicide risk. These symptoms may include depression, refusal to communicate, verbally threatening to kill him/herself, or any unusual behavior that may indicate the juvenile may harm him/herself while in custody.

#### **902.4 CUSTODY OF JUVENILES**

Officers should take custody of a juvenile and temporarily hold the juvenile at the St. Anthony Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of being a victim.

No juvenile should be held in temporary custody at the St. Anthony Police Department without authorization of the arresting officer's Shift Supervisor/Officer in Charge.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable, and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the St. Anthony Police Department (34 USC § 11133).

#### **902.4.1 CUSTODY OF JUVENILE NON-OFFENDERS**

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the St. Anthony Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible (Minn. Stat. § 260B.175; Minn. Stat. § 260C.143; Minn. Stat. § 260C.176). Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

Juveniles detained for truancy violations may be (Minn. Stat. § 260C.143):

- (a) Transported to the juvenile's home and released to a parent or guardian.
- (b) Transported to the juvenile's school of enrollment and delivered to the school superintendent or a teacher.
- (c) Transported to a child truancy center under Minn. Stat. § 260A.04, Subd. 3.

#### **902.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS**

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

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#### 902.4.3 STATUS OFFENDER/NON-OFFENDER POLICE DEPARTMENT ENTRANCE

All status offenders and non-offenders shall be brought into the police department building through a public entrance. Juveniles will be escorted into the police department to the non-secure conference room, non-secure interview room or lobby to wait for parent/guardian pick up. Officer(s) will remain in visual and verbal contact with the juvenile at all times. Under no circumstances are status offenders and non-offender juveniles be admitted into the booking area or escorted from the garage, through the Booking area, and into the police department.

#### 902.4.4 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the St. Anthony Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Generally juvenile offenders may be taken into custody under the authority of Minn. Stat. § 260B.175 when a court order authorizes the custody, when the juvenile has committed an offense that would warrant the arrest of an adult, or when it is reasonably believed that the child has violated the terms of probation, parole, or other field supervision.

An officer who takes a juvenile offender of any age or gender into custody or could take the juvenile into custody under Minn. Stat. § 260B.175 is authorized to perform a protective pat-down search of the juvenile offender in order to protect the officer's safety (Minn. Stat. § 260B.175, Subd. 4).

The parent, guardian, or custodian of the juvenile shall be notified as soon as possible when a juvenile offender is taken into custody. Juvenile offenders shall be released to the custody of a parent, guardian, custodian, or other suitable person unless there is reason to believe that the juvenile would (Minn. Stat. § 260B.176):

- (a) Endanger themselves or others.
- (b) Not return for a court hearing.
- (c) Run away from or otherwise not remain in the care or control of their parent, guardian, or custodian.
- (d) Face immediate endangerment to the juvenile's health or welfare.

If a juvenile offender is not released to a parent, guardian, custodian, or other suitable person, the officer taking the juvenile offender into custody shall communicate with or deliver the juvenile to a secure detention facility to determine whether the juvenile should be released or detained. The officer shall also notify the court as soon as possible of the detention of the juvenile and the reasons for detention (Minn. Stat. § 260B.176).

#### 902.4.5 SCHOOL NOTIFICATION

Minnesota law requires that the Chief of Police or the authorized designee notify the superintendent or chief administrative officer of a juvenile's school of an incident occurring within our jurisdiction if (Minn. Stat. § 260B.171, Subd. 5):

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- (a) There is probable cause to believe a juvenile has committed an offense that would be a crime if committed as an adult, where the victim is a student or staff member and the notice is reasonably necessary for the protection of the victim.
- (b) There is probable cause to believe a juvenile has committed certain serious crimes regardless of whether the victim is a student or staff member.
- (c) The juvenile is taken into protective custody and methamphetamine manufacture or storage is involved (see the Child Abuse Policy for guidelines) (see also, Minn. Stat. § 260C.171)

However, the department is not required to notify the school if it is determined that notice would jeopardize an ongoing investigation.

#### **902.5 ADVISEMENTS**

When a juvenile is taken into custody on a warrant, the juvenile and his/her parent, guardian, or custodian, if present, shall immediately be informed of the existence of the warrant for immediate custody and, as soon as practicable, of the reasons why the juvenile is being taken into custody (Minnesota Rules of Juvenile Delinquency Procedure 4.03, Subd. 10).

If it is determined that a juvenile taken into custody is going to be placed into a secure detention facility or a shelter care facility, the officer shall advise both the juvenile and the juvenile's parent, guardian, or custodian as soon as possible (Minn. Stat. § 260B.176, Subd. 3; Minn. Stat. § 260C.176, Subd. 3):

- (a) Of the reasons for custody and the reasons for placement.
- (b) Of the location of the facility unless there is reason to believe that disclosure would place the juvenile's health and welfare in immediate endangerment. If so, the disclosure shall not be made (Minn. Stat. § 260B.176, Subd. 5).
- (c) That the juvenile's parent, guardian, or custodian and attorney or guardian ad litem may make an initial visit to the facility at any time. Subsequent visits may also be made on a reasonable basis.
- (d) That the juvenile may telephone parents and an attorney or guardian ad litem immediately after being admitted to the facility and thereafter on a reasonable basis.
- (e) That the juvenile may not be detained for acts under Minn. Stat. § 260B.007, Subd. 6 for longer than 36 hours excluding weekends and holidays unless a petition has been filed pursuant to Minn. Stat. § 260B.178.
- (f) That the juvenile may not be detained under Minn. Stat. § 260C.175, Subd. 1, clause (1) or (2), item (ii) longer than 72 hours at a shelter care facility excluding weekends and holidays unless a petition has been filed pursuant to Minn. Stat. § 260C.178.
- (g) That the juvenile may not be detained for acts under Minn. Stat. § 260B.007, Subd. 6 for longer than 24 hours in an adult jail or municipal lockup excluding weekends and holidays or longer than six hours if the adult jail or municipal lockup is a standard metropolitan statistical area, unless a petition has been filed pursuant to Minn. Stat. § 260B.178 and a motion made to refer the juvenile for adult prosecution.
- (h) Of the date, time, and place of the detention hearing, if this information is available.

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- (i) That the juvenile and the juvenile's parent, guardian, or custodian have the right to be present and to be represented by counsel, at the detention hearing and that if they cannot afford counsel it will be appointed at public expense.

#### **902.6 JUVENILE CUSTODY LOGS**

Any time a juvenile is held in custody at the Department the custody shall be promptly and properly documented in the juvenile custody log, including:

- (a) Identifying information about the juvenile being held.
- (b) Date and time of arrival and release from the St. Anthony Police Department.
- (c) Shift Supervisor/Officer in charge notification and approval to temporarily hold the juvenile.
- (d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender, or non-offender.
- (e) Any changes in status.
- (f) Time of all welfare checks.
- (g) Any medical and other screening requested and completed.
- (h) Circumstances that justify any secure custody.
- (i) Location of juvenile during custody.
- (j) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

#### **902.7 NO-CONTACT REQUIREMENTS**

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile or status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the St. Anthony Police Department shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

#### **902.8 TEMPORARY CUSTODY REQUIREMENTS**

Members and supervisors assigned to monitor or process any juvenile at the St. Anthony Police Department shall ensure the following:

- (a) The Shift Supervisor/Officer in Charge should be notified if it is anticipated that a juvenile may need to remain at the St. Anthony Police Department more than four hours. This will enable the Shift Supervisor/Officer in Charge to ensure no juvenile is held at the St. Anthony Police Department more than six hours.

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- (b) A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
- (c) Personal visual checks and significant incidents/activities shall be noted on the log.
- (d) There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
- (e) Juveniles shall have reasonable access to toilets and wash basins.
- (f) Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
- (g) Juveniles shall have reasonable access to a drinking fountain or water.
- (h) Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
- (i) Juveniles should have privacy during family, guardian, and/or lawyer visits.
- (j) Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
- (k) Blankets should be provided as reasonably necessary.
- (l) Adequate shelter, heat, light, and ventilation should be provided without compromising security or enabling escape.
- (m) Juveniles shall have adequate furnishings, including suitable chairs or benches.
- (n) Juveniles shall have the right to the same number of telephone calls as an adult in custody.
- (o) No discipline may be administered to any juvenile nor may juveniles be subjected to corporal or unusual punishment, humiliation, or mental abuse.

#### **902.9 USE OF RESTRAINT DEVICES**

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the St. Anthony Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Supervisor/Officer in Charge. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

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#### **902.10 PERSONAL PROPERTY**

The officer taking custody of a juvenile offender or status offender at the St. Anthony Police Department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils, and belts.

The personal property of a juvenile should be placed in a property bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the St. Anthony Police Department.

#### **902.11 SECURE CUSTODY**

Only juvenile offenders 14 years of age or older may be placed in secure custody (Minn. Stat. § 260B.181). Shift Supervisor/Officer in Charge approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is or later becomes a reasonable option.

When reasonably practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

##### **902.11.1 LOCKED ENCLOSURES**

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the room should be photographed and documented in the narrative case report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

- (a) The juvenile shall constantly be monitored by an audio/video system during the entire custody.
- (b) Juveniles shall have constant auditory access to department members.
- (c) Initial placement into and removal from a locked enclosure shall be logged.
- (d) Random personal visual checks of the juvenile by a staff member shall occur no less than every 15 minutes.
  - 1. All checks shall be logged.
  - 2. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).

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3. Requests or concerns of the juvenile should be logged.
- (e) Males and females shall not be placed in the same locked room.
- (f) Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
- (g) Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

#### **902.12 SUICIDE ATTEMPT, DEATH, OR SERIOUS INJURY OF A JUVENILE**

The Shift Supervisor/Officer in Charge will ensure procedures are in place to address the suicide attempt, death, or serious injury of any juvenile held at the St. Anthony Police Department. The procedures will address:

- (a) Immediate notification of the on-duty supervisor and Chief of Police.
- (b) Provide medical assistance and request emergency medical personnel response.
- (c) Notification of the parent, guardian, or person standing in loco parentis of the juvenile.
- (d) Notification of the appropriate prosecutor.
- (e) Evidence preservation.

#### **902.13 INTERVIEWING OR INTERROGATING JUVENILE SUSPECTS**

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent and does consent to an interview or interrogation.

#### **902.14 RESTRICTION ON PHOTOGRAPHING**

Photographing of juveniles taken into custody will only occur with the consent of the juvenile court, except when the photograph is taken related to a violation of driving while impaired or is taken pursuant to the laws of arrest (Minn. Stat. § 260B.171, Subd. 5; Minn. Stat. § 260B.175; Minn. Stat. § 169A.20).



# Transporting Persons in Custody

## 903.1 PURPOSE AND SCOPE

This policy provides guidelines for transporting persons who are in the custody of the St. Anthony Police Department.

See the Handcuffing and Restraints Policy for additional guidance.

## 903.2 POLICY

It is the policy of the St. Anthony Police Department to provide safe, secure, and humane transportation for all persons in custody.

## 903.3 PATROL CAPTAIN RESPONSIBILITIES

The Patrol Captain should establish related procedures for:

- Safely transporting persons who have their legs restrained.
- Seating placement of persons being transported in vehicles with and without safety barriers.

## 903.4 OFFICER RESPONSIBILITIES

Persons in custody should be transported in a vehicle properly equipped to transport passengers. They should be appropriately restrained and positioned during transport.

Officers transporting a person in custody should:

- (a) Search all areas of the vehicle accessible to a person in custody before and after each transport.
- (b) Immediately search persons in custody after arrest, when receiving the person from the custody of another officer, and before transferring the person. Refer to the Custodial Searches Policy before conducting any search other than a field search.
  1. Whenever practicable, a search should be conducted by an officer of the same gender as the person being searched. If an officer of the same gender is not reasonably available, a witnessing officer should be present during the search.
- (c) Provide Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch with any required notifications (e.g., start time, mileage, end time).
- (d) Properly secure all property.
- (e) Use audio/video equipment (when properly equipped) to observe and record any person in custody during transport (see the Mobile Video Recorders and Body-Worn Cameras policies for additional guidance).
- (f) Make a reasonable effort to prevent inappropriate conversations between persons being transported (e.g., demeaning or insulting language) or conversations between a person being transported and someone outside the vehicle.

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- (g) Plan travel times and routes to avoid situations that might impede transportation (e.g., heavy traffic, unfavorable road conditions, extreme weather) when reasonably practicable.
- (h) Make a verbal welfare check with a person in custody at least every 10 minutes. Provide sufficient visual observation and audio communication during the transport of:
  - 1. Individuals in auxiliary restraints.
  - 2. Individuals in leg restraints.
  - 3. Individuals wearing a spit hood.
  - 4. Individuals who are a suspected suicide risk.
- (i) Verify that the vehicle's security devices (e.g., window and rear-door child-safety locks) are activated.
- (j) Assess uncooperative persons who cannot or will not sit upright for a medical condition (see the Medical Aid and Response Policy for additional guidance):
  - 1. If no medical condition exists, alternative transportation should be arranged (e.g., a special transport van).

#### **903.5 TRANSPORT RESTRICTIONS**

When transporting multiple persons, officers:

- (a) Should not transport persons in custody together. Persons in custody should be transported individually when practicable, or within their own compartment of a multiple-compartment vehicle, unless supervisor approval is received based on unusual circumstances.
  - 1. Juveniles and adults shall not be transported together.
  - 2. Persons with known hostilities toward each other, such as mutual combatants or rival gang members, shall not be transported together.
  - 3. Persons of different genders should not be transported together.
- (b) If segregating individuals is not possible, transporting officers should be alert to inappropriate physical or verbal contact and take appropriate action.

#### **903.6 TRANSPORT VANS**

An officer trained on the safety and restraint systems of a transport van should be present during the transport van's use for transporting a person in custody.

An officer should assist persons getting into and out of the transport van to avoid falls.

#### **903.7 TRANSPORTING PERSONS IN CUSTODY WHO HAVE A DISABILITY**

When transporting a person in custody who has a disability, a transporting officer should request assistance as necessary to transport the person in a reasonable and safe manner. The transporting officer should ensure that any special equipment (e.g., canes, wheelchairs, prosthetics) is transported to the person's destination in a way that does not threaten the safety or security of the person in custody or the officer.

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Officers transporting a person who has a disability should consult with the person in custody and use good judgment in determining what, if any, restraining devices may be appropriate based on the person's disability to ensure the security, safety, and dignity of all persons.

#### **903.8 TRANSPORTING ILL OR INJURED PERSONS IN CUSTODY**

Except in exceptional cases where alternatives are not reasonably available, officers should not transport persons in custody who are unconscious, have serious injuries, or who may be seriously ill. EMS personnel should be called to handle such transportation.

Officers shall notify a supervisor as soon as practicable when transporting a person in custody to a hospital.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes, or when so directed by a Shift Supervisor/Officer in Charge.

Any person in custody suspected of having a communicable disease should be transported in compliance with the exposure control plan in the Communicable Diseases Policy.

See the Medical Aid and Response Policy for additional guidance on ill or injured persons in custody.

#### **903.9 TRANSPORTING PREGNANT PERSONS IN CUSTODY**

Persons in custody who are known to be pregnant should be restrained during transport in the least restrictive manner that is effective for officer safety. Leg restraints, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure themselves or others, or damage property.

Absent exceptional circumstances, persons in labor or delivery should not be transported by officers. EMS personnel should be called to handle transportation.

#### **903.10 CIVIL COMMITMENT TRANSPORTS**

When transporting any individual for a civil commitment, the transporting officer should request that Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual, and whether any special medical care is needed.

Should the person require transport in a medical transport vehicle, and the safety of any person, including the person in custody, requires the presence of an officer during the transport, Shift Supervisor/Officer in Charge approval is required before transport commences.

See the Civil Commitments Policy for additional guidance.

##### **903.10.1 TYPE OF TRANSPORTATION**

When transporting any individual on a Minn. Stat. § 253B.051 admission, and if reasonably practicable, officers should not be in uniform and should not use a vehicle visibly marked as a law enforcement vehicle (Minn. Stat. § 253B.051, Subd. 1(e)).

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#### **903.11 INTERRUPTION OF TRANSPORT**

Absent extraordinary circumstances, officers should not interrupt a transport to provide emergency assistance without supervisory approval. Officers encountering an emergency should notify Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch and request an appropriate response.

#### **903.12 EXTENDED TRANSPORTS**

During transports for extended durations, transporting officers may be required to make necessary stops. With supervisory approval and due consideration for security risks and the in-custody person's health and well-being, these stops should be limited to fuel, meals, bathroom breaks, and other purposes reasonably necessary for the continuation of the transport.

#### **903.13 PROHIBITIONS**

When transporting a person in custody, officers should not:

- (a) Use transport as a form of punishment or retaliation (e.g., intentionally rough rides, excessive heat or cold, obnoxiously loud music).
- (b) Handcuff a person to any part of a vehicle.
- (c) Leave the vehicle unattended with the person in custody in the vehicle.
- (d) Allow any person who is not in custody (e.g., friend, family member) to have contact with or be in close proximity to the person in custody.
- (e) Allow any food, drink, or other consumables to be given to the person in custody by anyone other than department personnel or receiving agency personnel.
- (f) Stop to conduct any personal activities.
- (g) Engage in a pursuit.

#### **903.14 ESCAPES**

In the event that a person in custody escapes while being transported, the transporting officer should immediately advise Ramsey County Sheriff's Office Dispatch/Hennepin County Sheriff's Office Dispatch and other units of the escape, provide a description of the escapee, notify the Shift Supervisor/Officer in Charge, and submit a written report as soon as practicable describing the circumstances of the escape and any recapture.

The Shift Supervisor/Officer in Charge should notify the Chief of Police or the authorized designee upon learning of an escape.

If the escape occurs outside the jurisdiction of the St. Anthony Police Department, the Shift Supervisor/Officer in Charge should notify the appropriate agency or agencies within the jurisdiction where the escape occurred.

#### **903.15 DOCUMENTATION**

If a person is injured during transportation, officers should document the injury in the appropriate report. Documentation should include the condition of the person prior to transportation and the known or suspected causes of the injury during transportation (e.g., hitting head, struggling

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with restraints, fighting with other persons in custody). Any visible or reported injuries should be photographed and included with the report.

#### **903.16 NOTIFICATIONS**

Officers should notify a supervisor and any receiving facility of information regarding any circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., uncooperative or violent, prolonged struggle, extreme agitation, medical conditions) that may have occurred prior to, or during, transportation.

#### **903.17 TRAINING**

The Lieutenant should provide periodic training on this policy and procedures related to transporting persons in custody, restraint systems, and restraint devices.

## **Chapter 10 - Personnel**

# Recruitment and Selection

## 1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the St. Anthony Police Department and that are promulgated and maintained by the Human Resources.

## 1000.2 POLICY

In accordance with applicable federal, state, and local law, the St. Anthony Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

## 1000.3 RECRUITMENT

The Administration Captain shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy may include:

- (a) Establishment of a written recruitment plan.
  - 1. The plan shall include an outline of steps for recruiting candidates who are representative of the community. This should include candidates who live in or are from the community, if appropriate and consistent with applicable laws, memorandum of understandings, or collective bargaining agreements.
- (b) Identification of racially and culturally diverse target markets.
- (c) Use of marketing strategies to target diverse applicant pools.
- (d) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
- (e) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.
- (f) Employee referral, recruitment and incentive programs that are subject to implementation and/or termination at any time without prior notice.
- (g) Consideration of shared or collaborative regional testing processes.

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The Administration Captain shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

#### **1000.4 SELECTION PROCESS**

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

- (a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
- (b) Driving record
- (c) Personal and professional reference checks
- (d) Citizenship eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents (Minn. R. 6700.0700, Subp. 1). This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
- (e) Information obtained from public internet sites
  - 1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).
- (f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
- (g) Local, state, and federal criminal history record checks
- (h) Polygraph or voice stress analyzer examination (when legally permissible)
- (i) Medical and psychological examination (may only be given after a conditional offer of employment)
- (j) Review board or selection committee assessment
- (k) Relevant national and state decertification records, if available, including the National Decertification Index

##### **1000.4.1 VETERAN'S PREFERENCE**

Veterans who are candidates for job openings shall receive preference recognizing the training and experience, loyalty and sacrifice not otherwise readily assessed by examination pursuant to Minn. Stat. § 197.455. The following preference, credit and requirements shall be applied as applicable (Minn. Stat. § 197.455):



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**Nondisabled Veteran's Credit** - There shall be added to the competitive open examination rating of a nondisabled veteran, who so elects, a credit of 10 points, provided that veteran obtained a passing rating on the examination without the addition of the credit points.

**Disabled Veteran's Credit** - There shall be added to the competitive open examination rating of a disabled veteran, who so elects, a credit of 15 points, provided that the veteran obtained a passing rating on the examination without the addition of the credit points. There shall be added to the competitive promotional examination rating of a disabled veteran, who so elects, a credit of five points provided that:

- (a) The veteran obtained a passing rating on the examination without the addition of the credit points.
- (b) The veteran is applying for a first promotion after securing public employment.

For the purpose of the preference to be used in securing appointment from a competitive open examination, "disabled veteran" means a person has a compensable service-connected disability as adjudicated by the U.S. Veterans Administration, or by the retirement board of one of the several branches of the armed forces, that is existing at the time preference is claimed.

For purposes of the preference to be used in securing appointment from a competitive promotional examination, "disabled veteran" means a person who, at the time of election to use a promotional preference, is entitled to disability compensation under laws administered by the Veterans Administration for a permanent service-connected disability rated at 50 percent or more.

**Preference for Spouses** - A preference available pursuant to Minn. Stat. § 197.455 may be used by the surviving spouse of a deceased veteran and by the spouse of a disabled veteran who, because of the disability, is unable to qualify.

**Ranking of Veterans** - An eligible applicant with a rating augmented by veteran's preference shall be entered on an eligible list ahead of a non-veteran with the same rating. When notifying eligible applicants that they have passed examinations this department shall show the final examination ratings and preference credits and shall notify eligible applicants that they may elect to use veteran's preference to augment passing ratings.

When this department rejects a certified eligible applicant who has received veteran's preference, the appointing authority shall notify the eligible applicant in writing of the reasons for the rejection and file the notice with the St. Anthony Human Resources.

### **1000.5 BACKGROUND INVESTIGATION**

Every candidate shall undergo a thorough background investigation to verify the candidate's personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the St. Anthony Police Department.

The background investigation must determine whether the candidate meets the standards established by the Minnesota Board of Peace Officer Standards and Training (POST) as well

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as the security standards established to access state and national computerized record and communication systems (Minn. Stat. § 626.87; Minn. R. 6700.0670; Minn. R. 6700.0700).

A background investigation is valid for six months after completion. If the candidate is not hired during the six months, the background investigation must be updated before a final offer of employment to the candidate is made (Minn. R. 6700.0670, Subp. 2).

#### 1000.5.1 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA and Minnesota law (15 USC § 1681d; Minn. Stat. § 13C.02).

#### 1000.5.2 STATE NOTICES

Upon initiation of a candidate's background investigation, the Chief of Police or the authorized designee shall provide written notice to POST as soon as practicable, but no later than ten days thereafter that includes the candidate's full name and date of birth and the candidate's peace officer license number, if applicable (Minn. Stat. § 626.87; Minn. R. 6700.0670, Subp. 3).

If the background investigation identifies a disqualification under the minimum selection standards in Minn. R. 6700.0700, the Chief of Police or the authorized designee shall provide written notice to POST as soon as practicable, but no later than ten days (Minn. R. 6700.0670, Subp. 3).

#### 1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private, or protected information, the Administration Captain should not require candidates to provide passwords, account information, or access to password-protected social media accounts (Minn. R. 6700.0670, Subp. 1).

The Administration Captain should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

- (a) The legal rights of candidates are protected.
- (b) Material and information to be considered are verified, accurate, and validated.
- (c) The Department fully complies with applicable privacy protections and local, state, and federal law.

Regardless of whether a third party is used, the Administration Captain should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

#### 1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions.

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The report and all supporting documentation shall be included in the candidate's background investigation file.

#### **1000.5.5 RECORDS RETENTION**

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule (Minn. R. 6700.0670, Subp. 2; Minn. R. 6700.0700, Subp. 2).

#### **1000.6 DISQUALIFICATION GUIDELINES**

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

#### **1000.7 EMPLOYMENT STANDARDS**

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources should maintain validated standards for all positions.

##### **1000.7.1 STANDARDS FOR OFFICERS**

Candidates shall meet the minimum standards established by Minnesota POST (Minn. R. 6700.0700):

- (a) Citizen of, or eligible to work in, the United States (Minn. R. 6700.0700, Subp. 1)
- (b) Possess a valid driver's license

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- (c) Free of any felony conviction
- (d) Not be required to register as a predatory offender under state law
- (e) Free of conviction of any controlled substance law or of any misdemeanor offense listed in Minn. R. 6700.0700
- (f) Have no record of engaging in discriminatory conduct, involvement with a hate or extremist group, or criminal gang
- (g) Fingerprinted for purposes of disclosure of any felony convictions
- (h) Submit to a medical examination and psychological evaluation required by Minn. R. 6700.0675 to ensure that the candidate is free from any physical, emotional, or mental condition which might adversely affect the candidate's performance of peace officer duties
- (i) Successfully complete a physical strength and agility examination
- (j) Successfully complete an oral examination

#### **1000.7.2 NOTIFICATION TO POST**

The Chief of Police shall notify the POST Board of any candidate appointed to the position of peace officer before the first day of employment on a form provided by POST. The appointee may not exercise peace officer powers until the notification form is received and approved by POST Board (Minn. R. 6700.0800).

#### **1000.8 PROBATIONARY PERIODS**

The Chief of Police should coordinate with the St. Anthony Human Resources to identify positions subject to probationary periods and procedures for:

- (a) Appraising performance during probation.
- (b) Assessing the level of performance required to complete probation.
- (c) Extending probation.
- (d) Documenting successful or unsuccessful completion of probation.

# Evaluation of Employees

## 1001.1 PURPOSE AND SCOPE

The St. Anthony Police Department recognizes that effective job performance from all members is essential to achieving the department goals and objectives. In order to monitor job performance, the department will employ a fair and reliable performance system. The performance evaluation system is intended to:

- (a) Promote a common understanding of individual needs, work objectives, and standards of acceptable performance.
- (b) Provide members with feedback as to how well they are meeting expectations aligned with the department mission, goals, and objectives.
- (c) Suggest specific courses of action that employees can take in order to meet or exceed expectations.
- (d) Provide professional development planning opportunities.

## 1001.2 POLICY

The St. Anthony Police Department utilizes a performance evaluation report to measure performance and to use as a factor in making personnel decisions that relate to merit increases, promotion, reassignment, discipline, demotion and termination. The evaluation report is intended to serve as a guide for work planning and review by the supervisor and employee. It gives supervisors a way to create an objective history of work performance based on job standards.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

## 1001.3 DEFINITION OF TERMS

For the purpose of this Policy Manual, the terms defined have the meanings given them:

**Evaluation** - Refers to determining the efficiency and effectiveness of an employee's work performance.

**Performance** - Refers to actions taken or omitted with regards to specific tasks, assignments, or evaluated criteria.

**Rater** - Refers to supervisors who evaluates the performance of subordinate employees.

**Performance Evaluation Manual**- Includes performance measurement definitions, procedures for use of associated forms, and the responsibility of the rater.

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### *Evaluation of Employees*

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#### **1001.4 EVALUATION PROCESS**

The performance Evaluation System provides a standard format by which supervisors and command staff can assess the conduct and work performance of an employee.

A standard evaluation form has been developed to provide for common personnel evaluation behaviors. This form shall be utilized by raters when conducting performance evaluations.

A Performance Appraisal Manual will be provided to all raters for the use in evaluating the performance of personnel. The manual includes specific instruction on the proper application of the Performance Evaluation System.

The raters of sworn employees will consist of the supervisory and command staff.

The raters of non-sworn employees will consist of the supervisory, command staff, and non-sworn supervisor.

The raters of sworn supervisors will consist of the next-highest ranking personnel within the chain of command.

[See attachment: SAPD Performance Evaluations \(1\).pdf](#)

[See attachment: Supervisor Supplement Evaluation.pdf](#)

[See attachment: Detective Evaluation Report.pdf](#)

[See attachment: Community Service Officer Supplement.pdf](#)

[See attachment: Office Support Specialist Evaluation.pdf](#)

#### **1001.5 EVALUATION FREQUENCY**

Employees are evaluated based on the following chart:

Position	Evaluated At	Evaluated Yearly	Length of Probation
	<b>6 Months</b>		
<b>Probationary Licensed Employees</b>	X	X	1 Year
<b>Non-Probationary Licensed Employees</b>		X	
<b>Probationary Non-sworn Employees</b>	X	X	1 Year
<b>Non-Probationary Non-sworn Employees</b>		X	

The Chief of police shall be evaluated in accordance with the city evaluation policy for FLSA exempt employees.

##### **1001.5.1 VOLUNTEER AND RESERVE OFFICER EVALUATIONS**

Volunteer and reserve officer evaluations are covered in the Volunteer Program Policy.

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#### **1001.6 FULL-TIME PROBATIONARY PERSONNEL**

Personnel must successfully complete the probationary period before being eligible for certification as regular employees. An evaluation will be completed on the sixth month for all full-time personnel during the probationary period. Probationary licensed personnel are evaluated daily, weekly and monthly in accordance with the Field Training Policy contained within this manual.

The six month evaluation will be conducted by the Chief of Police or designee.

#### **1001.7 FULL-TIME REGULAR STATUS PERSONNEL**

Regular employees are subject to two types of performance evaluations:

**Regular** - An Employee Performance Evaluation shall be completed once each year by the employee's immediate supervisor or Chief of Police. Evaluations will be conducted in proximity to the start of each calendar year.

**Special** - A special evaluation may be completed any time the rater or the rater's supervisor determine one is necessary due to employee performance that is deemed less than standard. Generally, the special evaluation will be the tool used to demonstrate those areas of performance deemed less than standard when follow-up action is planned (e.g., action plan, remedial training, retraining). Employees may request a special evaluation at any time to their immediate supervisor.

##### **1001.7.1 RATERS RESPONSIBILITIES**

When completing the Employee Performance Evaluation, the raters are responsible for the following:

- (a) The Performance Evaluation should be a representation of the employee's total performance and contribution for the entire evaluation period.
- (b) The raters should ensure that the criteria used for that performance evaluation is specific to the position(s) occupied by the employee during the rating period.
- (c) Evaluations require accurate and detailed information. Raters should take time and be thorough with each evaluation.
- (d) Raters should conduct evaluations uniformly in a fair and impartial manner.
- (e) Raters will evaluate and record the performance in each area under analysis. Definitions of measurement criteria are included in the evaluation form/manual for each category.
- (f) All ratings must be accompanied by a written facts to describe the given rating.
- (g) Supervisory recording forms should be utilized when completing performance evaluations. All supervisor recording forms shall be properly disposed of after completion of the performance evaluation.
- (h) Supervisors and command staff shall conduct an annual team discussion on each employee performance evaluation. The employee's immediate supervisor should complete the final evaluation form after input is received from all supervisors and command staff.
- (i) All raters will sign the employee evaluation form.

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### *Evaluation of Employees*

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#### **1001.8 POST-EVALUATION PROCESS**

At the conclusion of the annual rating period, each employee will receive an employee evaluation conducted by their immediate supervisor or Chief of Police (designee). The employee evaluation will consist of:

- (a) The results of the performance evaluation just completed.
- (b) The level of performance expected, rating criteria, and goals for the new reporting period.
- (c) Professional development counseling related to such topics as advancement, specialization, or training opportunities related to the members position.

Performance evaluations shall be discussed between the employee and immediate supervisor:

- (a) This will provide an opportunity for an open and constructive discussion of the members performance in relation to the requirements of their classification, based on the vision, mission, and strategic plan of the department.
- (b) It is the supervisor's responsibility to clearly explain to the employee what was taken into consideration in making the evaluation.
- (c) The employee should be commended for the work well done and helped to understand the areas for growth, development, and improvement.

The employee will be asked to sign the performance evaluation report and advise of the following:

- (a) Signing the performance evaluation report acknowledges that the employee has read, discussed, and understood the evaluation with his/her immediate supervisor.
- (b) Signing the evaluation report does not indicate agreement or disagreement with the contents within the report.
- (c) The employee may make written comments in the employee comment section within the evaluation form. These comments may include concurrence or disagreement with the evaluation.

The original evaluation report form and any attachments will be copied. One copy will be given to the employee upon completion of the evaluation, employee written comments, and receiving employee signature. The original evaluation report will be forwarded to the Chief of Police by the evaluating supervisor.

Employees may contest performance evaluations within 10 days of receiving them. The Chief of Police or designee will review the contested performance evaluations. Employees will document the reason for the contested evaluation and request a formal review with the Chief of Police. In this review process, the Chief of Police decision is final.

#### **1001.9 EVALUATION DISTRIBUTION**

The original performance evaluation shall be maintained in the employee's personnel file for the tenure of the employee's employment.



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#### **1001.10 EARLY INTERVENTION SYSTEM**

The St. Anthony Police Department recognizes that its most important asset is its employees. The department has a responsibility to identify and provide support and assistance to employees who exhibit behavior that negatively impacts their health and well-being. As such, the department will maintain an Early Intervention System (EIS) to assist in identifying employees whose conduct or behavior require intervention before potential problems arise.

The department EIS is facilitated by the utilization of pre-existing documents and those documents that will be developed as a matter of course. Documents to be reviewed as part of the EIS includes (but may not necessarily be limited to) the following:

- (a) Performance Evaluations
- (b) Supervisor Recording Forms
- (c) Peer reported acts of concern
- (d) Internal Affairs/Citizen Complaints (regardless of conclusion)
- (e) Disciplinary Actions (to include counseling and reprimands)
- (f) Use of Force reports
- (g) Workmen's Compensation Claims
- (h) On-Duty Motor Vehicle Accidents

When a supervisor learns of an incident, or a pattern of behaviors that is not consistent with the vision and mission of the department, it is the responsibility of that supervisor to notify the Chief of Police through the chain of command.

When conduct or behavior results in a decision by the Chief of Police or designee to intervene, an intervention strategy must be formulated and documented per appropriate Policies and Procedures contained in this manual. One or more of the following strategies shall be utilized:

- (a) Coaching or Counseling
- (b) Participation in the Employee Assistance Program
- (c) Weekly performance reviews with the immediate supervisor
- (d) Performance Action Plan
- (e) Medical or Family Medical Leave
- (f) Remedial Training

The employee's immediate supervisor shall forward EIS progress reports to the Chief of Police for review on a weekly basis.

Each calendar year, the Captain shall conduct a documented evaluation of the St. Anthony Police Department EIS.

# Special Assignments and Promotions

## 1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the St. Anthony Police Department.

### 1002.1.1 GENERAL REQUIREMENTS

The following conditions will be used in evaluating employees for promotion and transfer:

- (a) Presents a professional, neat appearance.
- (b) Maintains a physical condition that aids in his/her performance.
- (c) Demonstrates:
  - 1. Emotional stability and maturity.
  - 2. Stress tolerance.
  - 3. Sound judgment and decision-making.
  - 4. Personal integrity and ethical conduct.
  - 5. Leadership.
  - 6. Initiative.
  - 7. Adaptability and flexibility.
  - 8. Ability to conform to organizational goals and objectives.
  - 9. Skills and abilities related to the position.

## 1002.2 LICENSED NON-SUPERVISORY SELECTION PROCESS

The following positions are considered assignments and are not considered promotions:

- (a) SWAT Team Member
- (b) Investigator
- (c) Field Training Officer
- (d) Community Relations
- (e) D.A.R.E. officer
- (f) Property/Evidence Officer
- (g) DRE Officer
- (h) Bike Patrol Officer

### 1002.2.1 DESIRABLE QUALIFICATIONS

The following qualifications apply to consideration for assignments:

- (a) Two years of experience.

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## Policy Manual

### *Special Assignments and Promotions*

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- (b) Off probation.
- (c) Has shown an expressed interest in the position applied for.
- (d) Education, training and demonstrated abilities in related areas, such as, enforcement activities, investigative techniques, report writing and public relations.
- (e) Complete any training required by POST, federal or state law.

#### **1002.3 SELECTION PROCESS**

The following criteria apply to assignments.

- (a) An administrative evaluation as determined by the Chief of Police that shall include a review of supervisor recommendations. Each supervisor who has supervised or otherwise been involved with the candidate will submit recommendations.
- (b) Appointment by the Chief of Police.

The policy and procedures for all positions may be waived for temporary assignments, emergency situations or for training.

#### **1002.4 PROMOTIONAL REQUIREMENTS**

Requirements and information regarding any promotional process are available at the St. Anthony Human Resources.

#### **1002.5 SUPERVISOR CERTIFICATE**

Within one year of the effective date of assignment, all full-time firstline supervisors should complete a supervisor training course approved by Minnesota POST.

# Grievance Procedure

## 1003.1 PURPOSE AND SCOPE

It is the policy of this department that all grievances be handled quickly and fairly without discrimination against employees who file a grievance, whether there is a basis for the grievance. The Department's philosophy is to promote free verbal communication between employees and supervisors.

### 1003.1.1 GRIEVANCE DEFINED

A grievance is any difference of opinion concerning terms or conditions of employment or the interpretation or application of any of the following documents:

- The employee collective bargaining agreement.
- This Policy Manual.
- City rules and regulations covering personnel practices or working conditions.

Grievances may be brought by an individual employee or by an employee bargaining group representative.

Specifically outside the category of grievances are:

- (a) Complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy.
- (b) Personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

## 1003.2 PROCEDURE

See collective bargaining agreement,

## 1003.3 EMPLOYEE REPRESENTATION

Employees are entitled to have representation during the grievance process. The representative may be selected by the employee from the appropriate employee bargaining group.

## 1003.4 PUNITIVE ACTION

At no time will punitive action be taken against a peace officer for exercising any rights during the grievance procedure (see generally Minn. Stat. § 626.89, Subd. 14).

## 1003.5 GRIEVANCE RECORDS

See collective bargaining agreement,

## 1003.6 GRIEVANCE AUDITS

The Lieutenant shall perform an annual audit of all grievances filed the previous calendar year to evaluate whether any policy/procedure changes or training may be appropriate to avoid future

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filings of grievances. The Lieutenant shall record these findings in a memorandum to the Chief of Police without including any identifying information from any individual grievance. If the audit identifies any recommended changes or content that may warrant a critical revision to this policy manual, the Lieutenant should promptly notify the Chief of Police.

#### **1003.7 JUDICIAL RELIEF**

Any employee or representative may, after exhausting the internal grievance procedure, and, if applicable, arbitration, apply to the proper court for judicial relief as allowed by contract or law.

## Anti-Retaliation

### 1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

### 1004.2 POLICY

The St. Anthony Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

### 1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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#### 1004.3.1 RETALIATION PROHIBITED FOR INTERVENING OR REPORTING

An officer shall not be retaliated against for intervening or reporting that another law enforcement officer or a member used excessive force (Minn. Stat. § 626.8452).

#### 1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Manager.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false, with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

#### 1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
- (b) Receiving all complaints in a fair and impartial manner.
- (c) Documenting the complaint and any steps taken to resolve the problem.
- (d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
- (e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
- (f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
- (g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
- (h) Not interfering with or denying the right of a member to make any complaint.

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### *Anti-Retaliation*

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- (i) Taking reasonable steps to accommodate requests for assignment or schedule change made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

#### **1004.6 COMMAND STAFF RESPONSIBILITIES**

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

- (a) Communicating to all members the prohibition against retaliation.
- (b) The timely review of complaint investigations.
- (c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
- (d) The timely communication of the outcome to the complainant.

#### **1004.7 WHISTLE-BLOWING**

The Minnesota Whistleblower Act protects an employee who, in good faith (Minn. Stat. § 181.932):

- (a) Communicates a violation of any law or rule to the Department or to any government body or law enforcement official.
- (b) Participates in an investigation, hearing, or inquiry at the request of a public body or office.
- (c) Refuses an order to perform an act that the employee objectively believes violates a law, rule, or regulation, and informs the employer of the reason.
- (d) Reports a situation where the quality of health care services provided by a health care facility or provider violates a state or federal standard and potentially places the public at risk of harm.
- (e) Communicates the findings of a technical or scientific study that the employee believes, in good faith, to be truthful and accurate.

Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Captain for investigation pursuant to the Personnel Complaints Policy.

#### **1004.8 RECORDS RETENTION AND RELEASE**

The Records Manager shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

#### **1004.9 TRAINING**

The policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.



# Reporting of Employee Convictions and Court Orders

## 1005.1 PURPOSE AND SCOPE

Convictions of certain offenses may restrict or prohibit an employee's ability to properly perform official duties. Therefore, all employees shall be required to promptly notify the Department of any past and current criminal convictions.

## 1005.2 DOMESTIC VIOLENCE CONVICTIONS AND RESTRAINING ORDERS

Minnesota and federal law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing a firearm. Such convictions and court orders often involve allegations of the use or attempted use of force or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Minn. Stat. § 518B.01).

All members are responsible for ensuring that they have not been disqualified from possessing a firearm by any such conviction or court order and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

## 1005.3 CRIMINAL CONVICTIONS

Any person convicted of a felony is prohibited from being a peace officer in the State of Minnesota. Any license of a peace officer convicted of a felony is automatically revoked (Minn. Stat. § 626.8431).

Even when legal restrictions are not imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by a member of this department may prohibit him/her from carrying out law enforcement duties.

Minn. Stat. § 624.713 prohibits ineligible persons from possessing a handgun or semi-automatic assault weapon.

### 1005.3.1 COURT ORDERS

All employees shall promptly notify the department if they are a party to, or have been served with, any court order from any jurisdiction.

## 1005.4 REPORTING PROCEDURE

All members of this department and all retired officers with an identification card issued by the Department shall promptly notify their immediate supervisor (or the Chief of Police in the case of retired officers) in writing of any past or current criminal arrest or conviction regardless of whether the matter is currently on appeal and regardless of the penalty or sentence, if any.

All members and all retired officers with an identification card issued by the Department shall further promptly notify their immediate supervisor (or the Chief of Police in the case of retired

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### *Reporting of Employee Convictions and Court Orders*

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officers) in writing if the member or retiree becomes the subject of a domestic violence restraining court order or similar court order.

Any member whose criminal conviction unduly restricts or prohibits that member from fully and properly performing his/her duties may be disciplined including, but not limited to, being placed on administrative leave, reassignment and/or termination.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline.

#### **1005.5 CHEMICAL DEPENDENCY TREATMENT**

If an officer is informally admitted to a treatment facility or program pursuant to Minn. Stat. § 253B.04 for chemical dependency he/she is not eligible to possess a pistol, unless the officer possesses a certificate from the head of the treatment facility discharging or provisionally discharging the officer from the treatment facility (Minn. Stat. § 624.713 Subd. 1(6)).

Officers in this situation shall promptly notify the department.

## Drug- and Alcohol-Free Workplace

### 1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace. This policy shall be in conjunction with City of St. Anthony Employee Resource Guide regarding drugs and alcohol in the workplace.

### 1006.2 POLICY

It is the policy of this department to provide a drug- and alcohol-free workplace for all members.

### 1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor/Officer in Charge or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

#### 1006.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to the member's immediate supervisor prior to commencing any on-duty status.

No member shall be permitted to work or drive a vehicle owned or leased by the Department while taking any medication that has the potential to impair the member's abilities, without a written release from the member's physician.

#### 1006.3.2 MEDICAL CANNABIS

Possession, use, or being under the influence of medical cannabis on-duty is prohibited and may lead to disciplinary action.

### 1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

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Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow member poses a risk to the health and safety of the member or others due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

#### **1006.5 EMPLOYEE ASSISTANCE PROGRAM**

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

#### **1006.6 WORK RESTRICTIONS**

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

#### **1006.7 SCREENING TESTS**

The Department may request or require drug or alcohol testing in the following circumstances (Minn. Stat. § 181.951; Minn. Stat. § 181.952):

- (a) **Reasonable suspicion** - The Shift Supervisor may request or require an employee to undergo drug and alcohol testing if there is a reasonable suspicion of any of the following:
  - 1. The employee is under the influence of drugs or alcohol.
  - 2. The employee has violated department rules prohibiting the use, possession, sale, or transfer of drugs or alcohol while the employee is working, is on department property, or is operating a vehicle owned by the department.
  - 3. The employee has sustained an injury arising out of and in the course of employment, or has caused another employee to sustain an injury (full definition of personal injury in Minn. Stat. § 176.011, Subd. 16).
  - 4. The employee has caused a work-related accident, or the employee's use of a vehicle, firearm, or safety equipment involved a work-related accident.

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### *Drug- and Alcohol-Free Workplace*

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- (b) Following a conditional job offer
- (c) As part of an employee's routine physical examination
- (d) Under a random testing program of employees
- (e) When the employee has been referred for an evaluation or treatment, or is participating in a treatment program under an employee benefit plan
- (f) The employee discharges a firearm issued by the Department while off-duty, resulting in injury, death, or substantial property damage.

#### 1006.7.1 DRUG- AND ALCOHOL-TESTING PROGRAM

The following applies to the department's drug and alcohol testing procedures (Minn. Stat. § 181.951; Minn. Stat. § 181.952; Minn. Stat. § 181.953):

- (a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination, or a decision not to hire the applicant.
- (b) Initial screening tests must be verified by a confirmatory test for the purpose of discipline.
- (c) Employees will have an opportunity to participate in an appropriate alcohol or drug program for their first confirmed positive test. The program may be in lieu of other discipline unless the employee fails the program or refuses to participate (Minn. Stat. § 181.953).
- (d) A confirmed positive test may result in discipline, up to and including termination.
- (e) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a second confirmatory retest.
- (f) All disciplinary procedural safeguards in this manual apply, including the post-discipline appeal procedures (see the Personnel Complaints Policy).
- (g) Employees and job applicants shall receive required written notice, including posting, of the drug- and alcohol-testing policies and procedures as set forth in Minn. Stat. § 181.952.
- (h) The safeguards of Minn. Stat. § 181.953 will be followed for any testing and any related discipline process.

Notice of the adopted drug and alcohol testing policy shall be posted in an appropriate and conspicuous location and copies shall be available for inspection to all employees and job applicants (Minn. Stat. 181.952).

#### 1006.7.2 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

- (a) The test will be given to detect either alcohol or drugs, or both.

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- (b) The result of the test is not admissible in any criminal proceeding against the employee.
- (c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

#### **1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

#### **1006.9 CONFIDENTIALITY**

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

## Sick Leave

### 1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual or applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) and the Minnesota Pregnancy and Parenting Leave Act (29 USC § 2601 et seq.; Minn. Stat. § 181.941).

### 1007.2 POLICY

It is the policy of the St. Anthony Police Department to provide eligible employees with a sick leave benefit. The sick leave benefit within the St. Anthony Police Department is in conjunction with a term known as Personal Leave (PL). PL is a combination of all earned paid leave time to include sick leave, vacation and other authorized paid leave of absence.

### 1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences. Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment (see the Outside Employment Policy).

Qualified appointments should be scheduled during a member's non-working hours when it is reasonable to do so.

#### 1007.3.1 NOTIFICATION

All members shall verbally notify the Shift Supervisor/Officer in Charge or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than three hours before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

### 1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return

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to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

#### **1007.5 SUPERVISOR RESPONSIBILITIES**

The responsibilities of supervisors include, but are not limited to:

- (a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.
- (b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Human Resources as appropriate.
- (c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:
  - 1. Negatively affected the member's performance or ability to complete assigned duties.
  - 2. Negatively affected department operations.
- (d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.
- (e) Referring eligible members to an available employee assistance program when appropriate.



# Communicable Diseases

## 1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

### 1008.1.1 DEFINITIONS

Definitions related to this policy include:

**Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

**Exposure** - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the St. Anthony Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

## 1008.2 POLICY

The St. Anthony Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

## 1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

- (a) Exposure-prevention and decontamination procedures.
- (b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.
- (c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) for each member's position and risk of exposure.
- (d) Evaluation of persons in custody for any exposure risk and measures to separate them.
- (e) Compliance with all relevant laws or regulations related to communicable diseases, including:
  - 1. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
  - 2. Exposure control mandates in 29 CFR 1910.1030 (Minn. R. 5206.0600).

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3. Reporting cases and suspected cases of communicable diseases to the Department of Public Health (Minn. R. 4605.7070; Minn. Stat. § 144.4804).
4. Notifying appropriate medical facilities regarding member exposures and providing assistance locating source individuals, as applicable (Minn. Stat. § 144.7414)

The ECO should also act as the liaison with the Minnesota Occupational Safety and Health Administration (MNOSHA) and may request voluntary compliance inspections. The ECO should annually review and update the exposure control plan and review implementation of the plan.

#### **1008.4 EXPOSURE PREVENTION AND MITIGATION**

##### **1008.4.1 GENERAL PRECAUTIONS**

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.
- (b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.
- (c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.
- (d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.
- (e) Using an appropriate barrier device when providing CPR.
- (f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.
- (g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.
  1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.
- (h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
- (i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
- (j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

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#### 1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; Minn. R. 5206.0600).

#### 1008.5 POST EXPOSURE

##### 1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

- (a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).
- (b) Obtain medical attention as appropriate.
- (c) Notify a supervisor as soon as practicable.

##### 1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Name of the member exposed
- (b) Date and time of the incident
- (c) Location of the incident
- (d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)
- (e) Work being done during exposure
- (f) How the incident occurred or was caused
- (g) PPE in use at the time of the incident
- (h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Occupational Disease, Personal Injury and Death Reporting Policy).

##### 1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; Minn. R. 5206.0600):

- (a) Whether the member has been informed of the results of the evaluation.

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- (b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

#### 1008.5.4 COUNSELING

The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; Minn. R. 5206.0600).

#### 1008.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

- (a) Obtaining consent from the individual.
- (b) Seeking testing through the procedures of Minn. Stat. § 144.7401 to Minn. Stat. § 144.7415 through a licensed hospital or other emergency medical care facility.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

#### 1008.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (Minn. Stat. § 144.7411).

#### 1008.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; Minn. R. 5206.0700):

- (a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.
- (b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.
- (c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

# Smoking and Tobacco Use

## **1009.1 PURPOSE AND SCOPE**

This policy establishes limitations on smoking by members and others while on-duty or while in St. Anthony Police Department facilities or vehicles.

For the purposes of this policy, smoking includes, but is not limited to, cigarettes, cigars, pipe tobacco, as well as any device intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

## **1009.2 POLICY**

The St. Anthony Police Department recognizes that tobacco use is a health risk and can be offensive to others.

Smoking also presents an unprofessional image for the Department and its members. Therefore smoking is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy (Minn. Stat. § 144.414).

## **1009.3 SMOKING AND TOBACCO USE**

Smoking by members is prohibited anytime members are in public view representing the Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes inside City facilities and vehicles.

## **1009.4 ADDITIONAL PROHIBITIONS**

No employee shall smoke, even while out of view of the public or off-duty, in areas properly posted with "No Smoking" notices nor shall any employee use tobacco products on public school property (Minn. Stat. § 609.681; Minn. Stat. § 144.4165). The Chief of Police or the authorized designee should ensure that proper signage is in place for notice of areas where tobacco use is restricted (Minn. R. 4620.0500).

# Personnel Complaints

## 1010.1 PURPOSE AND SCOPE

A relationship of trust and confidence between department members and the community they serve is essential. All department employees are expected to conduct themselves in such a manner as to reflect favorably upon themselves, the department, and the community. Department members must be free to exercise their best judgment in a lawful, fair, and impartial manner without fear or reprisal, while at the same time they must meticulously respect individual rights.

To a large degree, the public image of this department is determined by how well it responds to allegations of misconduct against the department or its members. To that end, the objectives of Personnel Complaint Investigations are to determine the truth for the:

- (a) Protection of the public
- (b) Protection of the members
- (c) Protection of the department
- (d) Corrective action on sustained misconduct complaints

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the St. Anthony Police Department (Minn. R. 6700.2200). This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

## 1010.2 POLICY

It is the policy of the St. Anthony Police Department to:

- (a) Investigate all complaints, including anonymous complaints, against the department or a member of the department, regardless of the source of complaints.
- (b) Complaints shall be handled in a prompt, fair, transparent, and timely manner in accordance with this policy.
- (c) Investigate any allegations of misconduct or improper job performance that, if sustained, would constitute a violation of department policy or of federal, state, local law.
- (d) Determine whether or not such complaints are valid.
- (e) Take appropriate action.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

## 1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

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Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

#### 1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

**Informal** - A matter in which the Chief of Police is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

**Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Captain, depending on the seriousness and complexity of the investigation.

**Incomplete** - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Captain, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

#### 1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

- (a) Individuals from the public may make complaints in any form, including in writing, by email, in person, social media or by telephone.
- (b) Complaint forms can be obtained and submitted at the police department and on the St. Anthony Police Department website.
- (c) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.
- (d) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
- (e) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.
- (f) Tort claims and lawsuits may generate a personnel complaint.
- (g) The Minnesota Board of Peace Officer Standards and Training (POST) may refer complaints alleging a violation of a statute or rule that the board is empowered to enforce (Minn. Stat. § 214.10, Subd. 10).
- (h) Any person making a complaint may be accompanied by an attorney or other representative, including at the time the complaint is made.
- (i) Any person wishing to file a complaint against the Chief of Police should be referred to the City Manager for investigation by an outside agency.

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#### **1010.4 COMPLAINT REPORT**

A standard department complaint report shall be used to record all complaints of misconduct, mistreatment, or unethical practices against police department members, or forwarded by another government agency. The following information should be included on the department complaint report form:

- (a) Date and time of complaint report.
- (b) Name, address and telephone numbers of the complainant.
- (c) Name, address and telephone numbers of any witness to the reported incident.
- (d) Name, rank, badge number (or description) of the employee against whom the complaint is made.
- (e) Date, time and location of the reported incident.
- (f) Complainant's description of the incident which resulted in the complaint.
- (g) Signature of complainant; if complainant refuses to sign, note such on the complaint.
- (h) Instruct the complainant that they will receive a response from the department within 30 days regarding the status or conclusion of the investigation.

#### **1010.5 ACCEPTANCE OF COMPLAINTS**

- (a) Courtesy and cooperation should be extended to all persons registering complaints or otherwise inquiring about the complaint procedure.
- (b) No person shall be denied an opportunity to register a complaint, nor shall any such person be directed to return or call back later.
- (c) The shift supervisor, or senior uninvolved officer shall be responsible for receiving in person completed complaint forms and insuring the complaint form is accurately completed.
- (d) Any department member shall providing the department complaint form upon request or refer the individual to the department website.
- (e) Persons making the complaints shall be informed that their signed complaint is requested; if refused, a notation shall be made on the complaint form.
- (f) The supervisor or senior uninvolved officer will complete the department complaint form when received by telephone, e-mail, text, mail. social media.
- (g) Upon receiving any complaint, the supervisor or senior uninvolved officer shall, as soon as possible forward the complaint to the Captain. The Supervisor will initiate an Initial Complaint report (ICR) and assign a case number. This case number will be restricted from viewing in the Department Record Management System. If no supervisor is available, the senior officer will open a blank (ICR) and forward this information to the next available Supervisor or Captain to assign a restricted status.
- (h) The original complaint form will be directed to the Chief of Police via the chain of command, who will take appropriate action and determine who will have responsibility for the investigation.



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#### 1010.5.1 COMPLAINT COPIES

After a complaint is filed, the accepting member should sign the document, keep a copy for the department and provide a copy to the complainant.

#### **1010.6 ADMINISTRATIVE INVESTIGATIONS**

Allegations of misconduct will be administratively investigated as follows (Minn. R. 6700.2200).

##### 1010.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the Captain, unless the Captain is the complainant, or the Captain is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

- (a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
  - (a) The original complaint form will be directed to the Chief of Police via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
  - (b) In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the the Chief of Police, who will initiate appropriate action.
- (b) Responding to all complaints in a courteous and professional manner.
- (c) Resolving those personnel complaints that can be resolved immediately.
  - (a) Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
  - (b) In some cases, the resolution of a complaint may be accomplished by the shift supervisor or senior uninvolved officer if the incident is clearly not of serious nature, or arises from a misunderstanding or lack of knowledge of the law or of the limitations of a police officer's authority.
  - (c) If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form or in e-mail form and forward the information to the Chief of Police.
- (d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Chief of Police shall be notified via the chain of command as soon as practicable.

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- (e) Promptly contacting the Human Resources and the Chief of Police for direction regarding their roles in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.
- (f) Forwarding unresolved personnel complaints to the Chief of Police, who will determine whether to contact the complainant or assign the complaint for investigation.
- (g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.
- (h) Investigating a complaint as follows:
  - 1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
  - 2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
- (i) Ensuring that the procedural rights of the accused member are followed.
- (j) Ensuring interviews of the complainant are generally conducted during reasonable hours.
- (k) A supervisor may place a member on immediate administrative leave for the remainder of the members shift, pending notification of the Chief of Police. Such actions may be taken when a complaint is of a major violation and, in the opinion of the supervisor, may be credible, or when the supervisor believes that such action is in the best interest of the department, (such as: insubordination, fitness for duty, commission of a crime).

#### 1010.6.2 INTERNAL INVESTIGATIONS

Upon receipt of the complaint, the Chief of Police shall make an initial determination whether the facts alleged warrant a formal investigation.

If the Chief of Police decides that an investigation is not warranted, the disposition of the complaint shall be either not sustained or exonerated.

If the Chief of Police determines that a formal investigation should be conducted, the investigation shall be assigned to the Captain or designee. The City Manager shall be notified.

- (a) The investigator shall, as soon as possible after being assigned the investigation, inform the complainant of his/her name, businesses phone number, and the status of the complaint.
- (b) The investigator shall thoroughly investigate all allegations contained in the complaint and any other potential misconduct discovered in the course of the investigation.
- (c) The investigator shall be responsible for providing the Chief of Police with status reports on the progress of the investigation every seven days.
- (d) If the investigation uncovers potential misconduct by another member, the investigator shall initiate a separate complaint against that member.
- (e) All members, including the accused member, shall cooperate with the investigation. Failure to cooperate may be basis for disciplinary action.

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- (f) The investigation shall be concluded within 30 days of the filing of the complaint, unless for good cause an extension is granted by the Chief of Police. The complainant and accused member shall be informed of any extension.

#### 1010.6.3 EXTERNAL INVESTIGATIONS

The Chief of Police may request that an outside agency conduct an investigation anytime the Chief of Police determines an external investigation is appropriate.

This department should not conduct an investigation when the Chief of Police is the subject of the complaint. An external investigation should be requested through the City Manager.

#### 1010.6.4 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by the Captain or designee, the following shall apply to members covered by the Peace Officer Discipline Procedures Act (Minn. Stat. § 626.89):

- (a) Interviews of an accused member shall be conducted during reasonable hours and preferably when the member is on-duty (Minn. Stat. § 626.89, Subd. 7). If the member is off-duty, he/she shall be compensated.
- (b) Unless waived by the member, interviews of an accused member shall be at the St. Anthony Police Department or at a place agreed upon by the accused member (Minn. Stat. § 626.89, Subd. 4).
- (c) No more than two interviewers should ask questions of an accused member.
- (d) Prior to any interview, a member should be informed of the nature of the investigation.
  - 1. The member shall be given a copy of any written complaint signed by the complainant (Minn. Stat. § 626.89, Subd. 5).
- (e) All interviews should be for a reasonable period and the member's personal needs should be accommodated (Minn. Stat. § 626.89, Subd. 7).
- (f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.
- (g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.
  - 1. A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
  - 2. No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

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- (h) The interviewer shall record all interviews of members and witnesses. The member may also record the interview. A complete copy or transcript of the interview must be made available to the member upon written request without charge or undue delay. If the member has been previously interviewed, a copy of that recorded interview shall be provided to the member prior to any subsequent interview (Minn. Stat. § 626.89, Subd. 8).
- (i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative or attorney present before or during the interview (Minn. Stat. § 626.89, Subd. 9). When a member requests a representative or attorney, no interview may be taken until a reasonable opportunity is provided for the member to obtain that person's presence. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.
- (j) All members shall provide complete and truthful responses to questions posed during interviews.
- (k) No member may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.
- (l) Before a formal statement is taken, the member shall be advised in writing or on the record that admissions made may be used as evidence of misconduct or a basis for discipline (Minn. Stat. § 626.89, Subd. 10).
- (m) A member may not be required to produce financial records (Minn. Stat. § 626.89, Subd. 11).
- (n) A member's photograph will not be released unless allowed by law (Minn. Stat. § 626.89, Subd. 12).

#### 1010.6.5 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

**Introduction** - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

**Synopsis** - Provide a brief summary of the facts giving rise to the investigation.

**Summary** - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

**Evidence** - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

**Conclusion** - A recommendation regarding further action or disposition should be provided.

**Exhibits** - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

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#### 1010.6.6 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

**Unfounded** - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

The Chief of Police may authorize that any investigation be re-opened any time substantial new evidence is discovered concerning the complaint.

#### 1010.6.7 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation shall provide the complainant with periodic updates on the status of the investigation, as appropriate and consistent with the provisions of the Minnesota Government Data Practices Act (MGDP) (Minn. Stat. § 13.43, Subd. 2; Minn. R. 6700.2200).

#### 1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

#### 1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

- (a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.
- (b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

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- (c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

#### **1010.9 CRIMINAL INVESTIGATION**

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The St. Anthony Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

The Chief of Police may postpone making a decision on an administrative investigation until any related criminal charges are resolved. The complainant and involved member should be informed of this decision.

#### **1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES**

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

##### **1010.10.1 DISCIPLINE**

Disciplinary action may include, but is not limited to (Minn. R. 6700.2200):

- (a) Oral reprimand.
- (b) Written reprimand.
- (c) Suspension.
- (d) Demotion.
- (e) Discharge.

##### **1010.10.2 CHIEF OF POLICE RESPONSIBILITIES**

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Captain or assigned investigator for further investigation or action.

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Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

- (a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.
- (b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.
  - 1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.
  - 2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

#### 1010.10.3 MINNESOTA POST INVESTIGATIONS

The Minnesota POST Board may require an administrative investigation based upon a complaint alleging a violation of a statute or rule that the board is empowered to enforce.

Any such misconduct allegation or complaint assigned to this department shall be completed and a written summary submitted to the POST executive director within 30 days of the order for inquiry (Minn. Stat. § 214.10, Subd. 10).

The Department shall cooperate with POST's investigation and provide requested information unless (Minn. Stat. § 626.8457):

- (a) There is an active criminal investigation or active criminal proceeding regarding the same incident or misconduct that is being investigated by POST.
- (b) An active internal investigation exists regarding the same incident or misconduct that is being investigated by POST during 45 days from the time the request was made by POST. The Chief of Police or the authorized designee shall comply with the request upon completion of the internal investigation or once 45 days has passed, whichever occurs first.

#### 1010.10.4 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT

The Chief of Police or the authorized designee shall ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint. Notice must be consistent with the provisions of the MGD (Minn. Stat. § 13.43, Subd. 2; Minn. R. 6700.2200).

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#### **1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE**

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

- (a) The response is not intended to be an adversarial or formal hearing.
- (b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
- (c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
- (d) In the event that the Chief of Police elects to cause further investigation to be conducted, the employee shall be provided with the results prior to the imposition of any discipline.
- (e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

#### **1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE**

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

#### **1010.13 POST-DISCIPLINE APPEAL RIGHTS**

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any collective bargaining agreement and/or personnel rules (Minn. R. 6700.2200).

Employees covered by the Veterans Preference Act are entitled to written notice of the right to request a hearing within 30 days of receipt of the notice of intent to terminate, suspend or demote. Failure to request the hearing in the time specified waives the right to the hearing and all other legal remedies. Any hearing shall be held in compliance with law (Minn. Stat. § 197.46).

#### **1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS**

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy except for employees covered by the Veterans Preference Act (Minn. Stat. § 197.46). However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee (Minn. R. 6700.2200).



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Any probationary period may be extended at the discretion of the Chief of Police in cases where the individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate.

#### **1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES**

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

##### **1010.15.1 CONFIDENTIALITY OF PERSONNEL FILES**

All active investigations of alleged misconduct and personnel complaints shall be considered confidential and maintained separately from peace officer personnel files. The contents of such files shall not be revealed to other than the involved member or authorized personnel, except pursuant to lawful process, such as Minn. R. 6700.2500. Data in closed files shall be treated as private or public data depending on whether discipline was imposed upon the member.

##### **1010.15.2 LETTERS OF DISCIPLINE AND REPRIMANDS**

Letters of discipline and reprimands may only be placed in a member's personnel file after they are received by the member (see generally Minn. Stat. § 626.89, Subd. 13).

#### **1010.16 REQUIRED REPORTING TO POST**

The Chief of Police or the authorized designee shall notify POST of certain officer personnel events, including but not limited to:

- (a) A termination or resignation of an officer who is the subject of an internal or criminal investigation due to alleged misconduct regardless of whether the investigation has been initiated or completed, or whether the officer was criminally charged (Minn. Stat. § 626.8457, Subd. 4).
- (b) The violation of a required POST model policy identified in Minn. R. 6700.1615 (Minn. R. 6700.1615, Subd. 2).

## Seat Belts

### 1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles (Minn. Stat. § 169.686).

Guidance for transporting persons in custody may be found in the Transporting Persons in Custody and Handcuffing and Restraints policies.

#### 1011.1.1 DEFINITIONS

Definitions related to this policy include:

**Child restraint system** - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213 (Minn. Stat. § 169.685).

### 1011.2 POLICY

When feasible, it is the policy of the St. Anthony Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

### 1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained (Minn. Stat. § 169.686).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

### 1011.4 TRANSPORTING CHILDREN

All children younger than 8 years of age and shorter than 4 feet 9 inches tall shall be restrained in a child passenger safety seat system (Minn. Stat. § 169.685, Subd. 5(b)).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

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#### **1011.5 INOPERABLE SEAT BELTS**

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

#### **1011.6 VEHICLES MANUFACTURED WITHOUT SEAT BELTS**

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

#### **1011.7 VEHICLE AIRBAGS**

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

## Body Armor

### 1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide law enforcement officers with guidelines for the proper use of body armor.

### 1012.2 POLICY

It is the policy of the St. Anthony Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

### 1012.3 ISSUANCE OF BODY ARMOR

The Chief of Police shall ensure that body armor is issued to all officers when the officer begins service at the St. Anthony Police Department and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

The Chief of Police shall establish a body armor replacement schedule and ensure that replacement body armor is issued pursuant to the schedule or whenever the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

#### 1012.3.1 USE OF SOFT BODY ARMOR

Generally, the use of body armor is required subject to the following:

- (a) Officers shall only wear agency-approved body armor.
- (b) Officers may be excused from wearing body armor when they are functioning primarily in an administrative or support capacity.
- (c) Body armor shall be worn when an officer is working in uniform.
- (d) An officer may be excused from wearing body armor when he/she is involved in undercover or plainclothes work that his/her supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

#### 1012.3.2 INSPECTIONS OF BODY ARMOR

Supervisors should ensure that body armor is worn and maintained in accordance with this policy through routine observation and periodic inspections.

#### 1012.3.3 CARE AND MAINTENANCE OF SOFT BODY ARMOR

Soft body armor should never be stored for any period of time in an area where environmental conditions (e.g., temperature, light, humidity) are not reasonably controlled (e.g., normal ambient room temperature/humidity conditions), such as in automobiles or automobile trunks.

Soft body armor should be cared for and cleaned pursuant to the manufacturer's care instructions provided with the soft body armor. The instructions can be found on labels located on the external surface of each ballistic panel. The carrier should also have a label that contains care instructions.

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Failure to follow these instructions may damage the ballistic performance capabilities of the armor. If care instructions for the soft body armor cannot be located, contact the manufacturer to request care instructions.

Soft body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer, as noted on the armor panel label.

#### **1012.4 FIREARM INSTRUCTOR RESPONSIBILITIES**

The Firearm Instructor should:

- (a) Monitor technological advances in the body armor industry for any appropriate changes to Department approved body armor.
- (b) Assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.
- (c) Provide training that educates officers about the safety benefits of wearing body armor.

## Personnel Records

### 1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel data. Personnel data includes any file maintained under an individual member's name.

Without regard to where and how stored, all data about a current or former employee or applicant for employment shall be defined and classified as personnel data consistent with Minn. Stat. § 13.43. All data relating to a criminal investigation of a current or former employee or applicant shall be defined and classified as criminal data consistent with Minn. Stat. § 13.82.

### 1013.2 POLICY

It is the policy of this department to maintain personnel data and preserve the confidentiality of personnel data pursuant to the Constitution and the laws of Minnesota (Minn. Stat. § 13.43).

### 1013.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person's employment/appointment with this department. The department file should contain, at a minimum:

- (a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
- (b) Election of employee benefits.
- (c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
- (d) Original performance evaluations. These should be permanently maintained.
- (e) Discipline records, including copies of sustained personnel complaints.
- (f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.
  - 1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
  - 2. Any member response shall be attached to and retained with the original adverse comment.
  - 3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.
- (g) Commendations and awards.
- (h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

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#### **1013.4 SECTION FILE**

Section files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Section file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

#### **1013.5 TRAINING FILE**

An individual training file shall be maintained by the Lieutenant for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

- (a) The involved member is responsible for providing the Lieutenant or immediate supervisor with evidence of completed training/education in a timely manner.
- (b) The Lieutenant or supervisor shall ensure that copies of such training records are placed in the member's training file.

#### **1013.6 INTERNAL AFFAIRS FILE**

Internal affairs files shall be maintained under the exclusive control of the Chief of Police. Access to these files may only be approved by the Chief of Police.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

- (a) Not sustained
- (b) Unfounded
- (c) Exonerated

#### **1013.7 MEDICAL FILE**

A private medical file shall be maintained separately from all other personnel data and shall contain all documents relating to the member's medical condition and history, including but not limited to:

- (a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
- (b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.
- (c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
- (d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

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- (e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

#### **1013.8 EMPLOYEE ASSISTANCE PROGRAMS**

Employee assistance records must be kept separate from personnel records and shall not become part of an employee's personnel file (Minn. Stat. § 181.980, Subd. 3).

#### **1013.9 SECURITY**

Personnel data should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel data maintained in an electronic format should have adequate password protection.

Any personnel data not deemed public data is private and shall not be subject to disclosure except as provided in this policy, the Records Maintenance and Release Policy, according to applicable discovery procedures or with the member's written consent (Minn. Stat. § 13.43; Minn. Stat. § 181.967, Subd. 4).

Nothing in this policy is intended to preclude review of personnel data by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

##### **1013.9.1 REQUESTS FOR DISCLOSURE**

Any member receiving a request for personnel data shall promptly notify the Custodian of Records or other person charged with the maintenance of such data.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel data shall be logged in the corresponding file.

##### **1013.9.2 RELEASE OF PRIVATE DATA**

Except as provided by this policy, pursuant to lawful process, pursuant to state law or court order, no private data shall be disclosed without the written consent of the employee or written authorization of the Chief of Police designee (Minn. Stat. § 13.43; Minn. Stat. § 181.967, Subd. 4).

#### **1013.10 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS**

Upon request, any member may request access to his/her own personnel file as set forth in Minn. Stat. § 181.961.

Any member seeking the removal of any item from his/her personnel files shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested



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item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel file. If the contested item is ultimately removed, the written responses shall also be removed (Minn. Stat. § 181.962, Subd. 1). An employee not satisfied with this resolution may seek such other remedies as are authorized by the MGDPA.

Members may be restricted from accessing files containing any of the following information:

- (a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.
- (b) Confidential portions of internal affairs files that have not been sustained against the member.
- (c) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.
- (d) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.
- (e) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.
- (f) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- (g) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

#### **1013.11 RETENTION AND PURGING**

Unless provided otherwise in this policy, personnel data shall be maintained in accordance with the established records retention schedule.

- (a) During the preparation of each member's performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.
- (b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.
- (c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

## Commendations and Awards

### 1014.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the St. Anthony Police Department and individuals from the community.

### 1014.2 POLICY

It is the policy of the St. Anthony Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

#### 1014.2.1 PEER LED PROCESS

- The peer led awards committee shall consist of 4 members to include office staff, patrol officer(s) and a patrol supervisor.
- Upon identification by the awards committee, peer led awards will be voted on by all department staff through an anonymous survey. Officers will 1<sup>st</sup> vote with a list of all officers of the department for officer of the year. A second round will take place with finalists.
- Traffic Safety Officer of the Year and Community Engagement officer of the year will be nominated by the awards committee and the finalists will be voted on by their peers through an anonymous survey.
- Life Saving Awards will be determined by the awards committee.

### 1014.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

### 1014.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond the typical duties.

#### 1014.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts. The documentation should contain:

- (a) Identifying information:
  - (a) For members of the Department - name and assignment at the date and time of the meritorious or commendable act
  - (b) For individuals from the community - name, address, telephone number

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- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) The name of the member submitting the documentation.
- (d) Forward documentation to the Chief of Police for review and referral to the Commendation Award Committee.

#### 1014.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

- (a) Identifying information:
  - (a) For members of the Department - name and assignment at the date and time of the meritorious or commendable act
  - (b) For individuals from the community - name, address, telephone number
- (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
- (c) Forward documentation to the Chief of Police for review and referral to the Commendation Award Committee.

#### 1014.4.3 COMMENDATION AWARD COMMITTEE

A Commendation Awards Committee shall make recommendation to the Chief of Police.

The Commendation Awards Committee shall consist of 2 sworn officers and 2 office personnel.

Criteria for each award, the selection, presentation and display of any awards are determined by the Chief of Police.

#### 1014.4.4 PROCESSING DOCUMENTATION

The Chief of Police or the authorized designee will present the commendation to the department member. An appropriate venue or ceremony to acknowledge the members actions should be arranged. The documentation will then be placed into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

### **1014.5 AWARDS**

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

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#### 1014.5.1 DEPARTMENT MEMBER AWARDS

- **Medal of Honor:** May be granted to a member of the Department for an act of outstanding bravery or heroism by which the member has demonstrated in great degree the characteristics of unselfishness, personal courage, and devotion to duty; and to the survivors of a deceased member who have demonstrated the above characteristics while performing official duties.
- **Department Commendation Award:** May be granted to any member for an outstanding act or achievement which brings credit to the Department and which involves performance above and beyond that required by the members basic assignment or exceptional professional skill and conduct during a coordinated unit action.
- **Letters of Recognition Award:** A letter to members and their supervisors who have involved themselves in outstanding police/community work recognized by other officers, supervisors, or members of the public. This award is presented when regular duties are performed in an exemplary manner.
- **Chief's Award of Merit:** An award granted to any member of the department for an outstanding accomplishment which resulted in improved operation, or substantial savings in manpower or operational costs where the member has gone far beyond the requirements of his normal assignment to contribute to more effective and efficient service or for outstanding work which has brought great credit to the Department in a case of unusual public interest.
- **Honorable Mention:** An award to any member for exceptional performance. This may be issued by agency supervisors.
- **Military Service Award:** An award granted to Officers who have served, or are serving honorably in any branch of the United States Military. An Officer must have successfully completed their probationary period with the St. Anthony Police Department to be eligible.

#### 1014.5.2 COMMUNITY MEMBER AWARDS

Community Member awards shall be given out in front of the city council and as close to the time that it occurred as possible.

- **Medal of Honor:** May be given for the performance of an outstanding heroic act with considerable personal danger to himself/herself and which culminates in the saving of a life or the attempt to save a life or other heroic deed.
- **Certificate of Commendation:** May be given when a person provides outstanding assistance to the Department in the prevention of a crime or the apprehension of individuals.
- **Letter of Appreciation:** May be given to any person rendering any outstanding service to the Department which is worthy of recognition.

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#### 1014.5.3 PEER LED DEPARTMENT AWARDS

- **Officer of the Year:** Given to the Officer who is voted on by their peers who has shown exemplary service, creative ideas, efforts to engage the community and shows empathy and a commitment to the community and their peers.
- **Traffic Safety Officer of the year:** Given to the Officer, who has shown through their work, that they have made an outstanding effort by their initiative in conducting traffic stops, educating the public and recognizing and responding to data and complaint driven areas of concern.
- **Community Engagement Officer of the Year:** Given to the officer who has gone above and beyond the scope of their duty in engaging the community through their everyday activity on duty and making an effort to put in extra effort during community engagement events.
- **Life Saving Awards:** Recognizing Officer(s) who through the course of their duties, have made an impact on a community members life by assisting in an emergency situation, who without the help of an Officer(s) may not have had a successful outcome. Life saving awards shall be given out in front of the city council and as close to the time that it occurred as possible.

## **Fitness for Duty**

### **1015.1 PURPOSE AND SCOPE**

All officers are required to be free from any physical, emotional or mental condition that might adversely affect the exercise of peace officer duties. The purpose of this policy is to ensure that all officers of this department remain fit for duty and able to perform their job functions.

### **1015.2 EMPLOYEE RESPONSIBILITIES**

- (a) It shall be the responsibility of each member of this department to maintain good physical condition sufficient to safely and properly perform essential duties of the position.
- (b) Each member of this department shall perform his/her respective duties without physical, emotional and/or mental constraints.
- (c) During working hours, all employees are required to be alert, attentive and capable of performing assigned responsibilities.
- (d) Any employee who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that an employee believes that another employee is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

### **1015.3 SUPERVISOR RESPONSIBILITIES**

- (a) A supervisor observing an employee, or receiving a report of an employee, who is perceived to be unable to safely perform his/her duties due to a physical, medical or mental condition shall take prompt and appropriate action in an effort to resolve the situation.
- (b) Whenever feasible, the supervisor should attempt to ascertain the reason or source of the problem and in all cases a preliminary evaluation should be made to determine the level of inability of the employee to perform his/her duties.
- (c) In the event the employee appears to be in need of immediate medical or psychiatric treatment, all reasonable efforts should be made to provide such care.
- (d) In conjunction with the Shift Supervisor/Officer in Charge, a determination should be made whether the employee should be temporarily relieved from his/her duties.
- (e) The Chief of Police shall be promptly notified in the event that any employee is relieved from duty.

### **1015.4 NON-WORK RELATED CONDITIONS**

Any employee suffering from a non-work related condition that warrants a temporary relief from duty may be required to use paid time off in order to obtain medical treatment or other reasonable rest period.

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#### **1015.5 WORK RELATED CONDITIONS**

Any employee suffering from a work-related condition that warrants a temporary relief from duty shall be required to comply with personnel rules and guidelines for processing such claims.

Upon the recommendation of a supervisor and concurrence of the Chief of Police, any employee whose actions or use of force in an official capacity result in death or serious injury to another may be temporarily removed from regularly assigned duties and/or placed on paid administrative leave for the well-being of the employee and until such time as the following may be completed:

- (a) A preliminary determination that the employee's conduct appears to be in compliance with policy and law.
- (b) If appropriate, the employee has had the opportunity to receive necessary counseling and/or psychological clearance to return to full duty.

#### **1015.6 PHYSICAL AND PSYCHOLOGICAL EXAMINATIONS**

- (a) Whenever circumstances reasonably indicate that an employee is unfit for duty, the Chief of Police may serve that employee with a written order to undergo a physical and/or psychological examination in cooperation with the Human Resources to determine the level of the employee's fitness for duty. The order shall indicate the date, time and place for the examination.
- (b) The examining physician or therapist will provide the Department with a report indicating that the employee is either fit for duty or, if not, list any functional limitations that limit the employee's ability to perform job duties. If the employee places his/her condition at issue in any subsequent or related administrative action or grievance, the examining physician or therapist may be required to disclose any and all information that is relevant to such proceeding.
- (c) To facilitate the examination of any employee, the Department will provide all appropriate documents and available information to assist in the evaluation and/or treatment.
- (d) All reports and evaluations submitted by the treating physician or therapist shall be part of the employee's private medical file.
- (e) Any employee ordered to receive a fitness for duty examination shall comply with the terms of the order and cooperate fully with the examining physician or therapist regarding any clinical interview, tests administered or other procedures as directed. Any failure to comply with such an order and any failure to cooperate with the examining physician or therapist may be deemed insubordination and may subject the employee to discipline up to and including termination.
- (f) Once an employee has been deemed fit for duty by the examining physician or therapist, the employee will be notified to resume his/her duties.

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- (g) If an employee is deemed unfit for duty by the Department, the employee may submit a report from the employee's personal physician, psychiatrist, psychologist or other health care provider that will be taken into consideration.

#### **1015.7 LIMITATION ON HOURS WORKED**

Absent emergency operations members should not work more than:

- 16 hours in one day (24 hour) period or
- 30 hours in any two day (48 hour) period or
- 84 hours in any seven day (168 hour) period

Except in very limited circumstances members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve to off-duty status any member who has exceeded the above guidelines.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, special events, contract work, general overtime and any other work assignments.

#### **1015.8 APPEALS**

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievance Procedure Policy or the applicable collective bargaining agreement.



# Employee Wellness Program

## 1016.1 PURPOSE AND SCOPE

The expectation of the St. Anthony Police Department and the community is that police officers that are sworn to offer extraordinary protection and superior service are physically and mentally fit to perform this goal. It should be recognized that all officers are required to be free from physical, emotional, or mental conditions that might adversely affect the exercise of police officer duties. The purpose of this policy is to ensure that all department members remain fit for duty and able to perform their job functions. This policy strives to create the conduit for our staff to be successful in this expectation and provides the resources to best care for our most important department asset: our personnel.

## 1016.2 DEPARTMENT RESPONSIBILITIES

It shall be the responsibility of the police department to assist department members to be free from any physical, emotional, or mental conditions that might adversely affect the exercise of members duties.

- (a) Note City Employee Assistance Program (EAP) and the City Employee Resource Guide for additional resources.

## 1016.3 VOLUNTARY PHYSICAL FITNESS CENTER - PROVIDED ON SITE

This policy is designed to encourage health and fitness of department members. Improving health and fitness can improve job performance and reduce job-related injuries and absenteeism through the the use of the voluntary physical fitness center.

### 1016.3.1 PHYSICAL FITNESS CENTER WAIVER, RELEASE OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT

See attachment for complete details:

[See attachment: Fitness Room.pdf](#)

### 1016.3.2 ON-DUTY PHYSICAL FITNESS CENTER USE

The following rules apply to Police Officers using the physical fitness center in on-duty hours:

- (a) Rules must be adhered to with the possibility of revocation if found that an officer is abusing this privilege.
- (b) Officers are required to be ready for normal patrol duties at the beginning of every shift.
- (c) Officers may be allowed to use the physical fitness center up to one hour each scheduled shift.
- (d) Officers shall monitor the police radio at all times with exercise that allows the officer to respond to calls for service that require that officer's response.
- (e) Any on-duty fitness center use must be pre-approved by the on-duty supervisor/officer in charge. The supervisor/officer in charge may elect to not approve fitness center use for any reason.

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- (f) Officers may be subject to call back at any time during fitness center use by the supervisor/officer in charge.
- (g) Officers are expected to leave the physical fitness center organized with all equipment returned to proper storage positions.

#### **1016.3.3 OFF-DUTY PHYSICAL FITNESS CENTER USE**

The following rules apply to department members who are using the physical fitness center in off-duty hours:

- (a) Department members are allowed to use the physical fitness center at any hour during their off-duty time.
- (b) Family members or friends of the department member are not allowed to use the physical fitness center.
- (c) Department members are expected to leave the physical fitness center organized with all equipment returned to proper storage positions.

#### **1016.4 CHECK UP FROM THE NECK UP**

This confidential in-house program allows all department employee's access to a qualified mental health professional specifically contracted by our agency to provide educational support, resources, and individualized counseling:

- (a) The program is mandatory for all police department employees.
- (b) The program will be completed on an annual basis.
- (c) Staff may elect to see the in-house consultant while on-duty or see a qualified mental health professional of their choosing. Staff seeking to visit a mental health professional of their choosing may do so while on-duty (staffing levels permitting) or off-duty with no compensation.
- (d) The mental health consultant will also provide training to our department to promote the psychological and emotional health of our personnel.
- (e) The mental health consultant will also respond when requested to defined critical incidents to offer support and services.

##### **1016.4.1 EARLY INTERVENTION SYSTEM**

The St. Anthony Police Department recognizes that it's most important asset is its employees. The department has a responsibility to identify and provide support and assistance to employees who exhibit behavior that negatively impacts their health and well-being. As such, the department will maintain an Early Intervention System (EIS) Policy 1001.10. The EIS policy and the Check Up From The Neck Up policy may be jointly utilized to assist in identifying employees whose conduct or behavior require intervention before potential problems arise.

#### **1016.5 INTERNAL CHAPLIN**

The St. Anthony Police Department contracts with a local clergy member to provide part-time chaplaincy services to personnel, which is separate from the department's external facing

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Chaplain Program. This confidential in-house program is available to all department members. The internal chaplain will attend Roll Calls, provide and attend trainings as desired and will also ride along with officers. (see Policy 335 Chaplains)

## Meal Periods and Breaks

### 1017.1 PURPOSE AND SCOPE

This policy regarding meals and breaks, insofar as reasonably possible shall conform to the policy governing all City employees pursuant to Minn. Stat. § 177.253, Minn. Stat. § 177.254 and Minn. R. § 5200.0120.

#### 1017.1.1 MEAL PERIODS

Each employee who works for eight or more consecutive hours is entitled to sufficient time to eat a meal (Minn. Stat. § 177.254). Licensed employees and dispatchers shall remain on duty subject to call during meal periods. All other employees are not on call during meal periods unless directed otherwise by a supervisor.

The time spent for the meal period shall not exceed the authorized time allowed.

#### 1017.1.2 10 MINUTE BREAKS

Each employee is allowed adequate time from work within each four consecutive hours of work to utilize the nearest convenient restroom (Minn. Stat. § 177.253).

Field officers will take their breaks subject to call, and shall monitor their radios.

## Lactation Breaks

### **1018.1 PURPOSE AND SCOPE**

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

### **1018.2 POLICY**

It is the policy of the St. Anthony Police Department to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Minn. Stat. § 181.939).

### **1018.3 LACTATION BREAK TIME**

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks may be taken at the same time as the member's regularly scheduled rest or meal periods (Minn. Stat. § 181.939).

Members desiring to take a lactation break shall notify the dispatcher or supervisor prior to taking such a break.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

### **1018.4 PRIVATE LOCATION**

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; Minn. Stat. § 181.939).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

### **1018.5 STORAGE OF EXPRESSED MILK**

Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends.

## Payroll Records

### **1019.1 PURPOSE AND SCOPE**

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

### **1019.2 POLICY**

The St. Anthony Police Department maintains timely and accurate payroll records.

### **1019.3 RESPONSIBILITIES**

Members are responsible for the accurate completion and timely submission of their payroll overtime records for the payment of wages.

Supervisors are responsible for approving the payroll overtime records for those under their commands.

### **1019.4 RECORDS**

The Administration Captain shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

### **1019.5 TIME REQUIREMENTS**

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the City payroll procedures.

# Overtime Compensation Requests

## 1020.1 PURPOSE AND SCOPE

It is the policy of the Department to compensate nonexempt employees who work authorized overtime by payment of wages as agreed and in effect through the collective bargaining agreement. In order to qualify, the employee must complete and submit a Request for Overtime Payment as soon as practicable after overtime is worked.

### 1020.1.1 DEPARTMENT POLICY

Because of the nature of law enforcement work, and the specific needs of the Department, a degree of flexibility concerning overtime policies must be maintained.

Non-exempt employees are not authorized to volunteer work time to the Department. All requests to work overtime shall be approved in advance by a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of shift in which the overtime is worked.

## 1020.2 REQUEST FOR OVERTIME COMPENSATION

Employees shall submit all overtime compensation requests to a supervisor as soon as practicable for verification and signature.

Failure to submit a request for overtime compensation in a timely manner may result in delayed payment.

### 1020.2.1 EMPLOYEES' RESPONSIBILITY

Employees shall complete the requests immediately after working the overtime and turn them into a supervisor for verification.. Employees submitting overtime forms for on-call pay when off-duty shall submit forms to a supervisor the first day after returning to work.

### 1020.2.2 SUPERVISOR RESPONSIBILITIES

The supervisor who verifies the overtime earned shall verify that the overtime was worked before approving the request.

The overtime payment request form will be forwarded to the Chief of Police for final approval.

## 1020.3 ACCOUNTING FOR OVERTIME WORKED

Employees are to record the actual time worked in an overtime status. In some cases, the collective bargaining agreement provides that a minimum number of hours will be paid, (e.g., two hours for court, four hours for outside overtime).

### 1020.3.1 ACCOUNTING FOR PORTIONS OF AN HOUR

When accounting for less than a full hour, time worked shall be rounded up to the nearest quarter of an hour as indicated by the following chart:

TIME WORKED

INDICATE ON CARD

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Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1.0 hour

#### **1020.3.2 VARIATION IN TIME REPORTED**

Where two or more employees are assigned to the same activity, case or court trial and the amount of time for which payment is requested varies from that reported by the other employee, the approving supervisor may require each employee to include the reason for the variation on the back of the overtime payment request.

#### **1020.4 MANDATED OVERTIME**

In the event that overtime is required and no voluntary member excepts the overtime, the member with the least seniority that is available at the time will be required to work.

In the event of a critical incident or emergency operation, all members may be required to work.



# Outside Employment

## 1021.1 PURPOSE AND SCOPE

To avoid actual or perceived conflicts of interest for Department employees engaging in outside employment, all employees shall initially obtain written approval from the Chief of Police prior to engaging in any outside employment. Approval of outside employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy.

### 1021.1.1 DEFINITIONS

**Outside Employment** - The employment of any member of this department who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with this department for services, product(s) or benefits rendered. For purposes of this section, the definition of outside employment includes those employees who are self-employed and not affiliated directly with this department for services, product(s) or benefits rendered.

**Outside Overtime** - Overtime involving any member of this department who performs duties or services on behalf of an outside organization, company or individual within this jurisdiction on behalf of the Department. Such outside overtime shall be requested and scheduled directly through this department so that the Department may be reimbursed for the cost of wages and benefits.

## 1021.2 OBTAINING APPROVAL

No member of this department may engage in any outside employment without first obtaining prior written approval of the Chief of Police or designee. Failure to obtain prior written approval for outside employment or engaging in outside employment prohibited by this policy is grounds for disciplinary action.

To obtain approval for outside employment, the employee must notify the Chief of Police via written or electronic communication.

If approved, the employee will be provided with written or electronic approval. Unless otherwise indicated in writing, a request will be valid through the end of the calendar year in which it is approved. Any employee seeking to continue outside employment shall submit a new request in a timely manner.

Any employee seeking approval of outside employment whose request has been denied shall be provided with a written reason for the denial of the application at the time of the denial and within 30 days of the application.

### 1021.2.1 APPEAL OF DENIAL OF OUTSIDE EMPLOYMENT

If an employee's Outside Employment request is denied or rescinded by the Department, the employee may file a written notice of appeal to the Chief of Police within 10 days of the date of denial.

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If the employee's appeal is denied, the employee may file a grievance pursuant to the procedure set forth in the current collective bargaining agreement.

#### **1021.2.2 REVOCATION/SUSPENSION OF OUTSIDE EMPLOYMENT PERMITS**

Any outside employment request may be revoked or suspended after the employee has received written notification of the reasons for revocation or suspension. Revocation will be implemented after the employee has exhausted the appeal process.

The outside employment may be revoked:

- (a) If an employee's performance declines to a point where it is evaluated by a supervisor as needing improvement to reach an overall level of minimum acceptable competency and the outside employment may be related to the employee's performance. The Chief of Police may, at his/her discretion, notify the employee of the intent to revoke any previously approved outside employment permit(s). After the appeal process has concluded, the revocation will remain in force until the employee's performance directly related to the outside employment has been reestablished to the minimum level of acceptable competency.
- (b) If, at any time during the term of a valid outside employment permit, an employee's conduct or outside employment conflicts with the provisions of Department policy, or any law.
- (c) The outside employment creates an actual or apparent conflict of interest with the Department or City.

#### **1021.3 PROHIBITED OUTSIDE EMPLOYMENT**

The Department expressly reserves the right to deny any Outside Employment request submitted by an employee seeking to engage in any activity that:

- (a) Involves the employee's use of Department time, facilities, equipment or supplies, the use of the Department badge, uniform, prestige or influence for private gain or advantage.
- (b) Involves the employee's receipt or acceptance of any money or other consideration from anyone other than this department for the performance of an act that the employee, if not performing such act, would be required or expected to render in the regular course or hours of employment or as a part of the employee's duties as a member of this department.
- (c) Involves the performance of an act in other than the employee's capacity as a member of this department that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other employee of this department.
- (d) Involves time demands that would render performance of the employee's duties for this department below minimum standards or would render the employee unavailable for reasonably anticipated overtime assignments and other job-related demands that occur outside regular working hours.
- (e) While on Personal Leave (PL) or Injury On-Duty (I.O.D.) status.
- (f) While on suspension or administrative leave in the capacity of a police officer.

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#### **1021.3.1 OUTSIDE OVERTIME ARREST AND REPORTING PROCEDURE**

Any employee making an arrest or taking other official law enforcement action while working in an approved outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to Department policy. Time spent on the completion of such reports shall be considered incidental to the outside overtime assignment.

#### **1021.4 DEPARTMENT RESOURCES**

Employees are prohibited from using any Department resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or databases of this department or other agencies through the use of the employee's position with this department.

##### **1021.4.1 WEARING DEPARTMENT ISSUED UNIFORM OFF-DUTY EMPLOYMENT**

The official blue department issued police uniform, worn in conformity with departmental policies, is authorized for use in off-duty employment within the City limits only, with authorization of the Chief of Police or designee. Combinations of civilian clothing and department issued uniform will not be permitted.

##### **1021.4.2 WEARING CIVILIAN CLOTHING OFF-DUTY EMPLOYMENT**

When civilian clothing is worn, identification cards and badges may be openly displayed.

#### **1021.5 CHANGES IN OUTSIDE EMPLOYMENT STATUS**

If an employee terminates his/her outside employment during the period of a valid permit, the employee shall promptly submit written notification of such termination to the Chief of Police through the appropriate chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through normal procedures set forth in this policy.

Employees shall also promptly submit in writing to the Chief of Police any material changes in outside employment including any change in the number of hours, type of duties or demands of any approved outside employment. Employees who are uncertain whether a change in outside employment is material shall report the change.

#### **1021.6 OUTSIDE EMPLOYMENT WHILE ON DISABILITY OR ADMINISTRATIVE LEAVE**

Department members engaged in outside employment who are placed on disability or administrative leave or modified/light-duty shall inform their immediate supervisor in writing within five days whether they intend to continue to engage in outside employment while on such leave or light-duty status. The immediate supervisor shall review the duties of the outside employment along with any work-related doctor's orders and make a recommendation to the Chief of Police whether such outside employment should continue or be suspended or revoked.

In the event the Chief of Police determines that the outside employment should be discontinued or if the employee fails to promptly notify his/her supervisor of his/her intentions regarding the work permit, a notice of intent to revoke the employee's permit will be forwarded to the involved

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employee and a copy attached to the original work permit. The revocation process outlined in this policy shall be followed.

Criteria for revoking or suspending the outside employment permit while on disability status or administrative leave include, but are not limited to, the following:

- (a) The outside employment is medically detrimental to the total recovery of the disabled employee, as indicated by the City's professional medical advisors.
- (b) The outside employment performed requires the same or similar physical ability, as would be required of an on-duty employee.
- (c) The employee's failure to make timely notice of his/her intentions to their supervisor.
- (d) The outside employment is not compatible with the reason the employee is on administrative leave.

# Occupational Disease, Personal Injury and Death Reporting

## 1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding the timely reporting of occupational diseases, personal injuries and deaths.

### 1022.1.1 DEFINITIONS

Definitions related to this policy include (Minn. Stat. § 176.011):

**Occupational disease** – A mental impairment or physical disease arising out of and in the course of employment peculiar to the occupation in which the member is engaged and due to causes in excess of the hazards ordinary of employment. The term includes diagnosis of post-traumatic stress disorder (PTSD) by a psychiatrist or psychologist; however, mental impairment is not considered a disease if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Department.

**Personal injury** – Any mental impairment or physical injury arising out of and in the course of employment, including personal injury caused by occupational disease, while engaged in, on or about the premises where the member's services require the member's presence as part of that service at the time of the injury and during the hours of that service. Personal injury does not include an injury caused by the act of a third person or fellow department member who intended to injure the member because of personal reasons, and not directed against the member as a member of the St. Anthony Police Department, or because of the employment with the St. Anthony Police Department. Mental impairment is not considered a personal injury if it results from a disciplinary action, work evaluation, job transfer, layoff, demotion, promotion, termination, retirement or similar action taken in good faith by the Department.

## 1022.2 POLICY

The St. Anthony Police Department will address occupational diseases, personal injuries and deaths appropriately, and will comply with applicable state workers' compensation requirements (Minn. Stat. § 176.231).

## 1022.3 RESPONSIBILITIES

### 1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or personal injury shall report such event as soon as practicable, but within 24 hours, to a supervisor, and shall seek medical care when appropriate.

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#### **1022.3.2 SUPERVISOR RESPONSIBILITIES**

A supervisor learning of any occupational disease or personal injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related Citywide disease- or injury-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Workplace Accident and Injury Reduction policies apply and take additional action as required.

#### **1022.3.3 CHIEF OF POLICE RESPONSIBILITIES**

The Chief of Police shall be forwarded all reports of an occupational disease, personal injury or death and review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the City's risk management/Human Resources entity to ensure any required Minnesota Occupational Safety and Health Administration (MNOSHA) reporting is made as required in the illness and injury prevention plan identified in the Workplace Accident and Injury Reduction Policy.

Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

#### **1022.4 OTHER DISEASE OR INJURY**

Diseases, injuries or deaths caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the Chief of Police.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

#### **1022.5 SETTLEMENT OFFERS**

When a member sustains an occupational disease or personal injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

##### **1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL**

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or personal injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against

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the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

# Personal Appearance Standards

## 1023.1 PURPOSE AND SCOPE

To project uniformity and neutrality toward the public and other members of the Department, employees shall maintain their personal hygiene and appearance to project a professional image appropriate for this department and for their assignment.

## 1023.2 GROOMING STANDARDS

Unless otherwise stated and because deviations from these standards could present officer health safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

### 1023.2.1 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

### 1023.2.2 MUSTACHES

Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

### 1023.2.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

### 1023.2.4 BEARDS/FACIAL HAIR

Beards, goatees, and other facial hair shall be kept neatly trimmed and no longer than 1/2" in length. Facial hair shall neither extend below the jaw line, nor be higher than one inch below the cheekbone. Facial hair shall not be worn in any unusual pattern, and shall be uniform in length.

### 1023.2.5 FINGERNAILS

Fingernails shall be cleaned and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.



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#### **1023.2.6 JEWELRY AND ACCESSORIES**

Jewelry and accessories shall not be affixed to any part of the uniform or equipment., except those authorized within policy. Hand and arm jewelry will be permitted unless worn in excessive amounts or in a manner that may impede the officer's performance in the line of duty. Neck jewelry shall not be visible.

#### **1023.2.7 COSMETICS**

When worn, cosmetics shall be used in moderation.

#### **1023.2.8 PERSONAL HYGIENE**

All members must maintain proper personal hygiene. Examples of improper personal hygiene include but are not limited to dirty fingernails, bad breath, body odor, and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

#### **1023.3 TATTOOS**

While on-duty or representing the Department in any official capacity, members shall only display departmental approved tattoos or other body art.

At no time while on-duty or representing the Department in any official capacity, shall any offensive or unapproved tattoo or body art be visible. Examples of offensive tattoos and body art include, but are not limited to, those which depict or advocate discrimination in any form, exhibit gang, supremacist or extremist group affiliation, obscene graphics or language, or content that is deemed inappropriate, unprofessional or offensive by the Chief of Police or their designee.

#### **1023.4 BODY PIERCING OR ALTERATION**

Body piercing or alteration to any area of the body that is visible in any authorized uniform or attire, and is a deviation from normal anatomical features and that is not medically required is prohibited. Such body alteration includes, but is not limited to:

- (a) Tongue splitting or piercing.
- (b) The complete or transdermal implantation of any material other than hair replacement or breast augmentation.
- (c) Abnormal shaping of the ears, eyes, nose or teeth.
- (d) Branding or scarification.

#### **1023.5 EXEMPTIONS**

Members who seek an exemption to this policy protected by law (e.g., culturally protective hairstyles) should generally be accommodated (Minn. Stat. § 363A.03). A member with an exemption may be ineligible for an assignment if the individual accommodation presents a security or safety risk. The Chief of Police should be advised any time a request for such an accommodation is denied or when a member with an exemption is denied an assignment based on a safety or security risk.

# Uniform Regulations

## 1024.1 PURPOSE AND SCOPE

The uniform policy of the St. Anthony Police Department is established to ensure that uniformed officers, special assignment personnel and non-licensed employees will be readily identifiable to the public through the proper use and wearing of department uniforms. Employees should also refer to the following associated policies:

- Firearms
- Department Owned and Personal Property
- Body Armor
- Personal Appearance Standards

The uniform and equipment specifications manual is maintained and periodically updated by the Chief of Police or the authorized designee. The manual, and associated procedures, should be consulted regarding authorized equipment and uniform specifications.

The St. Anthony Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement. The uniforms for officers of this department shall be a consistent color pursuant to Minn. Stat. § 626.88 Subd. 2.

[See attachment: Uniform Specifications.pdf](#)

[See attachment: Required Uniform Items.pdf](#)

## 1024.2 WEARING AND CONDITION OF UNIFORM AND EQUIPMENT

Police employees wear the uniform to be identified as the law enforcement authority in society. The uniform also serves an equally important purpose, which is to identify the wearer as a source of assistance in an emergency, crisis or other time of need.

- (a) Uniform and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat and clean.
- (b) All peace officers of this department shall possess and maintain at all times, a serviceable uniform and the necessary equipment to perform uniformed field duty.
- (c) Personnel shall wear only the uniform specified for their rank and assignment.
- (d) The uniform is to be worn in compliance with the specifications set forth in the Department's uniform specifications and procedures which are maintained separately from this policy.
- (e) All supervisors will perform periodic inspections of their personnel to ensure conformance to these regulations.
- (f) Civilian attire shall not be worn in combination with any distinguishable part of the uniform.

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- (g) Uniforms are only to be worn while on-duty, while in transit to or from work, for court or at other official Department functions or events.
- (h) Employees are not to purchase or drink alcoholic beverages while in uniform.
- (i) Visible jewelry, other than those items listed below or authorized within the Personal Appearance Standards Policy, shall not be worn with the uniform unless specifically authorized by the Chief of Police or designee.
  - 1. Wrist watch.
  - 2. Wedding ring(s), class ring or other ring of tasteful design. A maximum of one ring/set may be worn on each hand.
  - 3. Medical alert bracelet.

#### **1024.2.1 DEPARTMENT ISSUED IDENTIFICATION**

The Department issues each employee an official Department identification card bearing the employee's name, identifying information and photo likeness. All employees shall be in possession of their Department-issued identification card at all times while on-duty or when carrying a firearm off duty.

- (a) Whenever on-duty or acting in an official capacity representing the Department, employees shall display their Department issued identification in a courteous manner to any person upon request and as soon as practicable.
- (b) Officers working specialized assignments may be excused from the possession and display requirements when directed by the Chief of Police or designee.

#### **1024.3 UNIFORM CLASSES**

##### **1024.3.1 CLASS A UNIFORM**

The Class A uniform is to be worn on special occasions such as funerals, graduations, promotions, ceremonies or as directed. The Class A uniform is required for all licensed personnel. The Class A uniform includes the standard issue uniform with:

- (a) Long sleeve shirt with tie.
- (b) Polished shoes.

Cargo style pants are not permitted as a Class A uniform.

The campaign hat may be worn for events held outdoors. Boots with pointed toes are not permitted.

##### **1024.3.2 CLASS B UNIFORM**

All officers will possess and maintain a serviceable Class B uniform at all times.

The Class B uniform will consist of the same garments and equipment as the Class A uniform with the following exceptions:

- (a) The long or short sleeve shirt may be worn with the collar open. No tie is required.
- (b) A white, navy blue or black crew neck t-shirt must be worn with the uniform.

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- (c) All shirt buttons must remain buttoned except for the last button at the neck.
- (d) Polished shoes.
- (e) Approved all black unpolished shoes may be worn.
- (f) Boots with pointed toes are not permitted.

#### 1024.3.3 CLASS C UNIFORM

The Class C uniform may be established to allow field personnel cooler clothing during the summer months or for special duty assignments. The Chief of Police will establish the regulations and conditions for wearing the Class C Uniform and the specifications for the Class C Uniform.

#### 1024.3.4 SPECIALIZED UNIT UNIFORMS

The Chief of Police may authorize special uniforms to be worn by officers in specialized units such as Canine Team, SWAT, Bicycle Patrol, Motor Officers and other specialized assignments.

#### 1024.3.5 FOUL WEATHER GEAR

The Uniform and Equipment Specifications lists the authorized uniform jacket and rain gear.

### **1024.4 SALUTING THE NATIONAL FLAG**

Uniformed officers should only salute the massed national colors at the head of a parade when the flag is six paces from and six paces past the officer.

Uniformed officers should salute the national colors during the flag presentation at ceremonies and the reciting of the National Pledge of Allegiance.

### **1024.5 INSIGNIA AND PATCHES**

- (a) Shoulder patches - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets, three-quarters of an inch below the shoulder seam of the shirt, and be bisected by the crease in the sleeve.
- (b) The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform. The nameplate shall display the employee's first and last name. If an employee's first and last names are too long to fit on the nameplate, then the initial of the first name will accompany the last name. If the employee desires other than the legal first name, the employee must receive approval from the Chief of Police. The nameplate shall be worn and placed above the right pocket located in the middle, bisected by the pressed shirt seam, with equal distance from both sides of the nameplate to the outer edge of the pocket.
- (c) When a jacket is worn, the nameplate or an authorized sewn on cloth nameplate shall be affixed to the jacket in the same manner as the uniform.
- (d) Assignment Insignias - Assignment insignias, (e.g., SWAT, FTO or similar) may be worn as designated by the Chief of Police.
- (e) A flag pin may be worn, centered above the nameplate.

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- (f) Badge - The Department-issued badge, or an authorized sewn-on cloth replica, must be worn and be visible at all times while in uniform. Licensed non-uniform personnel will wear or carry their badge in a manner that it is in reasonable proximity to their firearm and able to be displayed whenever appropriate.
- (g) Rank insignia - The designated insignia indicating the employee's rank must be worn at all times while in uniform. The Chief of Police may authorize exceptions.

#### **1024.5.1 MOURNING BADGE**

Uniformed employees may wear a black mourning band across the uniform badge whenever a law enforcement officer is killed in the line of duty. The following mourning periods will be observed:

- (a) An officer of this department - From the time of death until midnight on the 14th day after the death.
- (b) An officer from this state - From the time of death until midnight on the day of the funeral.
- (c) Funeral attendee - While attending the funeral of a fallen officer.
- (d) National Peace Officers Memorial Day (May 15) - From midnight through the following midnight.
- (e) As directed by the Chief of Police or designee.

#### **1024.6 CIVILIAN ATTIRE**

There are assignments within the Department that do not require the wearing of a uniform because recognition and authority are not essential to their function. There are also assignments in which wearing civilian attire is necessary.

- (a) All employees shall wear clothing that fits properly, is clean and free of stains and not damaged or excessively worn.
- (b) All male administrative, investigative and support personnel who elect to wear civilian clothing to work shall wear button style shirts with a collar, slacks or suits that are moderate in style.
- (c) All female administrative, investigative and support personnel who elect to wear civilian clothes to work shall wear dresses, slacks, shirts, blouses or suits that are moderate in style.
- (d) The following items shall not be worn on-duty:
  - 1. T-shirt alone.
  - 2. Open-toed sandals or thongs.
  - 3. Swimsuit, tube tops or halter tops.
  - 4. Spandex type pants or see-through clothing.
  - 5. Distasteful printed slogans, buttons or pins.
  - 6. Shorts.

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- 7. Sweat shirts, sweat pants or similar exercise clothing.
- (e) Variations from this order are allowed at the discretion of the Chief of Police or designee when the employee's assignment or current task is not conducive to wearing such clothing.
- (f) No item of civilian attire may be worn on-duty that would adversely affect the reputation of the St. Anthony Police Department or the morale of the employees.
- (g) Licensed employees carrying firearms while wearing civilian attire should wear clothing that effectively conceals the firearm or display the department issued badge in the area of the open carried firearm.

#### **1024.7 POLITICAL ACTIVITIES, ENDORSEMENTS, ADVERTISEMENTS OR OTHER APPEARANCES IN UNIFORM**

Unless specifically authorized by the Chief of Police, St. Anthony Police Department employees may not wear any part of the uniform, be photographed wearing any part of the uniform, utilize a badge, patch or other official insignia of the Department, or cause to be posted, published or displayed, the image of another employee, or identify him/herself as an employee of the St. Anthony Police Department to do any of the following:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support or oppose, any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication, or any motion picture, film, video, public broadcast, photo, any website or any other visual depiction.

#### **1024.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES**

St. Anthony Police Department employees may not wear any uniform item, accessory or attachment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

St. Anthony Police Department employees may not use or carry any tool or other piece of equipment unless specifically authorized in the Uniform and Equipment Specifications or by the Chief of Police or designee.

# Nepotism and Conflicting Relationships

## 1025.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure equal opportunity and effective employment practices by avoiding actual or perceived favoritism, discrimination or actual or potential conflicts of interest by or between members of this department. These employment practices include: recruiting, testing, hiring, compensation, assignment, use of facilities, access to training opportunities, supervision, performance appraisal, discipline and workplace safety and security.

### 1025.1.1 DEFINITIONS

**Business relationship** - Serving as an employee, independent contractor, compensated consultant, owner, board member, shareholder or investor in an outside business, company, partnership, corporation, venture or other transaction where the Department employee's annual interest, compensation, investment or obligation is greater than \$250.

**Conflict of interest** - Any actual, perceived or potential conflict of interest in which it reasonably appears that a Department employee's action, inaction or decisions are or may be influenced by the employee's personal or business relationship.

**Nepotism** - The practice of showing favoritism to relatives in appointment, employment, promotion or advancement by any public official in a position to influence these personnel decisions.

**Personal relationship** - Includes marriage, cohabitation, dating or any other intimate relationship beyond mere friendship.

**Public official** - A supervisor, officer or employee vested with authority by law, rule or regulation, or to whom authority has been delegated.

**Relative** - An employee's parent, stepparent, spouse, domestic partner, significant other, child (natural, adopted or step), sibling or grandparent.

**Subordinate** - An employee who is subject to the temporary or ongoing direct or indirect authority of a supervisor.

**Supervisor** - An employee who has temporary or ongoing direct or indirect authority over the actions, decisions, evaluation and/or performance of a subordinate employee.

## 1025.2 RESTRICTED DUTIES AND ASSIGNMENTS

The Department will not prohibit all personal or business relationships between employees. However, in order to avoid nepotism or other inappropriate conflicts, the following restrictions apply:

- (a) Employees are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other employee who is a relative or with whom they are involved in a personal or business relationship.

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1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved employee to an uninvolved supervisor.
  2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing employees in such supervisor/subordinate situations. The Department reserves the right to transfer or reassign any employee to another position within the same classification in order to avoid conflicts with any provision of this policy.
- (b) Employees are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting an employee who is a relative or with whom they are involved in a personal or business relationship.
  - (c) Whenever reasonably possible Field Training Officers (FTOs) and other trainers will not be assigned to train relatives. FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any employee they are assigned to train until such time as the training has been successfully completed and the employee is off probation.
  - (d) To avoid actual or perceived conflicts of interest members of this department shall refrain from developing or maintaining personal or financial relationships with victims, witnesses or other individuals during the course of, or as a direct result of, any official contact.
  - (e) Except as required in the performance of official duties or in the case of immediate relatives, employees shall not develop or maintain personal or financial relationships with any individual they know or reasonably should know is under criminal investigation, is a convicted felon, parolee, fugitive, or registered predatory offender or who engages in intentional violations of state or federal laws.

#### 1025.2.1 EMPLOYEE RESPONSIBILITY

Prior to entering into any personal or business relationship or other circumstance that the employee knows or reasonably should know could create a conflict of interest or other violation of this policy, the employee shall promptly notify his/her uninvolved, next highest supervisor.

Whenever any employee is placed in circumstances that would require the employee to take enforcement action or provide other official information or services to any relative or other individual with whom the employee is involved in a personal or business relationship, the employee shall promptly notify his/her uninvolved immediate supervisor. In the event that no uninvolved supervisor is immediately available, the employee shall promptly notify dispatch to have another uninvolved employee either relieve the involved employee or minimally remain present to witness the action.



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#### 1025.2.2 SUPERVISOR'S RESPONSIBILITY

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever reasonably possible. Supervisors shall also promptly notify the Chief of Police of such actual or potential violations through the chain of command.

## Department Badges

### 1026.1 PURPOSE AND SCOPE

The St. Anthony Police Department badge and uniform patch as well as the likeness of these items and the name of the St. Anthony Police Department are property of the Department and their use shall be restricted as set forth in this policy.

### 1026.2 POLICY

The uniform badge shall be issued to Department members as a symbol of authority. The use and display of Department badges shall be in strict compliance with this policy. Only authorized badges issued by this department shall be displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

#### 1026.2.1 FLAT BADGE

Licensed officers, with the written approval of the Chief of Police, may purchase at their own expense a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of Department policy as the uniform badge.

- (a) Should the flat badge become lost, damaged or otherwise removed from the officer's control he/she shall make the proper notifications as outlined in the Department-Owned and Personal Property Policy.
- (b) An honorably retired officer may keep his/her flat badge upon retirement.
- (c) The purchase, carrying or display of a flat badge is not authorized for non-licensed personnel.

#### 1026.2.2 NON-SWORN PERSONNEL

Badges and Department identification cards issued to non- licensed personnel shall be clearly marked to reflect the position of the assigned employee (e.g. parking control, dispatcher).

- (a) Non-licensed personnel shall not display any Department badge except as a part of his/her uniform and while on-duty or otherwise acting in an official and authorized capacity.
- (b) Non-licensed personnel shall not display any Department badge or represent him/herself, on- or off-duty, in such a manner which would cause a reasonable person to believe that he/she is a licensed officer.

#### 1026.2.3 RETIREE UNIFORM BADGE

Upon honorable retirement employees may retain their assigned duty badge(s) for display purposes. It is intended that the duty badge be used only as private memorabilia, as other uses of the badge may be unlawful or in violation of this policy.

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#### **1026.3 UNAUTHORIZED USE**

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current or honorably retired peace officer.

Department badges are issued to all licensed employees and non-sworn uniformed employees for official use only. The Department badge, shoulder patch or the likeness thereof, or the Department name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as electronic mail or websites and web pages.

The use of the badge, uniform patch and Department name for all material (e.g., printed matter, products or other items) developed for Department use shall be subject to approval by the Chief of Police.

Employees shall not loan the badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.

#### **1026.4 PERMITTED USE BY EMPLOYEE GROUPS**

The likeness of the Department badge shall not be used without the express authorization of the Chief of Police and shall be subject to the following:

- (a) The employee associations may use the likeness of the Department badge for merchandise and official association business provided it is used in a clear representation of the association and not the St. Anthony Police Department. The following modifications shall be included:
  - 1. The text on the upper and lower ribbons is replaced with the name of the employee association.
  - 2. The badge number portion displays the acronym of the employee association.
- (b) The likeness of the Department badge for endorsement of political candidates shall not be used without the express approval of the Chief of Police.

# Temporary Modified-Duty Assignments

## 1027.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules, or current memorandums of understanding or collective bargaining agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

## 1027.2 POLICY

Subject to operational considerations, the St. Anthony Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

## 1027.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Minnesota Human Rights Act (Minn. Stat. § 363A.01 et seq.) shall be treated equally, without regard to any preference for a work-related injury.

No position in the St. Anthony Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

## 1027.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

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### *Temporary Modified-Duty Assignments*

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Employees seeking a temporary modified-duty assignment should submit a written request to their Captains or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

- (a) An assessment of the nature and probable duration of the illness or injury.
- (b) The prognosis for recovery.
- (c) The nature and scope of limitations and/or work restrictions.
- (d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
- (e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Captain will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources or the City Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Shift Supervisor/Officer in Charge or Captain, with notice to the Chief of Police.

#### **1027.5 ACCOUNTABILITY**

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Captain.

##### **1027.5.1 EMPLOYEE RESPONSIBILITIES**

The responsibilities of employees assigned to temporary modified duty shall include, but not be limited to:

- (a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
- (b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
- (c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.
- (d) Submitting a written status report to the Captain that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

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### *Temporary Modified-Duty Assignments*

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#### **1027.5.2 SUPERVISOR RESPONSIBILITIES**

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but not be limited to:

- (a) Periodically apprising the Captain of the status and performance of employees assigned to temporary modified duty.
- (b) Notifying the Captain and ensuring that the required documentation facilitating a return to full duty is received from the employee.
- (c) Ensuring that employees returning to full duty have completed any required training and certification.

#### **1027.6 MEDICAL EXAMINATIONS**

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

#### **1027.7 PREGNANCY**

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Department should make reasonable efforts to provide an accommodation for the employee in accordance with federal and state law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4; Minn. Stat. § 181.939; Minn. Stat. § 363A.08).

##### **1027.7.1 NOTIFICATION**

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

#### **1027.8 PROBATIONARY EMPLOYEES**

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

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#### **1027.9 MAINTENANCE OF CERTIFICATION AND TRAINING**

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform the Lieutenant of any inability to maintain any certification, training or qualifications.

## Performance History Audits

### 1028.1 PURPOSE AND SCOPE

This policy provides guidance for the use of performance history audits. Performance history audits can help identify commendable performance as well as provide early recognition of training needs and other potential issues (e.g., problematic conduct). This policy addresses the responsibilities, performance indicators, and components of the audit; handling of collected data; and conducting appropriate interventions, when necessary.

### 1028.2 RESPONSIBILITIES

Under the authority of the Chief of Police, the Captain is responsible for collecting performance indicators and other relevant data. The data may be reviewed on a quarterly basis. The Captain may utilize confidential methods to compile and track information regarding performance indicators for each officer during each quarter.. Though generated quarterly, any report should contain data from a one-year time period.

Administration Captain City Attorney

### 1028.3 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance history audits should include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

#### 1028.3.1 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police has determined may be relevant data for the generation and analysis of performance history audits. These indicators may include but are not limited to the frequency and/or number of:

- (a) Use of force incidents.
- (b) Involvement and conduct during vehicle pursuits.
- (c) Personnel complaints, including the findings.
- (d) Commendations, compliments, and awards from the Department and the public.
- (e) Claims and civil suits related to the employee's actions or alleged actions.
- (f) Canine bite incidents.
- (g) Personnel investigations.
- (h) County Attorney case rejections and the reasons.
- (i) Intentional or unintentional firearm discharges (regardless of injury).
- (j) Vehicle collisions.



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### *Performance History Audits*

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- (k) Missed court appearances.
- (l) Documented counseling.

#### 1028.3.2 DATA ANALYSIS

The Administration Captain may review each performance history audit report and determine whether it should be provided to the officer's immediate supervisor for further consideration.

#### 1028.3.3 FOLLOW-UP MONITORING

Depending upon the results of each performance history audit, a determination should be made by the Administration Captain, after discussion with the officer's immediate supervisor, about the need, types, and duration of any follow-up. Performance indicators and data analysis will generally provide the basis upon which such decisions should be made.

#### 1028.4 DATA ANALYSIS AND ACTION

Upon receipt the Captain will review each Performance History Audit Report and determine whether it should be provided to an officer's immediate supervisor for further consideration. The officer's immediate supervisor will carefully review the Performance History Audit Report with the officer to assess any potential trends or other issues that may warrant informal counseling, additional training or a recommendation for other action, including discipline. The officer shall date and sign the Performance History Audit Report and may be provided a copy of the report upon request.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Captain of such recommendation. If the Captain concurs with the recommendation of the supervisor, he/she shall take steps to initiate the appropriate action.

If discipline or other adverse action is initiated against an officer as a result of a Performance History Audit, the officer shall be entitled to all rights and process set forth in the Personnel Complaints Policy.

#### 1028.5 CONFIDENTIALITY OF DATA

Information, data, and copies of material compiled to develop performance history audit reports shall be considered confidential as part of the employee's personnel file and will not be subject to discovery or release except as provided by law. Access to performance history audit reports will be governed under the same process as access to an officer's personnel file, as outlined in the Personnel Records Policy.

Access to the underlying data will be governed by the process for access to the original records (such as police reports).

#### 1028.6 RETENTION

Performance history audit reports and associated records shall be retained in accordance with the established records retention schedule.

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### *Performance History Audits*

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#### **1028.7 POLICY**

The St. Anthony Police Department collects data to assist supervisors with evaluating the performance of their employees, including identifying problematic conduct and providing for appropriate interventions. While it is understood that the statistical compilation of data may be helpful to supervisors, the Department recognizes that it cannot account for, and must carefully balance such data with, the many variables in law enforcement, such as:

- Ability to detect crime.
- Work ethic.
- Assignment and shift.
- Physical abilities (ability to perform the job-related physical tasks).
- Randomness of events.

# Employee Speech, Expression and Social Networking

## 1029.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balance of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

### 1029.1.1 APPLICABILITY

This policy applies to all forms of communication including but not limited to film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, wikis, video and other file sharing sites.

## 1029.2 POLICY

Because public employees occupy a trusted position in the community their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public the St. Anthony Police Department will carefully balance the individual employee's rights against the organization's needs and interests when exercising a reasonable degree of control over its employees' speech and expression.

## 1029.3 SAFETY

Employees should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of St. Anthony Police Department employees such as posting personal information in a public forum can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be expected to compromise the safety of any employee, employee's family or associates or persons that this agency has had professional contact with such as crime victims or staff of

# St. Anthony Police Department

## Policy Manual

### *Employee Speech, Expression and Social Networking*

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other organizations. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an employee.
- Disclosing the address, telephone number or email address of an employee.
- Otherwise disclosing where another employee can be located off-duty.

#### **1029.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT**

To meet the organization's safety, performance and public-trust needs the following are prohibited unless the speech is otherwise protected (for example an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

- (a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the St. Anthony Police Department or its employees.
- (b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to or related to the St. Anthony Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the St. Anthony Police Department or its employees. Examples may include:
  1. Statements that indicate disregard for the law or the state or U.S. Constitution.
  2. Expression that demonstrates support for criminal activity.
  3. Participating in sexually explicit photographs or videos for compensation or distribution.
- (c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness. For example posting statements or expressions to a website that glorify or endorse dishonesty or illegal behavior.
- (d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen to jeopardize employees by informing criminals of details that could facilitate an escape or attempted escape.
- (e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the St. Anthony Police Department.
- (f) Use or disclosure, through whatever means, of any not public data, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain or data classified as not public by state or federal law or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

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### *Employee Speech, Expression and Social Networking*

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- (g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the St. Anthony Police Department on any personal or social networking or other website or web page without the express authorization of the Chief of Police.
- (h) Accessing websites for non-authorized purposes or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty except in the following circumstances:
  - 1. When brief personal communications may be warranted by the circumstances (e.g., inform family of extended hours).
  - 2. During authorized breaks; such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

#### 1029.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the St. Anthony Police Department or identify themselves in any way that could be reasonably perceived as representing the St. Anthony Police Department in order to do any of the following, unless specifically authorized by the Chief of Police:

- (a) Endorse, support, oppose or contradict any political campaign or initiative.
- (b) Endorse, support, oppose or contradict any social issue, cause or religion.
- (c) Endorse, support, or oppose any product, service, company or other commercial entity.
- (d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video, public broadcast or any website.

Additionally, when it can reasonably be construed that an employee acting in his/her individual capacity or through an outside group or organization (e.g. bargaining group) is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the St. Anthony Police Department.

Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off-

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### *Employee Speech, Expression and Social Networking*

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duty. However employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

#### **1029.5 PRIVACY EXPECTATION**

Members forfeit any expectation of privacy with regard to e-mails, texts, or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook or other social media sites) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

#### **1029.6 CONSIDERATIONS**

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

- (a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.
- (b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
- (c) Whether the speech or conduct would reflect unfavorably upon the Department.
- (d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
- (e) Whether similar speech or conduct has been previously authorized.
- (f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

#### **1029.7 TRAINING**

Subject to available resources the Department should provide training regarding employee speech and the use of social networking to all members of the Department.

## POST Licensing

### 1030.1 PURPOSE AND SCOPE

Maintaining a valid POST license is a critical element of an officer's ability to continue their employment and is their sole professional responsibility. Every officer and every part-time officer is required to complete the continuing education requirements to maintain a valid license every three years (Minn. R. § 6700.0900; Minn. R. 6700.1000).

### 1030.2 RENEWAL SCHEDULE

Any officer whose license expires is not authorized to work as a peace officer until the license status is valid. Officers renew their POST licenses according to a schedule established by Administrative Rule (Minn. R. 6700.1000).

#### 1030.2.1 LICENSE RENEWAL CREDITS

A peace officer license may be renewed only upon the licensee or the licensee's appointing authority providing the POST board proof the licensee has successfully completed board-approved continuing education and posting of fees on or before June 30 of the year a license is due for renewal. Licensee required hours of continuing credit are (Minn. R. 6700.1000, Subd. 3):

- 16 hours for a peace officer or a part-time peace officer who has been licensed for at least six months but less than 18 months.
- 32 hours for a peace officer or a part-time peace officer who has been licensed for at least 18 months but less than 30 months.
- 48 hours for a peace officer or a part-time peace officer who has been licensed for at least 30 months.

### 1030.3 LICENSE PROCESS

A general schedule for the license renewal process is:

- February - The Department or officer will receive employment verification.
- March - The Department or officers are sent a license renewal application.
- June - A final notice will be sent from POST for those who have not renewed.
- June 30 - The deadline date for license renewal after which officers whose license expires will no longer be authorized to practice law enforcement or carry a firearm.

### 1030.4 INACTIVE LICENSE

Officers who fail to complete the requirements will have their license placed in the "Inactive" status. The employee may then be placed in a temporary administrative assignment until their license is "Valid". Those employees may also face administrative discipline up to and including termination.

# Workplace Accident and Injury Reduction

## 1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the St. Anthony Police Department, in accordance with the requirements of Minn. Stat. § 182.653.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

## 1031.2 POLICY

The St. Anthony Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain a Workplace Accident and Injury Reduction (AWAIR) program and will provide tools, training and safeguards designed to reduce the potential for accidents, illness and injuries. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

## 1031.3 A WORKPLACE ACCIDENT AND INJURY REDUCTION PROGRAM

The Lieutenant and/or Human Resources is responsible for developing an AWAIR program that shall include:

- (a) Workplace safety and health training programs.
- (b) Regularly scheduled safety meetings.
- (c) Posted or distributed safety information.
- (d) A system for members to anonymously inform management about workplace hazards.
- (e) Establishment of a safety and health committee that will (Minn. Stat. § 182.676; Minn. R. 5208.0010 et seq.):
  - 1. Meet regularly.
  - 2. Prepare a written record of safety and health committee meetings.
  - 3. Review the results of periodic scheduled inspections.
  - 4. Review investigations of accidents and exposures.
  - 5. Make suggestions to command staff for the prevention of future incidents.
  - 6. Review investigations of alleged hazardous conditions.
  - 7. Submit recommendations to assist in the evaluation of member safety suggestions.
  - 8. Assess the effectiveness of efforts made by the Department to meet applicable standards.



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### *Workplace Accident and Injury Reduction*

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- (f) Establishing a process to ensure illnesses and injuries are reported as required under Minnesota Occupational Safety and Health Administration (MNOSHA) (29 CFR 1904.39; Minn. Stat. § 182.674; Minn. R. 5205.0010).
- (g) Descriptions of the following (Minn. Stat. § 182.653):
  - (a) How managers, supervisors and members are responsible for implementing the program and how continued participation of management will be established, measured and maintained
  - (b) The methods used to identify, analyze and control new or existing hazards, conditions and operations
  - (c) How the plan will be communicated to all affected members so that they are informed of work-related hazards and controls
  - (d) How workplace accidents will be investigated and corrective action implemented
  - (e) How safe work practices and rules will be enforced

The Lieutenant and/or Human Resources must conduct and document a review of the AWAIR program at least annually and document how the program procedures are applied (Minn. Stat. § 182.653).

#### **1031.3.1 SAFETY AND HEALTH COMMITTEE**

The Chief of Police will facilitate the safety and health committee and ensure applicable rules are addressed (Minn. R. 5208.0010 et seq.). The committee's purpose is to assist in the implementation of the AWAIR program and to bring workplace safety concerns or complaints to the attention of the department administration. Members of the committee must be selected by department members (Minn. Stat. § 182.676).

Duties of the committee should, at a minimum, include (Minn. R. 5208.0050):

- (a) Reviewing and making recommendations related to AWAIR.
- (b) Coordinating safety inspections.
- (c) Training members about AWAIR and safe working procedures.
- (d) Identifying the hazards associated with a particular task or job.
- (e) Providing input regarding new workplace safety rules.
- (f) Preparing AWAIR presentations for staff meetings.
- (g) Assisting in workplace accident investigations.
- (h) Reviewing and making recommendations for incidents involving work-related deaths, injuries and illnesses.

#### **1031.4 CHIEF OF POLICE RESPONSIBILITIES**

The responsibilities of the Chief of Police include but are not limited to:

- (a) Managing and implementing a plan to reduce the incidence of member illness and injury.

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### *Workplace Accident and Injury Reduction*

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- (b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
  - 1. New member orientation that includes a discussion of safety and health policies and procedures.
  - 2. Regular member review of the AWAIR program.
- (c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.
- (d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:
  - 1. Informing members of the AWAIR guidelines.
  - 2. Recognizing members who perform safe work practices.
  - 3. Ensuring that the member evaluation process includes member safety performance.
  - 4. Ensuring department compliance to meet standards regarding the following:
    - (a) Bloodborne pathogen precautions (29 CFR 1910.1030; Minn. Stat. § 182.6555; Minn. R. 5206.0600)
    - (b) Personal Protective Equipment (PPE) (see the Personal Protective Equipment Policy) (29 CFR 1910.134; Minn. R. 5205.0010)
    - (c) Appropriate barriers in law enforcement vehicles (Minn. R. 5205.0755)
    - (d) Emergency Action Plan (29 CFR 1910.38(a); Minn. R. 5205.0010)
    - (e) Walk-Working Surfaces (Minn. R. 5205.0010; 29 CFR 1910.21 et seq.)
    - (f) Personal Fall Protection Systems (Minn. R. 5205.0010; 29 CFR 1910.140)
- (e) Making available a form to document inspections, unsafe conditions, or work practices, and actions taken to correct unsafe conditions and work practices.
- (f) Making available a form to document individual incidents or accidents.
- (g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.
- (h) Conducting and documenting a regular review of the illness and injury prevention plan.

#### **1031.5 SUPERVISOR RESPONSIBILITIES**

Supervisor responsibilities include, but are not limited to:

- (a) Ensuring member compliance with AWAIR guidelines and answering questions from members about this policy.
- (b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

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- (c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.
- (d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Chief of Police.
- (e) Notifying the Chief of Police when:
  - (a) New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
  - (b) New, previously unidentified hazards are recognized.
  - (c) Occupational illnesses and injuries occur.
  - (d) New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
  - (e) Workplace conditions warrant an inspection.

#### **1031.6 HAZARDS**

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Chief of Police via the chain of command.

The Chief of Police will take appropriate action to ensure the AWAIR program addresses potential hazards upon such notification.

#### **1031.7 INSPECTIONS**

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

##### **1031.7.1 EQUIPMENT**

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

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### *Workplace Accident and Injury Reduction*

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#### 1031.7.2 FREQUENCY OF INSPECTIONS

Safety inspections shall be conducted by the safety and health committee at a frequency decided by the committee, but at least quarterly (Minn. R. 5208.0040).

#### 1031.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

- (a) A visit to the accident scene as soon as possible.
- (b) An interview of the injured member and witnesses.
- (c) An examination of the workplace for factors associated with the accident/exposure.
- (d) Determination of the cause of the accident/exposure.
- (e) Corrective action to prevent the accident/exposure from reoccurring.
- (f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Disease, Personal Injury and Death Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

#### 1031.9 TRAINING

The Lieutenant to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

- (a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
- (b) To all members with respect to hazards specific to each member's job assignment.
- (c) To all members given new job assignments for which training has not previously been provided.
- (d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
- (e) Whenever the Department is made aware of a new or previously unrecognized hazard.
- (f) Annually for training related to infectious agents and hazardous substances as required by MNOSHA (Minn. Stat. § 182.653).

##### 1031.9.1 TRAINING TOPICS

The Lieutenant shall ensure that training includes:

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- (a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
- (b) Use of appropriate clothing, including gloves and footwear.
- (c) Use of respiratory equipment.
- (d) Availability of toilet, hand-washing and drinking-water facilities.
- (e) Provisions for medical services and first aid.
- (f) Handling of bloodborne pathogens and other biological hazards.
- (g) Prevention of heat and cold stress.
- (h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
- (i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
- (j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
- (k) Back exercises/stretchers and proper lifting techniques.
- (l) Avoidance of slips and falls.
- (m) Good housekeeping and fire prevention.
- (n) Other job-specific safety concerns.

#### **1031.10 RECORDS**

Records and training documentation relating to the AWAIR program will be maintained in accordance with the established records retention schedule.

All safety and health committee recommendations and reports shall be kept for two years. The reports shall be made available to the Minnesota Department of Labor and Industry upon request (Minn. R. 5208.0050).

# Line-of-Duty Deaths

## 1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the St. Anthony Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

### 1032.1.1 DEFINITIONS

Definitions related to this policy include:

**Line-of-duty death** - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing their assigned duties.

**Survivors** - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

## 1032.2 POLICY

It is the policy of the St. Anthony Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

## 1032.3 INITIAL ACTIONS BY COMMAND STAFF

- (a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Chief of Police.
  - 1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).
- (b) The Shift Supervisor/Officer in Charge should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.
- (c) If the member has been transported to the hospital, the Shift Supervisor/Officer in Charge or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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- (d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

#### **1032.4 NOTIFYING SURVIVORS**

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Shift Supervisor/Officer in Charge or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

- (a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.
- (b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).
- (c) Plan for concerns such as known health concerns of survivors or language barriers.
- (d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.
- (e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.
- (f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.
- (g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.
- (h) Assist the survivors with meeting childcare or other immediate needs.

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- (i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.
- (j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.
- (k) Provide their contact information to the survivors before departing.
- (l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.
- (m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other St. Anthony Police Department members may be apprised that survivor notifications are complete.

#### **1032.4.1 OUT-OF-AREA NOTIFICATIONS**

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

- (a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.
- (b) The Department Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

#### **1032.5 NOTIFYING DEPARTMENT MEMBERS**

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.



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#### **1032.6 LIAISONS AND COORDINATORS**

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

- (a) Department Liaison.
- (b) Hospital Liaison.
- (c) Survivor Support Liaison.
- (d) Wellness Support Liaison.
- (e) Funeral Liaison.
- (f) Mutual aid coordinator.
- (g) Benefits Liaison.
- (h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

##### **1032.6.1 DEPARTMENT LIAISON**

The Department Liaison should be a Captain or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

- (a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
- (b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
- (c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
- (d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
- (e) Coordinating all official law enforcement notifications and arrangements.
- (f) Making necessary contacts for authorization to display flags at half-mast.
- (g) Ensuring that department members are reminded of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.
- (h) Coordinating security checks of the member's residence as necessary and reasonable.

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- (i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

#### 1032.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

- (a) Arrange for appropriate and separate waiting areas for:
  - 1. The survivors and others whose presence is requested by the survivors.
  - 2. Department members and friends of the deceased member.
  - 3. Media personnel.
- (b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or St. Anthony Police Department members (except for members who may be guarding the suspect).
- (c) Ensure that survivors receive timely updates regarding the member before information is released to others.
- (d) Arrange for survivors to have private time with the member, if requested.
  - 1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
  - 2. The Hospital Liaison should accompany the survivors into the room, if requested.
- (e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.
- (f) If applicable, explain to the survivors why an autopsy may be needed.
- (g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

#### 1032.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Captain. The following should be considered when selecting the Survivor Support Liaison:

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- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

- (a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.
- (b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.
- (c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.
- (d) Providing assistance with travel and lodging arrangements for out-of-town survivors.
- (e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:
  - 1. Items should not be delivered to the survivors until they are ready to receive the items.
  - 2. Items not retained as evidence should be delivered in a clean, unmarked box.
  - 3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
  - 4. The return of some personal effects may be delayed due to ongoing investigations.
- (f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.
  - 1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.
- (g) Working with the Wellness Support Liaison to ensure that survivors have access to available counseling services.
- (h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).
- (i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.

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- (j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.
- (k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.
- (l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).
- (m) Inviting survivors to department activities, memorial services, or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

#### 1032.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the department wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

- (a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:
  - 1. Members involved in the incident.
  - 2. Members who witnessed the incident.
  - 3. Members who worked closely with the deceased member but were not involved in the incident.
- (b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive wellness support.
- (c) Ensuring that wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) are available to members as soon as reasonably practicable following the line-of-duty death.
- (d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available wellness support and counseling services and assisting with arrangements as needed.

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- (e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

#### 1032.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

- (a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
- (b) Completing funeral notification to other law enforcement agencies.
- (c) Coordinating the funeral activities of the Department, including, but not limited to the following:
  - 1. Honor Guard
    - (a) Casket watch
    - (b) Color guard
    - (c) Pallbearers
    - (d) Bell/rifle salute
  - 2. Bagpipers/bugler
  - 3. Uniform for burial
  - 4. Flag presentation
  - 5. Last radio call
- (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
- (e) Assigning an officer to remain at the family home during the viewing and funeral.
- (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

#### 1032.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

- (a) Traffic control during the deceased member's funeral.
- (b) Area coverage so that as many St. Anthony Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

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#### 1032.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

- (a) Confirming the filing of workers' compensation claims and related paperwork (see the Occupational Disease, Personal Injury and Death Reporting Policy).
- (b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
  - 1. Public Safety Officers' Benefits (PSOB) Programs.
  - 2. Public Safety Officers' Educational Assistance (PSOEA) Program.
  - 3. Social Security Administration.
  - 4. Department of Veterans Affairs.
- (c) Researching and assisting survivors with application for state and local government survivor benefits.
  - 1. Survivor benefits (Minn. Stat. § 353.657).
  - 2. Disability survivor benefits (Minn. Stat. § 353.656).
  - 3. Continued health insurance coverage benefit (Minn. Stat. § 299A.465).
  - 4. Death benefit (Minn. Stat. § 299A.44).
  - 5. Education benefit (Minn. Stat. § 299A.45).
- (d) Researching and assisting survivors with application for other survivor benefits such as:
  - 1. Private foundation survivor benefits programs.
  - 2. Survivor scholarship programs.
- (e) Researching and informing survivors of support programs sponsored by Police associations and other organizations.
- (f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
  - 1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.
- (g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.
- (h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

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#### **1032.6.8 FINANCE COORDINATOR**

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

- (a) Establishing methods for purchasing and monitoring costs related to the incident.
- (b) Providing information on finance-related issues, such as:
  - 1. Paying survivors' travel costs if authorized.
  - 2. Transportation costs for the deceased.
  - 3. Funeral and memorial costs.
  - 4. Related funding or accounting questions and issues.
- (c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.
- (d) Providing accounting and cost information as needed.

#### **1032.7 DEPARTMENT CHAPLAIN**

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

#### **1032.8 INVESTIGATION OF THE INCIDENT**

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

#### **1032.9 NON-LINE-OF-DUTY DEATH**

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

# Wellness Program

## 1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for department members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

### 1033.1.1 DEFINITIONS

Definitions related to this policy include:

**Critical incident** – An event or situation that may cause a strong emotional, cognitive, or physical reaction that has the potential to interfere with daily life.

**Critical Incident Stress Debriefing (CISD)** – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

## 1033.2 POLICY

It is the policy of the St. Anthony Police Department to prioritize member wellness to foster fitness for duty and support a healthy quality of life for department members. The Department will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

## 1033.3 WELLNESS COORDINATOR

The Chief of Police should appoint a trained wellness coordinator. The coordinator should report directly to the Chief of Police or the authorized designee and should collaborate with advisers (e.g., Human Resources, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

- (a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).
  1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
  2. When practicable, the Department should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.



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- (b) Developing management and operational procedures for department peer support members, such as:
  - 1. Peer support member selection and retention.
  - 2. Training and applicable certification requirements.
  - 3. Deployment.
  - 4. Managing potential conflicts between peer support members and those seeking service.
  - 5. Monitoring and mitigating peer support member emotional fatigue (i.e., compassion fatigue) associated with providing peer support.
  - 6. Using qualified peer support personnel from other public safety agencies or outside organizations for department peer support, as appropriate.
- (c) Verifying members have reasonable access to peer support or licensed psychotherapist support.
- (d) Establishing procedures for CISDs, including:
  - 1. Defining the types of incidents that may initiate debriefings.
  - 2. Steps for organizing debriefings.
- (e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).
- (f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:
  - 1. Obtaining a written description of the program services.
  - 2. Providing for the methods to obtain program services.
  - 3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
  - 4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
  - 5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.
- (g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).
  - 1. The coordinator should work with appropriate Department liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

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#### **1033.4 CRITICAL INCIDENT STRESS DEBRIEFINGS**

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support members, peer support counselors, and/or critical incident stress management team members, and those directly involved in the incident.

Members who witness a critical incident are prohibited from providing critical incident stress management services at a debriefing about an incident that they witnessed (Minn. Stat. § 181.9732).

##### **1033.4.1 CRITICAL INCIDENT STRESS MANAGEMENT TEAM MEMBER COMMUNICATIONS**

Communications with critical incident stress management team members are confidential and shall not be disclosed except as provided in Minn. Stat. § 181.9732. A critical incident stress management team member is an individual who is designated by the Department and trained to provide critical incident stress management services (Minn. Stat. § 181.9732).

#### **1033.5 TRAINING**

The Chief of Police or the authorized designee should collaborate with the Lieutenant to provide all members with regular training on topics related to member wellness, including but not limited to:

- The availability and range of department wellness support systems.
- Suicide awareness.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance abuse awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.
- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

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#### 1033.5.1 ADDITIONAL WELLNESS TRAINING FOR OFFICERS

Officers shall complete in-service wellness training approved by POST as provided in Minn. Stat. § 626.8478.

The Chief of Police shall ensure that wellness training records are maintained in compliance with Minn. Stat. § 626.8478 and are made available as requested by POST (Minn. Stat. § 626.8478).

## Peer Support Team

### 1034.1 PURPOSE

The St. Anthony Police Department's most valuable resource is its members. The Peer Support Team (PST) offers non-professional (peer) support in addition to the current department mental health professional and city "Employee Assistance Program (EAP)". The PST offers all employees assistance and appropriate support resources when personal or professional matters may negatively affect their work performance, family life, or themselves. The peer support program goal is to be proactive in assisting peers with stresses caused by personal and/or professional challenges and help them continue to be productive and well. Peer support holds its power and influence in conversation. Using safe, non-judgmental, confidential conversation, aimed to build trust and facilitate a healthy and sustainable relationship with their peers. Resolution to Engage. To Guide. To Follow-Up.

### 1034.2 POLICY

The Peer Support Program (PSP) will consist of volunteer PST members trained in active listening, referral, and crisis intervention strategies. They have been through Peer supporter training approved by the Chief and/or the department clinical advisor. This means the members will have the tools and skills to support their peers; Educate colleagues about a wide range of health and wellness challenges; Serve as a bridge to the health and community resources; and to build and enhance the peer support program. Our members will be trained in obtaining continuing education, to provide support in assurance to fellow members who are experiencing job or personal stress, a critical incident, and/or are in crisis. Protecting confidentiality will be the cornerstone that this program is built on. Confidentiality is vital to the success of the program in the future. Any violation of trust can discredit the entire program. The PSP identifies that a peer supporter is not to be considered a substitute for professional counseling. PST members are not mental health professionals, but instead peer supporters. All activities under the peer support program will be voluntary and are meant as an additional resource for department members in need. A Peer may choose to utilize or reject peer support services at any given time. Peer supporter's primary role is to engage with their peers to better understand their situation, and guide them to the next steps when appropriate, which may include consultation with our clinical advisor. Afterwards the peer supporter is to continue to support and follow up with their peer.

### 1034.3 DEFINITIONS

The PST program offers employees assistance and appropriate support resources when personal or professional challenges affect their work performance, family life, or themselves. This program is designed to:

- (a) Provide emotional support to employees who need assistance during and after times of personal or professional stress.
- (b) Promote trust, allow anonymity, and preserve confidentiality for persons using peer support within the program's guidelines.

# St. Anthony Police Department

## Policy Manual

### *Peer Support Team*

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- (c) Develop members who can identify personal conflicts and provide guidance or referral to professional/alternate resources as required; maintain a practical peer support training and response program.

#### **1034.4 DUTIES AND RESPONSIBILITIES**

Peer support team members operate within the peer support team and provide support and assistance to department members in times of stress and crisis. Team member's responsibilities are as follows:

- (a) Convey trust, anonymity and ensure confidentiality to department members who seek assistance from the peer support team.
- (b) Attend the PST initial training and yearly/periodic training after that.
- (c) Provide assistance and support on a voluntary basis.
- (d) Assist department members by referring him/her to internal resources- supervisor or MHP, employee assistance program or appropriate outside resources when necessary.
- (e) Be available to department members for additional follow-up support as needed/ requested.
- (f) Understand that they are not acting as a replacement for professional counseling or therapy but can be a guide to those resources.
- (g) Team members are encouraged to consult with the peer support program clinical advisor (department-embedded MHP) for assistance in assessing the presenting concerns of department members, discussing potential interventions, resources, referrals as well as self-care concerns.
- (h) Team members must consult with the peer support program clinical advisor whenever they believe that privilege or confidentiality should be breached or if they are uncertain whether to do so. In the case of emergency matters or exigent circumstances, the team member must contact the PST clinical advisor as soon as possible, after breaching confidentiality.

#### **1034.5 CRITERIA AND SELECTION PROCESS**

Peer support team members are selected from department personnel at large. They can volunteer or be suggested by their peers. The selection process shall consist of identifying those individuals who meet the following criteria:

1. Agree to maintain confidentiality as provided in this policy.
2. Be empathetic and possess interpersonal and communication skills.
3. Be motivated.
4. Must be willing to attend and complete initial training and ongoing training requests.
5. May be called after hours to respond to critical incidents.
6. In good standing with the department.
7. Not on probation at the time of appointment.

# St. Anthony Police Department

## Policy Manual

### *Peer Support Team*

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#### **1034.6 PEER SUPPORT TEAM LEAD**

The peer support team lead acts as primary liaison for their direct peers, peer support coordinator, other PST members, and the department. Primary responsibilities include:

- (a) Acting as liaisons for peer support referrals and responsible for assigning peer support team members to assist employees consistent with a need.
- (b) Assign peer team members to critical incidents if needed.
- (c) Gather information for the peer support team members.
- (d) Ensure all employees are aware of the program through presentations, written communication or other literature about the program.
- (e) Ensure peer support personnel are current on training and design training curriculum and teach peer support team members basic and continuing updated curriculum.
- (f) Coordinate follow-up care/response as needed.
- (g) Be available to provide consultation and supervision to team members.

#### **1034.7 PEER SUPPORT TEAM CLINICAL ADVISOR**

- (a) Collaborate with team members and provide clinical direction when indicated.
- (b) Have current licensure in the state of Minnesota at the independent level in any of these areas: psychology, marriage and family therapy, social work, or professional counselor.
- (c) The advisor will have a high level of knowledge of the work, schedules and stressors of the police department.
- (d) Provide technical expertise in program management, training, and knowledge for referrals to outside resources.

#### **1034.8 PEER SUPPORTER**

- (a) Maintain a general interest in the subject of health and Wellness.
- (b) Maintain a specific interest in the Police Department and its membership.
- (c) Convey trust, support, and assure confidentiality within established program guidelines.
- (d) Complete initial training and ongoing training.
- (e) Be willing to provide assistance and support on a voluntary basis.
- (f) Contact the team coordinator clinical advisor to assist any peers who request additional outside resources.
- (g) Be available for follow-up support.
- (h) Maintain contact with the team coordinator regarding program activities.
- (i) Agree to sign a confidentiality agreement maintaining confidentiality within the guidelines provided in the program.

# St. Anthony Police Department

## Policy Manual

### *Peer Support Team*

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#### **1034.9 REFERRAL/ACTIVATION OF SERVICES**

Referrals/activation of the peer support program can originate in various ways. The primary goal of any referral is to assist department members in dealing with problems resulting from domestic, financial, health, personal, or job-related difficulties and to enable department members to recognize and resolve unfavorable reactions to negative situations or stress.

Referral/activation may occur as follows:

- (a) The department member may personally contact any peer support team member for referral to either professional counseling or a peer support team member.
- (b) Any department member aware of another member needing assistance can initiate a referral by contacting any peer support team member, the peer support team clinical advisor, team lead, or the department supervisor. The referred employee will be contacted to assess their receptiveness to peer support.
- (c) Supervisory personnel are highly encouraged to recommend a peer support team member to department members when appropriate. It must be understood that peer support is voluntary, and the member cannot be ordered to participate. The department member shall be assured the consultation has been arranged solely for his or her benefit and will be confidential. A supervisor may choose to reach out to the peer support coordinator to recommend an employee be contacted by a peer support team member.
- (d) Referrals to the peer support program shall not be used as disciplinary action.

#### **1034.10 CONFIDENTIALITY**

The acceptance and success of the Peer Support Program will be determined partly by the observance of confidentiality. Each peer support team member must maintain strict confidentiality of all information learned about an individual or their circumstances within the guidelines of this program. Members must remain vigilant that anything they say, whether learned while acting as a peer support team member or not, may be construed as having originated during a peer support contact. The Peer Support Program's policy is to maintain all participants' confidentiality. Communication between a peer and a peer support team member is considered confidential (MS 13.43 and 181.973) except for matters that involve the following:

- (a) Danger to self or others.
- (b) Suspected abuse, neglect, or exploitation of a child (MSS 626.556).
- (c) Suspected abuse, neglect, or exploitation of a vulnerable adult (MSS 626.556).
- (d) In cases where the law requires or mandates disclosure of reporting.
- (e) When the peer receiving support requests the information be shared.

#### **1034.11 PEER SUPPORT TEAM**

A general principle for peer support team members to follow is to inform the person (peer) before discussing the limitations and expectations regarding the information revealed. In cases where a question regarding confidentiality arises, the peer support team member must immediately contact the peer support clinical advisor for direction. Due to the sensitive nature of information

# St. Anthony Police Department

## Policy Manual

### *Peer Support Team*

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shared, peer support team members will sign a confidentiality agreement when assigned to the Peer Support Team and may be dismissed from the peer support role for any breach of the confidentiality agreement, behavior that violates trust, agency policy violations that would violate trust, failure to attend training or loss of good standing with their agency. Issues or mandatory reporting are not a breach of confidentiality.



## **Attachments**

## **SEXUAL ASSULT PROTOCOL.pdf**



## **Law Enforcement Protocol**

The procedures outlined in this protocol are meant to serve as flexible guidelines for the response to sexual assault by law enforcement officers. Due to the significant variance in case factors, no single approach to responding to or investigating sexual violence would suffice; The Ramsey County Sexual Assault Protocol Team recognizes that there are situations in which some of the steps listed below would not be appropriate for certain cases.

Law enforcement officers in Ramsey County are committing to implementing best practices for conducting effective sexual assault investigations, utilizing Trauma-Informed victim response. The core principles applicable to all steps in the initial response and investigative process are:

- **The victim/survivor's sense of safety is paramount**
- **Establish trust and rapport with the victim/survivor**
- **Assume the victim/survivor is telling the truth about their experience**
- **Use objective, non-judgmental language when talking with the victim/survivor**
- **Use open-ended prompts to facilitate a free-flowing discussion**
- **Encourage the victim/survivor to focus on their thoughts and feelings when recounting their experience**
- **Encourage the victim/survivor to recall sensory memories when recounting their experience**
- **Promote the involvement of advocacy and assistive professionals to support the victim/survivor**

### **TELECOMMUNICATOR PROTOCOL**

1. Determine if suspect is still present and if so, if the suspect armed.
2. Determine if the victim is injured and if medical attention is needed.
3. Obtain information on location of crime scene, victim's name, address, phone number.
4. Obtain information on suspect. (Name, address, phone number, physical description, etc.)
5. Establish a call priority based on information obtained.
6. Relay all vital information to the responding police officers including any possible language barriers that may exist. (Drug or alcohol use by the victim may be documented as a safety precaution for responding officer, and will not interfere with the reporting and investigative process.)
7. Reassure the victim that the police are responding to the call. In cases where the suspect may still be present or the victim is extremely distraught, the tele-communicator will stay on the line with the victim until the police arrive on scene. The tele-communicator must recognize that in cases where the suspect is still present, it may not be safe for the victim to remain on the phone with the tele-communicator and that other safety options should be suggested.
8. Advise the victim the importance of not disturbing the crime scene and explain to the victim the importance of the need to refrain from bathing

### **IMMEDIATE LAW ENFORCEMENT RESPONSE**

The immediate law enforcement response may occur at the scene of the crime, at a hospital, at the victim/survivor's home, at the police station, or at other locations. Ensure that the location is safe and private before beginning any interviewing. Depending on the situation, consult with a supervisor to determine if an Investigator/Detective, or other agency resources should be requested to respond to the scene.

**1. Assess immediate healthcare needs:**

- a. Is the sexual assault acute (240 hours/10 days) or non-acute (past 10 days/240 hours)?
- b. Any visible physical injuries? Self-harm? Safety? Request ambulance or transport to hospital as appropriate to the victim/survivor's condition.
- c. Detox: A sexual assault victim/survivor who is intoxicated should be taken to the hospital for a SANE exam before being assessed for detox.

**2. Address body-worn cameras:**

Responding officers may advise victim/survivor when wearing their body worn cameras (BWCs) and in use. If appropriate to agency policy, officer may give victim/survivor option to opt-out of recording in compliance with each police department's BWC deactivation policy.

**3. Engage advocacy services for victim/survivor:**

- a. Victim/survivor will be provided with brief information on Ramsey County SOS Sexual Violence Services ("SOS"). Responding officer will explain that the victim/survivor has a right to access free, confidential supportive services from SOS.
- b. Responding officer shall provide victim/survivor with brochure for SOS or provide SOS 24/7 contact number: 651-266-1000.
- c. If applicable to agency policy, the responding officer will also encourage victim/survivor to sign a Release of Information (ROI) to ensure advocacy is provided at every step of the criminal justice process.

**4. Assess for other immediate needs:**

- a. Mental health services
- b. Disability services
- c. Housing/Shelter
- d. Transportation
- e. Child Protection
- f. Adult Protection
- g. Legal Services
- h. Other culturally specific programs
- i. See Advocacy protocol for more information on other types of advocacy.

**5. Offer compassion and empathy:**

Use Trauma-Informed techniques to encourage a positive rapport with victim/survivors. Recommended greetings upon meeting sexual violence victim/survivors are:

- "I'm sorry this was done to you"
- "This is not your fault"
- "I'm here to help you"

**6. Engage interpreter services:**

If an interpreter is needed, call the Language Line at: 1-866-874-3972, each department has their own ID #

- If possible, DO NOT USE children, minors, family, friends, or other witnesses for interpreting.
- Advocates CANNOT provide interpreting services
- Ask questions directly to the victim/survivor, even when using interpreter services.

#### **7. Assess for suspect-related action:**

Determine if immediate suspect arrest or contact will be made by considering the circumstances of the case, public safety, loss of critical evidence, and victim safety concerns. Consider consulting with supervisor, investigator, or other specially trained personnel.

Determine if a medical forensic exam of the suspect is warranted.

### **INITIAL VICTIM STATEMENT BY RESPONDING OFFICER**

#### **1. Approach: Trauma-informed interviewing**

Responding officers should adopt the following approaches as much as possible when interviewing a victim. Incorporating these trauma-informed techniques into the initial response allows the victim/survivor to be heard and to feel more safe sharing their story.

- a. Respond to every victim/survivor of sexual assault with a professional, compassionate demeanor.
- b. Assume every sexual assault report is valid and investigate thoroughly, fairly, and competently.
- c. Tell victim/survivor that you are sorry this was done to them.
- d. Reassure victim/survivor that they are safe right now.
- e. Allow the victim/survivor to have a support person(s) present during the interview if they choose.
- f. When applicable, make yourself eye-level with the victim/survivor; try not to stand over a victim/survivor who is sitting or lying down.

#### **2. Questions:**

- a. Address injuries or immediate medical needs.
- b. Obtain names, phone numbers, addresses and any secondary contact information for the victim(s), any witnesses, and for the perpetrator(s) (if the victim has this information)
- c. Ask victim/survivor to describe what they recall thinking, feeling, saying and doing before, during and after the sexual assault.
- d. Refer to your law enforcement agency's standards and training on what level of detail to elicit from the victim/survivor.

#### **3. Resources:**

- a. At the end of the interview, provide victim with:
  - i. Police case number
  - ii. SOS Sexual Violence Services, 651-266-1000 (24/7, free & confidential)

1. If the interview is conducted at a Ramsey county hospital, an advocate from SOS will be present for the SANE exam.
- iii. Crime Victim Information Card

4. Other criminal offenses:
  - a. Criminal offenses committed by the victim should be dealt with on a case by case basis, based on the totality of the circumstances.

### **MEDICAL/SANE PROCEDURES**

#### **Where to bring a sexual assault victim in Ramsey County:**

Age	MCRC	Children's**	Regions/St. Joseph's/St. John's/United
0-12	YES	YES	NO
13-17	YES	YES	YES
18+	NO	NO	YES
Incident Status/Hours Since Assault Occurred			
Acute: within 72 hours (3 days)	YES	YES	YES
Acute: within 72- 240 hours (3 - 10 days)	CALL FOR TRIAGE	CALL FOR TRIAGE	YES
Non-Acute: after 240 hours (10 days)	YES	NO	NO
**Contact MCRC for a consult before bringing a child to Children's Hospital – Saint Paul Emergency Department			

### **EVIDENCE**

1. Collect any immediate evidence such as clothing, bedlinens, condoms, or other items that may contain DNA. Explain to victim/survivor why this is important. Ask victim/survivor if there is anything else they think you should collect as evidence.
2. Photograph entire crime scene and any visible injuries on victim/survivor (for corroboration of details).
3. Consider any digital/electronic evidence that may need to be preserved. Photograph any text messages/chat messages/Snapchats etc. that the victim/survivor may have exchanged with the suspect. Photograph and save the specific URL of the suspect's social media page(s) and/or dating profile for assistance in positively identifying the suspect.
4. Consider evidence preservation for suspects, including suspect forensic exams (search warrant needed). At this time, Regions Hospital is the preferred location for suspect forensic examinations.
5. If needed, obtain a medical release authorization form with victim/survivor's signature from the hospital that authorizes the release of evidence and/or medical records to law enforcement.

6. Collect and inventory the CSC kit (received from the SANE nurse) as evidence.

## **INVESTIGATIVE RESPONSE**

### **Communication with the Victim**

Victim participation enhances the success of the criminal investigation and eventual prosecution. The investigator's ability to maintain trust and encourage victim participation in the criminal process is built on rapport and open communication with the victim.

1. Proactive ongoing contact: The lead investigator should maintain contact with the victim until the case disposition has been reached and should proactively notify the victim of significant updates.
2. Victim consultation: When appropriate, the victim should be consulted about witness interviews or other investigative decisions that may impact victim safety or privacy. This can build trust with the victim and restore the victim's sense of control.

### **Prepare for the Victim Interview**

The investigator should contact victim/survivor after they have had adequate time to process the events, such as time to sleep and/or talk with supportive people; contact should be attempted within 24 hours of receiving incident report.

- Investigators will make every effort to conduct investigative interviews in person. Investigators will invite an advocate to meet the victim at the time of the investigative interview.
- Once the interview has been scheduled, the investigator will contact SOS to invite an advocate to be present at the interview. This call should occur as soon as possible after the interview has been scheduled.
- When possible, the investigator will conduct the interview in a "soft interview room" that is comfortable and supportive to the victim/survivor.

### **Conducting a Trauma-Informed Follow-up Victim Interview**

Below are some suggested techniques for conducting a trauma-informed interview:

- Begin with an open-ended question and allow a free narrative to follow. Opening questions such as the following are the most effective:
  - "Help me understand what you are able to remember about your experience."
  - "Tell me what happened, start wherever you think it makes sense to start."
- Allow the victim to describe what occurred without interruption.
- Do not suggest feelings or responses. For example, do not say "I know this is hard." Instead, acknowledge their feelings and emotions and say something like "I talk about these sorts of things all the time; I'm not uncomfortable; anything you say is ok in this room."



- Once the victim has completed their free narrative, continue by investigating the incident(s), using the following prompts when necessary:
  - Avoid asking questions of quantity. For example, don't ask "how many times did this happen?" and "how long did it last?"
  - Instead say "You told me \_\_\_\_ [repeat event specified by the victim] \_\_\_\_, did that happen one time or more than one time?"
- Address inconsistencies respectfully. "You told me \_\_\_\_ [repeat event specified by the victim] and then you told me \_\_\_\_\_. Can you help me understand?" Keep in mind not all inconsistencies need to be resolved in the victim interview because the thorough investigation may uncover answers that would be unavailable or unknown to the victim.
- Use open-ended questions and prompts throughout the interview:
  - You said \_\_\_\_\_. Tell me more about that.
  - What else can you remember/tell me about \_\_\_\_\_?
  - Help me understand \_\_\_\_\_.
  - What was your thought process while \_\_\_\_\_ was happening?
  - What are you able to tell me about \_\_\_\_\_ (5 senses, smelled, heard, etc...)?
  - Tell me about deciding to tell about what happened.
  - I want to understand how people found out about what happened. Who is the first person you told?
  - Is there anything you cannot forget about the experience?

### **Evidence Collection, Storage and Pick Up**

Victim's medical records and some sexual assault records are available within one day of exam and can be faxed to the investigator if a medical release has been signed. Lab reports from the hospital are generally available within 7-14 days and require a follow-up request.

Visit crime scene and obtain search warrants when necessary. When necessary obtain consent to search or execute a search warrant for a suspect forensic exam or buccal swab on a suspect. The investigator can do the buccal swab; medical personnel are not needed.

### **New Requirements for Sexual Assault Evidence Kits:**

Per 2018 legislative updates to MSS 299C.106, *"The agency must retrieve an unrestricted sexual assault examination kit from the health care professional **within ten days** of receiving notice that the kit is available for transfer. Notification to the agency shall be made in writing, by telephone, or by electronic communication."*

Furthermore, MSS 299C.106 states *"Within **60 days** of receiving an unrestricted sexual assault examination kit, a law enforcement agency shall submit the kit for testing to a forensic laboratory, unless the law enforcement agency deems the result of the kit would not add evidentiary value to the case. If a kit is not submitted during this time, the agency shall make a record, in consultation with the county attorney, stating the reasons why the kit was not submitted. Restricted sexual assault examination kits shall not be submitted for testing."*

Officers submitting CSC kits must ensure that the kit is considered “unrestricted” per MSS, or the BCA is not allowed to conduct an examination. Reference the BCA Laboratory submission policies for further detail.

### **Locate and Interview Potential Witnesses**

1. Conduct witnesses:
  - a. Evidence from persons who witnessed the assault, or more likely, persons who witnessed pre-assault or post-assault conduct of the victim or suspect.
  - b. Evidence from other individuals to gain information about the character of the suspect.
2. Disclosure witnesses:
  - a. The first person to whom the victim disclosed is a key witness, as are any other persons to whom the victim disclosed prior to reporting the crime to law enforcement.
  - b. Be aware that a victim’s disclosures to helping professionals such as a psychologist, clergy, counselor, or advocate from a community-based sexual assault program may be confidential and those professionals may not legally be able to share information without the victim’s consent.

### **Interviewing/Interrogating the Suspect**

#### **Deciding when to Interview**

The decision as to when to interview a suspect must be made on a case-by-case basis and will be influenced by several factors including:

- the suspect’s relationship to the victim;
- whether the suspect is a flight risk;
- whether the report of the assault is immediately post-assault or is a delayed report;
- whether the investigating officer believes the suspect interview can be delayed while
- the officer conducts a comprehensive investigation;
- the possibility that the suspect will fabricate a narrative or alibi;
- the destruction of or loss of evidence.

### **Suspect Forensic Evidence Examinations**

Any evidence that could potentially be transferred from the suspect to the victim may also be transferred from the victim to the suspect. Therefore, depending on the type of contact involved in a sexual assault offense, the suspect’s body may be a better source of probative evidence than the victim’s body.

- For example, in the case of a digital penetration of the victim’s vagina, the suspect’s fingers will often be the best source of probative evidence. This can even be true if the suspect has bathed since the sexual assault, because most people do not routinely scrub underneath their fingernails with hot soapy water.
- As another example, if the suspect forced his penis into the victim’s mouth during the sexual assault, his penis may be a richer source of evidence than the victim’s mouth.

All Ramsey County hospitals can perform a suspect exam to collect forensic evidence. When possible, law enforcement should obtain a court order/search warrant that details the evidence to be collected PRIOR to bringing the suspect to hospital for exam.

### **Additional Follow-Up with Victim**

Keep the victim and advocacy (if applicable) updated on the status of the case and share new information and developments. Many victims will not initiate follow-up contact with Law Enforcement themselves for various reasons, so it is important that the Investigator make attempts to keep the victim engaged in the process.

## **Detective Evaluation Report.pdf**

# St. Anthony Police Department

## Performance Evaluation Report

### Detective Supplement

Employee Name:

Evaluation Period:

Assignment:

Date of Evaluation:

Evaluators:

### 1. Responsiveness

Detective can be reached while off-duty and responds to work when off-duty when called upon. Detective is willing assume command of an investigation from patrol when appropriate and necessary.

Unsatisfactory (Associated Documentation)	Needs Improvement (Associated Documentation)	Meets Standards	Exceeds Expectations (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Can be reached while off-duty.</li> <li>Responds to work when off-duty when called upon.</li> <li>Is willing to assume command of an investigation from patrol when appropriate and necessary.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Can be reached while off-duty.</li> <li>Responds to work when off-duty when called upon.</li> <li>Is willing to assume command of an investigation from patrol when appropriate and necessary.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Can be reached while off-duty.</li> <li>Responds to work when off-duty when called upon.</li> <li>Is willing to assume command of an investigation from patrol when appropriate and necessary.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Can be reached while off-duty.</li> <li>Responds to work when off-duty when called upon.</li> <li>Is willing to assume command of an investigation from patrol when appropriate and necessary.</li> </ul>

Comments:

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## 2. Skill and Effectiveness

Conducts proper interviews and interrogations. Is well-versed in the requirements for drafting, service, and filing of search warrants. Is efficient and effective in leading a criminal investigation, including the application for a summons, warrant, or detention order.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Conducts proper interviews and interrogations.</li> <li>Is well-versed in the requirements for drafting, serving, and filing search warrants.</li> <li>Is efficient and effective in leading a criminal investigation, including submitting case for charging.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Conducts proper interviews and interrogations.</li> <li>Is well-versed in the requirements for drafting, serving, and filing search warrants.</li> <li>Is efficient and effective in leading a criminal investigation, including submitting case for charging.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Conducts proper interviews and interrogations.</li> <li>Is well-versed in the requirements for drafting, serving, and filing search warrants.</li> </ul> <p>Is efficient and effective in leading a criminal investigation, including submitting case for charging.</p>	<b>Always:</b> <ul style="list-style-type: none"> <li>Conducts proper interviews and interrogations.</li> <li>Is well-versed in the requirements for drafting, serving, and filing search warrants.</li> <li>Is efficient and effective in leading a criminal investigation, including submitting case for charging.</li> </ul>

Comments:

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### 3. Caseload Management

Manages caseload effectively. Utilizes proper time management skills. Is able to handle multiple cases at one time and can multi-task well.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
□	□	□	□
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Manages caseload effectively.</li> <li>Utilizes proper time and management skills.</li> <li>Is able to handle multiple cases at one time and can multi-task well.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Manages caseload effectively.</li> <li>Utilizes proper time and management skills.</li> <li>Is able to handle multiple cases at one time and can multi-task well.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Manages caseload effectively.</li> <li>Utilizes proper time and management skills.</li> <li>Is able to handle multiple cases at one time and can multi-task well.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Manages caseload effectively.</li> <li>Utilizes proper time and management skills.</li> <li>Is able to handle multiple cases at one time and can multi-task well.</li> </ul>

Comments:

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#### 4. Crime Scene Management

Takes appropriate action on crime scenes as it relates to personnel and investigative activity. Establishes barriers, protects evidence, and requests appropriate specialists.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Takes appropriate action on crime scenes as it relates to personnel and investigative activity.</li> <li>• Establishes barriers, protects evidence, and requests appropriate specialists.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Takes appropriate action on crime scenes as it relates to personnel and investigative activity.</li> <li>• Establishes barriers, protects evidence, and requests appropriate specialists.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Takes appropriate action on crime scenes as it relates to personnel and investigative activity.</li> <li>• Establishes barriers, protects evidence, and requests appropriate specialists.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Takes appropriate action on crime scenes as it relates to personnel and investigative activity.</li> <li>• Establishes barriers, protects evidence, and requests appropriate specialists.</li> </ul>

Comments:

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## 5. Use of Technology

Willing to utilize new technology when available. Recommends new technology that may benefit the department.  
Seeks educational opportunities to learn of new technology.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Willing to utilize new technology when available.</li> <li>• Recommends new technology that may benefit the department.</li> <li>• Seeks educational opportunities to learn of new technology.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Willing to utilize new technology when available.</li> <li>• Recommends new technology that may benefit the department.</li> <li>• Seeks educational opportunities to learn of new technology.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Willing to utilize new technology when available.</li> <li>• Recommends new technology that may benefit the department.</li> <li>• Seeks educational opportunities to learn of new technology.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Willing to utilize new technology when available.</li> <li>• Recommends new technology that may benefit the department.</li> <li>• Seeks educational opportunities to learn of new technology.</li> </ul>

Comments:

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## **Office Support Specialist Evaluation.pdf**

# St. Anthony Police Department

## Performance Evaluation Report

### Office Support Specialist

Employee Name:

Evaluation Period:

Assignment:

Date of Evaluation:

Evaluators:

### 1. Problem Identification / Solving

Uses initiative and innovative thinking to appropriately identify and address the needs of the organization and the community effectively and efficiently. Effectively determines strategies to address priorities.

Unsatisfactory (Associated Documentation)	Needs Improvement (Associated Documentation)	Meets Standards	Exceeds Expectations (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Uses initiative and innovative thinking to identify and address needs of the organization.</li> <li>• Exhibits proper strategies for addressing priorities.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Uses initiative and innovative thinking to identify and address needs of the organization.</li> <li>• Exhibits proper strategies for addressing priorities.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Uses initiative and innovative thinking to identify and address needs of the organization.</li> <li>• Exhibits proper strategies for addressing priorities.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Uses initiative and innovative thinking to identify and address needs of the organization.</li> <li>• Exhibits proper strategies for addressing priorities.</li> </ul>

Comments: (required in areas where the rater marked the employee in columns unsatisfactory, needs improvement, or exceeds expectations. This space may also be used by the rater to outline areas in which the employee must improve and the suggested action(s) needed to achieve improvement).

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## 2. Adaptability

Acclimates to varied environments, adjusts style and approach when necessary, and produces alternative solutions. Is able to shift current focus to address emerging needs.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied situations as necessary.</li> <li>• Able to carry out alternative solutions.</li> <li>• Able to shift focus to respond to emerging needs..</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied situations as necessary.</li> <li>• Able to carry out alternative solutions.</li> <li>• Able to shift focus to respond to emerging needs..</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied situations as necessary.</li> <li>• Able to carry out alternative solutions.</li> <li>• Able to shift focus to respond to emerging needs..</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied situations as necessary.</li> <li>• Able to carry out alternative solutions.</li> <li>• Able to shift focus to respond to emerging needs..</li> </ul>

Comments:

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### 3. Judgment

Uses appropriate discretion and judgement in handling tasks. Prioritizes assignments properly. Can independently arrive at steps to accomplish tasks and seeks guidance when appropriate.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Prioritizes assignments properly.</li> <li>• Can independently arrive at steps to accomplish tasks and seeks guidance when appropriate.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Prioritizes assignments properly.</li> <li>• Can independently arrive at steps to accomplish tasks and seeks guidance when appropriate.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Prioritizes assignments properly.</li> <li>• Can independently arrive at steps to accomplish tasks and seeks guidance when appropriate.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Prioritizes assignments properly.</li> <li>• Can independently arrive at steps to accomplish tasks and seeks guidance when appropriate.</li> </ul>

Comments:

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#### 4. Responsiveness

Can be counted on to respond to agency needs and handle tasks promptly, completely, thoroughly, and professionally. Arrives at work on time and is willing to modify the typical work schedule and flow for the betterment of the department.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs in a timely or helpful manner, or to handle tasks promptly, thoroughly, or professionally.</li> <li>Reports for work on time.</li> <li>Is willing to modify the typical work schedule and flow for the betterment of the department.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs in a timely or helpful manner, or to handle tasks promptly, thoroughly, or professionally.</li> <li>Reports for work on time.</li> <li>Is willing to modify the typical work schedule and flow for the betterment of the department.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs in a timely or helpful manner, or to handle tasks promptly, thoroughly, or professionally.</li> <li>Reports for work on time.</li> <li>Is willing to modify the typical work schedule and flow for the betterment of the department.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs in a timely or helpful manner, or to handle tasks promptly, thoroughly, or professionally.</li> <li>Reports for work on time.</li> <li>Is willing to modify the typical work schedule and flow for the betterment of the department.</li> </ul>

Comments:

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## 5. Self-Initiated Strategies

Utilizes self-initiated strategies. Is a self-starter, proactively addressing the needs of the department. Persists in the completion of tasks and overcomes barriers.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Utilizes self-initiated strategies.</li> <li>Is a self-starter, proactively addressing the needs of the department.</li> <li>Persists in the completion of tasks and overcomes barriers.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Utilizes self-initiated strategies.</li> <li>Is a self-starter, proactively addressing the needs of the department.</li> <li>Persists in the completion of tasks and overcomes barriers.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Utilizes self-initiated strategies.</li> <li>Is a self-starter, proactively addressing the needs of the department.</li> <li>Persists in the completion of tasks and overcomes barriers.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Utilizes self-initiated strategies.</li> <li>Is a self-starter, proactively addressing the needs of the department.</li> <li>Persists in the completion of tasks and overcomes barriers.</li> </ul>

Comments:

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## 6. Application of Law, Policy, and Procedures

Understands and appropriately applies the law and department procedures and guidelines including, but not limited to, the law and department procedures for data practices, data entry, and other applicable laws/policies relevant to job assignment. Properly documents the dissemination of any police reports, video, etc. in the RMS.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of department procedures and guidelines, and the essential legal principles relevant to the performance of duties.</li> <li>• Applies relevant law and department procedures and guidelines appropriately in the performance of duties.</li> <li>• Properly documents the dissemination of reports, video, etc. in the RMS.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of department procedures and guidelines, and the essential legal principles relevant to the performance of duties.</li> <li>• Applies relevant law and department procedures and guidelines appropriately in the performance of duties.</li> <li>• Properly documents the dissemination of reports, video, etc. in the RMS.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of department procedures and guidelines, and the essential legal principles relevant to the performance of duties.</li> <li>• Applies relevant law and department procedures and guidelines appropriately in the performance of duties.</li> <li>• Properly documents the dissemination of reports, video, etc. in the RMS.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Demonstrates an understanding of department procedures and guidelines, and the essential legal principles relevant to the performance of duties.</li> <li>• Applies relevant law and department procedures and guidelines appropriately in the performance of duties.</li> <li>• Properly documents the dissemination of reports, video, etc. in the RMS.</li> </ul>

Comments:

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## 7. Community Interaction

Engages the community in a courteous and positive manner. Treats others with professionalism and is an active listener. Refers individuals to the appropriate service.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Engages the community in a courteous and positive manner.</li> <li>Treats others with professionalism and is an active listener.</li> <li>Refers individuals to the appropriate service.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Engages the community in a courteous and positive manner.</li> <li>Treats others with professionalism and is an active listener.</li> <li>Refers individuals to the appropriate service.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Engages the community in a courteous and positive manner.</li> <li>Treats others with professionalism and is an active listener.</li> <li>Refers individuals to the appropriate service.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Engages the community in a courteous and positive manner.</li> <li>Treats others with professionalism and is an active listener.</li> <li>Refers individuals to the appropriate service.</li> </ul>

Comments:

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## 8. Department Interaction

Treats co-workers and supervisors with courtesy and professionalism. Exhibits patience and tact, works well with others.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Treats co-workers and supervisors with courtesy and professionalism</li> <li>Exhibits patience and tact, works well with others.</li> <li>Responds well to direction from supervisors.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Treats co-workers and supervisors with courtesy and professionalism</li> <li>Exhibits patience and tact, works well with others.</li> <li>Responds well to direction from supervisors.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Treats co-workers and supervisors with courtesy and professionalism</li> <li>Exhibits patience and tact, works well with others.</li> <li>Responds well to direction from supervisors.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Treats co-workers and supervisors with courtesy and professionalism</li> <li>Exhibits patience and tact, works well with others.</li> <li>Responds well to direction from supervisors.</li> </ul>

Comments:

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## 9. Maintenance of Equipment and Professional Image

Maintains a professional appearance. Takes care to maintain uniforms and property.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Maintains a professional appearance.</li> <li>Takes care to maintain uniforms and property.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Maintains a professional appearance.</li> <li>Takes care to maintain uniforms and property.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Maintains a professional appearance.</li> <li>Takes care to maintain uniforms and property.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Maintains a professional appearance.</li> <li>Takes care to maintain uniforms and property.</li> </ul>

Comments:

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### 10. Quality and Timeliness

Completes all required paperwork accurately, professionally, and in a timely manner. Reports, paperwork, and communications are clear and comprehensible.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
☐	☐	☐	☐
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Completes all required paperwork accurately, professionally, and in a timely manner.</li> <li>Completes reports, paperwork, and communications in a clear and comprehensible fashion.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Completes all required paperwork accurately, professionally, and in a timely manner.</li> <li>Completes reports, paperwork, and communications in a clear and comprehensible fashion.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Completes all required paperwork accurately, professionally, and in a timely manner.</li> <li>Completes reports, paperwork, and communications in a clear and comprehensible fashion.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Completes all required paperwork accurately, professionally, and in a timely manner.</li> <li>Completes reports, paperwork, and communications in a clear and comprehensible fashion.</li> </ul>

Comments:

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## 11. Leadership

Mentors and motivates others.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Provides guidance to coworkers and peers.</li> <li>Helps motivate others.</li> <li>Exhibits a high level of integrity, ethical conduct, and is trustworthy for assignments.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Displays inability and/ or willingness to lead others.</li> <li>Gives inappropriate guidance.</li> <li>Must be considered for alternate assignments.</li> <li>Requires instruction on Department policies and guidelines.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Relied upon to lead and/ or motivate others.</li> <li>Displays potential for leadership without much guidance.</li> <li>Exhibits a strong level of integrity, ethical conduct and is trustworthy for assignments.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Displays appropriate work ethic to be emulated.</li> <li>Demonstrates the will or capacity to guide/ motivate others.</li> <li>Demonstrates clear potential for eventual leadership.</li> <li>Adheres to Department guidelines.</li> </ul>

Comments:

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## 12. Individualized Goal(s)

Employee-identified goal(s) that align officer aspirations and/or developmental needs with SAPD's Strategic Plan.

Goal(s):

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Relation to Strategic Plan:

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Progress:

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Barriers:

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Action Plan:

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Employee Comments

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Employee Signature

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Date

Supervisor Comments

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Supervisor Signature

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Date

**Model Sexual Assault  
Investigation Policy 03-03-21.pdf**



## **I. PURPOSE**

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

## **II. POLICY**

It is the policy of the \_\_\_\_\_ (law enforcement agency) to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

## **III. DEFINITIONS**

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:

- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.

- (3) Corroboration of the victim's testimony is not required to show lack of consent.
- B. **Child or Minor:** a person under the age of 18.
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
  - (2) parents and children;
  - (3) persons related by blood;
  - (4) persons who are presently residing together or who have resided together in the past;
  - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
  - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
  - (7) persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.
- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;

- (2) receives services at or from a facility required to be licensed to serve adults under sections [245A.01](#) to [245A.15](#), except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
- (3) receives services from a home care provider required to be licensed under sections [144A.43](#) to [144A.482](#); or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections [256B.0625, subdivision 19a](#), [256B.0651](#) to [256B.0654](#), and [256B.0659](#); or
- (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
  - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
  - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

#### **IV. PROCEDURES**

##### **A. Communications Personnel Response/Additional Actions by Responding Officers**

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

##### **B. Initial Officer Response**

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.
- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

### **C. Victim Interviews**

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.

- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
  - 1) Whether the suspect was known to the victim
  - 2) How long the victim knew the suspect
  - 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
  - 4) The extent of their previous or current relationship
  - 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
  - 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
  - 7) Relevant communication through social media, email, text messages, or any other forms of communication

**D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims**

**1. Minors and Vulnerable Adults**

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
  - (1) Ensuring the safety of the victim;
  - (2) Ensuring the scene is safe;
  - (3) Safeguarding evidence where appropriate;
  - (4) Collecting any information necessary to identify the suspect; and
  - (5) Addressing the immediate medical needs of individuals at the scene

- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute Section 260E.06 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian pursuant to 260E.22 can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minnesota Statute Section 260E.06 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
  - e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.
2. Victims of Domestic Abuse
- Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

**E. Protecting Victim Rights**

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
  - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
  - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
  - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
  - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.
- 3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

**F. Evidence Collection**

- 1) Considerations for Evidence Collection

Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:

  - a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
  - b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.

- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

**G. Sexual Assault Medical Forensic Examinations**

- 1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
  - a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
  - b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
  - c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.
  - d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

**H. Contacting and Interviewing Suspects**

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong



consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.

- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
  - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
  - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

#### **I. Forensic Examination and/or the Collection of Evidence from the Suspect**

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:
  - a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
  - b. Collect biological and trace evidence from the suspect's body;
  - c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
  - d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
  - e. Document the suspect's relevant medical condition and injuries.

**J. Role of the Supervisor**

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

**K. Case Review/Case Summary**

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing
- 4) Interviewing decisions

## **Community Service Officer Supplement.pdf**

# St. Anthony Police Department

## Performance Evaluation Report

### Community Service Officer Supplement

Employee Name:

Evaluation Period:

Assignment:

Date of Evaluation:

Evaluators:

### 1. Responsiveness

CSO is responsive to tasks assigned and completes them in a timely and efficient manner. Understands job assignments, but is willing to ask for help when needed. Responds to 911 calls for service and requests for assistance from officers.

Unsatisfactory (Associated Documentation)	Needs Improvement (Associated Documentation)	Meets Standards	Exceeds Expectations (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Responsive to tasks assigned and completes them in a timely and efficient manner.</li> <li>Understands job assignments, but is willing to ask for help when needed.</li> <li>Responds to appropriate calls for service and requests for assistance from officers on patrol.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Responsive to tasks assigned and completes them in a timely and efficient manner.</li> <li>Understands job assignments, but is willing to ask for help when needed.</li> <li>Responds to appropriate calls for service and requests for assistance from officers on patrol.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Responsive to tasks assigned and completes them in a timely and efficient manner.</li> <li>Understands job assignments, but is willing to ask for help when needed.</li> <li>Responds to appropriate calls for service and requests for assistance from officers on patrol.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Responsive to tasks assigned and completes them in a timely and efficient manner.</li> <li>Understands job assignments, but is willing to ask for help when needed.</li> <li>Responds to appropriate calls for service and requests for assistance from officers on patrol.</li> </ul>

Comments:

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## 2. Administrative

Handles administrative tasks effectively and efficiently, to include front office work, data entry, document service, shuttling department vehicles, and assisting with squad hardware and software repair. Is timely in delivering evidence for analysis and completes all necessary documentation. Is helpful and courteous to those visiting the police department.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Handles administrative tasks effectively and efficiently.</li> <li>Is timely in delivering evidence for analysis and completes all necessary documentation.</li> <li>Is helpful and courteous to those visiting the police department.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Handles administrative tasks effectively and efficiently.</li> <li>Is timely in delivering evidence for analysis and completes all necessary documentation.</li> <li>Is helpful and courteous to those visiting the police department.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Handles administrative tasks effectively and efficiently.</li> <li>Is timely in delivering evidence for analysis and completes all necessary documentation.</li> <li>Is helpful and courteous to those visiting the police department.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Handles administrative tasks effectively and efficiently.</li> <li>Is timely in delivering evidence for analysis and completes all necessary documentation.</li> <li>Is helpful and courteous to those visiting the police department.</li> </ul>

Comments:

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## **SAPD Performance Evaluations (1).pdf**

## St. Anthony Police Department

### Performance Evaluation Report

Employee Name:

Evaluation Period:

Assignment:

Date of Evaluation:

Evaluators:

#### 1. Problem Identification / Solving

Officer uses initiative and innovative thinking to appropriately identify and address the needs of the organization and the community effectively and efficiently. Officer effectively determines strategies to address priorities.

Unsatisfactory (Associated Documentation)	Needs Improvement (Associated Documentation)	Meets Standards	Exceeds Expectations (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Demonstrates understanding of a community issue, crime problem, or related event even despite being given direction and additional information.</li> <li>Exhibits proper strategies for addressing priorities.</li> <li>Able to effectively shift focus to address emerging needs, even when instructed to do so.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Understands the nature of community issues, crime problems, and related events.</li> <li>Acts effectively upon direction to address emerging needs; requires additional direction regarding strategies to address priorities.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Understands community issues, crime problems, and related events.</li> <li>Acts effectively upon direction to address emerging needs.</li> <li>Able to effectively determine strategies and shift current focus to address emerging needs.</li> <li>May be given occasional direction.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Correctly identifies community issues, crime problems, and related events.</li> <li>Effectively determines strategies.</li> <li>Able to shift current focus to address emerging needs.</li> </ul>

Comments: (required in areas where the rater marked the employee in columns unsatisfactory, needs improvement, or exceeds expectations. This space may also be used by the rater to outline areas in which the employee must improve and the suggested action(s) needed to achieve improvement).

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## 2. Adaptability

Officer acclimates to varied environments, adjusts style and approach when necessary, and produces alternative solutions. Officer is able to shift current focus to address emerging needs.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied approach as necessary, even when provided with direction.</li> <li>• Able to carry out alternative solutions despite guidance and instruction.</li> <li>• Able to shift focus to respond to emerging needs, even when instructed to do so.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied environments or adjust approach, when provides with guidance.</li> <li>• Able to carry out alternative solutions with guidance and instruction.</li> <li>• Able to shift focus to respond to emerging needs, but requires instruction to do so.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Able to acclimate to varied environments and adjust approach as necessary.</li> <li>• Able to carry out and sometimes, identify alternative solutions.</li> <li>• Can shift focus to address emerging needs, though occasional direction may be needed.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Ready to acclimate to varied environments and anticipate the need to adjust approach.</li> <li>• Recognizes the need for, and produces alternative solutions.</li> <li>• Able to quickly shift focus to adapt and respond to emerging needs.</li> </ul>

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### 3. Judgment

Officer uses appropriate discretion and judgement in handling tasks and processing incidents; prioritizes assignments properly. Officer can independently arrive at steps to accomplish tasks and seeks guidance when appropriate.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Able to prioritize tasks or to carry out next steps even when provided with direction.</li> <li>• Seeks guidance in situations where it is necessary to do so.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Unable to prioritize tasks, inhibiting completion.</li> <li>• Fails to seek guidance in situations where it is appropriate to do so.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Prioritizes assignments properly and seeks guidance when appropriate.</li> <li>• Acts independently without need for direction, but utilizes it effectively when given.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Uses appropriate judgment in handling tasks and exercises discretion in a fair, impartial, unbiased, and appropriate manner.</li> <li>• Prioritizes assignments properly.</li> <li>• Able to independently arrive at steps to accomplish tasks and willing to seek guidance when appropriate.</li> </ul>

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#### 4. Responsiveness

Officer can be counted on to respond to shift's needs and handle tasks promptly, completely, thoroughly, and professionally. Officer reports for assignments, including scheduled shift, training, and court appearances, on time and response to radio calls is not delayed unnecessarily.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs in a timely or helpful manner, or to handle tasks promptly, thoroughly, or professionally.</li> <li>Reports for assignments on time, or responds to radio calls without unnecessary delay.</li> <li>Responds to direction regarding lateness and delays.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs and handle tasks promptly, thoroughly, and professionally.</li> <li>Can act independently without further direction.</li> <li>Reports for assignments late and response to radio calls is delayed unnecessarily.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs and handle tasks promptly, thoroughly, and professionally.</li> <li>Acts independently without need for direction, but utilizes it effectively when given.</li> <li>Reports for assignments on time, response to radio calls is not delayed unnecessarily.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Can be counted on to respond to the shift's needs and to handle tasks promptly and thoroughly.</li> <li>Reports for all assignments on time and ready to respond to radio calls.</li> <li>Can be counted on to carry out priority assignments due to promptness.</li> </ul>

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## 5. Self-Initiated Policing Strategies

Officer utilizes self-initiated policing strategies including, but not limited to, traffic safety initiatives, directed patrols, and prevention strategies as needed.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Able to engage in or utilize proactive policing strategies including but not limited to lawful arrests, summonses, interior/directed patrols, and prevention strategies appropriately, despite frequent redirection and guidance.</li> <li>• Does the inability to properly use these strategies result in successful intervention.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Engages in or utilizes proactive strategies including but not limited to lawful arrests, summonses, interior/ directed patrols and prevention strategies appropriately, despite redirection and guidance.</li> <li>• The inability to properly use these strategies has inhibited successful intervention.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Utilizes proactive policing strategies including, but not limited to lawful arrests, summonses, interior/ directed patrols, and prevention strategies appropriately as needed.</li> <li>• Employs strategic technique or execution without direction, but when necessary, incorporates such direction effectively.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Demonstrates a clear understanding of proactive policing strategies including, but not limited to lawful arrests, summonses, interior/ directed patrols, and prevention strategies, and always uses them appropriately.</li> <li>• Very proactive about using policing strategies in non-enforcement settings, through target-hardening, and other prevention strategies.</li> </ul>

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## 6. Application of Law, Policy, and Procedures

Officer understands and appropriately applies the law and department procedures and guidelines including, but not limited to, the law and department procedures for arrests, stops, interviews, and searches.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Demonstrates an understanding of Department procedures and guidelines, and the essential legal principles relevant to the performance of duties, and fails to seek guidance or training.</li> <li>Applies relevant law and Department procedures and guidelines appropriately in the performance of duties, including, but not limited to investigative encounters and fails to seek or has not responded to guidance or training.</li> <li>Prepares reports that demonstrate an awareness and understanding of the law.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Demonstrates an understanding of Department procedures and guidelines, and the essential legal principles relevant to the performance of duties but should seek guidance more often.</li> <li>Applies relevant law and Department procedures and guidelines appropriately in the performance of duties, included but not limited to investigative encounters but should seek guidance more often.</li> <li>Prepares reports that demonstrate an awareness and understanding of the law.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Demonstrates an understanding of Department procedures and guidelines, and the essential legal principles relevant to the performance of duties and otherwise is able to identify areas where guidance is needed, and appropriately seeks guidance.</li> <li>Applies relevant law and Department procedures and guidelines appropriately in the performance of duties, included but not limited to investigative encounters, and seeks guidance in the application of laws, procedures, and guidelines.</li> <li>Prepares reports that demonstrate an awareness and understanding of the law and otherwise responds to direction and supervision to correct reports.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Demonstrates an understanding of Department procedures and guidelines, and the essential legal principles relevant to the performance of duties.</li> <li>Applies relevant law and Department procedures and guidelines appropriately in the performance of duties, included but not limited to investigative encounters.</li> <li>Prepares reports that demonstrate awareness and understanding of the law.</li> </ul>

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## 7. Community Interaction

Officer engages the community in a proactive and positive manner; treats others with courtesy and professionalism and is an active listener. Refers individuals in need to appropriate community services.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
□	□	□	□
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Able to engage in or utilize proactive policing strategies including, but not limited to lawful arrests, summonses, interior/ directed patrols, and prevention strategies appropriately, despite frequent redirection and guidance.</li> <li>• Does the inability to properly use these strategies result in successful intervention.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Engages in or utilizes proactive policing strategies including, but not limited to lawful arrests, summonses, interior/ directed patrols, and prevention strategies appropriately, despite redirection and guidance.</li> <li>• The inability to properly use these strategies has inhibited successful intervention.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Engages the community in a proactive and positive manner.</li> <li>• Treats victims, witnesses, defendants, and all others with dignity, respect and professionalism; actively listens, is responsive, and explains processes and actions.</li> <li>• Refers individuals in need to appropriate services, but may need occasional direction in order to do so.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Actively engages the community in a proactive and positive manner.</li> <li>• Treats victims, witnesses, defendants, and all others with dignity, respect, and professionalism; actively listens, is responsive, and explains processes and actions.</li> <li>• Proactive in referring individuals in need to appropriate community services.</li> </ul>

Comments:

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## 8. Department Interaction

Officer treats co-workers and supervisors with courtesy and professionalism. Exhibits patience and tact, works well with others.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>• Courteous or professional towards coworkers and supervisors.</li> <li>• Demonstrates patience and appropriate tact, and rarely working with others without difficulty.</li> <li>• Accepts/ responds to direction from supervisors and peers.</li> <li>• Able to complete tasks as part of a team, as inhibited by demeanor and lack of professionalism.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>• Discourteous and unprofessional towards coworkers and supervisors.</li> <li>• Officer demonstrates impatience, a concerning lack of tact, and has difficulty working with others.</li> <li>• Demeanor and lack of professionalism inhibit the ability to complete tasks as part of a team.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>• Treats coworkers and supervisors with courtesy and professionalism.</li> <li>• Exhibits patience and tact and works well with others.</li> <li>• Positively receives direction from supervisors and peers.</li> <li>• Considered for assignments due to professionalism and fairness.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>• Treats coworkers and supervisors with courtesy, kindness and professionalism.</li> <li>• Goes out of the way to assist coworkers and supervisors.</li> <li>• Positively receives direction and feedback from supervisors and peers.</li> <li>• Considered for particular assignments due to professionalism and fairness.</li> </ul>

Comments:

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## 9. Maintenance of Equipment and Professional Image

Officer maintains a professional appearance, whether in uniform, plainclothes, or business attire that projects authority and commands respect while providing reassurance to the public of a professional standard of service.

The officer takes care to maintain uniforms and property.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Properly uniformed and equipped, despite being offered guidance.</li> <li>Wears well maintained authorized uniform items and equipment.</li> <li>Maintains and uses Department property with care, including Department issued electronic devices.</li> <li>Displays the type of grooming which is neat and in adherence with department guidelines.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Requires guidance on how to be properly uniformed and equipped for assignment.</li> <li>Must be instructed to clean, maintain, or replace authorized items.</li> <li>Needs instruction on the use and care of Department property, including Department issued electronic devices.</li> <li>Requires instruction to be more attentive to grooming.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Properly uniformed and equipped, no matter that the assignment.</li> <li>Wears well maintained, authorized uniform items and equipment.</li> <li>Maintains and uses Department property with care, including Department issued electronic devices.</li> <li>Displays the type of grooming which is neat and in adherence with department guidelines.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Properly uniformed and equipped, no matter what the assignment.</li> <li>Wears well maintained, authorized uniform items and equipment.</li> <li>Maintains and uses department issued electronic devices.</li> <li>Displays the type of grooming which is neat and in adherence with department guidelines.</li> </ul>

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### 10. Quality and Timeliness of Reports

Officer completes all required paperwork accurately, professionally, and in a timely manner. Reports, paperwork, and communications are clear and comprehensible.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Completes required reports professionally, and/ or in a timely manner, despite direction.</li> <li>Are reports, paperwork and communications specific, concise, and comprehensible; does such lack of quality and timeliness of reports facilitate officer's work, or other members of service.</li> <li>Reports are accepted. Rather, they are returned, due to errors or missing information, or other reasons.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Fails to complete reports accurately, professionally, clearly, and in a timely manner despite direction.</li> <li>Lack of quality and timeliness of reports can be an impediment to work of an officer and of other members of service.</li> <li>Reports are returned due to errors or missing information.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Completes required reports accurately, professionally, clearly, and in a timely manner.</li> <li>Completes reports with only occasional need for guidance, but executes direction effectively.</li> <li>Completes paperwork clearly and comprehensibly, with few exceptions.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Completes all required reports accurately, professionally, and in a timely manner.</li> <li>Ensures that reports, paperwork, and communications are clear, concise, comprehensible, and detailed.</li> <li>Does reports that are never returned for additional info requests or revisions.</li> </ul>

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## 11. Leadership

Mentors and motivates others.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
□	□	□	□
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Provides guidance to coworkers and peers.</li> <li>Helps motivate others.</li> <li>Exhibits a high level of integrity, ethical conduct, and is trustworthy for assignments.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Displays inability and/ or willingness to lead others.</li> <li>Gives inappropriate guidance.</li> <li>Must be considered for alternate assignments.</li> </ul> <p>Requires instruction on Department policies and guidelines.</p>	<b>Often:</b> <ul style="list-style-type: none"> <li>Relied upon to lead and/ or motivate others.</li> <li>Displays potential for leadership without much guidance.</li> <li>Exhibits a strong level of integrity, ethical conduct and is trustworthy for assignments.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Displays appropriate work ethic to be emulated.</li> <li>Demonstrates the will or capacity to guide/ motivate others.</li> <li>Demonstrates clear potential for eventual leadership.</li> <li>Adheres to Department guidelines.</li> </ul>

Comments:

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## 12. Officer-Individualized Goal(s)

Officer-identified goal(s) that align officer aspirations and/or developmental needs with SAPD's Strategic Plan.

Goal(s):

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Relation to Strategic Plan:

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Progress:

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Barriers:

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Action Plan:

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Employee Comments

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Employee Signature

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DateSupervisor Comments

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Supervisor Signature

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Date

## **Eyewitness Identification Procedures Model Policy.pdf**

## EYEWITNESS IDENTIFICATION PROCEDURES MODEL POLICY

Minn. Stat. 626.8433

### **POLICY:**

Officers shall adhere to the procedures for conducting eyewitness identifications set forth in this policy, in order to maximize the reliability of identifications, minimize erroneous identifications, and gather evidence that conforms to contemporary eyewitness identification protocols. Photo arrays and line-ups will be conducted by displaying the suspect and fillers sequentially using a blind or blinded administration.

### **Purpose:**

It is the purpose of this policy to establish guidelines for eyewitness identification procedures involving show-ups, photo arrays, and line-ups. Erroneous eyewitness identifications have been cited as the factor most frequently associated with wrongful convictions. Therefore, in addition to eyewitness identification, all appropriate investigative steps and methods should be employed to uncover evidence that either supports or eliminates the suspect identification.

### **Definitions:**

**Show-up:** The presentation of a suspect to an eyewitness within a short time frame following the commission of a crime to either confirm or eliminate him or her as a possible perpetrator. Show-ups, sometimes referred to as field identifications, are conducted in a contemporaneous time frame and proximity to the crime.

**Line-up:** The process of presenting live individuals to an eyewitness for the purpose of identifying or eliminating suspects.

**Photo Array:** A means of presenting photographs to an eyewitness for the purpose of identifying or eliminating suspects.

**Administrator:** The law enforcement official conducting the identification procedure.

**Blinded Presentation:** The administrator may know the identity of the suspect, but does not know which photo array member is being viewed by the eyewitness at any given time.

**Confidence Statement:** A statement in the witness's own words taken immediately after an identification is made stating his or her level of certainty in the identification.

**Filler:** A live person, or a photograph of a person, included in an identification procedure who is not considered a suspect.

**Sequential:** Presentation of a series of photographs or individuals to a witness one at a time.

**Simultaneous:** Presentation of a series of photographs or individuals to a witness all at once.

## **Procedure:**

### **1. Show-ups**

The use of show-ups should be avoided whenever possible in preference to the use of a lineup or photo array procedure. However, when circumstances require the prompt presentation of a suspect to a witness, the following guidelines shall be followed to minimize potential suggestiveness and increase reliability.

- a. Document the witness's description of the perpetrator prior to conducting the show up.
- b. Conduct a show-up only when the suspect is detained within a reasonably time frame after the commission of the offense and within a close physical proximity to the location of the crime.
- c. Do not use a show-up procedure if probable cause to arrest the suspect has already been established.
- d. If possible, avoid conducting a show-up when the suspect is in a patrol car, handcuffed, or physically restrained by officers, unless safety concerns make this impractical.
- e. Caution the witness that the person he or she is about to see may or may not be the perpetrator—and it is equally important to clear an innocent person. The witness should also be advised that the investigation will continue regardless of the outcome of the show-up.
- f. Do not conduct the show-up with more than one witness present at a time.
- g. Separate witnesses and do not allow communication between them before or after conducting a show-up.
- h. If one witness identifies the suspect, use a line-up or photo array for remaining witnesses.
- i. Do not present the same suspect to the same witness more than once.

- j. Do not require show-up suspects to put on clothing worn by, speak words uttered by, or perform other actions of the perpetrator.
- k. Officers should scrupulously avoid words or conduct of any type that may suggest to the witness that the individual is or may be the perpetrator.
- l. Ask the witness to provide a confidence statement.
- m. Remind the witness not to talk about the show-up to other witnesses until police or prosecutors deem it permissible.
- n. Videotape the identification process using an in-car camera or other recording device when feasible.
- o. Document the time and location of the show-up, the officers present, the result of the procedure, and any other relevant information.

## **Line-up and Photo Array Procedures**

### **2. Basic Procedures for Conducting a Line-up or Photo Array**

- a. Line-ups will not typically be utilized for investigations, unless conducting a photo array is not possible.
- b. Whenever possible, a blind presentation shall be utilized. In cases where a blind presentation is not feasible for a photo array, a blinded presentation should be used. Live line-ups must be conducted using a blind presentation.
- c. The line-up or photo array should consist of a minimum of six individuals or photographs. Use a minimum of five fillers and only one suspect.
- d. Fillers should be reasonably similar in age, height, weight, and general appearance and be of the same sex and race, in accordance with the witness's description of the offender.
- e. Avoid the use of fillers who so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.
- f. Create a consistent appearance between the suspect and the fillers with respect to any unique or unusual feature (e.g., scars, tattoos, facial hair) used to describe the perpetrator by artificially adding or concealing that feature on the fillers.
- g. If there is more than one suspect, include only one in each line-up or photo array.

- h. During a blind presentation, no one who is aware of the suspect's identity should be present during the administration of the photo array. However, during a line-up, the suspect's attorney should be present.
- i. Place suspects in different positions in each line-up or photo array, both across cases and with multiple witnesses in the same case.
- j. Witnesses should not be permitted to see or be shown any photos of the suspect prior to the line-up or photo array.
- k. The witness shall be given a copy of the following instructions prior to viewing the line-up or photo array and the administrator shall read the instructions aloud before the identification procedure.

*You will be asked to look at a series of individuals.*

*The perpetrator may or may not be present in the identification procedure.*

*It is just as important to clear innocent persons from suspicion as it is to identify guilty parties.*

*I don't know whether the person being investigated is included in this series.*

*Sometimes a person may look different in a photograph than in real life because of different hair styles, facial hair, glasses, a hat or other changes in appearance. Keep in mind that how a photograph was taken or developed may make a person's complexion look lighter or darker than in real life.*

*You should not feel that you have to make an identification. If you do identify someone, I will ask you to describe in your own words how certain you are.*

*The individuals are not configured in any particular order.*

*If you make an identification, I will continue to show you the remaining individuals or photos in the series.*

*Regardless of whether you make an identification, we will continue to investigate the incident.*

*Since this is an ongoing investigation, you should not discuss the identification procedures or results*



- l. The line-up or photo array should be shown to only one witness at a time; officers should separate witnesses so they will not be aware of the responses of other witnesses.
- m. Multiple identification procedures should not be conducted in which the same witness views the same suspect more than once.
- n. Officers should scrupulously avoid the use of statements, cues, casual comments, or providing unnecessary or irrelevant information that in any manner may influence the witnesses' decision-making process or perception.
- o. Following an identification, the administrator shall ask the witness to provide a confidence statement and document the witness's response.
- p. The administrator shall ask the witness to complete and sign an Eyewitness Identification Procedure Form.
- q. Line-up and photo array procedures should be video or audio recorded whenever possible. If a procedure is not recorded, a written record shall be created and the reason for not recording shall be documented. In the case of line-ups that are not recorded, agents shall take and preserve a still photograph of each individual in the line-up.

### 3. Photographic Arrays

#### a. Creating a Photo Array

- 1. Use contemporary photos.
- 2. Do not mix color and black and white photos.
- 3. Use photos of the same size and basic composition.
- 4. Never mix mug shots with other photos and ensure consistent appearance of photograph backgrounds and sizing.
- 5. Do not include more than one photo of the same suspect.
- 6. Cover any portions of mug shots or other photos that provide identifying information on the subject – and similarly cover other photos used in the array.
- 7. Where the suspect has a unique feature, such as a scar, tattoo, or mole or distinctive clothing that would make him or her stand out in the photo array, filler photographs should include that unique feature either by selecting fillers who have the same features themselves or by altering the photographs of fillers to the extent necessary to achieve a consistent appearance.
- 8. Fillers should not be reused in arrays for different suspects shown to the same witness.

#### b. Conducting the Photo Array

- 1. The photo array should be preserved, together with full information about the identification process as part of the case file and documented in a report.

2. If a blind administrator is not available, the administrator shall ensure that a blinded presentation is conducted using the following procedures.
  - a. Place the suspect and at least five filler photos in separate folders for a total of six (or more depending on the number of fillers used).
  - b. The administrator will take one folder containing a known filler and place it to the side. This will be the first photo in the series. The administrator should then shuffle the remaining folders (containing one suspect and the remainder of fillers) such that he or she cannot see how the line-up members are ordered. These shuffled folders will follow the first filler photo. The stack of photos is now ready to be shown to the witness.
  - c. The administrator should position himself or herself so that he or she cannot see inside the folders as they are viewed by the witness.
3. The witness should be asked if he or she recognizes the person in the photo before moving onto the next photo. If an identification is made before all of the photos are shown, the administrator should tell the witness that he or she must show the witness all of the photos and finish showing the sequence to the witness, still asking after each photo if the witness recognizes the person in the photo.
4. If possible, the array should be shown to the witness only once. If, upon viewing the entire array the witness asks to see a particular photo or the entire array again, the witness should be instructed that he or she may view the entire array only one additional time. If a second viewing is permitted, it must be documented.

#### 4. Line-ups

- a. Conducting the Line-up
  1. Live line-ups shall be conducted using a blind administrator.
  2. Ensure that all persons in the line-up are numbered consecutively and are referred to only by number.
- b. The primary investigating officer is responsible for the following:
  1. Scheduling the line-up on a date and at a time that is convenient for all concerned parties, to include the prosecuting attorney, defense counsel, and any witnesses.
  2. Ensuring compliance with any legal requirements for transfer of the subject to the line-up location if he or she is incarcerated at a detention center.
  3. Making arrangements to have persons act as fillers.
  4. Ensuring that the suspect's right to counsel is scrupulously honored and that he or she is provided with counsel if requested. Obtaining proper documentation of any waiver of the suspect's right to counsel.
  5. Allowing counsel representing the suspect sufficient time to confer with his or her client prior to the line-up and to observe the manner in which the line-up is conducted.

**References:**

Eyewitness Identification Procedure Form  
Sequential Photo Display Form

## **Model Sexual Assault Investigation Policy 02.16.21.pdf**

## **I. PURPOSE**

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

## **II. POLICY**

It is the policy of the \_\_\_\_\_ (law enforcement agency) to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

## **III. DEFINITIONS**

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:

- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.

- (3) Corroboration of the victim's testimony is not required to show lack of consent.
- B. **Child or Minor:** a person under the age of 18.
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
  - (2) parents and children;
  - (3) persons related by blood;
  - (4) persons who are presently residing together or who have resided together in the past;
  - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
  - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
  - (7) persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.
- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;

- (2) receives services at or from a facility required to be licensed to serve adults under sections [245A.01](#) to [245A.15](#), except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
- (3) receives services from a home care provider required to be licensed under sections [144A.43](#) to [144A.482](#); or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections [256B.0625, subdivision 19a](#), [256B.0651](#) to [256B.0654](#), and [256B.0659](#); or
- (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
  - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
  - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

#### **IV. PROCEDURES**

##### **A. Communications Personnel Response/Additional Actions by Responding Officers**

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

##### **B. Initial Officer Response**

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.
- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

### **C. Victim Interviews**

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.



- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
  - 1) Whether the suspect was known to the victim
  - 2) How long the victim knew the suspect
  - 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
  - 4) The extent of their previous or current relationship
  - 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
  - 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
  - 7) Relevant communication through social media, email, text messages, or any other forms of communication

**D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims**

**1. Minors and Vulnerable Adults**

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
  - (1) Ensuring the safety of the victim;
  - (2) Ensuring the scene is safe;
  - (3) Safeguarding evidence where appropriate;
  - (4) Collecting any information necessary to identify the suspect; and
  - (5) Addressing the immediate medical needs of individuals at the scene

- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute Section 260E.06 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minnesota Statute Section 260E.22 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
  - e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.
2. Victims of Domestic Abuse
- Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

**E. Protecting Victim Rights**

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
  - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
  - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
  - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
  - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.
- 3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

**F. Evidence Collection**

- 1) Considerations for Evidence Collection

Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:

  - a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
  - b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.

- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

**G. Sexual Assault Medical Forensic Examinations**

- 1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
  - a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
  - b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
  - c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.
  - d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

**H. Contacting and Interviewing Suspects**

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.

- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.
- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
  - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
  - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

**I. Forensic Examination and/or the Collection of Evidence from the Suspect**

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:
  - a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
  - b. Collect biological and trace evidence from the suspect's body;
  - c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
  - d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
  - e. Document the suspect's relevant medical condition and injuries.

**J. Role of the Supervisor**

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

**K. Case Review/Case Summary**

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing
- 4) Interviewing decisions

## **Public Safety Statement.pdf**

### **Public Safety Statement**

- To the best of your knowledge is anyone injured that we are not aware of?
- If firearms were used, approximately how many times did you fire and in what direction?
- Did anyone fire towards you? If so, in what direction?
- Are you aware of any witnesses? If so where are they?
- Are there any persons that need to be apprehended? If so what for? What is their description & mode/direction of travel?
- Are there any other locations other than where we are that we should consider for scene processing or that evidence may be located?



## **Supervisor Supplement Evaluation.pdf**

# St. Anthony Police Department

## Performance Evaluation Report

### Supervisor Supplement

Employee Name:

Evaluation Period:

Assignment:

Date of Evaluation:

Evaluators:

### 1. Planning and Organizing

Supervisor is able to multi-task and utilize time properly to plan and organize effectively. Looks ahead to properly assure that events and shifts are staffed properly. Is able to effectively complete administrative tasks in a structured manner.

Unsatisfactory (Associated Documentation)	Needs Improvement (Associated Documentation)	Meets Standards	Exceeds Expectations (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Multi-tasks and utilizes time properly to plan and organize effectively.</li> <li>Looks ahead to properly assure that events and shifts are staffed properly.</li> <li>Effective completes administrative tasks in a structured manner.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Multi-tasks and utilizes time properly to plan and organize effectively.</li> <li>Looks ahead to properly assure that events and shifts are staffed properly.</li> <li>Effective completes administrative tasks in a structured manner.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Multi-tasks and utilizes time properly to plan and organize effectively.</li> <li>Looks ahead to properly assure that events and shifts are staffed properly.</li> <li>Effective completes administrative tasks in a structured manner.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Multi-tasks and utilizes time properly to plan and organize effectively.</li> <li>Looks ahead to properly assure that events and shifts are staffed properly.</li> <li>Effective completes administrative tasks in a structured manner.</li> </ul>

Comments:

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## 2. Staff Development

Assists officers and employees with self-development and skills to effectively grow within the department. Assists officers and employees in areas that they may need assistance in by giving feedback and constructive criticism to help further develop proper skills. Assist officers and employees in looking for development courses and training that may benefit them in their job and area of specialty.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Assists employees with self-development and skills</li> <li>Assists employees by giving feedback and constructive criticism.</li> <li>Assists employees in looking for development courses and training that may benefit them.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Assists employees with self-development and skills</li> <li>Assists employees by giving feedback and constructive criticism.</li> <li>Assists employees in looking for development courses and training that may benefit them.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Assists employees with self-development and skills</li> <li>Assists employees by giving feedback and constructive criticism.</li> <li>Assists employees in looking for development courses and training that may benefit them.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Assists employees with self-development and skills</li> <li>Assists employees by giving feedback and constructive criticism.</li> <li>Assists employees in looking for development courses and training that may benefit them.</li> </ul>

Comments:

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### 3. Leadership

Works on developing personal leadership skills and the leadership skills of subordinates. Provides positive feedback to others. Is a good communicator, supports agency goals, and contributes to a positive work environment. Leads by example.

<b>Unsatisfactory</b> (Associated Documentation)	<b>Needs Improvement</b> (Associated Documentation)	<b>Meets Standards</b>	<b>Exceeds Expectations</b> (Associated Documentation)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Rarely:</b> <ul style="list-style-type: none"> <li>Develops personal leadership skills and the leadership skills of subordinates.</li> <li>Provides positive feedback to others.</li> <li>Communicates well, supports agency goals, and contributes to a positive work environment.</li> <li>Leads by example.</li> </ul>	<b>Sometimes:</b> <ul style="list-style-type: none"> <li>Develops personal leadership skills and the leadership skills of subordinates.</li> <li>Provides positive feedback to others.</li> <li>Communicates well, supports agency goals, and contributes to a positive work environment.</li> <li>Leads by example.</li> </ul>	<b>Often:</b> <ul style="list-style-type: none"> <li>Develops personal leadership skills and the leadership skills of subordinates.</li> <li>Provides positive feedback to others.</li> <li>Communicates well, supports agency goals, and contributes to a positive work environment.</li> <li>Leads by example.</li> </ul>	<b>Always:</b> <ul style="list-style-type: none"> <li>Develops personal leadership skills and the leadership skills of subordinates.</li> <li>Provides positive feedback to others.</li> <li>Communicates well, supports agency goals, and contributes to a positive work environment.</li> <li>Leads by example.</li> </ul>

Comments:

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## **Confidential Informants Model Policy .pdf**

## CONFIDENTIAL INFORMANTS MODEL POLICY

MN STAT 626.8476

### I. POLICY

It is the policy of the (**law enforcement agency**) to establish procedures and protocols that take necessary precautions concerning the recruitment, control and use of confidential informants.

### II. DEFINITIONS

- A. Confidential Informant (CI):** A person who cooperates with a law enforcement agency confidentially in order to protect the person or the agency's intelligence gathering or investigative efforts and;
1. seeks to avoid arrest or prosecution for a crime, mitigate punishment for a crime in which a sentence will be or has been imposed, or receive a monetary or other benefit; and
  2. is able, by reason of the person's familiarity or close association with suspected criminals, to:
    - i. make a controlled buy or controlled sale of contraband, controlled substance, or other items that are material to a criminal investigation;
    - ii. supply regular or constant information about suspected or actual criminal activities to a law enforcement agency; or
    - iii. otherwise provide information important to ongoing criminal intelligence gathering or criminal investigative efforts.
- B. Controlled Buy:** means the purchase of contraband, controlled substances, or other items that are material to a criminal investigation from a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.
- C. Controlled Sale:** means the sale of contraband, controlled substances, or other items that are material to a criminal investigation to a target offender that is initiated, managed, overseen, or participated in by law enforcement personnel with the knowledge of a confidential informant.
- D. Mental Harm:** means a psychological injury that is not necessarily permanent but results in visibly demonstrable manifestations of a disorder of thought or mood that impairs a person's judgment or behavior.
- E. Target Offender:** means the person suspected by law enforcement personnel to be implicated in criminal acts by the activities of a confidential informant.
- F. Confidential Informant File:** means a file maintained to document all information that pertains to a confidential informant.
- G. Unreliable Informant File:** means a file containing information pertaining to an individual who has failed at following an established written confidential informant agreement and has been determined to be generally unfit to serve as a confidential informant.
- H. Compelling Public Interest:** means, for purposes of this policy, situations in which failure to act would result or likely result in loss of life, serious injury, or have some serious negative consequence for persons, property, or public safety and therefore demand action.
- I. Overseeing agent:** means the officer primarily responsible for supervision and management of a confidential informant.

### **III. PROCEDURES**

#### **A. Initial Suitability Determination**

An initial suitability determination must be conducted on any individual being considered for a role as a CI. The initial suitability determination includes the following:

1. An officer requesting use of an individual as a CI must complete an Initial Suitability Report. The report must be submitted to the appropriate individual or entity, as determined by the agency chief executive, to review for potential selection as a CI. The report must include sufficient detail regarding the risks and benefits of using the individual so that a sound determination can be made. The following information must be addressed in the report, where applicable:
  - a. Age, sex, and residence
  - b. Employment status or occupation
  - c. Affiliation with legitimate businesses and illegal or suspicious enterprises
  - d. Extent to which potential information, associations, or other assistance could benefit a present or future investigation
  - e. Relationship with the target of an investigation
  - f. Motivation in providing information or assistance
  - g. Risk of adversely affecting an existing or future investigation
  - h. Extent to which provided information can be corroborated
  - i. Prior record as a witness
  - j. Criminal history, to include whether he or she is the subject of a pending investigation, is under arrest, or has been charged with a crime
  - k. Risk to the public or as a flight risk
  - l. Consultation with the individual's probation, parole, or supervised release agent, if any
  - m. Consideration and documentation of the individual's diagnosis of mental illness, substance use disorder, traumatic brain injury, or disability; and consideration and documentation of the individual's history of mental illness, substance use disorder, traumatic brain injury or disability
  - n. Relationship to anyone in law enforcement
  - o. Risk of physical harm to the potential CI or their immediate family or relatives for cooperating with law enforcement
  - p. Prior or current service as a CI with this or another law enforcement organization
2. Prior to an individual's use as a CI, a supervisor or other designated authority must review the Initial Suitability Report and determine if the individual is authorized to serve as a CI.
3. Any prospective or current CI must be excluded from engaging in a controlled buy or sale of a controlled substance if the prospective or current CI:
  - a. is receiving in-patient treatment or partial-hospitalization treatment administered by a licensed service provider for a substance use disorder or mental illness; or
  - b. is participating in a treatment-based drug court program or treatment court; except that
  - c. the prospective or current CI may provide confidential information while receiving treatment, participating in a treatment-based drug court program or treatment court.



4. Documentation and special consideration must be made of the risks involved in engaging a prospective or current CI in the controlled buy or sale of a controlled substance if the individual is known, or has reported, to have experienced a drug overdose in the previous 12 months.
5. Any prospective or current CI who is known to abuse substances, or is at risk for abusing substances, should be provided referral to prevention or treatment services.
6. Any prospective or current CI that has a physical or mental illness that impairs the ability of the individual to understand instructions and make informed decisions should be referred to a mental health professional or other appropriate medical professional, or a case manager/social worker from the county social services agency, or other substance abuse and mental health services.
7. Each CI's suitability must be reviewed every 6 months, at a minimum, during which time the CI's overseeing agent must submit a Continuing Suitability Report addressing the foregoing issues in III.A.1.a-p, and III.A.3-6, where applicable. An initial suitability determination must be conducted on a reactivated CI regardless of the length of inactivity.
8. Any information that may negatively affect a CI's suitability during the course of their use must be documented in the CI's file and forwarded to the appropriate authorized personnel as soon as possible.
9. Supervisors must review informant files regularly with the overseeing agent and must attend debriefings of CIs periodically as part of the informant management process. If a CI is active for more than 12 months, a supervisory meeting with the CI must be conducted without the overseeing agent.
10. CI contracts must be terminated, and the CI file placed in inactive status when the CI has not been utilized for 6 months or more.

## **B. Exigent Confidential Informants**

1. Certain circumstance arise when an individual who has been arrested is willing to immediately cooperate and perform investigative activities under the direction of an overseeing agent. In these circumstances, the initial suitability determination can be deferred and an individual may be utilized as a CI for a period not to exceed 12 hours from the time of arrest if:
  - a. The individual is not excluded from utilization as a CI under III.A(3)(a-c) of this policy; and
  - b. There is compelling public interest or exigent circumstances exist that demand immediate utilization of the individual as a CI and any delay would significantly and negatively affect any investigation; and
  - c. A supervisor has reviewed and approved the individual for utilization as a CI under these circumstances.
2. Upon the conclusion of the 12-hour window, or at any time before, an initial suitability determination must be conducted before the individual engages in any further CI activities.

## **C. Special CI Approval Requirements**

Certain individuals who are being considered for use as a CI require special review and approval. In all instances, the agency's chief executive or their designee and the office of the prosecutor or county attorney should be consulted prior to the use of these individuals as CIs. These individuals include the following:

1. Juveniles
  - a. Use of a juvenile under the age of 18 for participating in a controlled buy or sale of a controlled substance or contraband may be undertaken only with the written authorization of the individual's parent(s) or guardian(s), except that the juvenile informant may provide confidential information.

- b. Authorization for such use should be granted only when a compelling public interest can be demonstrated, *except that*
  - c. Juveniles under the guardianship of the State may not be used as a CI.
- 2. Individuals obligated by legal privilege of confidentiality.
- 3. Government officials.

#### **D. General Guidelines for Overseeing CIs**

General guidelines for overseeing CIs are as follows:

- 1. CIs must be treated as assets of the agency, not the individual overseeing agent.
- 2. No promises or guarantees of preferential treatment within the criminal justice system will be made to any informant without prior approval from the prosecuting authority.
- 3. CIs must not be used without authorization of the agency through procedures identified in this policy.
- 4. CIs must not be used to gather information purely of a political nature or for other information-gathering efforts that are not connected with a criminal investigation.
- 5. Under no circumstances must an informant be allowed access to restricted areas or investigators' work areas within a law enforcement agency.
- 6. All CIs must sign and abide by the provisions of the agency's CI agreement.
- 7. Any physical or mental illness that impairs the CI's ability to knowingly contract or otherwise protect the informant's self-interest must be taken into consideration before the CI signs the agreement.
- 8. The CI's overseeing agent must discuss each of the provisions of the agreement with the CI, with particular emphasis on the following:
  - a. CIs may voluntarily initiate deactivation, whereupon the protocols outlined in section E of this policy must be followed.
  - b. CIs are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and may not carry a weapon while performing activities as a CI.
  - c. CIs found engaging in any illegal activity beyond what is authorized by the agency and conducted while under the supervision of an overseeing agent, will be subject to prosecution.
  - d. CIs are prohibited from engaging in actions or activities that could be deemed entrapment. The meaning of the term and implications of such actions must be explained to each CI.
  - e. CIs are prohibited from engaging in self-initiated information or intelligence gathering without agency direction and approval. The CI must not take any actions in furtherance of an investigation without receiving specific instruction(s) from the overseeing agent or agency.
  - f. Every reasonable effort will be taken to ensure the confidentiality of the CI but, upon judicial order, he or she may be required to testify in open court.
  - g. CIs may be directed to wear a listening and recording device.
  - h. CIs must be required to submit to a search before and after a controlled purchase.

- i. CIs who participate in unplanned or unanticipated activities or meet with a subject(s) under investigation in a location outside of the jurisdictional boundary of the handling agency must promptly report that activity or meeting to their overseeing agents.
- 9. CI activity outside jurisdictional boundaries:
  - a. Investigators handling CIs who engage in operational activity in locations outside the jurisdictional boundaries of the agency must coordinate with counterparts in law enforcement agencies that have jurisdiction in that location where the CI will operate before any activity occurs, or in a timely manner after unanticipated activity occurs and is brought to the attention of the overseeing agent.
  - b. Any decision to defer or delay notice to or coordinate with an outside agency having jurisdiction in the area where a CI has or may operate must be documented, reviewed, and approved by the agency's chief executive or their designee.
- 10. Officers must take the utmost care to avoid conveying any confidential investigative information to a CI, such as the identity of other CIs, surveillance activities, or search warrants, other than what is necessary and appropriate for operational purposes.
- 11. No member of this agency must knowingly maintain a social relationship with a CI, or otherwise become personally involved with a CI beyond actions required in the performance of duty.
- 12. Members of this agency must not solicit, accept gratuities from, or engage in any private business transaction with a CI.
- 13. Meetings with a CI must be conducted in private with another officer or agent present and with at least one officer or agent of the same sex, except when not practical. The meeting location should minimize the potential for discovery of the informant's cooperation and provide sufficient space to complete necessary administrative duties. The meetings must be documented and subsequently entered into the individual's CI file.
- 14. Overseeing agents must develop and follow a communications strategy and plan with the CI that minimizes, to the greatest extent possible, the risk of discovery or compromise of the relationship between the agency and the CI. This plan should also aim to prevent the detection, compromise, or interception of communications between the overseeing agent and the CI.
- 15. Procedures must be instituted to assist CIs with concealing their identity and maintaining their safety. Care should be given not to expose CIs to unnecessary safety risks.
- 16. Preceding or following every buy or sale of controlled substances, overseeing agents must screen the CI for any personal safety or mental health concerns, risk of substance abuse, and/or potential relapse in any substance abuse recovery.
  - a. At the request of the CI, or if the overseeing agent deems it necessary, reasonable efforts should be taken to provide the CI with referral to substance abuse and/or mental health services.
  - b. Overseeing agents must document:
    - i. the screening,
    - ii. any referral to services provided to, or requested by, the CI, and
    - iii. any refusal by the CI to participate in the screening and/or any refusal by the CI to accept referral to services. Reasons for the CI's refusal must be documented, where applicable.
  - c. No part of this subsection supersedes MN Stat. 253B.05, sub.2.

17. Reasonable protective measures must be provided for a CI when any member of this agency knows or should have known of a risk or threat of harm to a person serving as a CI and the risk or threat of harm is a result of the informant's service to this agency.
18. Overseeing agents must:
  - a. evaluate and document the criminal history and propensity for violence of target offenders; and
  - b. to the extent allowed, provide this information to the CI if there is a reasonable risk or threat of harm to the CI as a result of the CI's interaction with the target offender.
19. Reasonable efforts and precautions must be made to help protect the identity of a CI during the time the person is acting as an informant.
20. Whenever possible, officers must corroborate information provided by a CI and document efforts to do so.
21. The name of a CI must not be included in an affidavit for a warrant unless judicial authority is obtained to seal the document from the public record or the CI is a subject of the investigation upon which the affidavit is based.
22. Overseeing agents are responsible for ensuring that information of potential value to other elements of the agency is provided promptly to authorized supervisory personnel and/or other law enforcement agencies as appropriate.
23. Individuals leaving employment with the agency have a continuing obligation to maintain as confidential the identity of any CI and the information he or she provided unless obligated to reveal such identity or information by law or court order.

#### **E. Establishment of an Informant File System**

An informant file system must be established as follows:

1. The agency chief executive must designate a file supervisor who must be responsible for developing and maintaining master CI files and an indexing system.
2. A file must be maintained on each CI deemed suitable by the agency.
3. An additional Unreliable Informant File must be established for CIs deemed unsuitable during initial suitability determinations or at a later time.
4. Each file must be coded with an assigned informant control number for identification within the indexing system and must include the following information, where applicable:
  - a. Name, aliases, and date of birth
  - b. Height, weight, hair color, eye color, race, sex, scars, tattoos, or other distinguishing features
  - c. Emergency contact information
  - d. Name of the officer initiating use of the informant and any subsequent overseeing agents
  - e. Photograph and criminal history record
  - f. Current home address and telephone number(s)
  - g. Residential addresses in the last five years
  - h. Current employer, position, address, and telephone number
  - i. Social media accounts
  - j. Marital status and number of children

- k. Vehicles owned and their registration numbers
  - l. Places frequented
  - m. Gang affiliations or other organizational affiliations
  - n. Briefs of information provided by the CI and the CI's subsequent reliability
  - o. Special skills and hobbies
  - p. Special areas of criminal expertise or knowledge
  - q. A copy of the signed informant agreement
5. CI files must be maintained in a separate and secured area.
  6. The file supervisor must ensure that information concerning CIs is strictly controlled and distributed only to officers and other authorities who have a need and a right to such information.
  7. CI File Review
    - a. Sworn personnel may review an individual's CI file only upon the approval of the agency's chief executive or their designee.
    - b. The requesting officer must submit a written request explaining the need for review. A copy of this request, with the officer's name, must be maintained in the individual's CI file.
    - c. Officers must not remove, copy, or disseminate information from the CI file.
    - d. CI files must be reviewed only in designated areas of the law enforcement facility and returned as soon as possible to their secure file location.
    - e. All disclosures or access to CI files must be recorded by the file supervisor, to include information such as the requesting officer or agency, the purpose of access or disclosure, the information conveyed, and the date and time of access or dissemination.
    - f. No portion of an individual's CI file must be entered into any other electronic or related database without controls sufficient to exclude access to all but authorized personnel with a need and a right to know.

## **F. Deactivation of Confidential Informants**

A CI deactivation procedure must be established as follows:

1. The overseeing agent must complete a deactivation form that includes, at minimum, the following:
  - a. The name of the agency.
  - b. The name of the CI.
  - c. The control number of the CI, where applicable.
  - d. The date of deactivation.
  - e. The reason for deactivation.
  - f. A notification that contractual agreements regarding monetary re-numeration, criminal justice assistance, or other considerations, specified or not, are terminated.
  - g. A notification that the agency will provide and assist the CI with referral to health services for assistance with any substance abuse disorder and/or physical, mental, or emotional health concerns, as requested or accepted by the CI.
  - h. A signature by the CI or documentation indicating the reason(s) why the CI was unable or unwilling to sign the form.

- i. A signature by the overseeing agent.
2. All reasonable efforts must be taken to maintain the safety and anonymity of the CI after deactivation.

## **G. Monetary Payments**

Monetary payments must be managed as follows:

1. All monetary compensation paid to CIs must be commensurate with the value of the information or assistance provided to the agency.
2. All CI payments must be approved in advance by the officer in charge of confidential funds.
3. Officers must provide accounting of monies received and documentation for confidential funds expended. Any documentation of monies paid or received should not contain the true identity of the informant but should use the CI's control number.
4. Two officers must be present when making payments or providing funds to CIs.
5. The appropriate individual, as designated by the agency's chief executive, must ensure that the process for authorization, disbursement, and documentation of CI payments, as well as the accounting and reconciliation of confidential funds, is consistent with agency policy.
6. If a CI is authorized to work with another law enforcement or prosecutorial agency, financial payments must be coordinated between the agencies in a manner that is proportionate to the assistance rendered to each agency and consistent with provision III.F.1. of this policy.
7. Written records of receipts are retained, or justification for the exception is documented when a written receipt is not available.

## **Public Safety Statement 2024.pdf**

## **Public Safety Statement**

**This statement should only be given once and taken by the first responding supervisor**

- To the best of your knowledge is anyone injured that we are not aware of?
- If firearms were used, what direction(s) or areas should we check?
- Are there any witnesses or suspects we should search for or speak to?
- Are there any other locations other than where we are that we should consider for scene processing and public safety?
- Is there any other public safety information you would like to add?
- This concludes the Public Safety Statement. Per policy 423.10.1(b) I am directing you to turn off your Body Worn Camera. You will now go with your monitoring officer to the police department.



## **Required Uniform Items.pdf**

**City of St. Anthony**  
**Police Department**

## Uniform Required Items

All Officers will be issued the below items and are required to maintain the following items in serviceable condition, in the amounts shown.

UNIFORM REQUIRED ITEMS		UNIFORM REQUIRED ITEMS	
<input type="checkbox"/>	2 dark blue, long sleeve shirts	<input type="checkbox"/>	1 magazine case
<input type="checkbox"/>	2 dark blue, short sleeve shirts	<input type="checkbox"/>	1 handcuff case
<input type="checkbox"/>	2 duty pants, dark blue	<input type="checkbox"/>	1 flashlight holster
<input type="checkbox"/>	1 formal pant, dark blue	<input type="checkbox"/>	1 flashlight (rechargeable)
<input type="checkbox"/>	1 summer hat, round blue polyester, black visor	<input type="checkbox"/>	1 pair of handcuffs
<input type="checkbox"/>	1 winter hat, soft, no visor	<input type="checkbox"/>	1 key holder
<input type="checkbox"/>	1 spring/winter, dark blue, nylon jacket (zip out liner)*	<input type="checkbox"/>	1 ASR holder
<input type="checkbox"/>	1 pair black shoes, plain toe (or boots)	<input type="checkbox"/>	4 leather keepers
<input type="checkbox"/>	1 pair black gloves (Officer to choose weight)	<input type="checkbox"/>	1 bullet resistant vest
<input type="checkbox"/>	1 black reversible vinyl raincoat	<input type="checkbox"/>	1 latex glove holder
<input type="checkbox"/>	1 plastic cap cover	<input type="checkbox"/>	1 radio holder
<input type="checkbox"/>	1 tie, navy blue	<input type="checkbox"/>	2 name tags
<input type="checkbox"/>	1 pants belt, black	<input type="checkbox"/>	1 ASP
<input type="checkbox"/>	1 gun belt, black basket weave	<input type="checkbox"/>	1 ASP scabbard
<input type="checkbox"/>	1 gun holster	<input type="checkbox"/>	1 duty weapon light
<input type="checkbox"/>	1 patrol bag	<input type="checkbox"/>	1 hi-viz traffic vest
<input type="checkbox"/>	1 tourniquet	<input type="checkbox"/>	

\* Leather jacket may be ordered. Officer must pay difference between nylon and leather jacket.

Note: Sweater and dark blue turtlenecks are optional and may be purchased by Officer.

## **Uniform Specifications.pdf**

## **Uniform Required.pdf**

**City of St. Anthony**  
**Police Department**

## Uniform Required Items

All Officers will be issued the below items, and are required to maintain the following items in serviceable condition, in the amounts shown.

UNIFORM REQUIRED ITEMS		UNIFORM REQUIRED ITEMS	
<input type="checkbox"/>	2 dark blue, long sleeve shirts	<input type="checkbox"/>	1 magazine case
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<input type="checkbox"/>	1 black reversible vinyl raincoat	<input type="checkbox"/>	1 latex glove holder
<input type="checkbox"/>	1 plastic cap cover	<input type="checkbox"/>	1 radio holder
<input type="checkbox"/>	1 tie, navy blue	<input type="checkbox"/>	2 name tags
<input type="checkbox"/>	1 pants belt, black	<input type="checkbox"/>	1 ASP
<input type="checkbox"/>	1 gun belt, black basket weave	<input type="checkbox"/>	1 ASP scabbard
<input type="checkbox"/>	1 gun holster	<input type="checkbox"/>	1 duty weapon light
<input type="checkbox"/>	1 patrol bag	<input type="checkbox"/>	
<input type="checkbox"/>	1 tourniquet	<input type="checkbox"/>	

\* Leather jacket may be ordered. Officer must pay difference between nylon and leather jacket.

Note: Sweater and dark blue turtle necks are optional and may be purchased by Officer.

**MN Public Assembly-First  
Amendment Rights Model Policy .pdf**

## **Public Assembly and First Amendment Activity**

References:

Minn. Rules 6700.1615

[First Amendment US Constitution](#)

[Minnesota Constitution](#)

[609.705. Unlawful Assembly](#)

[609.71](#) Riot

[609. 066](#) Authorized Use of Force by Peace Officers

[609.06](#) Authorized Use of Force

### **1) PURPOSE**

The First Amendment to the Constitution of the United States of America states, "Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof, or abridging the freedom of speech or of the press, or the right of the people peaceably to assemble and to petition the Government for a redress of grievances."

The Bill of Rights in Article 1 of the [Minnesota Constitution](#) addresses the rights of free speech and the liberty of the press. However, neither the state nor federal constitutions protect criminal activity or threats against citizens, businesses, or critical infrastructure.

The [\(law enforcement agency\)](#) supports all people's fundamental right to peaceably assemble and their right to freedom of speech and expression.

The purpose of this policy is to provide guidelines to the [\(law enforcement agency\)](#) personnel regarding the application and operation of acceptable law enforcement actions addressing public assemblies and First Amendment Activity.

### **2) POLICY**

The [\(law enforcement agency\)](#) will uphold the constitutional rights of free speech and assembly while using the minimum use of physical force and authority required to address a crowd management or crowd control issue.

The policy of the [\(law enforcement agency\)](#) ("department") regarding crowd management and crowd control is to apply the appropriate level of direction and control to protect life, property, and vital facilities while maintaining public peace and order during a public assembly or First Amendment activity. Department personnel must not harass, intimidate, or discriminate against or unreasonably interfere with persons engaged in the lawful exercise of their rights.

This policy concerning crowd management, crowd control, crowd dispersal, and police responses to violence and disorder applies to spontaneous demonstrations, crowd event situations, and planned demonstration or crowd events regardless of the permit status of

the event.

This policy is to be reviewed annually.

### 3) DEFINITIONS

- A. Chemical Agent Munitions: Munitions designed to deliver chemical agents from a launcher or hand thrown.
- B. Control Holds: Control holds are soft empty hand control techniques as they do not involve striking.
- C. Crowd Management: Techniques used to manage lawful public assemblies before, during, and after an event. Crowd management can be accomplished in part through coordination with event planners and group leaders, permit monitoring, and past event critiques.
- D. Crowd Control: Techniques used to address unlawful public assemblies.
- E. Deadly Force: Force used by an officer that the officer knows, or reasonably should know, creates a substantial risk of causing death or great bodily harm.  
(Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- F. Direct Fired Munitions: Less-lethal impact munitions that are designed to be direct fired at a specific target.
- G. First Amendment Activities: First Amendment activities include all forms of speech and expressive conduct used to convey ideas and/or information, express grievances, or otherwise communicate with others and include both verbal and non-verbal expression. Common First Amendment activities include, but are not limited to, speeches, demonstrations, vigils, picketing, distribution of literature, displaying banners or signs, street theater, and other artistic forms of expression. All these activities involve the freedom of speech, association, and assembly and the right to petition the government, as guaranteed by the United States Constitution and the [Minnesota State Constitution](#).

The government may impose reasonable restrictions on the time, place, or manner of protected speech, provided the restrictions are justified without reference to the content of the regulated speech, that they are narrowly tailored to serve a significant governmental interest, and that they leave open ample alternative channels for communication of the information.

- H. Great Bodily Harm: 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. (Reference: (law enforcement agency's) Use of Force Policy, MN Statutes [609.06](#) and [609. 066](#))
- I. Legal Observers – Individuals, usually representatives of civilian human rights agencies, who attend public demonstrations, protests and other activities. The following may be indicia of a legal observer: Wearing a green National Lawyers' Guild issued or authorized Legal Observer hat and/or vest (a green NLG hat and/or black vest with green labels) or wearing a blue ACLU issued or authorized legal observer vest.
- J. Less-lethal Impact Munitions. Impact munitions which can be fired, launched, or



otherwise propelled for the purpose of encouraging compliance, overcoming resistance or preventing serious injury without posing significant potential of causing death.

- K. **Media:** Media means any person who is an employee, agent, or independent contractor of any newspaper, magazine or other periodical, book publisher, news agency, wire service, radio or television station or network, cable or satellite station or network, or audio or audiovisual production company, or any entity that is in the regular business of news gathering and disseminating news or information to the public by any means, including, but not limited to, print, broadcast, photographic, mechanical, internet, or electronic distribution. For purposes of this policy, the following are indicia of being a member of the media: visual identification as a member of the press, such as by displaying a professional or authorized press pass or wearing a professional or authorized press badge or some distinctive clothing that identifies the wearer as a member of the press.

#### 4) Law Enforcement Procedures

- A. **Uniform:** All officers responding to public assemblies must at all times, including when wearing protective gear, display their agency name and a unique personal identifier in compliance with this department's uniform policy. The chief law enforcement officer must maintain a record of any officer(s) at the scene who is not in compliance with this requirement due to exigent circumstances.
- B. **Officer conduct:**
1. Officers shall avoid negative verbal engagement with members of the crowd. Verbal abuse against officers does not constitute a reason for an arrest or for any use of force against such individuals.
  2. Officers must maintain professional demeanor and remain neutral in word and deed despite unlawful or anti-social behavior on the part of crowd members.
  3. Officers must not take action or fail to take action based on the opinions being expressed.
  4. Officers must not interfere with the rights of members of the public to observe and document police conduct via video, photographs, or other methods unless doing so interferes with on-going police activity.
  5. Officers must not use a weapon or munition unless the officer has been trained in the use and qualified in deployment of the weapon/munition.
  6. This policy does not preclude officers from taking appropriate action to direct crowd and vehicular movement; enforce ordinances and statutes; and to maintain the safety of the crowd, the general public, law enforcement personnel, and emergency personnel.

#### 5. Responses to Crowd Situations

- A. **Lawful assembly.** Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting and

loitering.

## **B. Unlawful assembly**

1. The definition of an unlawful assembly has been set forth in Minnesota Statute [§609.705](#).
2. The mere failure to obtain a permit, such as a parade permit or sound permit, is not a sufficient basis to declare an unlawful assembly
3. The fact that some of the demonstrators or organizing groups have engaged in violent or unlawful acts on prior occasions or demonstrations is not grounds for declaring an assembly unlawful.
4. Whenever possible, the unlawful behavior of a few participants must not result in the majority of peaceful protestors being deprived of their First Amendment rights, unless other participants or officers are threatened with dangerous circumstances.
5. Unless emergency or dangerous circumstances prevent negotiation, crowd dispersal techniques must not be initiated until after attempts have been made through contacts with the police liaisons and demonstration or crowd event leaders to negotiate a resolution of the situation so that the unlawful activity will cease, and the First Amendment activity can continue.

## **C. Declaration of Unlawful Assembly**

1. If the on-scene supervisor/incident commander has declared an unlawful assembly, the reasons for the declaration and the names of the decision maker(s) must be recorded. The declaration and dispersal order must be announced to the assembly. The name(s) of the officers announcing the declaration should be recorded, with the time(s) and date(s) documented.
2. The dispersal order must include:
  - a) Name, rank of person, and agency giving the order
  - b) Declaration of Unlawful Assembly and reason(s) for declaration
  - c) Egress or escape routes that may be used
  - d) Specific consequences of failure to comply with dispersal order
  - e) How long the group has to comply
3. Whenever possible, dispersal orders should also be given in other languages that are appropriate for the audience. Officers must recognize that not all crowd members may be fluent in the language(s) used in the dispersal order.
4. Dispersal announcements must be made in a manner that will ensure that they are audible over a sufficient area. Dispersal announcements must be made from different locations when the demonstration is large and noisy. The dispersal announcements should be repeated after commencement of the dispersal operation so that persons not present at the original broadcast will understand that they must leave the area. The announcements must also specify adequate egress or escape routes. Whenever possible, a minimum of two escape/egress routes shall be identified and announced.

## **D. Crowd Dispersal**

1. Crowd dispersal techniques should not be initiated until officers have made repeated announcements to the crowd, or are aware that repeated announcements

- have been made, asking members of the crowd to voluntarily disperse, and informing them that, if they do not disperse, they will be subject to arrest.
2. Unless an immediate risk to public safety exists or significant property damage is occurring, sufficient time will be allowed for a crowd to comply with officer commands before action is taken.
  3. If negotiations and verbal announcements to disperse do not result in voluntary movement of the crowd, officers may employ additional crowd dispersal tactics, but only after orders from the on-scene supervisor/incident commander. The use of these crowd dispersal tactics shall be consistent with the department policy of using the minimal officer intervention needed to address a crowd management or control issue.
  4. If, after a crowd disperses pursuant to a declaration of unlawful assembly and subsequently participants assemble at a different geographic location where the participants are engaged in non-violent and lawful First Amendment activity, such an assembly cannot be dispersed unless it has been determined that it is an unlawful assembly, and a new declaration of unlawful assembly has been made.

## **6. Tactics and Weapons to Disperse or Control a Non-Compliant Crowd**

Nothing in this policy prohibits officers' abilities to use appropriate force options to defend themselves or others as defined in the (law enforcement agency's) Use of Force policy.

### **A. Use of Batons**

1. Batons must not be used for crowd control, crowd containment, or crowd dispersal except as specified below.
2. Batons may be visibly displayed and held in a ready position during squad or platoon formations.
3. When reasonably necessary for protection of the officers or to disperse individuals in the crowd pursuant to the procedures of this policy, batons may be used in a pushing, pulling, or jabbing motion. Baton jabs must not be used indiscriminately against a crowd or group of persons but only against individuals who are physically aggressive or actively resisting arrest. Baton jabs should not be used in a crowd control situation against an individual who is attempting to comply but is physically unable to disperse or move because of the press of the crowd or some other fixed obstacle.
4. Officers must not strike a person with any baton to the head, neck, throat, kidneys, spine, or groin, or jab with force to the armpit unless the person has created an imminent threat of great bodily harm to another.
5. Batons shall not be used against a person who is handcuffed except when permissible under this department's Use of Force policy and state law.

### **B. Restrictions on Crowd Control and Crowd Dispersal**

1. Canines. Canines must not be used for crowd control, crowd containment, or crowd dispersal.
2. Fire Hoses. Fire hoses must not be used for crowd control, crowd containment, or crowd dispersal.
3. Electronic Control Weapons (ECWs) must not be used for crowd control, crowd

containment, or crowd dispersal.

4. Motorcycles and police vehicles must not be used for crowd dispersal, but may be used for purposes of observation, visible deterrence, traffic control, transportation, and area control during a crowd event.
5. Skip Fired Specialty Impact Less-Lethal Munitions (Wooden Dowels and Stinger Grenades) may be used as a last resort if other crowd dispersal techniques have failed or have been deemed ineffective.
6. Direct Fired munitions may never be used indiscriminately against a crowd or group of persons even if some members of the crowd or group are violent or disruptive.
  - a) Except for exigent circumstances, the on-scene supervisor/incident commander must authorize the deployment of Direct Fired munitions. Direct Fired munitions must be used only against a specific individual who is engaging in conduct that poses an immediate threat of loss of life or serious bodily injury to them self, officers, or the general public; or is creating an imminent risk to the lives or safety of other persons through the substantial destruction of property.
  - b) Officers shall not discharge a Direct Fired munitions at a person's head, neck, throat, face, left armpit, spine, kidneys, or groin unless deadly force would be justified.
  - c) When circumstances permit, the on-scene supervisor/incident commander must make an attempt to accomplish the policing goal without the use of Direct Fired munitions as described above, and, if practical, an audible warning shall be given to the subject before deployment of the weapon.
7. Aerosol Hand-held Chemical Agents must not be used in a demonstration or crowd situation or other civil disorders without the approval of the on-scene supervisor/incident commander.
  - a) Aerosol, hand-held, pressurized, containerized chemical agents that emit a stream shall not be used for crowd management, crowd control, or crowd dispersal during demonstrations or crowd events. Aerosol hand-held chemical agents may not be used indiscriminately against a crowd or group of persons, but only against specific individuals who are engaged in specific acts of serious unlawful conduct or who are actively resisting arrest.
  - b) Officers shall use the minimum amount of the chemical agent necessary to overcome the subject's resistance.
  - c) When possible, persons should be removed quickly from any area where hand held chemical agents have been used. Officers must monitor the subject and pay particular attention to the subject's ability to breathe following the application of a chemical agent.
  - d) A subject who has been sprayed with a hand-held chemical agent shall not be left lying on their stomach once handcuffed or restrained with any device.
9. Chemical munitions use in a crowd situation is subject to the following:
  - a) Chemical munitions must be used only when:
    - 1) a threat of imminent harm or serious property damage is present, or

other crowd dispersal techniques have failed or did not accomplish the policing goal as determined by the incident commander,

- 2) sufficient egress to safely allow the crowd to disperse exists, and
  - 3) The use of chemical munitions is approved by the on-scene supervisor/incident commander, and
- b) When feasible, additional announcements should be made prior to the use of chemical munitions in a crowd situation warning of the imminent use of chemical munitions.
  - c) Deployment of chemical munitions into a crowd must be avoided to prevent unnecessary injuries.
  - d) CN chemical munitions are prohibited.
  - e) The use of each chemical munition must be recorded (time, location), and the following information must be made available by the department on request :
    - 1) the name of each chemical munition used in an incident,
    - 2) the location and time of use for each munition deployment,
    - 3) access to the safety data sheet (SDS) for chemical munition
  - f) Where extensive use of chemical munitions would reasonably be anticipated to impact nearby residents or businesses, agencies should consider proactively notifying impacted individuals of safety information related to the munitions use as soon as possible, even if after the event.
  - g) When chemical munitions are used, an emergency responder will be on standby at a safe distance near the target area when feasible.
  - h) Chemical munitions are subject to the same procedural requirements as outlined in the (law enforcement department)'s UOF policy.

## **C. Arrests**

1. If the crowd has failed to disperse after the required announcements and sufficient time to disperse, officers may encircle the crowd or a portion of the crowd for purposes of making multiple simultaneous arrests.
2. Persons who make it clear (e.g., by non-violent civil disobedience) that they seek to be arrested may be arrested and must not be subjected to other dispersal techniques, such as the use of batons or chemical agents. Persons refusing to comply with arrest procedures may be subject to the reasonable use of force.
3. Arrests of non-violent persons shall be accomplished by verbal commands and persuasion, handcuffing, lifting, carrying, the use of dollies and/or stretchers, and/or the use of soft empty hand control holds.
4. Officers must document any injuries reported by an arrestee, and as soon as practical, officers must obtain professional medical treatment for the arrestee.
5. Juveniles arrested in demonstrations shall be handled consistent with department policy on arrest, transportation, and detention of juveniles.
6. Officers arresting a person with a disability affecting mobility or communication must follow the department policy on arrest, transportation, and detention of persons with disabilities.

## **6. Handcuffs**

- A. All persons subject to arrest during a demonstration or crowd event shall be handcuffed in accordance with department policy, orders, and training bulletins.
- B. Officers should be cognizant that flex-cuffs may tighten when arrestees hands swell or move, sometimes simply in response to pain from the cuffs themselves. When arrestees complain of pain from overly tight flex cuffs, officers must examine the cuffs and ensure proper fit.
- C. Arrestees in flex-cuffs must be monitored to prevent injury.
- D. Each unit involved in detention and/or transportation of arrestees with flex-cuffs should have a flex-cuff cutter and adequate supplies of extra flex-cuffs readily available.

## **7. Media.**

- A. The media have a First Amendment right to cover public activity, including the right to record video or film, livestream, photograph, or use other mediums.
- B. The media must not be restricted to an identified area, and must be permitted to observe and must be permitted close enough access to view the crowd event and any arrests. An onsite supervisor/incident commander may identify an area where media may choose to assemble.
- C. Officers will not arrest members of the media unless they are physically obstructing lawful efforts to disperse the crowd, or efforts to arrest participants, or engaged in criminal activity.
- D. The media must not be targeted for dispersal or enforcement action because of their media status.
- E. Even after a dispersal order has been given, clearly identified media must be permitted to carry out their professional duties unless their presence would unduly interfere with the enforcement action.

## **8. Legal Observers**

- A. Legal observers, including unaffiliated self-identified legal observers and crowd monitors, do not have the same legal status as the media, and are subject to laws and orders similar to any other person or citizen.
- B. Legal observers and monitors must comply with all dispersal orders unless the on-site supervisor/incident commander chooses to allow such an individual legal observers and monitors to remain in an area after a dispersal order.
- C. Legal observers and crowd monitors must not be targeted for dispersal or enforcement action because of their status.

## **9. Documentation of Public Assembly and First Amendment Activity**

- A. The purpose of any visual documentation by (law enforcement agency) of a public assembly or first amendment activity must be related only to:
  - 1) Documentation of the event for the purposes of debriefing,
  - 2) Documentation to establish a visual record for the purposes of responding to citizen complaints or legal challenges, or
  - 3) Creating visual records for training purposes.

- B. If it is the policy of (law enforcement agency) to videotape and photograph, it must be done in a manner that minimizes interference with people lawfully participating in First Amendment activities. Videotaping and photographing of First Amendment activities must take place only when authorized by the on-site supervisor/incident commander.
  - C. Individuals should not be singled out for photographing or recording simply because they appear to be leaders, organizers, or speakers.
  - D. Unless evidence of criminal activity is provided, videos or photographs of demonstrations shall not be disseminated to other government agencies, including federal, state, and local law enforcement agencies. If videos or photographs are disseminated or shared with another law enforcement agency, a record should be created and maintained noting the date and recipient of the information.
  - E. If there are no pending criminal prosecutions arising from the demonstration or if the video recording or photographing is not relevant to an Internal Affairs or citizen complaint investigation or proceedings or to civil litigation arising from police conduct at the demonstration, the video recording and/or photographs shall be destroyed in accordance with department policies.
  - F. This directive shall not prohibit department members from using these videos or footage from such videos as part of training materials for officers in crowd control and crowd dispersal techniques and procedures.
-

## **Equipment Sheet 2023.pdf**



**City of St. Anthony**  
*Police Department*  
**Officer/CSO/Cadet Property-Equipment Sheet**

SERIAL NUMBER/ IDENTIFYING NUMBER	ITEM DESCRIPTION	QUANTITY ISSUED
	BREAST BADGE (REQUIRED IDENTIFYING NUMBER)	
	HAT BADGE	
	IDENTIFICATION CARD	
	AMMUNITION WITH QUANTITY	
	CHEMICAL AGENT	
	DEPARTMENT ISSUED KEYS	
	DEPARTMENT KEY CARD/FOB	
	PORTABLE RADIO (SERIAL # REQUIRED)	
	PORTABLE RADIO CHARGER	
	BODY WORN CAMERA (SERIAL # REQUIRED)	
	DEPARTMENT ISSUED HANDGUN (Make, Model, Serial # Required)	
	DEPARTMENT ISSUED CELL PHONE	
Print Name of Receiving Officer/CSO	Signature of Receiving Officer/CSO	Date Received
Print Name of Supervisor	Signature of Supervisor	Date Received
Print Name of Returning Officer/CSO	Signature of Returning Officer	Date Returned
Print Name of Supervisor	Signature of Supervisor	Date Returned
<small>I ACKNOWLEDGE RECEIPT AND RESPONSIBILITY FOR ITEM(S) SHOWN IN "QUANTITY ISSUED" COLUMN (WHICH WILL BE RETURNED ON DATE SPECIFIED ABOVE, IF ITEM IS ON LOAN).</small>		<b>Policy 700.2-Documentation of Issued Department Property</b> All property issued (not to include uniforms and duty gear - see Uniform Regulations Policy) shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the Department, all issued equipment shall be returned and documentation of the return signed by a supervisor. Property sheet or equipment log shall be retained in the members employment file.
<small>*NOTE: ANY CHANGE TO ENTRIES MUST CONTAIN INITIALS OF RECIPIENT AND DATE CHANGE MADE.</small>		

## **SAPD Retention Schedule.pdf**

Classification	Definition	Retention
AOA	Footage captured while assisting other agency that may contain evidence	120 days
Arrest	Custodial arrest – No documented Use of Force	2 years
Discharge Firearm	Discharge Firearm per 626.553 Subd 2. Not included in Arrest Incident	1 year
Use of Force	Any Documented Use of Force	7 years
Formal Complaint	PRS data related to a formal complaint	7 years
Response	Response to CFS that does not result in any other classification	90 days
Interview/Investigative	Interview or incident captured on PRS that does not result in any classification	180 days
Test/Accidental Activation	System check at beginning of duty tour / accidental activation	90 days
Traffic Citation/Warn	Traffic stop resulting in citation/warn	1 year
Training	Event that could assist in department training	Manual
Data Subject Request	PRS data requested to be held by subject of data	180 days (subject to be notified before data is deleted)

Saint Anthony	
Classification Tag	Retention
AOA	120
Arrest	730
Data subject request	180
Discharge Firearm	365
Formal Complaint	2555
Interview	180
Investigative	180
Response	90
Test	90
Traffic	365
Training (burn for manual retention)	90
Use of Force	2555

(default retention time)

90

## **Employee Resource Guide-2021.pdf**



City of St. Anthony Village  
3301 Silver Lake Road  
St. Anthony, Minnesota 55418

# Employee RESOURCE GUIDE

*This Employee Resource Guide  
provides you with an overview  
of the City's guidelines,  
requirements and expectations.*

*Your success will result from  
supporting the City and your co-  
workers in a team environment  
of respect, trust and openness.*

S.E.R.V.I.C.E. — the St. Anthony Way

Supportive | Effective | Responsible | Visionary  
Innovative | Courteous | Exemplary



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## Introduction

### WELCOME TO THE CITY OF ST. ANTHONY!

As the City Manager, it is important to me that each of you understands the value placed on your individual contributions and those of your team. That is why I am pleased to welcome you to our organization.

Our success, like the success of any business, depends to a great degree on the level of teamwork and cooperation of all members. Each individual, through effective teamwork and a cooperative attitude, contributes to the growth and development of his or her organization and to his or her own progress as well. Your attitude and efforts contribute much toward achieving our goals of making St. Anthony a wonderful place to work, live and play.

On behalf of the entire supervisory/management team, I offer our “open door policy.” Without challenge to our current policies and processes, we will not move forward. We welcome your input, ideas, suggestions for improvement, and feedback on any issue, process, or procedure within our city. You are encouraged to be creative in your thinking and to share your ideas on how we might improve all aspects of our operation.

This Employee Resource Guide summarizes many current city policies and guidelines. Additional information about these and other policies can be found via computer at “shared file” or through your department head. Please read this guide carefully and keep it as a reference. Since no handbook or guide can provide all the details on any given subject, please consult your supervisor/department head with any questions you may have.

Again, I welcome you to the City of St. Anthony and look forward to working with you.

Sincerely,

*Charlie Yunker*

Interim City Manager

## GENERAL INFORMATION / AT-WILL EMPLOYMENT

This Employee Resource Guide (“Guide”) provides you with an overview of the City’s guidelines, requirements and expectations. Your success will result from supporting the City and your co-workers in a team environment of respect, trust and openness. At the discretion of the management, there are expectations, policies and guidelines, which we expect you to understand and follow.

The Guide provides information to you to be used as a guideline in helping you to become acquainted with city employment. **It is not, and should not be considered, an employment contract.** As will be discussed later, your continued employment, and the conditions of that employment, is solely within the City's discretion. Your employment is considered to be at-will, which means that you or the City may choose to terminate the employment relationship at any time for any reason, subject to limitations as imposed by law.

This Guide summarizes major policies and programs related to your employment. Additional information about many of these policies and programs is available on the City’s Web Site under “City Code” Chapter 3 or from your supervisor or from the Administration Department. The City of St. Anthony reserves the right to unilaterally modify these policies and guidelines at any time.

This Employee Resource Guide supersedes all prior guidebooks, handbooks and previously issued policies.

Except as otherwise provided, this Employee Resource Guide applies to all employees of the City of St. Anthony, except the following:

All elected officials;

Members of City boards, commissions and committees

Volunteer Personnel

Consultants

Emergency employees

Any employee whose position is included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act shall be exempt from any provision in the Employee Resource Guide that is not consistent with the terms of such agreement.

If you have any questions about any of the policies or procedures outlined in this guide or any other items, please talk with your supervisor or the City Manager.



## EMPLOYEE NOTICE

The purpose of this Employee Resource Guide is to provide a general resource of the City of St. Anthony policies and procedures pertaining to conditions of employment. The personnel policies and procedures included in this Resource Guide serve as an information guide to help employees become better informed and to make their experience with the City more rewarding.

The rules should not be construed as a contractual agreement, but rather as applied in accordance with the following personnel policies of the City:

- Fair and competitive conditions of employment will be established and maintained to promote efficiency and economy in the operation of the City government. Employees covered by these policies will be subject to satisfactory compliance with these policies and other workplace rules, safety rules, and departmental policies.
- Some employees of the City are represented by a union. The provisions of any labor agreement between the City and a certified representative of City employees, which directly modify or abridge any of these rules, will prevail.
- A probationary employee may be reassigned, demoted, or discharged summarily at the sole discretion of the City. It is the responsibility of management to inform employees of their responsibilities and duties in matters of personnel and operational policies.

Employees subject to these policies are responsible for complying with and carrying out the provisions stated forth in the Employee Handbook. Any employee who fails to comply with any of these provisions shall be subject to disciplinary action in a form that the City deems appropriate, up to and including dismissal from employment.

## WAGE DISCLOSURE PROTECTION LAW

Under the Minnesota Wage Disclosure Protection law, you have the right to tell any person the amount of your own wages. Your employer cannot retaliate against you for disclosing your own wages. Your remedies under the Wage Disclosure Protection law are to bring a civil action against your employer and/or file a complaint with the Minnesota Department of Labor and Industry at (651) 284-5070 or 1-800-342-5354.

## SCOPE

This Employee Resource Guide contains general statements of policy and information for both supervisors and employees. This Resource Guide also applies to union employees to the extent that it does not conflict with the collective bargaining agreement or contain changes to mandatory subjects of bargaining. Union employees are encouraged to consult their collective bargaining agreement first for information about their employment conditions.

If a personnel policy is held invalid by judicial or legislative action, the remainder of these policies will not be affected.

## **NOT AN EMPLOYMENT CONTRACT**

This Employee Resource Guide is intended to provide an overview of citywide policies and procedures.

No attempt has been made to address all possible work situations or to identify every possible situation. Departments may also maintain separate department policies and procedures. The Resource Guide will be maintained on the City's intranet or other communication deemed suitable by the City Manager. The policies in this Resource Guide are for informational purposes only and are not intended to create a contract of employment. They may be amended, repealed, or modified at any time by the City.

Except as modified by a collective bargaining agreement, your employment with the City is "at will" and may be terminated at any time by either you or the City.

## **POLICY AMENDMENTS**

The City Council will approve all future policies that are not currently addressed in the employee handbook through the adoption of a resolution.

The City Manager will be granted the authority to revise or modify any existing policies in the employee handbook that are deemed necessary due to changes in City operations or modifications to federal or state laws.

The City Manager may from time to time direct staff to prepare a new or revised policy. These will be reviewed by the Department Heads at the discretion of the City Manager. When a new or revised policy is approved by the City Council or City Manager, the designee will document the amendment, and it will become part of the employee resource guide.

## **CITY MANAGER'S AUTHORITY**

Per Minnesota State Statutes 412.651, direct responsibility for personnel administration (including hiring and firing employees) rests with the City Manager. The City Council establishes basic policies and exercises general oversight for administrative activities. The law prohibits the council as a whole or any of the individual councilmember's from interfering with the manager's prerogative to hire employees. It also prohibits any individual councilmember from attempting to deal with or control any administrative person who is subordinate to the manager. Instead, the council must exert all of its controls through the manager. This provision, however, does not prohibit individual councilmember's from obtaining information pertaining to city business from employees other than the manager.

## **DATA PRACTICES ADVISORY**

During the course of City employment, an employee will likely be asked to provide information that is classified by state law as either private or confidential. Private data is information that generally cannot be given to the public but can be given to the subject of the data.

Confidential data is information that generally cannot be given either to the public or to the subject of the data.

The requested information will be used to evaluate the employee's job performance, eligibility and abilities. The information provided by the employee may be used in performance evaluations, determinations regarding merit pay, applications for employment, and other matters that involve a review of the employee's personnel file and past performance. If the employee provides false, incomplete, or misleading information, the employee may be subject to discipline. Unless the employee is told otherwise, he or she is required to provide this information or may face disciplinary action.

Those authorized by law to receive information in the employee's personnel file include, but are not limited to, the following persons or entities:

- Employees, agents, and officials of the City who have a need to know about the information in the course of their duties or responsibilities;
- Peace Officers Discipline Procedure Act-MN Statute 626.89
- The person who is the subject of the private data;
- People who have permission from the subject of the data;
- The Internal Revenue Service, Minnesota Department of Revenue, Public Employees Retirement Association, or other applicable pension system, and the Immigration and Naturalization Service;
- The Minnesota Department of Economic Security in any claim for re-employment benefits;
- The Workers' Compensation Court in any claim for workers' compensation benefits;
- Various insurance companies in any claim for insurance benefits;
- Individuals who have obtained a court order for the information;
- Participants in any litigation, mediation, veterans' preference hearing, arbitration, or other administrative proceeding that involves the employee; and
- Labor organizations and the Bureau of Mediation Services.

If litigation arises, the information may be provided in documents filed with the court and are available to any member of the public. If reasonably necessary to discuss the information at a City Council meeting, it will be available to members of the public.

To the extent that some of this information is part of the basis for a final decision on disciplinary action, that information is available to any member of the public.

## **MINNESOTA PERSONNEL RECORD REVIEW AND ACCESS ACT**

Effective January 1, 2008, the Minnesota Personnel Record Review and Access Act provides the following rights and remedies to employees regarding their personnel files:

- Employees have a right to review their file, upon a written request made in good faith, once every six months while employed.
- After termination, employees may review their records once annually for as long as the City maintains the record.
- The City must comply with an employee's written request to review his or her file within seven work days from date of request.
- After the review, the employee may request in writing a copy of the record at no charge to the employee.
- If the employee disputes information contained in the record and the City does not agree to remove or revise the disputed information, the employee may submit a written statement of up to five pages explaining the employee's position. This statement will be included in the personnel file for as long as the City maintains it.
- If the City violates the statute, employees may bring a civil action to compel compliance and/or actual damages and costs.

The City may not retaliate against employees for asserting rights or remedies under the statute. If the City unlawfully retaliates against an employee, the employee may bring a civil action to compel compliance and for actual damages, back pay, reinstatement, equitable relief, and attorney fees.

## **ADMINISTRATION OF EMPLOYEE RESOURCE GUIDE**

The City Manager is authorized and directed to administer the resource guide. The City Manager may issue administrative directives and instructions, consistent with this handbook, as necessary to explain and clarify the provisions and to facilitate their use. The City Manager may designate an assistant to aid in the administration of this document and to perform, under supervision, any other functions which the City Manager is authorized to perform. In exercising these duties, the City Manager may delegate to Department Heads and supervisors the power and duty to act on personnel matters within their respective areas in accordance with the directives, guidelines, and instructions given.

## **COLLECTIVE BARGAINING AGREEMENTS**

Any employee whose position is included in a collective bargaining agreement entered into in accordance with the Public Employment Labor Relations Act shall be exempt from any provision in the employee resource guide that is not consistent with the terms of such agreement.

## STATE, FEDERAL, LOCAL LEGISLATION

No provision of this Employee Resource Guide is intended to violate, supersede, or conflict with any applicable constitution, statute, or Federal law or regulation; any provision of civil service rules; or a collective bargaining agreement in effect between the City and its employees. To the extent of any such conflict or violation, the offending provision of this handbook should be void but all remaining provisions of this document shall remain in effect.

## CITY PHILOSOPHY

The City of St. Anthony's organizational philosophy is: "S.E.R.V.I.C.E. – The St. Anthony Way"

S.E.R.V.I.C.E. is an acronym for the values of: Supportive, Effective, Responsible, Visionary, Innovative, Courteous, and Exemplary. Each of these basic values identifies specific behavioral characteristics that the City has identified as important in providing assistance to the residents of our community and the public in general. Those are:

- Supportive: Helpful, action oriented, non-bureaucratic
- Effective: Competent, productive, skilled,
- Responsive: Dependable, accountable, customer-oriented
- Visionary: Anticipate problems, future oriented, plan ahead
- Innovative: Creative, inventive, knowledgeable
- Courteous: Professional, approachable, sensitive
- Exemplary: Ethical, honest, sound character

The purpose of this philosophy is to identify key values that St. Anthony employees strive to demonstrate. In addition, this philosophy allows us to establish a consistent set of organizational values to guide employees' behavior toward residents and other employees, establish criteria for evaluation of employee behavior, establish occasions to celebrate when people do things consistent with the values outlined in the philosophy, and to establish expectations of citizens as related to service delivery and consistency of service.

We understand that it can be difficult for a new employee to quickly learn all aspects of their new job. The organizational philosophy should assist employees in making decisions when they don't have an answer and are not able to find someone right away to help them. If employees rely on the City's S.E.R.V.I.C.E. philosophy to guide their actions and decisions, they will make the right choice.

Each workgroup may develop its own S.E.R.V.I.C.E. Value Statements that further define how the workgroup will conduct its duties in order to act in accordance with the City's S.E.R.V.I.C.E. philosophy.

# Employment Guidelines, Policies and General Information

## **EQUAL OPPORTUNITY EMPLOYER**

The City of St. Anthony is committed to ensuring Equal Opportunity for all applicants and employees and taking affirmative action in pursuit of a culturally diverse environment. Our belief is that responsible growth and business successes result from the maximization and enhancement of the skills and abilities of each and every employee.

All actions which relate to employment will be administered without regard to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, veteran status, age or any other protected category under local, state and federal law. These employment actions include such areas as recruitment, compensation, transfer, promotion, benefits, training, and termination.

We are committed to equal employment opportunity, affirmative action and diversity beliefs not merely because they are our legal obligation, but because of our firm conviction that equal opportunity makes good business sense and strengthens our relationship with the Community. Any employee who has questions should contact the City Manager.

## **ACCOMMODATIONS**

The City of St. Anthony does not discriminate on the basis of disability in employment practices. If you feel you may need a reasonable accommodation, as allowed for in the Americans with Disabilities Act (ADA), you should work directly with your department head and Human Resources.

## **AFFIRMATIVE ACTION**

The City of St. Anthony takes a strong position in its practices to provide equal opportunity to all employees and applicants for employment in accordance with all applicable Equal Employment Opportunity/Affirmative Action laws and to ensure that all employment practices are free of such discrimination.

The City of St. Anthony will not discriminate against or harass any employee because of race, color, creed, religion, national origin, gender, sexual orientation, age, disability, marital status, or status with regard to public assistance.

The City of St. Anthony will take affirmative action to ensure that all employment practices are free of such discrimination. Such employment practices include but are not limited to the following: hiring, upgrading, demotion, transfer, recruitment, recruitment advertising, selection, layoff, disciplinary action, termination, rates of pay, and selection for training including apprenticeship.

The City of St. Anthony will use its best efforts in resources of financial and human areas to achieve the goals of Equal Opportunity and Affirmative Action. The City of St. Anthony fully supports incorporation of non-discriminatory and Affirmative Action rules and regulations into contracts.

The City of St. Anthony has appointed the City Manager to oversee the Equal Employment Opportunities Program. Responsibilities include monitoring all Equal Employment Opportunity activities and reporting the effectiveness of the program as a requirement of federal, state, and local agencies. The City Manager of St. Anthony will receive and review reports of progress on this program. If any employee or applicant believes he/she has been discriminated against please contact the City Manager.



# PERSONNEL POLICY

## PURPOSE

It is the purpose of this Personnel Policy to establish a uniform and equitable system of municipal personnel administration for all employees of the City of St. Anthony. As such, it is in the best interest of the Community for the City to:

- Hire the most qualified of applicants will be recruited and selected for positions in the City's service. The City will adhere to and support recruitment and selections policies that insure equal employment opportunities and prohibit discrimination because of race, color, creed, religion, sex, national origin, marital status, age, and status with regard to public assistance, disability or other non-job related factors.
- Insure that just and equitable incentives and conditions of employment will be established and maintained to promote effectiveness and economy in the operation of City government.
- Classify and compensate positions having the same duties and responsibilities on a uniform basis.
- Promote and encourage good employee morale by consistently recognizing the rights and interests of employees while also considering the best interests of the public and City government.
- Assuring continued employment of employees based on and subject to proper conduct, the satisfactory performance of work, the availability of work and the availability of funds.

## DEFINITIONS

- Full Time Employee. An employee working at least hours per week who has successfully completed a required probationary period and serves in a position completely funded in the approved City budget for a given fiscal year, or in an approved position in the liquor operation.
- Part-Time Employee: An at-will employee working less than hours per week who has successfully completed the required probationary period (if applicable) and who is not eligible for benefits, other than those mandated by state or federal law.
- Permanent Part-time Employee: An employee who works at a minimum 32 hours per week and who has successfully completed a required probationary period, serving in a position completely funded in the approved City Budget for a given fiscal year, or an approved position in the liquor operation.

## SCOPE OF POLICY

This Policy applies to all employees of the City except for the following specific exceptions (Revised August 1, 2013):

- Officials elected by the people.
- Members of boards, commissions, and committees.

## **APPOINTMENTS**

All appointments to municipal service will be made by the City Manager on the basis of merit and fitness for the position.

A prospective employee will not be appointed to a position in which he or she would directly supervise or be supervised by an immediate family member. Immediate family member, for purposes of this section, include: spouse, parent, grandparents, brothers, sisters, children, grandchildren, aunts, uncles, nieces, nephews or spouses of any of the above.

If a change in an employee's job assignment or organization structure, results in a conflict with this policy, or a family member relationship negatively affects the operation of the City in any way, the City Manager will reassign one of the employees as soon as reasonably practical. The decision regarding who will be reassigned, and the nature of such reassignment, will depend upon the availability of positions for which the affected employees are qualified.

Upon the request of the City Manager or designee, the Police Department shall provide certain criminal history data contained in the Minnesota Criminal Justice Informational System and the Bureau of Criminal Apprehension. The data to be provided must only be about finalists for City positions of employment. The City Manager or designee must obtain the consent of the finalists before requesting the data, but an applicant's failure to provide consent will disqualify the applicant from the prospective position.

Pursuant to an authorized consent form, the City Manager or designee may obtain criminal history data on a person who has, may have, or seeks to have access to a child under Minnesota Statutes 299C.61 and who is employed by, volunteers with, or seeks to be employed by or volunteer with the City or with a children's service provider utilizing City parks, buildings, or facilities. These background checks shall be in accordance with Minnesota Statutes 299C.60 to 299C.64 known as "Minnesota Child Protection Background Check Act."

## **COMPENSATION**

An Employee Compensation Plan is adopted by the City Council and constitutes the official compensation plan for all positions in the municipal service, except where negotiated labor agreements take precedence. The City Council may amend the Employee Compensation Plan at any time that it deems necessary in the interest of good personnel administration as recommended by the City Manager. Employees will be compensated according to the pay plan established periodically by the City Council by resolution. Any wage or salary so established is the total compensation for employment, but will not be considered reimbursement for official travel or other expenses which may be allowed for the conduct of official business. Unless approved by the City

Manager, no employee will receive pay from the City in addition to the salary authorization for the position or positions to which he or she has been appointed.

**Part-Time Employees** Whenever an employee works for a period less than the regularly established number of hours a day, a week, or weeks a month, the amount paid shall bear a reasonable (but not necessarily proportional) relationship to the full-time rate for the position as the time actually worked bears to the time required for full-time service. Part-time employees are not entitled to Personal Time Off (PTO), holidays with pay, or any other benefits, other than those benefits required under federal or state law.

**Overtime** For all non-exempt employees (non-police personnel) as defined by the Fair Labor Standards Act (FLSA) forty (40) hours shall constitute a normal work week and all hours worked in excess of 40 hours shall be overtime and will be compensated for at one and one-half (1 ½) times the regular rate of pay. To the extent permitted by law, compensatory time off may be taken as approved by the Department Head in whole hour increments of not less than one hour at a time. All overtime work shall require the express, prior authorization from the City Manager or designee.

For all non-exempt police personnel, overtime is defined as all hours worked in excess of the scheduled shift shall be compensated for at one and one-half (1 ½) times the regular rate of pay. All overtime work shall require the express, prior authorization from the City Manager or designee.

For all non-exempt fire personnel, the work schedule shall average fifty-six (56) hours per week, three hours of which are compensated at one and one-half times (1½) the hourly rate in accordance with the Federal Fair Labor Standards Act.

**Pay Days** Employees will be paid every two weeks on alternate Fridays. When a holiday falls on a Friday pay day, employees will receive their paychecks on the preceding Thursday. When two-day holidays fall on the Friday pay-day, and the Thursday preceding the Friday pay-day, employees will receive their pay checks on the preceding Wednesday.

## **PERSONAL TIME OFF (PTO)**

Full-time employees shall earn personal time off (PTO) according to the following schedule:

<i>Years</i>	<i>Hours Accrued Per Year</i>
0 – 5 years	176 hours
5+ - 14 years	216 hours
15+	256 hours

Existing vacation and sick leave balances shall be converted to personal time off. Employees using earned personal time off shall be considered to be working for the purpose of accumulating additional personal time off (PTO).

**Usage** Personal time off (PTO) may be used as earned, subject to approval by the Department Head and City Manager of the time at which it may be taken.

In order to allow coordination of personal time off with family and medical leave, employees seeking to take personal time off may be required to provide enough information about the purpose about the purpose of the time off to allow a determination of whether the time will also qualify for Family and Medical Leave. If the personal time off also qualifies for family and medical leave, the employee must take both leaves simultaneously.

Employees may accrue up to 1,200 hours of personal time off as of December 31st of each year. Accrued personal time off in excess of that amount at the end of the year will be lost. Employees hired prior to January 1, 1988 are exempt from this provision.

**Terminal Leave** Any employee leaving municipal service in good standing after giving proper notice of such termination of employment, will be compensated for personal time off accrued and unused to the date of separation according to the schedule in Unused Personal time off Pay below.

**Waiver of Personal time off Prohibited** No employee is permitted to waive personal time off for the purpose of receiving double compensation.

**Procedure** To be eligible for personal time off with pay, an employee shall report as soon as possible to his or her Department Head the need to take personal time off and its estimated duration.

**Unused Personal time off Pay** Employees leaving City service in good standing and having given proper notice of termination shall be compensated for accrued and unpaid personal time off computed to the maximum allowed by the City's personnel policy up to the date of separation, according to the following schedule:

<i>Years</i>	<i>Accrued Hours Paid Out</i>
0 – 3 years of service	½ of personal time off accrued
3 + years	480 hours
4 + years	528 hours
5 + years	600 hours

Employees hired after January 1, 2013 and leaving City service in good standing after providing proper notice of termination shall be compensated for accrued and unpaid personal time off computed to the maximum allowed by the City's personnel policy up to the date of separation, according to the following schedule:

<i>Years</i>	<i>Accrued Hours Paid Out</i>
0 – 3 years of service	150 hours
3 to 10 years	300 hours
10 to 15 years	400 hours
15 to 20 years	500 hours
20 plus years	600 hours

*Donation of Personal time off to Employees with Serious Medical Problems* Employees may voluntarily donate personal time off time in hour increments, which can be converted to use by employees facing serious medical problems or extended time off due to serious medical problems and who have no accumulated personal time off time or compensatory time available. The use of this donated personal time off must be approved by the Department Head and the City Manager and will be converted to the received employee's paid hourly rate. This subdivision does not include temporary or seasonal positions or unionized employees who have a sick pool that is already established.

### **BONE MARROW DONATION LEAVE**

Minnesota Statute 181.945 provides that an employer must grant paid leaves of absence to an employee (who works an average of 20 or more hours per work) who seeks to undergo a medical procedure to donate bone marrow. The combined length of the leaves shall be determined by the employee, but may not exceed 40 work hours. The employer may require verification by a physician of the purpose and length of each requested leave by the employee to donate bone marrow. If there is a medical determination that the employee does not qualify as a bone marrow donor, the paid leave of absence granted to the employee prior to that medical determination is not forfeited.

### **RESIGNATION**

Any employee wishing to leave municipal service in good standing shall submit a written resignation to their Department Head or City Manager. Such written notices must indicate the effective date of the resignation and must be submitted at least 14 calendar days before such effective date. Failure to comply with this procedure may be considered cause for denying future employment by the City and denial of terminal leave benefits. Unauthorized absence from work for a period of three (3) working days may be considered as a resignation without benefits.

### **LAY OFFS**

After fourteen (14) calendar days prior to written notice, the City Manager may lay off any employee because of shortage of work or funds, the abolition of positions, or other reasons outside the employee's control which do not reflect discredit on the service of the employee. Except for abolition of positions, full-time employees shall not be laid off while there are probationary or temporary employees serving in the same position for which full time employee are qualified, eligible and available.

### **DISCIPLINE**

City employees shall be subject to disciplinary action for failing to fulfill their duties and responsibilities, including observance of work rules adopted by the City Council. It is the policy of the City to administer disciplinary penalties without discrimination. Every disciplinary action shall be for just cause and a permanent full-time employee may use the grievance procedure with respect

to any disciplinary action which he or she believes is either unjust or disproportionate to the offense committed.

### ***Disciplinary Actions Steps***

Except for severe infractions, disciplinary action against any permanent full-time employee shall be progressive and follow the steps listed below in numerical order:

1. ***Step One*** Oral Reprimand. Documentation of oral reprimands may be placed of an employee's personnel file.
2. ***Step Two*** Written Reprimand. A written reprimand shall state that the employee is being warned for misconduct; describe the misconduct; describe past actions taken by the supervisor to correct the problem; urge prompt correction of improvement by the employee; include timetables and goals for improvement when appropriate; and outline future penalties should the problem continue. The employee shall be given a copy of the reprimand and sign the original, acknowledging that he/she has received the reprimand. The signature of the employee does not mean that he/she agrees with the reprimand. The reprimand shall be placed in the employee's personnel file.
3. ***Step Three*** Suspension With / Without Pay. An immediate supervisor may suspend an employee with pay, pending approval of the City manager of a suspension without pay. The City Manager may suspend an employee without pay. Prior to the suspension without pay or as soon thereafter as possible, the employee shall be notified in writing of the reason for the suspension and its length. Upon the employee's return to work, he or she shall be given a written statement outlining further disciplinary actions should the misconduct continue. An employee may be suspended pending investigation of an allegation. A copy of each written statement shall be placed in the employee's personnel file, but if the suspension is for investigation and the allegation proves false, the statement shall be removed and the employee shall receive any compensation to which he or she would have been entitled to have the suspension not taken place.
4. ***Step Four*** Dismissal. The City Manager may dismiss any permanent employee for just cause after the employee is given a notice in writing at least five work days before the effective date of the dismissal.

### ***OTHER DISCIPLINARY ACTIONS***

The following other disciplinary actions may be taken against any employee after Steps 1 and 2 above have been followed:

1. Withholding a salary increase or decreasing the employee's salary. The employee shall be notified in writing of the action and the reasons for them. A copy of the notice shall be placed in the employee's personnel file. In no case shall an employee's salary be decreased below the minimum of the salary range of the class or below the applicable minimum wage.

## SEVERE INFRACTIONS

In the case of a severe infraction, at the supervisor's discretion, Steps 1 and 2 (oral and written warnings) may be omitted and the supervisor may implement Step 3 (suspension) immediately. Examples of severe infractions would include, but would not be limited to the following:

- Missing an entire day of work without notifying the supervisor.
- Walking off the job without reason and/or permission.
- Insubordination.
- Reporting to work under the influence of illegal drugs or alcohol.
- Theft or deliberate misuse of City property.
- Purposeful destruction of City property.
- Possession or sale of illegal or controlled substances.
- Violation of applicable law in any respect.
- Physical harassment or assault of a fellow employee, supervisor or private citizen.

## HEARING

In any case of suspension, dismissal, or demotion, a permanent full-time employee shall be granted a hearing before the City Manager if the employee submits a written request for such a hearing to the City Manager within five (5) business days of notification of the action taken. The hearing shall be held within ten (10) business days from the date the request is filed unless the City and the employee agree on an earlier or later day. If the disciplinary action involves the removal of a veteran, the hearing shall be held in accordance with Minnesota Statutes.

## UNLAWFUL ACTS

### *Falsification of Records*

No person will knowingly make any false statement, certificate, marks, rating or report in regard to any test, certificate or appointment held or made under the City personnel system, or in any manner commit or attempt any fraud preventing the impartial execution of the provisions of this Section.

### *Rendering of Consideration*

No person seeking employment to or promotion in the municipal service shall either directly or indirectly given, render or pay any money, service or other valuable consideration to any person, or on account of, or in connection with his or her test, appointments or promotion, or proposed appointment or promotion.

### ***Discrimination***

No person will be employed, promoted, demoted or discharged by the City, or in any way favored or discriminated against because of political opinions or affiliations, race, color, creed, national origin, sex, marital status, status with regard to public assistance, disability or age, or because of the exercise of rights under provisions of the Public Employment Labor Relations Act, Minn. Stat. §179A.01 to §179A.25.

### ***Political Activities***

The limitations on political activities by local government employees is adopted by this policy as stated in and regulated by Minn. Stat. §43A.32.

### **APPLICABILITY TO EMPLOYEES UNDER NEGOTIATED AGREEMENT**

The provisions of these policies and procedures shall apply to all organized personnel who work under negotiated agreements with the City. In the event of a conflict between the terms of a negotiated agreement and this Section, the terms of the negotiated agreement shall take precedence and those employees subject to the agreement shall be so regulated.



## RESPECTFUL WORKPLACE

The City of St. Anthony is committed to a work environment where all individuals are treated with respect and dignity, and as such maintains a respectful work place and public service environment free from violence, discrimination, sexual harassment, and other offensive, inappropriate or degrading remarks or conduct. The City of St. Anthony will not tolerate such behavior by or toward any employee. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits inappropriate and discriminatory practices, including harassment. Therefore, the City expects that all relationships among persons in the office will be business-like and free of bias, prejudice, harassment, and inappropriate behaviors.

It is the policy of the City to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, creed, religion, national origin, sex, sexual orientation, disability, age, marital status, or status with regard to public assistance or any other characteristic protected by law. The City prohibits any such discrimination, harassment or inappropriate behaviors.

## DEFINITIONS OF DISRESPECTFUL OR INAPPROPRIATE BEHAVIOR

In order to provide the employees of the City of St. Anthony with a better understanding of the meaning of inappropriate behavior, the following guidelines have been provided. This is not intended to be a comprehensive listing of the definition of disrespectful or inappropriate behavior.

- Violent behavior includes the use of physical force, harassment or intimidation (except as required in the line of duty), or abuse of power or authority when the impact is to control by causing pain, fear or hurt. Circumstances where the position legally allows these behaviors, such as police officer in the line of duty, will not be considered a violation of the policy.
- Discriminatory behavior includes inappropriate actions or remarks about or conduct related to an employee's race, color, creed, religion, national origin, disability, sex, marital status, age, sexual orientation, or status with regard to public assistance.
- Offensive behavior may include such work-related actions as: rudeness, exclusionary behavior, angry outbursts, inappropriate joking or conversations, vulgar obscenities, name calling, disrespectful language, or the intentional filing of an unfounded complaint under this policy.

## DEFINITIONS OF HARASSMENT

- Sexual harassment constitutes discrimination and is illegal under federal, state, and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or

effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

- Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to: unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.
- Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his /her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that: (i) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (ii) has the purpose or effect of unreasonably interfering with an individual's work performance; or (iii) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

## RESPONSIBILITIES

All City employees are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy. The Non-Discrimination, Harassment and Inappropriate Behavior Policy applies to all officers and employees of the City of St. Anthony, including but not limited to, full and part-time employees, regular, seasonal and temporary employees, and the employees covered or exempt from personnel rules or regulations, along with others not directly connected to the City of St. Anthony (e.g. An outside vendor, consultant or customer). Conduct prohibited by these policies is unacceptable in the workplace and in any work-related settings outside the workplace, such as during business trips, business meetings and business-related social events.

This policy will be distributed to all employees of the City. Every employee will be required to acknowledge his/her receipt of this policy in writing. A copy of that acknowledgement shall be kept on file in the Administration Department. All department heads and supervisors shall be responsible for insuring that all employees under their direction are familiar with this policy.

Department heads and supervisors are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy. They shall establish and maintain a climate in the work unit which encourages employees to communicate questions or concerns regarding this

policy, recognize incidents of discrimination, harassment and inappropriate or disrespectful behavior, take immediate corrective action to eliminate such incidents, and notify the City's designated officers in the event of inappropriate or disrespectful behavior, discrimination or harassment allegations so that consistent investigatory procedures may be implemented.

## REMEDIAL ACTION

Any employee who feels he/she is being subjected to discrimination, harassment or inappropriate behavior should immediately contact: his/her immediate supervisor, department head, or the City Manager. If the accused person is the City Manager, an employee may also contact the Mayor. Employees are encouraged to speak with whomever they feel the most comfortable from those listed above. Complaints of discrimination, harassment and inappropriate behavior will be kept as confidential as possible while the matter is thoroughly investigated and promptly dealt with. However, the City will comply with legal requirements such as the Minnesota Government Data Practices Act and will perform in a manner that provides the most thorough and complete investigation possible in order to best protect the interests of the City of St. Anthony and its employees.

### Investigation

When making a complaint, the employee should be prepared to provide the following information.

- Employee's name, department and position title.
- The name of the person or persons committing the discrimination, harassment and/or inappropriate behavior, including their title(s), if known.
- The specific nature of the discrimination, harassment and/or inappropriate behavior, how long it has gone on, and any employment action (demotion, failure to promote, dismissal, refusal to hire, transfer, etc.) Taken against the complainant as a result of the discrimination, harassment and/or inappropriate behavior.
- Witness(es) to the discrimination, harassment and/or inappropriate behavior.
- Whether the complainant has previously reported or discussed such discrimination, harassment and/or inappropriate behavior and if so, when, to whom, or with whom.

When an allegation of discrimination, harassment and/or inappropriate behavior is made by any employee, the person to whom the complaint is made shall immediately prepare a written report of the complaint according to the preceding section and submit it to the City Manager. In the event the discrimination, harassment and/or inappropriate behavior complaint is against the City Manager, the report shall be submitted to the Mayor. In the event the discrimination, harassment and/or inappropriate behavior complaint is against the Mayor and/or City Council members, the report shall be submitted to the City Attorney.

The employee who is accused of discrimination, harassment and/or inappropriate behavior may be placed on administrative leave while the investigation is being conducted. An investigation of the

complaint of discrimination, harassment and/or inappropriate behavior will be completed as confidentially as possible, and a written report shall be completed by the investigator.

#### Corrective Action

##### *Involving Employees*

Within a reasonable period of time, a determination based on the written report shall be made whether the conduct of the person against whom a complaint of discrimination, harassment and/or inappropriate behavior has been made constitutes discrimination, harassment and/or inappropriate behavior. In making that determination, the report as a whole and the totality of circumstances, including the nature of the conduct in question, the context in which the conduct, if any, occurred, and the conduct of the person accused of discrimination, harassment and/or inappropriate behavior shall be reviewed. The determination of whether discrimination, harassment and/or inappropriate behavior occurred shall be dealt with on a case-by-case basis.

If it is determined that the complaint of discrimination, harassment and/or inappropriate behavior is founded, immediate and appropriate disciplinary action shall be taken against the employee guilty of discrimination, harassment and/or inappropriate behavior, consistent with the City Ordinances, rules or regulations pertaining to employee discipline.

The disciplinary action shall be consistent with the nature and severity of the offense, the rank of the employee and any other factors deemed appropriate, including but not limited to, the effect of the offense on employee morale, public perception of the offense, and the light in which it casts the City. A determination of the level of disciplinary action shall also be made on a case-by-case basis.

A written record of disciplinary action taken shall be kept, including oral reprimands.

##### *Involving the City Manager*

Upon receipt of a report on the investigation of a complaint of discrimination, harassment and/or inappropriate behavior against the City Manager, the Mayor shall present the report to the City Council. If the City Council determines that the complaint of discrimination, harassment and/or inappropriate behavior is founded, it may discipline the City Manager consistent with its authority under the City Ordinances, resolutions, rules and agreements governing discipline of the City Manager.

##### *Involving a Member of the City Council*

The City Attorney shall be responsible for determining the appropriate route of investigation of a complaint of discrimination, harassment and/or inappropriate behavior against a member of the City Council, and shall make a recommendation for appropriate action if the complaint of discrimination, harassment, and/or inappropriate behavior is founded.

##### *Involving Non-employees*

In cases of discrimination, harassment and/or inappropriate behavior committed by a non-employee against a City employee in the workplace, the lawful steps shall be taken to halt the discrimination, harassment and/or inappropriate behavior.

### **OBLIGATION OF EMPLOYEES**

Employees are not only encouraged to report instances of discrimination, harassment and inappropriate behavior or potential discrimination, harassment and inappropriate behavior; they are obligated to do so. Discrimination, harassment and inappropriate behavior expose the City to liability and it is part of each employee's job to reduce the City's exposure to liability.

Employees are obligated to cooperate in every investigation of discrimination, harassment and/or inappropriate behavior. This includes, but is not limited to, coming forward with evidence which may be favorable or unfavorable to the accused person, as well as fully and truthfully making a written report or orally answering questions when required to do so by an investigator during the course of an investigation of discrimination, harassment and/or inappropriate behavior.

Employees are also obligated to refrain from filing bad faith complaints of discrimination, harassment and/or inappropriate behavior.

Disciplinary action may also be taken against any employee who fails to report instances of discrimination, harassment and/or inappropriate behavior or potential instances of discrimination, harassment and/or inappropriate behavior, or who fails or refuses to cooperate in the investigation of a complaint of discrimination, harassment and/or inappropriate behavior, or who files a complaint of discrimination, harassment and/or inappropriate behavior in bad faith.

### **RETALIATION**

The City prohibits retaliation against the person making the complaint of discrimination, harassment and/or inappropriate behavior, witnesses, or any other persons connected with the investigation. Individuals who engage in retaliation will be subject to immediate discipline up to and including termination.

## WORKPLACE MONITORING

Computers, telephones, cell phones, and other property furnished to employees by the City remain the property of the City. Employees should have no expectation of privacy related to computer usage, including e-mail and files, office space, lockers, file cabinets, city vehicles, tool chests and all other property or space issued for use to employees by the City, with the exception of toilet and shower facilities. No personal locks are allowed to be used by employees on City issued property. If personal locks are placed on City issued property, they will be removed in whatever manner needed. Authorized personnel have the right of access to all equipment and facilities including computers, lockers, desks, tool chests, and vehicles at any time without notice.

Because the City is sensitive to the legitimate privacy rights of employees, every effort will be made to ensure that the workplace monitoring is done in an ethical and respectful manner.

## **WORK CANCELLATIONS / SEVERE WEATHER**

The City Manager or Acting City Manager is the only employee authorized to close City offices for whatever reason. City offices are open unless an official announcement is made.

If the City Hall is closed during the course of a business day due to severe weather, the front office staff is responsible for changing the greeting on the City's telephone information line and the electronic sign to indicate that City Hall is closed. Employees who, because of their safety, feel the need to leave may do so. They will be compensated for the hours worked and may use accrued personal time off or compensatory time for those hours not worked.

If City offices are open despite bad weather, those employees who cannot get to work can use accrued personal time off or compensatory time to cover the period of time missed. Employees without accrued leave will be allowed to make up the hours lost through the 2-week pay period following the missed work and as approved by the supervisor or Department Head. Make-up time should not include working through lunch or breaks. Employees may also take the leave without pay.

Those who make it to work will receive their normal wage.

Employees excluded from this policy include police officers, firefighters, and public works employees who are involved in snow plowing activities. These employees will be expected to report to and remain at work under all weather conditions.

## **WORKING HOURS, LUNCH AND BREAKS**

### **WORKING HOURS**

All employees are expected to be working at their workstations at their designated time on regular workdays. Employees shall inform their supervisor as soon as possible if they are to be late. If it is impossible for an employee to give a supervisor advance notice, they are required to report their lateness to their supervisor upon arrival to work. Supervisors are required to document the incident. Additionally, the supervisor is required to indicate to the employee the consequences of the employee's reporting late to work.

Employees are expected to work until their designated quitting time on each working day. Employees who need to leave work early must make arrangements with their supervisor prior to their leaving.

### **SUMMER WORKING HOURS**

Subject to the requirements of the department and when appropriate, each department may elect to adopt summer hours. Employees should check with the department head to determine if the department has adopted summer hours.

Generally, summer hours for Administration are 7:00 a.m. To 4:30 p.m. Monday through Thursday and 8:00 a.m. To 12:00 noon on Friday. The summer hours are in effect from May through September. Summer hours may be slightly different for other departments within the City. (See page E-29)

### **LUNCH AND BREAKS**

Unless emergency staffing concerns dictate or employees have made specific arrangements with their supervisor, the employees may combine their one-half hour lunch break with the morning and afternoon fifteen minute paid breaks, making a one-hour lunch break.



## ALCOHOL AND DRUG FREE WORKPLACE

The City of St. Anthony is committed to the health, wellbeing and safety of its employees and property. As such, the City recognizes that alcoholism and other drug dependencies are significant social problems with the potential for causing severe effects on the City's workforce. St. Anthony does recognize that such drug dependency may be an illness, but consistent with this understanding, the City prohibits the possession, consumption, sale, transfer, or "being under the influence" of alcohol or illegal/prescription drugs during employment. The objectives of this policy are:

- To create a safe and healthy environment for all employees to work in.
- To provide professional, efficient service to the public with employees utilizing their full potential.
- To reduce the costs directly and indirectly associated with substance abuse in our workplace.
- To assure confidentiality, fairness and equality in the administration of this policy.
- To set forth the procedures for the administration and implementation of this program and policy.

However, the City expects all employees to honor their responsibility to report to and be at work in a fit condition to perform the duties of their position. As such, all present employees and all job applicants are subject to drug and alcohol testing in conjunction with the provisions of Minnesota Statutes, Section 181.950-181.957:

## ALCOHOL AND DRUGS

The unlawful manufacture, distribution, possession or use of alcohol, illegal/prescription drugs, or controlled substances is prohibited anywhere within City-owned property or within City vehicles. Violations of this policy are grounds for disciplinary action and may result in termination.

### Drug and Alcohol Testing

Types of Testing. Employees are subject to drug and alcohol testing in the following circumstances:

- **Job Applicant Testing.** The City may require applicants who have received conditional offers of employment to undergo drug and alcohol testing. If the offer of conditional employment is subsequently withdrawn, the City will notify the applicant in writing of the reason for the withdrawal.
- **Routine Physical Examination Testing.** Any employee may be required to undergo a drug and alcohol testing as part of a routine physical examination. The drug or alcohol test will be requested no more than once annually and the employee will be given at least two weeks' written notice that the test shall be required as part of the examination.
- **Random Testing.** An employee in a position in which impairment caused by drug or alcohol usage would threaten the health or safety of any person may be required to undergo random drug and alcohol testing. In addition, employees who are required to have a commercial driver's

license are subject to random testing as required by federal law and the City's Federal Omnibus Transportation Employee Testing Act and Related Regulations policy which is located in the Public Works Department's Standard Operating Procedures manual.

- **Reasonable Suspicion Testing.** Any employee may be required to undergo drug and alcohol testing if there is a reasonable suspicion that the employee: (a) is under the influence of drugs or alcohol; or (b) has engaged in the use, possession, sale, or transfer of drugs or alcohol while the employee is working or while the employee is on City property or operating a City vehicle, machinery, or equipment; or (c) has sustained a personal injury arising out of and in the course of employment, or caused another person to sustain a personal injury; or (d) has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.
- **Treatment Program Testing.** Any employee may be required to undergo drug and alcohol testing if the employee has been referred by the City for chemical dependency treatment or evaluation or is participating in a chemical dependency treatment program under the City's health insurance, in which case the employee may be requested or required to undergo drug or alcohol testing without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.

## TESTING PROCEDURE

Any Department Head or the City Manager may order drug and alcohol testing for an employee based upon reasonable suspicion. An employee that is required to maintain a commercial driver's license (CDL) shall sign the "Employee Alcohol and Drug Test Consent Form that (1) acknowledges that the employee has seen a copy of the City's Federal Omnibus Transportation Employee Testing Act and Related Regulations policy, and (2) indicating consent or refusal to undergo drug and alcohol testing.

## TESTING LABORATORY

A laboratory meeting all requirements of state law, including those set forth in Minn. Stat. Sec. 181.953, shall handle all drug and alcohol testing.

## TEST RESULTS

Within three days of obtaining the final test results, the testing laboratory shall provide the City with a written report indicating the drug(s), alcohol, or their metabolites tested for, the types of test conducted, and whether the test produced negative or positive test results. Within three working days after receipt of the test result report, the City shall inform the employee in writing of a negative test result on an initial screening test, or of a negative or positive test result on a confirmatory test.

## **RIGHTS OF EMPLOYEES AND JOB APPLICANTS**

The City recognizes that alcoholism and drug addiction may affect employees. The City urges employees to voluntarily refer themselves for treatment. The City reserves the right to refer for evaluation by a qualified medical person or counselor, at City expense, any employee where management has probable cause to suspect alcohol or drug abuse. It is the responsibility of management to conduct an investigation upon receiving a complaint. The employee has the right to have a second assessment opinion, by a qualified professional at his/her own expense.

Employees and applicants have a right to request and receive a copy of the test result report. If an employee or applicant tests positive for drug use, the City will give written notice of the right to explain the positive test. Within three working days after notice of a positive test result on a confirmatory test, the employee or applicant may submit information to the City to explain the test result or may, within five working days after notice of the positive test result, request a confirmatory retest at the employee's or the applicant's own expense. If the confirmatory retest does not confirm the original positive test result, the City will not take any adverse personnel action against the employee or applicant based on the original confirmatory test and will reimburse the employee for the expense of the retest.

## **CONSEQUENCES FOR REFUSAL TO TEST**

Employees and job applicants have the right to refuse to undergo drug and alcohol testing. However, failure to comply with Section 25 of the Employee Handbook, and refusal to take a drug and alcohol test upon request shall subject an employee to discipline, up to and including termination. If an applicant refuses to test, the job offer will immediately be withdrawn.

## **DISCIPLINE**

An employee who has a positive test result on a confirmatory test (when this is the first such result for the employee) will be subject to discipline but shall not be discharged unless (1) the employee has been given an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City Manager after consultation with a certified chemical use counselor or a physician trained in the diagnosis and treatment of chemical dependency, and (2) the employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program as evidenced by withdrawal from the program before its completion or a positive test result on a confirmatory test after completion of the program.

Participation in the specified program will be at the employee's own expense or pursuant to coverage under the City's insurance. All other employees obtaining a positive test result will be subject to discipline including discharge.

## **EMPLOYEE EXPECTATIONS**

Employees are expected to meet regular job requirements and to maintain satisfactory performance standards upon completion of a treatment program. Employees must, as a condition of employment, abide by the terms of the above policy and report any conviction under a criminal drug statute for violations occurring on City premises or while conducting City business. A report of a conviction must be made within five (5) days after the conviction. (This requirement is mandated by the Drug-Free Workplace Act of 1988).

## **DATA PRIVACY**

Test results and other information gathered under this policy will be treated as private data on individuals. Positive results will be disclosed to the employee, the employee's Department Head and the City Manager. Results will not be disclosed to others unless requested in writing by the employee or required by law.

In addition to the above policy, all employees who are drivers of commercial motor vehicles are also covered by the City of St. Anthony's policy, which implements the Federal Omnibus Transportation Employee Testing Act and Related Regulations.

## **DRESS AND APPEARANCE**

The dress and appearance of City employees is a direct reflection on the professionalism of our services. City employees meet with the public every day as part of the regular workday. A neat, clean, well-groomed employee will present a positive image of the City and demonstrate the pride our City employees have.

Dress needs vary by job function. Individuals who spend a portion of the day in the field need to dress in a manner appropriate to their jobs, as determined by their supervisor. Field workers who are in the office for full days should follow the guidelines listed above.

## **UNIFORMED PERSONNEL**

Uniforms, which are provided to some City employees, are expected to be neat, fresh and clean when reporting for duty. Each department is responsible for seeing to it that employees follow regulations regarding uniforms, related accessories and equipment. Uniforms bearing a City identification patch should not be worn during off-duty hours.

## GIFT ACCEPTANCE

**General Rule.** Pursuant to Minnesota Statutes section 471.895, no employee shall request, solicit, or accept a gift from any person or representative of a person or association that has a direct financial interest in a decision that the employee is authorized to make.

**Exceptions.** The prohibition in this section does not apply if the gift or gratuity is one of the following:

- Contribution as defined in Minnesota Statutes section 211A.01, subdivision 5;
- Services to assist an official in the performance of official duties, including but not limited to providing advice, consultation, information, and communication in connection with legislation, and services to constituents;
- A service, trinket or memento of insignificant monetary value;
- A plaque or similar memento recognizing individual services in a field or specialty or to a charitable cause;
- Informational material of unexceptional value;
- Food or a beverage given at a reception, meal, or meeting away from the recipient's place of work by an organization before whom the recipient appears to make a speech or answer questions as part of a program;

The prohibitions in this section also do not apply if the gift is given:

- Because the recipient's membership in a group and a majority of members are not local officials, and an equivalent gift is given to the other group members; or
- By an interested person who is a member of the family of the recipient, unless the gift is given on behalf of the someone who is not a member of that family; or
- By a national or multi-state organization of governmental organizations or public officials, if a majority of the dues to the organization are paid from public funds, to attendees at a conference sponsored by that organization, if the gift is food or a beverage given at a reception or meal and an equivalent gift is given or offered to all other attendees.

## CONSULT WITH DEPARTMENT HEAD

Exceptions to the prohibition against gifts are rare. Employees should courteously decline all offers of gifts and gratuities. If an employee has any doubt about the propriety of a gift, the employee shall report the gift to his or her Department Head immediately.

## STAFF IDENTIFICATION CARD

### PURPOSE

In an effort to increase security measures for City facilities and residents, a Staff Identification Card system has been adopted. In the event there is a security situation where access to government buildings needs to be limited, identification cards will aid in the process of identifying all City of St. Anthony employees. Moreover, identification cards enable employees who work out in the field to identify themselves to the public. Employees will be issued two (2) Staff Identification Cards and will be expected to comply with the following procedures.

### POLICY

While working, all employees (with the exception of uniformed police and fire personnel) are expected to wear their identification card in a clearly visible manner or have the ID on their person, including weekend and evening hours. City-issued clothing that includes the City logo is not sufficient identification for employees.

- The Staff Identification Card is for the employee's use only. It may not be transferred or loaned to another employee or unauthorized individual.
- Each employee will be issued two (2) ID cards upon employment and must surrender two (2) IDs upon termination of employment or retirement.
- In the event of a lost or stolen Staff Identification Card, Staff must contact their supervisor or Department Head immediately. Lost or stolen ID's will be thoroughly investigated.
- Replacement cards will be provided to the employee at a cost of \$15.00 or current cost to the City.
- Employees terminating their employment must return their Staff Identification Card to their Department Head or the before a final paycheck will be processed.

## SERVICE WITH CITY COMMUNITY ORGANIZATIONS

City employees are encouraged to lend their expertise to officially organized community organizations in St. Anthony Village, subject to the approval of the City Manager and under the following conditions:

- The organization is not for profit and has adopted governing documents that define its scope, structure and operating rules.
- Employees should serve only in a non-voting capacity on the governing body of an organization and should abstain from involvement when the organization is considering taking a position on a matter on which the city has or will be taking a position.
- Approved volunteer activities shall be done on an employee's own personal time, unless specifically authorized by the city. Employees using personal time for volunteer activities may use PTO per their department's usual approval process.



## EMPLOYEE CONDUCT/OUTSIDE EMPLOYMENT

Employees must not engage in any employment activity or enterprise that is inconsistent, incompatible or in conflict with his/her duties as a City employee, or with the duties, functions and responsibilities of the department by which he/she is employed.

The following activities are considered inconsistent, incompatible or in conflict with City employment:

- Any employment activity or enterprise which involves the use for private gain or advantage of the City's time, facilities, equipment or supplies, prestige or influence of a City office or employment.
- Activities that involve the receipt or acceptance by the officer or employee of any money or other consideration from anyone other than the City for the performance of an act which the officer or employee would be required or expected to render in the regular course of his/her City employment or a part of his/her duties as a City officer or employee.
- Activities that involve the performance of an act in other than his/her capacity as a City officer or employee which may later be subject directly or indirectly, to the control, inspection, review, audit, or enforcement by such officer or employee or the department by which he/she is employed.
- Activities that involve so much of the employee's time that it impair his/her attendance or efficiency in the performance of his/her duties as a City officer or employee. This would include those employees who are subject to on-call for emergencies, special assignment, irregular duty schedules, or overtime duty.
- Activities that involve the public employee's use of his or her official authority or influence to compel a person to apply for membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.
- Activities, which in the opinion of the City Manager or designee, constitutes a conflict of interest or gives the appearance of a conflict of interest.

An employee may not work for more than one City Department at a time, except in the case of a temporary emergency, and as ordered by the department head of the affected City department. The only exception being the Public Works employees who may under some emergencies fill in as Reserve Firefighters.

An employee may not use his or her official authority or influence to compel a person to apply for membership in or become a member of a political organization, to pay or promise to pay a political contribution, or to take part in political activity.

Employees are free to engage in any political activity of their choice provided it does not conflict with the information above. Employees may not engage in outside employment, which would

conflict with their job or might in any way hinder their objective and impartial performance of their public duties, embarrass the City government, or impair their efficiency on the job.

## **OUTSIDE EMPLOYMENT**

Any employee may hold a part-time job in addition to their employment with the City, subject to the following:

1. Any outside employment shall be secondary to City employment and shall not interfere with or impair the proper performance of the City employment.
2. No employee shall perform any outside employment during the employee's regularly scheduled City work hours.
3. All City employees are subject to call at any time for emergencies, special assignment or overtime duty and no secondary employment may infringe upon this obligation.
4. No employee shall perform any outside employment which in the opinion of the City Manager or designee, constitutes a conflict of interest or gives the appearance of a conflict of interest.
5. No employee shall work for more than one City Department at a time, except in the case of temporary emergency situations, and as ordered by the Department Heads of the affected City Departments, with the only exception being the Public Works employees who are daytime Reserve Firefighters.
6. Any outside employment which may reasonably be argued to involve a conflict of interest or the appearance of must be discussed with the Department. In this regard, all employees engaged in outside employment must submit the following information to the Department Head:
  - Name and address of outside employer.
  - Position held with outside employer and brief description of duties and responsibilities.

Disciplinary sanctions, including dismissal, may be applied to any employee for a violation of this section.

## SEPARATION OF EMPLOYMENT

Whether an employee resigns or is discharged, please remember that we operate under an employment-at-will policy, as outlined in the preface of this Employee Resource Guide.

## RESIGNATIONS

We hope that employees' associations with the City of St. Anthony will be productive and that they will grow with us. However, should an employee decide to voluntarily resign his or her position with the City of St. Anthony, the following will apply:

Notice of the intended separation must be furnished to the employee's immediate supervisor/manager in writing at least fourteen (14) days prior to the intended resignation date. The separation of employment date is always the employee's last day worked, or in some cases the last day of his or her approved leave of absence. Employees failing to give proper notice will be considered cause for denying future employment by the City and denial of terminal leave benefits (if otherwise eligible). Unauthorized absence from work for a period of three (3) working days may be considered by the department head as a voluntary resignation without proper notice and no benefits will be paid.

### *Terminal Leave and Unused Personal Time Off Pay* (Updated December 20, 2012)

Employees leaving City service in good standing and having given proper notice of termination shall be compensated for accrued and unpaid personal time off computed to the maximum allowed by the City's personnel policy up to the date of separation, according to the following schedule (employees covered under a collective bargaining agreement should refer to their current contract):

#### ALL DEPARTMENTS EXCEPT FIRE DEPARTMENT

<i>Years of Service</i>	<i>Accrued Hours Paid Out</i>
0 – 3 years	½ of personal time off accrued
3 + years	480 hours
4 + years	528 hours
5 + years	600 hours

Employees hired after January 1, 2013 and leaving City service in good standing after providing proper notice of termination shall be compensated for accrued and unpaid personal time off computed to the maximum allowed by the City's personnel policy up to the date of separation, according to the following schedule (employees covered under a collective bargaining agreement should refer to their current contract):

## ALL DEPARTMENTS EXCEPT FIRE DEPARTMENT

<i>Years of Service</i>	<i>Accrued Hours Paid Out</i>
0 – 3 years	150 hours
3 to 10 years	300 hours
10 to 15 years	400 hours
15 to 20 years	500 hours
20 plus years	600 hours

**LAYOFFS**

Due to shortage of work or funds, abolition of positions, or other reasons, may necessitate the layoff of positions from time to time. The City Manager may layoff employees to alleviate these situations. A fourteen (14) calendar day written notice will be provided to the affected regular employees.

Except for abolition of positions, full time employees shall not be laid off while there are probationary or temporary employees serving in the same position for which full time employees are qualified, eligible and available.

**EXIT QUESTIONNAIRES**

Exit questionnaires may be provided to exiting regular employees and at the discretion of the employee's department. Return of these questionnaires is greatly appreciated and will be used to determine job-related experiences and areas for future development.

**RETURN OF CITY PROPERTY**

Employees must return all City property to their supervisor before leaving the City. This includes keys, ID badges, and any City equipment or property in the employee's possession.

**OUTSTANDING DEBTS**

We require that arrangements be made concerning any outstanding debts owed to the City must be made before the last day of work. Arrangements concerning any outstanding debts to the employee, such as travel advances, mileage, etc., will not be made unless submitted within one week of leaving city employment.

## MINNESOTA STATE RETIREMENT SYSTEM

The St. Anthony non-union, full time employees, who are eligible to participate in the Minnesota Post Employment Health Care Savings Plan (HCSP) established under Minnesota Statutes, section 352.98 (Minn. Supp. 2001) and as outlined in the Minnesota State Retirement System's Trust and Plan Documents. All funds collected by the employer on behalf of the employee will be deposited into the employee's post-employment health care savings plan account.

Employees eligible for the severance payment outlined under "Separation of Employment" section (page 26), that discusses severance eligibility and/or calculations, have taken a vote on participation in an HCSP. A majority have agreed to participate.

In the event the employee dies before severance can be deposited into the HCSP account, funds will be paid to their listed beneficiary as cash.

Upon death of employee, the account balance shall transfer to a spouse. If there's no spouse, an account will be set-up for each legal dependent. If there's no spouse or legal dependents, the account balance shall transfer to designated beneficiaries of the employee.

All disbursements to beneficiaries shall be made in accordance to IRS rules.

Eligible employees will contribute to the Post Employment HCSP as described below:

### FIRE DEPARTMENT UNION POSITIONS – EFFECTIVE 2/8/04, REVISED EFFECTIVE 1/1/19

- \$100 per month

### POLICE DEPARTMENT NON-UNION POSITIONS – EFFECTIVE 6/1/14

- 100% of employee severance to the HCSP

### POLICE DEPARTMENT UNION POSITIONS – EFFECTIVE 11/1/14

- 100% of employee severance to the HCSP
- 1% 0-15 years of service, 2% thereafter, rounded up to the nearest whole dollar

### UNION PUBLIC WORKS STAFF – EFFECTIVE 1/1/15

- 100% of employee severance to the HCSP

### NON-UNION, EXEMPT STAFF NOT IN THE POLICE DEPARTMENT – EFFECTIVE 7/1/15, REVISED EFFECTIVE 1/1/19

- 100% of employee severance to the HCSP
- 4% of gross pay each pay period, rounded to the nearest whole dollar

### NON-UNION, NON-EXEMPT STAFF NOT IN THE POLICE DEPT – EFFECTIVE 7/1/15, REVISED EFFECTIVE 1/1/19

- 100% of employee severance to the HCSP
- 2% of gross pay each pay period, rounded to the nearest whole dollar

## PROBATIONARY EMPLOYMENT

The probationary period served by City of St. Anthony employees is designed to be an initial training period in which the employee is learning the duties of the position. Completion of the probationary period means that the employee is judged by his or her supervisor at that time to have adequately mastered most or all of the skills and duties of the position. It does not, however, confer any special rights or privileges on the employee or modify the at-will employment status in any way.

All original regular and paid on-call fire fighter appointments shall be probationary. Non-sworn employees shall be subject to a probationary period of six (6) months of service after appointment; the probationary period for police officers shall be twelve (12) months of service.

Promotions shall be subject to a probationary period of six (6) months of service. At the request of the employee or the City, employees who have been promoted may be reinstated to the position and rate of pay of the position from which he or she was promoted, so long as a vacancy exists.

Transfers shall be subject to a six (6) month probationary period. At the request of the employee or the City, employees who have been transferred may be reinstated to the position and rate of pay of the position from which transferred, so long as a vacancy exists.

Upon determining that the employee has successfully completed the probationary period, the supervisor will report to the City Manager that the probationary employee will be designated as a regular employee. If employee performances are found to be marginal during the probationary period, the supervisor may request an extension of the probationary period to permit additional opportunities for satisfactory development of the employee.

## APPOINTMENTS

All appointments to municipal service will be approved by the City Manager on the basis of merit, fitness for the position and the needs of the City. This being stated, more than one family member may not be employed within any department where they would routinely interact with each other in the course of performing their duties or where they may influence the work, work environment or work conditions of the other. Relatives may not be placed where they will work under the direction of the same immediate supervisor.

An employee shall be regarded as related if that employee is a brother, sister, the lineal ancestor or descendant to another employee, or the spouse of any of the above-referenced relations.

## PERSONNEL RECORDS

For emergency purposes, it is very important that the City of St. Anthony have all employees' correct addresses and telephone numbers. In the event an employee changes his or her address or telephone number, it is his or her responsibility to promptly inform the Finance Department of such change.

In addition, employees must keep the City of St. Anthony up to date on other information that can affect income tax withholding, insurance benefits, emergency contact information and other important records. Employees should immediately notify Finance Department of any change in marital status; any new additions to their family; a death in the immediate family; a change in military reserve or draft status; or a change in visa or citizenship status.

If an employee wishes to review his or her personnel record, he or she should contact the City Manager or designee to schedule an appointment. That appointment will be scheduled during normal business hours and within seven (7) business days.



## TRAVEL AND CONFERENCE REIMBURSEMENT

The following provides guidelines and procedures to be used when employees are to be reimbursed for travel or conference/workshop/training expenses. All travel, conference or school-related expenses needs to be approved by the City Manager.

## MEALS, LODGING AND INCIDENTAL EXPENSES

Employees may be reimbursed by the City of St. Anthony for lodging, meals, and incidental expenses incurred for the ordinary and necessary expenses of traveling away from home for their profession, City business or job as approved by the City Manager. Supervisors must verify departure and arrival times to verify which meals are eligible and reimbursable.

Lodging shall be reimbursed at the single-occupancy rate of the hotel/motel that is recommended by the conference sponsor, or a similar amount. Exceptions to lodging reimbursement due to availability and/or location may be authorized by the City Manager. If any employee's spouse or guest shares lodging, reimbursement shall be limited to the single rate for the room occupied. Lodging costs, except as otherwise provided, shall be reimbursable only from the night preceding a conference, through the night immediately following such event, unless an additional evening's stay will decrease air fare costs at least by the cost of the hotel room.

Meals will be reimbursed according to the per diem schedule and miscellaneous subsistence expenses will be reimbursed for actual cost to employees traveling outside the State of Minnesota or the County, provided a receipt the items is submitted. If an employee is attending a local conference and not all meals need to be purchased (i.e. Typically lunch will be an allowable reimbursement if not provided with the conference), the per diem rate will be applied, unless otherwise documented.

The per diem rates can be found here: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

For conferences outside of the local area, employees may spend the daily allowance among the three meals at their discretion, unless a meal is included as part of the conference registration. In that case, the money allotted for that meal cannot be spent. For Twin Cities metropolitan area conferences/ workshops/training, meal reimbursement is allowable for up to two weeks per conference/workshop/ training. Meal reimbursement is not eligible for conferences/workshops/training within St. Anthony city limits. In no case is liquor an eligible expense for reimbursement.

Expenses incurred by a spouse or guest attending a conference with an employee must be paid by the employee. Room service, personal telephone calls and other incidental expenses must be paid for by the employee.

## TRANSPORTATION

**Airline** The actual cost for transportation is paid by the City. Air travel reimbursement is limited to coach or economy fares, when such service is available.

**Automobile** If an employee uses his/her own personal vehicle, he/she will be reimbursed for the amount allowed by the IRS Guidelines. This amount will automatically be adjusted if the IRS Guidelines change. Please contact the Finance Department for the current rate. When two (2) or more employees travel to the same destination by personal vehicle, reimbursement will be made to only one (1) person. Mileage will be reimbursed for the distance traveled that is in excess of the distance normally traveled to and from the workplace. Parking fees will be reimbursed for their actual amount.

Other miscellaneous costs for business purposes such as taxi fares (including tips), airport limousines, bus fares, airport transfers and phone calls will be reimbursed.

**Rental Cars** Rental cars may be reimbursed if they are necessary for transportation to and from the conference. Employees will not be reimbursed for rental cars used for personal use such as sightseeing. Rental cars must be an economy-sized car. Approval for a rental car must be obtained prior to the employee renting a vehicle for the expense to be eligible for reimbursement.

## REIMBURSEMENT

Complete a Request for Reimbursement form and attach all receipts for any allowable meals, lodging, transportation and/or parking expenses incurred. After supervisor approval, submit the completed form to the Finance Department. All expenses must be supported by receipts providing detail for the items purchased. Credit card receipts without sufficient detail will not be accepted.

## OTHER

Recreational expenses, such as golf and tennis, will ordinarily not be reimbursed except when the activity is part of the overall conference fee. Travel or air insurance premiums are not reimbursable. Conferences, seminars, and schools are not authorized for temporary, part-time, seasonal employees, trainees, or members of various boards, unless approved by the City Council. Any questions of interpretation of this policy will be decided by the City Manager.

## AIRLINE TRAVEL CREDIT

The provisions of this policy apply to all travel paid for with city funds, regardless of the source of funds. As required under Minnesota Statutes 15.435, Airline Travel Credit, the following is required any time airline travel is paid for by the City, either directly or as a reimbursement to the employee.

- The employee shall acknowledge on the required City forms, the receipt of any benefit. "Benefit" is defined as frequent flier miles or any other tangible item, associated with city funded airline travel.
- In any case where the benefit can be transferred to the City, the employee is required to do so. Frequent Flyer miles earned while on City business, are the sole possession of the City.

## COMMUNICATION RESPONSE

City of St. Anthony staff shall check their electronic mail (e-mail) and voice mail at least once per day. If the message requires a response, the response should be sent as soon as possible but no later than 24 hours after the call (excluding weekends). Receipt of a message should be acknowledged within 24 hours even if a subsequent response is required.

If a written response is requested via the U.S. Mail, responses should be sent no later than five (5) days after the request was received or the person requesting the information should be informed when the information will be available.

For absences of more than one (1) day the “Out of Office Assistant” must be used for the e-mail system. This should state what days the employee will be gone.

For absences of one (1) day or longer the temporary voice mail greeting should be activated for the voice mail system. This should state what day or days the employee will be gone and should give callers an option of talking to another staff member in the employee’s department.

## PAY PROCEDURES

### TIMESHEET SUBMISSION

For non-exempt, hourly employees, the laws and regulations are very strict about recording the exact number of hours that these employees work. Non-exempt employees are those employees who are not specifically exempt from overtime. Therefore, a timesheet showing these hours must be submitted at the end of each pay period. Each employee is responsible to keep a time report on a daily basis and to make sure it is accurate.

Exempt employees are not required to keep track of their work hours. Instead, exempt employees must submit a timesheet that indicates absences from work of one-half day or more.

Timesheets must be submitted to the Finance Department by 9:00 a.m. The Monday following the end of a pay period. All employees must submit a timesheet and when appropriate, PTO sheets and compensatory time off sheets, in order to be paid. Timesheets must be approved by the department head or his/her designee before being submitted.

If a regular hourly employee fails to submit a timesheet, that employee's supervisor will be contacted. If a timesheet can't be supplied to the payroll clerk, the employee will not be paid until a time sheet is submitted or in most cases, the employee will be paid in the next pay period for those hours not originally reported in the previous pay period. If an employee makes an error on his or her timesheet, he or she should notify his or her supervisor at once. The supervisor will make the correction with the payroll division.

### *Compensation*

Employees of the City will be compensated according to the pay schedule and program established periodically by the City Council by resolution. Any wage or salary so established is the total remuneration for employment, but will not be considered as reimbursement for official travel or other expenses which may be allowed for the conduct of official business. Unless approved by the City Manager, no employee will receive pay from the City in addition to the salary authorization for the position or positions to which he or she has been appointed.

### *Part-Time Employees*

Whenever an employee works for a period less than the regularly established number of hours a day, days a week, or weeks a month, the amount shall bear a reasonable (but not necessarily proportional) relationship to the full-time service. Part-time employees are not entitled to personal time off (PTO), holidays with pay or any other benefits, other than those benefits required under federal or state law.

### OVERTIME PAY AND APPROVAL

Hourly employees who are not exempt from overtime pay as defined by the Fair Labor Standards Act (FLSA) will be compensated for hours worked in excess of a normal shift as defined by a union

contract or 40 hours per week (Sunday through Saturday), at one and one-half times their regular rate of pay. To the extent permitted by law, compensatory time off may be taken as approved by the Department Head in whole hour amounts of not less than one hour at a time. All overtime work shall require the expressed, prior authorization of the City Manager or designees.

Employees using earned personal time off shall be considered to be working for the purpose of accumulating additional personal time off (PTO). All overtime hours must be approved by the department head or his/her designee prior to being worked.

#### **PAY DAYS**

All employees in the City service shall be paid every two (2) weeks on or before noon on alternate Fridays. When a holiday falls on a Friday pay day, employees will receive their paychecks on the preceding Thursday. When two-day holidays fall on the Friday pay day and the Thursday preceding the Friday pay day, employees will receive their pay checks on the preceding Wednesday.

#### **PAY INCREASES**

Wage and salary increases are dependent upon receiving a satisfactory performance evaluation. Regular employees will receive an annual evaluation by their supervisor on or near their anniversary date to their current position. Performance appraisals are not eligible to be grieved. Employees may, instead, provide a written response to be kept in their personnel file along with the performance appraisal. All pay increases are approved by the City Manager.

**Work Hours.** Work schedules for personnel will be established by the appropriate Department Heads with the approval of the City Manager. The regular work week for full-time employees is five, eight-hour work days (in addition to a lunch period) Monday through Friday, except as otherwise established by the Department Head in accordance with the needs of the Department.

## GRIEVANCE PROCEDURE

It is the City's goal to prevent the need for grievances and to deal promptly with any and all employee complaints that may arise. Employees having a complaint should first talk with their supervisor. A great many problems are resolved through this initial conversation. If, however, an employee believes that his or her issue remains unresolved, he or she may wish to consider the formal grievance process described below.

## PROCESS AND TIMELINES

- No employee shall be subject to any form of retribution as the result of making a complaint under the grievance procedure. Specifically, an employee may not suffer disciplinary action, reduction of employment status or benefits, or discrimination in employment, promotion, wages, or transfers because of filing a grievance.
- All grievances must fulfill the requirements of timeliness. Timeliness is satisfied by either (1) filing the grievance within the established deadlines as outlined below when the grievable event occurs or (2) filing within the timelines outlined below after the employee, through the use of reasonable diligence, should have become aware of the grievable event.
- If the grievance is not initiated within the established time limits, it will be considered waived.
- Employees shall be entitled to one (1) representative at the first step in the grievance procedure and any reasonable number of representatives thereafter.

### *Grievance Steps*

#### Step One

- Complaints shall be submitted to the employee's department or division head in writing within twenty-one (21) working days.
- Each grievance should contain:
  - a. Employee's name and signature;
  - b. The number of the specific sections of the Personnel Ordinance, Chapter 3 are at issue;
  - c. The nature of the grievance;
  - d. When the event took place [date(s) and time(s)];
  - e. Any informal action(s) taken to resolve the issue;
  - f. The action requested to resolve the grievance.
- The Department Head shall render a decision within five (5) working days of receiving the first step grievance. If a longer period of time is needed to complete any investigatory work, the Department Head will contact the employee filing the grievance in writing indicating the date they will receive the response.

#### Step Two

- Appeals of Step One grievances shall be filed with the City Manager within ten (10) days of receiving the Step One decision. Such appeals shall be in writing and take the form mentioned in Step One.
- The City Manager shall render a decision within five (5) working days of receiving the second step grievance. If a longer period of time is needed to complete any investigatory work, the City Manager will contact the employee filing the grievance in writing indicating the date they will receive the response.

#### Step Three

- Appeals of Step Two grievances shall be filed through the City Manager for the City Council within ten (10) days of receiving the Step Two decision. Such appeals shall be in writing and take the form mentioned in Step One.
- The City Council shall render a decision within ten (10) working days of receiving the second step grievance. If a longer period of time is needed to complete any investigatory work, the City Council will contact the employee filing the grievance in writing indicating the date they will receive the response.

Grievance procedures as outlined in the labor agreement will be followed for the City's Unionized employees.

## DATA PRACTICES

The City of St. Anthony is bound by the requirements of the Minnesota Data Practices Act, specifically Minnesota Statute Section 13.03, Subd. 2 and 13.05, Subds. 5 and 8.

It's important that employees be familiar with the data collected and stored by their specific department and division, and understand whether that data is classified as public, private or confidential. All information maintained by the City is public unless there is a specific statutory designation that gives it a different classification.

Public information about an individual may be shown or given to anyone. Private information about an individual may be shown or given to:

- The individual, but only once every six months, unless a dispute has arisen or additional data has been collected.
- A person who has been given access by the express written consent of the data subject. This consent must be on the form attached as Exhibit 3, or a form reasonably similar.
- People who are authorized access by the federal, state, or local law or court order.
- People about whom the individual was advised at the time the data was collected. The identity of those people must be part of the Tennessee warning.
- People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

Confidential information may not be given to the subject of the data, but may be shown or given to:

- People who are authorized access by federal, state, or local law or court order.
- People within the City staff, the City Council, and outside agents (such as attorneys) whose work assignments or responsibilities reasonably require access.

## REQUESTS FOR DATA

Requests for public data may be oral or written. We may request, but not require, that requests for public data be in written form. If a request for private or confidential data is made, the responsible authority or designee must verify the identity of the requesting party as a person entitled to access to the data. This can be through personal knowledge, presentation of written identification, comparison of the data subject's signature on a consent form with the person's signature on city records, or other reasonable means.

## TIME LIMITS FOR RESPONDING

Requests will be received and processed only during normal business hours.



Staff shall make a diligent and good faith effort to search for the records request, whether in electronic form, hard copy form, microfilm, etc. A diligent and good faith search may include, but not be limited to, referring the person making their request to a different department.

Where public data is maintained in a computer storage medium, the City shall provide copies of that public data in electronic form upon request, if the City can reasonably make a copy of or have a copy made of that format.

All requests for information are to be responded to as soon as possible. For requests for standard information, which can be retrieved fairly easily, Staff shall accommodate the request within two (2) working days. For more complex, larger requests, the information shall be provided within five (5) working days of the request. If, for some reason, the request cannot be accommodated within these guidelines, Staff will notify the requestor immediately.

See the complete Data Practices Procedures for additional information on denial of requests and other information. Employees who are uncertain whether or not the information should be released should contact the responsible authority in their department.

## **ELECTRONIC CORRESPONDENCE RETENTION**

### **Introduction**

The City of St. Anthony is subject to multiple laws regulating City information and records, including system used as a means of exchanging messages and documents including electronic mail (email), instant messages, text messages and voicemails.

If an electronic message is an official record, as defined below, the responsible party must retain said record and the transactional information pursuant to the retention schedule and the user departments' document management filing system or repository.

### **Records**

Minnesota law requires the City, its employees and officials "make and preserve all records necessary to a full and accurate knowledge of their official activities." Minn. Stat. §15.17 (Official Records). An official record is recorded information that is prepared, owned, used, in the possession of, or retained by the City in performance of an official function. For instance, the record of the official function may be an email message, attachments to the email, or both. The law requires that all official records be listed on an approved retention schedule that identifies how long the records must be kept, and when they may be destroyed. Just like paper records, senders and recipients of electronic messages must evaluate each electronic message to determine if they need to keep it as documentation of their role in the business process. Not all electronic messages are an official record. Just like paper records, the retention period for an electronic message is based upon its content and purpose, and it must be retained outside the electronic messaging systems in accordance with the approved retention schedule.

**Official Records:** If the message itself has been determined to be an “official record,” it may be correspondence. Official correspondence can be destroyed pursuant to the adopted records retention schedule.

**Non-Official Records:** If the electronic message is not an official record it may be a 1) transitory record 2) non-record or 3) personal record.

- 1) Transitory records are non-vital records relating to City business or activities which have a temporary value and do not need to be retained once their intended purpose has been fulfilled.
- 2) Non-records are electronic messages or information in the possession of the City that is not needed to document the performance of an official function. These records are not subject to any record retention schedule and do not need to be retained.
- 3) Personal records are electronic messages that document non-government business or activities. These records are not subject to the records retention schedule and do not need to be retained.

### ***Data Requests and Litigation***

In accordance with the Minnesota Government Data Practices Act (MGDPA) (Chapter 13, Minnesota Statutes), electronic messages created or received as part of a public employee’s official duties are government data and are subject to requests for review and/or copying pursuant to the MGDPA. For instance, if a government data request is received for email relating to a particular subject, emails will be identified and produced without regard to whether they are official records or non-official records. If an employee is responding to a government data request, and that data is contained within the City’s email system, the employee must identify and produce the relevant email.

Just like paper records, electronic messages may be subject to disclosure during the discovery phase of litigation. Attorneys representing the City are responsible for identifying if the records requested through the discovery process are stored in electronic messaging systems. City attorneys are responsible for ensuring appropriate staff is notified that a discovery order involving electronic records was received to prevent the destruction of relevant messages.

### ***Employee Responsibilities***

As public sector employees subject to MGDPA and Official Records Act, City employees are responsible for identifying emails that are official records and keeping the official record in the location and format their department has identified for that type of document. For instance, official records should not be maintained solely as emails in the email system, unless the department has established an email account for that particular purpose.

### ***Electronic Message Retention Schedule***

Electronic messages considered to be non-official records are to be continually managed by staff and may not exceed the retention timelines below:

EMAILS		INSTANT MESSAGES		TEXTS		VOICEMAILS	
<b>Inbox</b>	180 days	Sent	1 Day	Sent	1 Day	Received	1 Day
<b>Drafts</b>	180 days	Received	1 Day	Received	1 Day		
<b>Sent</b>	180 days						
<b>Deleted</b>	30 days						
<b>Junk Folder</b>	30 days						
<b>Subfolders</b>	3 years						

## CITY EXPENDITURE POLICY

The expenditure of City funds must be for a public purpose as implied in the statutory requirements set forth by the State or charter of the City authorizing the expenditure.

As the governing body, the members of the City Council establish policy relating to expenditures of public funds. The Council has established that it is essential that there be communication between the City Council, staff and the community.

To enhance and assist with this process, the City Council supports contributing city funds or in-kind services to the following programs:

- Northwest Youth & Family
- Village Fest
- Sister City
- St. Anthony Orchestra
- St. Anthony Historical Society

The Council encourages employees to become more involved in local, civic, and professional organizations to enhance their skills by networking with outside organizations.

The Council supports annual memberships and conference attendance for City employees related to City business or their department, but does not encourage the selection or the election of employees to be presidents of boards for philanthropic organizations.

The following is a list of civic and professional organizations that are approved by the City of St. Anthony, but not limited to:

- Association of Metropolitan Municipalities
- Chamber of Commerce
- Economic Development Association of Minnesota
- International City/County Managers Association
- International Institute of Municipal Clerks
- Kiwanis
- Lions
- League of Minnesota Cities
- Minnesota Chiefs of Police Association
- Minnesota City/County Management Association
- Minnesota Clerks & Finance Officers Association

- Minnesota Government Finance Officers
- Minnesota Mayor's Association
- Minnesota Municipal Beverage Association
- Minnesota Public Works Association
- Minnesota State Fire Chief's Association
- Municipals
- Other: Memberships and Conferences related to City Business or Departments.

Employees that are members of local, civic, and professional organizations representing the City of St. Anthony are expected that their involvement with these types of organizations will not negatively impact their ability to complete their work responsibilities for the City.

Employees that are affiliated with a local, civic, and/or professional organization are not allowed to solicit or peddle fund raising items for these groups during regularly scheduled work hours. City of St. Anthony employees that wish to solicit or peddle for a local, civic, and professional organization must do so during their non-scheduled work hours and not on City property.

Because many of these events are scheduled during meal times, the City pays for the cost of attendance and the meal. In addition, the City pays for costs associated with annual conferences or conventions of these organizations.

Each year, Council supports the recognition of longevity by City employees and authorizes an employee recognition program (see page B-36; E-24) to acknowledge those employees who have completed service in increments of 5 years (5, 10, 15, 20 and etc.). Policy allows for the employees being recognized to receive mugs, t-shirts or small rewards for their accomplishments.

#### **EMPLOYEE EXPENSE REIMBURSEMENTS**

**Mileage reimbursement.** The City of St. Anthony reimburses its employee for mileage reimbursement equal to the amount allowable by the IRS.

**Meals.** The policy of the City is not to pay meal expenses for meetings between consultants, elected officials, departments, other Cities or the City Manager. However, if it is necessary to hold a public meeting over mealtime, the City will pay for the cost of the meal.

**Exception.** If deemed necessary by the appropriate Department Head, the City will pay for meal expenses or snacks for City employees during extended emergencies. The City will pay for meal expenses or snacks for long-lasting events such as water main breaks, sewer back-up's and election-day duties.

The City will pay for light refreshments and snacks for employee training, open houses or public meetings.

Reimbursement Policy. Employees must submit an expense report requesting reimbursement of expenses incurred. Receipts are to be attached that include documentation of the date, who attended and purpose of the meeting.

The approval processes for reimbursement of expenses include:

- Department Heads will review and sign off on expense reports for employees within their Department.
- The City Manager or his/her designee will review and sign off on expense reports for Department Heads.
- Two (2) members of the City Council (Mayor & Mayor Pro-Tem) will review and sign off on the City Managers expense report.
- The City Manager or his/her designee and Mayor will review and sign off on expense reports for the members of the Council.
- The City Manager or his/her designee and Mayor Pro-Tem will review and sign off on expense reports for the Mayor.

Once approved, the reimbursement of those expenses shall be presented on the Council agenda as part of the verified claims list and approved by the City Council.

#### **APPROVED/NON APPROVED ACTIVITIES**

All activities and expenditures are subject to review and approval of the City Council. Careful consideration is given by the City Council to determine what expenditures are appropriate for the City and what funds serve a “public purpose.”

The Council does not support expenditures that are classed as “gifts.” Examples would be employee bonuses, gifts for graduation parties, flowers for funeral/illness or any expenditure that does not serve a community purpose or benefit.

## USE OF PUBLIC FUNDS

It is the belief of the City Council that employee benefits promote a public purpose and serve the best interest of the citizens. Furthermore, employee benefits are a natural incident of the employer/employee relationship and enable the City to attract, retain, and compensate employees. Employee events are deemed by the City Council to be an additional form of employee compensation. The City Council has specified that the following expenditures promote a public purpose.

## MEALS AND REFRESHMENTS

Employees are entitled to reimbursement for meals according to the “Travel and Conference Reimbursement Policy.” In addition, the expenditure of public funds for meals and refreshments in the following circumstances has been deemed appropriate:

- For employee recognition and/or appreciation events,
- In conjunction with official meetings of the City Council,
- For volunteers and employees that are assigned to work at city-sponsored events and programs,
- For election staff that are performing election-related duties on the day of the election,
- At community meetings, open houses, and ribbon-cutting ceremonies,
- For candidate interviews,
- For emergency response personnel that are required to perform for extended periods of time and duties where meals and/or refreshments are necessary to ensure employee safety and quality emergency response service, and
- At meetings and training sessions during regular meal times when the refreshment and/or meal is necessary to sustain the flow of the meeting and to retain the participants.

## EMPLOYEE RECOGNITION

Employee recognition programs are appropriate for the purpose of attracting public employees as well as retaining those employees.

## VOLUNTEER RECOGNITION

Volunteer recognition is appropriate for thanking the numerous volunteers that give of their time and talents to serve the city and the community. Recognition may be in the form of publicity, refreshments, and/or an appreciation gift.

## **MEMBERSHIPS AND DUES**

Use of public funds for individual and/or organizational memberships, dues, professional registrations, and certifications are acceptable when the primary purpose of the membership is for public benefit and not personal interest or gain.

## **UNIFORMS AND CLOTHING**

Use of public funds for employee uniforms and clothing are appropriate when the uniform and/or clothing are required by the City.

## **GOODWILL GIFTS**

Goodwill gifts for official visitors to the City and donations for community events are appropriate according to the “Gift Donation Policy.”



## EMPLOYEE COMMITTEES

Various committees have been established that are made up of City employees for various purposes. Following is a description of each committee that is open to any City employee who desires to participate. Employees interested in serving on a committee should contact a committee member to inform them of their interest.

### SAFETY COMMITTEE

The purpose of the Safety Committee is to promote continued training, education, and communication on safety-related issues to all city employees and to provide and maintain a safe and healthy work environment. The Committee's responsibilities are to:

- Serve as a means of communication for employees regarding workplace safety hazards, issues, and concerns,
- Review and make recommendations regarding the city's safety program,
- Review incidents and make recommendations to prevent future occurrences,
- Maintain the safety incentive program, and
- Keep employees informed of safety policies, training programs, and other safety information.

### EMPLOYEE RECOGNITION COMMITTEE

The purpose of this group is to promote a sense of team among City staff and to plan a luncheon that acknowledges employees for their contributions to the City and its residents. The City's recognition program will be used to congratulate full time, part-time, volunteer, and reserve City employees on their years of service and their efforts in making the City of St. Anthony a desired place to work, play and do business. This program is also intended to give employees an opportunity to honor their peers for their accomplishments.

### WELLNESS COMMITTEE

The Wellness Committee members purpose is to ensure the employees of the City of St. Anthony are engaging in a healthy and happy lifestyle. This will be accomplished by the Wellness Committee with communications from the Intranet, seminars and various team building activities.

### INSURANCE COMMITTEE

The Insurance Committee members are educated by outside consultants regarding health care trends and issues surrounding the rising costs of insurance. In addition, they provide input as to how the City might design its benefits program to make the best use of its limited funds. Insurance Committee members are responsible for disseminating information to their fellow co-workers, as well as acting as a conduit for their feedback and comments.

# SAFETY AND WORKERS COMPENSATION POLICIES AND PROCEDURES

## SAFETY OVERVIEW

Employee's safety and health are among our top priorities. Our goal is to maintain an accident-free environment that provides safe and healthy working conditions for all employees. Safety involves a number of important ingredients—safe behaviors, proper training, good housekeeping, and positive safety attitudes.

Many accidents are the result of unsafe behaviors or actions, so it is vital that employees perform their job safely and to always think "Safety First." It is the employee's responsibility to know the safety rules and policies. These rules should not be viewed as restrictions, but as aids in helping employees stay safe.

Each employee must do his/her part to make the City of St. Anthony a safe and productive place to work. If an employee is unsure of the correct and safe way to perform a task, that employee should ask his or her supervisor for instruction. In addition, if an employee is aware of an unsafe procedure or condition, the supervisor should be notified immediately.

The City of St. Anthony has implemented a number of safety policies and programs, which are outlined in the following pages. These policies are available by request from your respective department head.

## **VIOLENCE IN THE WORKPLACE & WORKPLACE SAFETY**

In order to establish a safe work environment, the City of St. Anthony recognizes the need to provide adequate physical security for workers and citizens in all City buildings, facilities, parking lots and other locations controlled, owned or operated by the City of St. Anthony. The security needs of this City will be periodically evaluated as to realistic current threat levels weighed against the needs of the public to access and use these government facilities. This will result in both permanent and temporary changes in physical and procedural security over time. In order to maintain a safe work environment, no guns are allowed in City facilities or City vehicles by City employees, with the exception of authorized public safety personnel. Exceptions for city-related purposes may be granted by the City Manager on a case-by-case basis. Failure to comply with this requirement may result in discipline up to and including termination.

It is an unfortunate fact of modern life that violence does occur far too often in the workplace environment. It is the City of St. Anthony's policy to promote a safe workplace environment for its employees. The City is committed to working with its employees to maintain a work environment free from violence, the threat of violence, harassment, intimidation and other disruptive behavior. While our City has experienced little of this activity, no workplace is immune.

Violence, threats, harassment, intimidation and other disruptive behavior will not be tolerated in the workplace. All reports of incidents will be taken seriously, investigated as necessary and dealt with appropriately. Such behavior can include but is not limited to, oral or written statements, gestures, or expressions that communicate the direct or indirect threat of physical harm. Individuals committing such acts may be removed from the premises and will be subject to criminal prosecution, when appropriate. Employees engaging in such acts will be subject to disciplinary action, including possible termination, and criminal prosecution, if appropriate.

We expect the cooperation of all employees to implement this policy and maintain a safe work environment. Do not ignore violent, threatening, harassing, intimidating or other disruptive behavior. When such behavior is encountered or observed by anyone in the workplace it should be immediately reported to a supervisor. If the behavior constitutes an immediate threat or if an assault is occurring, activate the emergency alarm system and/or call the police using 911. Inform the dispatcher that the incident is occurring at City Hall, Public Works, Fire Station, Liquor Store, park, etc.

All incidents of workplace violence must be reported. Reports should be made as soon as practical. In cases where there is no immediate danger to anyone, the report should be made to the employee's immediate supervisor. In cases where the situation is an imminent risk, the emergency alarm system, available from 8:00 a.m. – 4:30 p.m. M - F should be activated, the police should be called and supervisors/managers notified as soon as possible.

## **FIREARMS AND OTHER DANGEROUS WEAPONS ARE PROHIBITED AT WORK**

The City of St. Anthony hereby establishes a policy prohibiting all employees, except police officers of the St. Anthony Police Department, from carrying, possessing, or using firearms or other dangerous weapons, including but not limited to pistols, while acting in the course and scope of employment for the City. This policy includes all employees, including those who have a valid permit to carry a pistol. The possession, carrying or using of a firearm or other dangerous weapon by employees other than police officers is prohibited while working on City property or while working in any location on behalf of the City. This includes, but is not limited to:

- Driving on City business;
- Riding as a passenger in a vehicle or any type of mass transit on City business;
- Working at City Hall or any other City owned work site;
- Working off-site on behalf of the City;
- Performing emergency or on-call work after normal business hours and on weekends;
- Working at private residences and at businesses on behalf of the City;
- Attending training or conferences on behalf of the City.

For purposes of this policy, dangerous weapons include the following:

- All firearms;
- Bows and arrows when arrows are pointed tipped;
- All mechanisms and tools used or that can be used to propel or expel at high velocity any pellets of any kind, including but not limited to B-B guns, air rifles, sling shots, etc.;
- Sand clubs;
- Metal “knuckles”
- Daggers, dirks, stilettos, switch blade knives, spring blade knives, push button knives, or figures or discs with sharpened points or edges (commonly known as “throwing stars”).

The City reserves the right to search and inspect property and persons while on City premises, while operating City machinery, equipment or vehicles for work-related purposes, or while engaged in City business off premises.

The City encourages employees who are aware of policy violations, or who received threats of violence while on City premises, while operating City machinery, equipment or vehicles for work-related purposes, or while engaged in City business off premise, to promptly report the violations or threats to his/her supervisor or to the City Manager.

Violations of this policy are subject to disciplinary action in accordance with the City’s disciplinary procedures policy, up to and including termination of employment. No employee acting in good

faith, who reports real or threatened violent behavior, will be subject to retaliation or harassment based upon their report.

## **SAFETY PROGRAMS**

The City of St. Anthony Safety Manual is available for review on the City’s intranet site under the “Safety Documents” tab.

Workplace safety does not occur by chance—it is a team effort. A safe workplace is a management responsibility and a supervisory function but also requires the support and cooperation of all employees. Together, we share the responsibility of maintaining a safe workplace.

## HEPATITIS B VACCINE POLICY

### WHAT IS HEPATITIS B?

Hepatitis B is a viral infection of the liver. The disease is caused by a virus, which is found in the blood and body fluids of infected people. Many of those infected with the virus may never have symptoms and unknowingly spread the infected to others. Most do recover completely, however, the infection can be debilitating for several months and a small number progress to life threatening diseases such as cirrhosis and cancer of the liver.

### HEPATITIS B VACCINATION PROGRAM

In accordance with OSHA (Occupational Safety and Health Administration) standards for Occupational Exposure to Bloodborne Pathogens: Hepatitis B Virus (HBV) and Human Immunodeficiency Virus (HIV), employees, who by virtue of their work assignments, could be reasonably anticipated to have contact with blood or other bodily fluids or needle sticks must be offered the opportunity to receive a Hepatitis B vaccination at no cost to the employee. The departments within the City of St. Anthony where employees have been identified as most likely to reasonably anticipate exposure are:

- Police Department
- Fire Department
- Public Works

### WHAT IS THE HEPATITIS B VACCINATION?

The Hepatitis B vaccination is produced from yeast. No human products are involved in the manufacturing of this vaccine. Side effects to the vaccine are reported to be minimal, however, those who are severely allergic to yeast or, women who are pregnant, should not receive this vaccine.

### HOW IS THE VACCINE ADMINISTERED?

The vaccination process consists of three (3) separate injections into the shoulder area. These injections are administered over a six-month period according to the following scheduled:

- First Dose: On a scheduled day (i.e., June 1);
- Second Dose: One month later (i.e., July 1)
- Third Dose: Six months after the first dose (i.e., December 1)

The City of St. Anthony requires that employees opting to have the vaccine must sign a consent form and that those employees who decline to accept the Hepatitis B vaccine must sign a declination statement. For employees who are not members of the specified City departments, a review of their

request for the vaccination will be conducted to determine whether or not the City will provide the vaccination.

An employee who, while on the job, is exposed to blood, bodily fluids or needle stick is required to:

- Contact their supervisor as soon as possible.
- Complete a First Report of Injury form.

If the exposure is found to be a significant exposure, the supervisor will initiate appropriate action.

The City of St. Anthony is committed to protecting their employees by providing the vaccine to current members of the above-named groups and to all new members of these groups at the time of employment. The City will also conduct annual vaccination review during open enrollment for employees who wish to receive the vaccination.

The program shall be administered by the City Manager's office. Employees who wish to receive the vaccine shall contact their department head or City Manager. Immunization records shall be retained by the Administration Department. The Hepatitis B consent form will be provided to all new employees during their employee orientation.

## WORK-RELATED ACCIDENTS AND INJURIES

All work-related personal injury accidents shall be reported to the City employee's supervisor immediately, regardless of severity.

If an employee's injury requires medical attention, a Report of Workability form must be signed by the treating physician, thus allowing the employee to return to work.

## MEDICAL CARE

### *Emergency Medical Care*

The following procedures should be followed in the event of serious injury that requires emergency treatment.

- Dispatch someone to call 911. Emergency services may be obtained from any qualified provider regardless of participation in Corvel's provider's network.
- Do not move the individual.
- Cover the individual to keep warm and make as comfortable as possible.
- Comfort individual by assuring that help is on the way.
- Notify the employee's supervisor.
- The supervisor must complete the First Report of Injury and the Supervisor's Report of Injury. The completed reports must be forwarded to Administration within 24 hours. Administration is responsible for submitting the forms to the appropriate individuals.

### *Urgently Needed Medical Services*

The following procedures should be followed in the event of an injury that requires urgent medical treatment.

- Seek treatment at the nearest emergency medical facility immediately. Urgently needed medical services may be obtained from any qualified provider regardless of participation in Corvel's the Provider's Network.
- The supervisor must complete the First Report of Injury and the Supervisor's Report of Injury. The completed reports must be forwarded to Administration within 24 hours. Administration is responsible for submitting the forms to the appropriate individuals.
- Either the injured employee or the employee's representative must call Corvel Access Line (612-436-2500) within 48 hours of the initial emergency medical treatment. If additional medical care is required, Corvel or the League of Minnesota Cities Insurance and Trust will assist in choosing a participating medical provider.



### **Non-Emergency Injuries**

The following procedures should be followed in the event of an injury that requires medical treatment.

- The injured employee should notify their supervisor immediately.
- The injured employee or supervisor should call the Corvel Access Line at 612-436-2400 to report the injury.
- The supervisor should complete a Corvel ID card for the injured employee, including the City of St. Anthony's name, employee's name, employee's social security number, and date of injury (DOI). The injured employee should bring this ID card to the clinic and present the card at the time of each visit(s).
- Generally, work-related injuries are treated at Minnesota Occupational Health, 1661 St. Anthony Avenue, St. Paul. Do not send the injured person in their own vehicle by themselves.
- The supervisor should remain with the injured person until treatment is rendered.
- The supervisor must complete the First Report of Injury and the Supervisor's Report of Injury. The completed reports must be forwarded to the Human Resources Division within 24 hours. The Human Resources Division is responsible for submitting the forms to the appropriate individuals.

Employees should obtain a Report of Workability form signed by the treating physician when applicable.

### **WORKER'S COMPENSATION**

The purpose of workers' compensation benefits is to provide for the continuation of an employee's wage when the employee is unable to work because of a work-related injury. All City employees shall be eligible for worker compensation benefits. Workers' compensation benefits are provided through the League of Minnesota Cities Insurance and Trust (LMCIT).

When an employee is injured while on duty, the following steps will be taken:

- A First Report of Injury and a supervisor's report of the accident will be filed with the Finance Department and forwarded to the insurance carrier.
- The insurance carrier will notify the Finance Department of any claims approved for workers' compensation payments.

An employee that sustains a work-related injury will receive wage-loss benefits if they are unable to work for more than three (3) days.

If a non-union employee is injured on duty, the City's worker's compensation insurance company will determine if the injury qualifies for worker's compensation benefits. The employee can use PTO leave during the interim while eligibility is being determined. Once the injury is determined to

be eligible for worker's compensation the insurance company will reimburse the employee for the time missed. The first workers' compensation payment will be sent to the City and signed over by the affected employee to have his or her PTO leave that was used in the interim reimbursed. For all future workers' compensation checks the employee may elect one of the following options:

- Receive a worker's compensation check from the City of St. Anthony's worker's compensation insurance company. TTD replaces approximately two-thirds (2/3) of the employee's gross (before tax) weekly wages at the time of the injury; or
- Receive a worker's compensation check AND a check from the City of St. Anthony.

Receive a worker's compensation check AND a check from the City of St. Anthony. The check from the City of St. Anthony is calculated by subtracting the workers' compensation check from the employee's regular weekly wage and is equivalent to approximately 1/3 of the employee's gross pay. To receive this option, the employee must use personal time off (PTO) for the balance not covered by workers' compensation and will continue in this manner until the employee's bank of PTO is used up or the employee returns to work.

Employees that are covered under a collective bargaining agreement are advised to review the section of his or her labor contract that addresses worker's compensation benefits.

The City is also enrolled in a Certified Managed Care Plan to provide all necessary medical treatment for workers' compensation injuries. Information regarding the City's managed care provider is available in the Assistant to the City Manager's office.

Under Minnesota law, workers' compensation payments are not considered salary for PERA purposes when issued by a third-party payer. When an employee is placed on an extended workers' compensation leave, the employee generally receives a payment equal to two-thirds of his or her normal wage. PERA is not deducted from workers' compensation payments. If an employee wishes to receive service credits while drawing workers' compensation benefits, he/she can call PERA for more information.

If you have any questions or concerns regarding worker compensation benefits, please contact the Finance Department.

During this time, employees out on Worker's Compensation earn PTO at 1/3 of their normal accrual rate.

## DOCTOR APPOINTMENTS

The City of St. Anthony does not charge an employee's Personal Time Off account for work-related injuries that require the employee to attend doctor appointments, physical therapy, etc., provided that the appointments are pre-approved by the City's managed care provider and workers' compensation insurance carrier.

## **FAMILY AND MEDICAL LEAVE ACT**

An employee that sustains a work-related injury, and is unable to work due to that injury, will be placed on Family and Medical Leave according to the City's Family and Medical Leave Act policy.

## **FRAUD**

The City of St. Anthony will not tolerate fraudulent claims. All questionable claims will be investigated and fraudulent claims will be prosecuted.

## **ALTERNATE DUTY ASSIGNMENT POLICY**

When applicable, Department Heads will determine if an alternate work assignment is available and receive confirmation from the employee's doctor that the employee is able to perform alternate duty work without further aggravating his/her disability. The decision will be based upon the employee's knowledge, skills, and ability to perform available work. The City is under no obligation to provide an alternate work assignment for an employee that is returning from an injury.

At no time shall the granting of an alternate work assignment interfere with the City's responsibility for providing adequate and cost effective services to its citizens.

Refusal of an alternate duty work assignment may result in the loss of workers compensation or sick leave benefits. Workers compensation rules will dictate in the case of workers compensation cases. In other cases, the City Manager will determine whether the situation warrants loss of sick leave.

This policy shall not be construed or interpreted to mean that any employee has a right to an alternate work assignment.

## FACILITIES AND EQUIPMENT

### SMOKING AND TOBACCO USE

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, all City owned or leased buildings and vehicles are designated as smoke and tobacco free. This means that employees and visitors will not be allowed to smoke or use tobacco in any City owned buildings or vehicles. This policy applies to all City of St. Anthony employees and volunteers.

This policy also applies to all contractors, vendors, clients, patrons, visitors and other individuals who are not an employee of the City.

Smoking or tobacco usage includes cigars, cigarettes. Pipes, chewing tobacco and any other tobacco product that is sold on the market. This section shall also include the use of any electronic dispensing device used to vaporize substances for ingestion. I.e. “e-cigarette”

For City of St. Anthony employees and volunteers failure to follow this policy may result in disciplinary action.

## SOLICITORS

On occasion, City employees may encounter individuals attempting to solicit various goods and/or services. Because we are a government institution, there is a constitutional question as to whether or not we can prevent them from being in certain public places within the municipal building such as the lunchroom and the entry foyer. However, it is clear that they do not have the right to solicit employees during employees' work schedule because it interferes with the orderly and efficient operation of a government institution.

If a City employee encounters a solicitor, they are to kindly ask them to leave. If the employee feels uncomfortable doing so, they should seek the assistance of the department supervisor to address the issue with the solicitor.

## **FACILITIES ACCESS & SECURITY**

### **PURPOSE**

Controlling access and use of City facilities is a critical part of asset and personal safety security. Special efforts must be made to protect employee safety and City property. All employees of the City of St. Anthony are required to take steps to ensure personal and City security and safeguard property.

### **POLICY**

Keys and access cards for City facilities and vehicles are issued only to employees and volunteers with a need commensurate with their duties. Access to facilities is at the discretion of the City Manager or designee, and can be modified at any time without prior knowledge to the key or card holder. People to whom keys or cards have been assigned are responsible for such items, and upon separation or termination of employment, all keys and/or cards must be returned to their supervisor. The employee must immediately advise the supervisor of any lost or stolen keys or cards.

This policy applies to all employees, elected officials, facility visitors, and vendors who require access to city facilities.

### **IDENTIFICATION, ACCESS CARDS & KEYS**

The city issues photo identification cards and key access cards for electronic access to city buildings to regular full-time and part-time employees and to other employees as necessary. Each employee is responsible for having their identification card in their possession at all times while working and shall protect it from loss, theft or misuse. Unauthorized or inappropriate use of the employee identification card is prohibited and will be subject to discipline.

These cards are for the use of the assigned employee only and cannot be transferred or loaned to someone else. It is against policy to provide or use a card that is not assigned to you, and make, or attempt to make, unauthorized copies of assigned keys or access cards. Use of access cards is automatically recorded and monitored.

If a key or access card is damaged, lost, or stolen through the negligence of the authorized user, that individual will be responsible for reimbursing the City of St. Anthony for all replacement costs.

### **SECURITY**

Security and safety is an important element of any business. All City employees have a responsibility to help maintain the safety and security of City employees, customers, facilities and property. Employees should immediately contact the police and a supervisor if they observe anything that could pose a threat to the safety or security of City employees, customers, facilities, or property.

If any individual acts nervous or suspicious in any way or makes threatening comments or displays other erratic behavior; dial 911. Employees should exercise caution when dealing with angry or hostile individuals on City property. Do not invite angry or hostile individuals into non-public areas. Employees are responsible for the individuals they bring into a card access area. When practical, meetings with individuals who are not employees should be held in common areas that do not require card access. Members of the general public must be invited and accompanied by an employee to be admitted to non-public areas.

## **PROCEDURES**

### **ENTERING AND LEAVING THE FACILITY:**

Before entering, survey your surroundings to ensure strangers are not loitering nearby. For the safety of employees, when using the card to access an area, do not allow unauthorized individuals to enter at the same time. Make a positive identification before admitting anyone into the building during non-business hours and ensure that they are escorted by the appropriate person. Always lock doors when offices are not open for business. People requesting appointments outside regular business hours must be known by the employee and the supervisor must approve the meeting. The visitor should be met at the doors at a predetermined time and escorted out at the end of the meeting. When leaving the building at the end of the day, employees must carefully observe the area near the door, be sure that doors are locked.

### **SECURING AREAS OF RESPONSIBILITY:**

If an employee is entrusted with the custody of safes, vaults, or confidential files, the employee must see that these units are locked before leaving at the end of the day.

### **MEETINGS OUTSIDE OF BUSINESS HOURS:**

Before and during the meeting have only the necessary lights on and door unlocked. After the meeting, do a walkthrough of the building ensuring all visitors have left; internal and external doors are locked; kitchen appliances are off as well as all lights. When leaving the building make sure that main door locks and security system engages.

## **VIOLATIONS**

Any employee who is found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

## CITY HALL AND PUBLIC WORKS BUILDING USE

The City of St. Anthony, its departments and commissions shall have priority use of City Hall. Please see Administration for the building use policies.

### PRIORITIES SHALL BE

1. City Council. Authority to pre-empt any and all scheduled meetings.
2. Departments and City Commissions.
  - Departments and city commissions shall not pre-empt any other department or commission from a previously scheduled room.
  - Departments and city commissions have the authority to pre-empt outside organizations if absolutely necessary and at least two (2) days advance notice is given.

### REGULATIONS FOR USE OF BUILDING

- The commission staff liaison, department head or a representative from the outside organization shall be responsible for the proper conduct and use of facilities in which the requested meeting takes place.
- Food and beverages are allowed to be served in all meeting areas except the Council Chambers.
- Thorough cleanup of all meeting rooms is the responsibility of the sponsoring department or organization.
- No non-intoxicating or intoxicating liquor or wine shall be stored, served or consumed within City Hall.

### OUTSIDE ORGANIZATIONS

- Outside organizations shall be allowed the use of meeting space in City Hall on a first request basis.
- Outside organizations must request space through the City's Administration Department. Organizations must provide the City with the organization's name, representative name and phone number.
- Meeting space in City Hall is not available for use by for-profit entities.
- Meeting space in City Hall is not available for personal use such as birthday parties, showers, etc.
- Space in City Hall is only available for use by outside organizations from Monday through Saturday. These buildings are closed on the following major holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.



## **POSTING OF PUBLIC INFORMATION IN CITY BUILDINGS**

The only organizations that are permitted to use City space, including the electronic sign, cable station, Web site and buildings for postings are government agencies and those non-profit organizations that are eligible to use City buildings for public meeting space. Postings are only allowed for the purpose of announcing activities, events, or programs available and open to the community.

Materials will be allowed to remain posted through the expiration of the materials (ie: date of meeting) or three (3) months, whichever comes first. Exceptions to the length of time allowed may be made by the City Manager. The City's front office staff is responsible for checking the postings weekly for expired or unapproved materials. Each group wishing to post information in any City building must submit the posting, along with the name and phone number of the contact person, to the front office staff located in Administration.

The City reserves the right to refuse to post any submitted materials. Any material that is posted without the approval of the City will be removed immediately.

## **CAMPAIGN LITERATURE**

The policy on the placement of campaign literature is that no campaign literature is allowed in any City facility including the Public Works building, municipal liquor stores, Fire Station, and all park buildings and related facilities.

## VEHICLE USE

It is in the best interest of the City that persons holding certain positions within the City be provided with a vehicle on a continuous basis. Those City Departments where this continuous vehicle use is allowed are Police, Fire and Public Works, due to the on-call, 24/7 nature of the work being performed. Such use of a City-owned vehicle is subject to all Federal and State income tax regulations.

Employees that are assigned a continuous use City vehicle are not allowed to use or possess any illegal/prescription drugs, controlled substances, or alcohol while operating a City owned vehicle or truck that is assigned to them.

When such vehicle is provided, it shall be used for City business only. No vehicles shall be used for personal use. City vehicles can also be used out of the seven-county metro area for work-related issues, such as training, seminars, etc. A vehicle can be used by City employees to insure an efficient response to the community.

Full-time employees may use other City vehicles, if available, for training, seminars or other work-related issues, provided such use has been previously approved.

Violations of this policy are grounds for disciplinary action and may result in termination.

## TELEPHONE USE

Employees are encouraged to keep personal phone calls to an absolute minimum. We recognize that occasionally there are circumstances that require spouse, children or others to make personal contact with employees at work. Such phone contacts should be limited in time and frequency and not occur with a regular and consistent pattern.

Long Distance or fee calls may not be charged to the City, unless it's for City business and approved by the Department Head.

## CELLULAR PHONE POLICY

The purpose of this policy is to promote the availability and reliability of the City owned cellular phone equipment for productive employee use in providing effective and efficient service to our citizens. One part of fulfilling that purpose is to define acceptable use, including parameters for appropriate personal use. Department heads and supervisors are responsible for ensuring the appropriate use of all electronic tools and other equipment through training, supervising, coaching, and taking disciplinary action, when necessary.

- The cellular phone is not to be left in any vehicle overnight or in an unattended locked or unlocked vehicle. The only exception to this policy is the utilization of city owned cell phones by police supervisors for 24 hour on-call coverage.
- It is permissible, when not returning from the field to the City offices, to take the cellular phone home.
- The employee is responsible for maintaining the cellular phone in a charged and operating condition and to immediately report any malfunction.
- Personal calls are permitted only under extenuating circumstances. Reimbursement will be made for the number of minutes of the personal call at the contract rate or at the higher billed rate if the monthly charges exceed the maximum contract minutes.
- Roaming rate charges resulting from service area limitations should be avoided to the greatest extent possible.
- Due to the restrictive nature of the current contract minutes and communication budget the cellular phone is for internal business use only and the phone number is not to be provided to the general public.
- Based on employee input, this policy will be reviewed at various intervals to determine if the current contract service levels are effective and whether any improvements to contract service or cellular phone use are appropriate.

## TECHNOLOGY POLICY

Most City business is conducted with the use of desktop or notebook computers dedicated to a single user's activity. It is essential to protect City information assets created, gathered, shared or stored with desktop and notebook computers, related computer media (e.g. CD ROMs, flash drives, etc.) and peripheral equipment such as fax machines, printers and copiers.

The City contracts with the City of Roseville to supply information technology support, and this acts as the City IT Department. This arrangement provides most employees with electronic access, consisting of an email system, network connection, and Internet/Intranet access. This policy applies to all individuals granted access to the City /Roseville IT network and information systems and includes all computers (e.g., desktops and notebooks), stand-alones as well as those connected to the City network even if mobile and remote.

The purpose of the provisions below are to establish standards of use and governance in order to ensure secure, efficient, ethical and legal use of desktop and notebook computers, electronic programs and operating systems, as well as all other related computer media and peripheral equipment. This policy also complies with laws and technology contracts, and sets out to minimize disruptions to services and activities. The City Manager or designee may authorize exceptions to this policy.

## COMPUTER/ PERIPHERAL EQUIPMENT/SYSTEMS USE

### SECURING EQUIPMENT

The IT Department is responsible for secure installations, configurations, distribution, management and removal from service of City desktop and notebook computers. The City may withdraw permission for any or all business or personal uses of its network or information systems at any time.

The City will ensure reasonable physical safeguards to maintain desktop and notebook computers and peripheral equipment in such a way to avoid inadvertent disclosure of City information.

However, each user is responsible to take measures to protect equipment and data from theft or unauthorized access or use by:

- Locking workstations when unattended
- Storing all physical equipment in a secure location and all confidential and sensitive data on the network (shared directory) drive
- Clear peripheral equipment of confidential documents immediately and turn off all equipment at the end of each work day
- Never altering or disabling security safeguards or virus detections that have been installed

## **SOFTWARE / VIRUSES**

Individual users shall not install or download software applications and/or executable files to any City desktop or notebook computer without prior authorization from the IT Department.

Suspected viruses must be reported immediately to the IT Department and not deleted without assistance unless instructed by the IT Department. Desktop and notebook computer users shall not write, compile, copy, knowingly propagate, execute or attempt to introduce any computer code designed to self-replicate, damage or otherwise hinder the performance of any computer system (e.g. virus, bacteria, worm, Trojan Horse, or the like).

## **GENERAL USE**

Users at the City will comply with all Federal and State laws, City policy and contracts. The City's equipment, systems and services are not to be used for purposes that could be reasonably expected to cause excessive strain on systems, interfere with staff productivity, pre-empt any business activity or consume more than a trivial amount of resources. Examples would be excessive personal use, use of systems and services for unsolicited mass mailings, non- City commercial activity, political campaigning or dissemination of chain letters.

## **ELECTRONIC DOCUMENT RETENTION**

City employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as City records. Incidental and occasional personal use of City computers and voice mail and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information. All transactions and files on any device may be considered to be public information under Minnesota state open meeting and data practices law.

The City permits use of personal cell phones for business use, and in doing so, the employee should understand that their device is subject to the Minnesota records retention schedule. As a result, information on personal cell phones are subject to data requests.

Certain paper documents must be retained, and electronic documents may be required to be kept on file as well. For further information and requirements please refer to the state retention schedule.

## **PASSWORDS**

### **PASSWORDS OVERVIEW**

Passwords are a critical part of information and network security. Passwords protect user accounts, but if compromised, could put the entire network at risk of unauthorized access and loss of electronic data. All employees are required to take appropriate steps to ensure that they create strong, secure passwords and keep them safeguarded at all times. This section is established to set a

standard for creating, protecting and changing passwords such that they are strong, secure and protected.

### **PASSWORD CONSTRUCTION**

Passwords are used to access any number of City information systems, including the network, database applications, email and internet. Poorly designed passwords are easily cracked and put the entire system at risk. Therefore, strong passwords that contain at least 8 characters are necessary to protect the integrity of the network and data. A strong password will contain a series of numbers, letters and special characters and are not be based on well-known or easily accessible personal information. Passwords must be changed every 120 days and may not be reused for one year.

### **PASSWORD PROTECTION**

Passwords should be treated as confidential information. No employee is to give, tell or hint at their password to anyone including IT staff, administrators, superiors, other co-workers, friends or family members.

Passwords are not to be transmitted electronically over the unprotected Internet, such as via email. Unsecured written record of passwords or unencrypted electronic files should not be kept. Do not use the “Remember Password” feature of applications. Passwords used to gain access City systems should not be used as passwords to access non-City accounts or information.

## **EMAIL**

### **EMAIL OVERVIEW**

Email is a critical mechanism for business communications. Email access is gained through a request from the department head and is controlled through individual accounts and passwords. Temporary email accounts will be granted to third party non-employees on a case-by-case basis and will be terminated when the third party terminates their association with the City.

Improper use of electronic mail systems and services can compromise the security of the network or result in unnecessary legal liability. As a result, the provision of email to an employee is a privilege, not a right, and must be used with respect and in accordance with the goals and policies of the City.

The City is under no obligation to store or forward the contents of an individual’s email inbox/outbox after their employment has ceased.

### **USE EXPECTATIONS**

Important official communications are often delivered via email. Employees are encouraged to use email to further the goals and objectives of the City. Employees with email accounts are expected to check and respond to email in a consistent and timely manner.

Email users are responsible for mailbox management, including organization and cleaning. Email users are expected to comply with standards of professional and personal courtesy and conduct. Email accounts are only to be used by the registered user. Viewing, copying, altering or deletion of email accounts or files belonging to the City or another individual without authorized permission are prohibited. Opening email attachments from unknown or unsigned sources is also prohibited. Attachments are the primary source of computer viruses and should be treated with utmost caution.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

## **INTERNET**

### **INTERNET OVERVIEW**

Access to the Internet provides employees with the opportunity to locate and use current and historical data from multiple sources worldwide in their educational, research and decision-making processes. Employees are encouraged to develop the skills necessary to effectively use these tools in the performance of their jobs.

Internet access at the City is controlled through individual accounts and passwords. Department heads are responsible for defining appropriate Internet access levels for the persons in their department and conveying that information to the Network Manager.

### **USE EXPECTATIONS**

Employees are encouraged to use the Internet to further the goals and objectives of the City such as acquiring or sharing job related information and participating in educational or professional development activities. Individual Internet use may not interfere with others' use of the Internet. Users will not violate the network policies of any network accessed through their account.

### **WEBSITE BLOCKING AND FILTERING**

The City employs filtering software to limit access to sites on the Internet. Restricted sites typically contain adult or pornographic material. To preserve Internet bandwidth, websites that use an inordinate amount of bandwidth will be filtered. These sites typically contain streaming video and audio but also include sites that contain large file downloads.



## **COMMUNICATIONS TECHNOLOGY & USAGE**

### **COMMUNICATIONS TECHNOLOGY & USAGE PURPOSE**

Staff relies on communication technology to support and monitor activity and progress. Effective and efficient use of communications technology is imperative to City operations. Communications technology is also critical to effective response to emergencies and other needs and can save lives.

### **COMMUNICATIONS TECHNOLOGY & USAGE POLICY**

Some positions require staff to carry and use current communication technology to ensure operations are carried out efficiently and effectively and that response to needs are as immediate as practical.

This may include cell phones or other personal electronic communications and tracking devices. It is required that staff monitor communications and respond to all requests via these devices, as assigned during the normal course of work activity, including lunch hours and breaks. Staff being paid to be on call will carry communications devices as necessary and may be tracked during their on-call period.

### **COMMUNICATIONS TECHNOLOGY & USAGE PROCEDURES**

Staff may be assigned City -provided personal electronic communication and tracking devices and/or cell phones. These devices are required to be turned on, operational, monitored, and responded to during the normal work hours, overtime required work, standby and emergency callbacks. These devices may be monitored by supervisors and managers as to the location and use including through GPS, triangulation software, or phone records. Use and monitoring is primarily for work efficiency and emergency management purposes. However, it may be used for disciplinary action if it is determined that the activity violates policy, contract, or work assignment. Disciplinary action due to violation of this policy will follow established procedures and union contract requirements. City provided communication equipment will not be monitored outside of paid work hours, with the exception of devices assigned to staff being paid to be on-call.

## **PERSONAL SOCIAL MEDIA SITES**

### **PURPOSE**

Staff members without explicit job duties involving social media that are detailed in a job description are expected to follow the City's existing Technology Use and Access when it comes to using City -owned or operated technology to access social media sites.

City staff without official social media responsibilities likely use social media as private citizens to keep in touch with friends, family, colleagues and groups with mutual interests. City staff generally has the right to speak publically as private citizens on "matters of public concern." Staff never has the right to reveal non-public or private data.

**USAGE**

Personal social media account names should not include information that could give the wrong impression that the account is an official City site (e.g. “John Doe, City”). This will help clarify that the individual is not speaking officially on behalf of the City. Staff interested in using social media officially on behalf of the City should talk with their supervisor.

Individuals who use personal social media accounts are not immune from the law. Employees need to be aware that use of their personal social media accounts may need to follow existing City policies such as the Respectful Behavior Policy, the Technology Use and Access Policy and other policies the City may have adopted.

Individuals should refrain from uploading, posting, transmitting or making available content known to be false, misleading or fraudulent. They should not post photos that infringe on trademark, copyright or patent rights of others.

Individuals never have the right to post non-public and confidential information such as information related to coworkers (without their expressed consent), personnel data, medical information, claims or lawsuits against the City.

Individuals should not use City -owned or operated equipment to post to personal sites content that violates existing City policies, that exhibits hate, bias, discrimination, pornography, libelous or otherwise defamatory content. Individuals are encouraged to post to personal sites only that content which is suitable for readers and viewers of all ages.

**PHONE USE****PHONE USE PURPOSE**

To regulate the use City -owned phones and to ensure that phone usage is consistent with the best interests of the City within reasonable, practical parameters. Telephones are assigned to employees who must remain accessible due to the nature of their duties. This policy will be implemented to prevent the abuse of phone privileges.

**PHONE USE POLICY****CITY PHONES AND VOICE MAIL**

City phones and voice mail are provided to conduct City business. It is recognized that some non-business calls are necessary, and these calls shall be kept to a minimum. Excessive personal use will not be tolerated. Personal long distance calls should only be made in emergency situations, and the employees must reimburse the City for the cost of any long distance calls not charged to a personal account. Personal long distance calls should be charged to a credit card, a home telephone number or placed as a collect call. Personal calls and email should never take precedence over City business.

## CELL PHONE USE

City -issued cell phones are for those employees who need to contact others or who need to be contacted by others while outside of City buildings. City -issued cell phones are to be used by employees to conduct City business in a professional manner. Employees are responsible for all equipment in their possession and are to contact a supervisor if service or repair is needed.

Department heads are responsible for the cell phones assigned to their departments and shall exercise discretion in their use. Personal calls should be made or received only when absolutely necessary when they do not interfere with working operations and should be completed as quickly as possible. The IRS deems any personal usage on City owned phones as a taxable benefit. Employees using City cell phones for personal calls may be charged this expense as income on their W-2. When an employee terminates employment, the supervisor is responsible for making sure the employee returns the City issued phone. Department heads may also prohibit employees from carrying their own personal cell phones during working hours if it interferes with the performance of their job duties.

The City strongly encourages employees to use common sense in regards to cell phone use. For example, do not order ring tones or additional services online, as the City will not pay for these charges. Keep in mind cell phone transmissions are not secure and sensitive information should be relayed using a more secure form of communication. Your supervisor will provide direction if your phone needs service.

## MONITORING & CONFIDENTIALITY

The equipment, systems and services assigned by the City are the property of the City. The City has the right to monitor any use consistent with governing law. While the City does not actively read end-user email, email messages may be read by IT staff during the normal course of managing the email system. Employees should have no expectation of privacy in any message or content that you store, receive, or send using City property or systems.

Use extreme caution when communicating confidential or sensitive information via email or over the internet or intranet. All email messages sent outside of the City and intranet activity become the property of the receiver. A good rule is to not communicate or receive anything that you wouldn't feel comfortable being publically known. Demonstrate particular care when using the "Reply" command during email correspondence. In addition, backup copies of email messages may exist, despite end-user deletion, in compliance with the City's records retention policy. The goals of these backup and archiving procedures are to ensure system reliability and prevent business data loss.

## DISCLAIMER

The City assumes no liability for direct and/or indirect damages arising from the use of the City's desktop computer, notebook computer or related computing device, software or services. Users are solely responsible for any material that they access and disseminate. The City is not responsible for any third-party claim, demand or damage arising out of use the City's equipment, systems or

services. Use your access responsibly. Should you have any questions regarding this policy, contact the IT Department.

### **REPORTING VIOLATIONS**

Allegations of misuse must be promptly reported as other complaints or violations are reported, through the chain of command. If you receive an offensive email, report it immediately and do not forward, delete, or reply to the message. If an employee knows or suspects that their password may have been compromised, report to the IT Department and change the password immediately.

### **VIOLATIONS**

Violations of this policy will be treated like other allegations of wrongdoing at the City. Allegations of misconduct will be adjudicated according to procedures of investigation. Discipline for inappropriate use will be progressive up to and including termination of employment and legal action.

## BENEFITS

### JURY DUTY / ATTENDANCE AT CONVENTIONS AND OTHER MEETINGS

When an employee performs jury duty or is subpoenaed as a witness in court, he/she is entitled to compensation equal to his/her regular pay. Such time off shall be considered time on duty.

Employees serving on jury duty must submit to the City the per diem check received in order to receive his or her regular pay. The employee is entitled to retain the mileage reimbursement portion of the check.

Attendance at conventions and other meetings and visits to other cities shall be considered as time on duty, provided that such attendance is approved in advance by the employee's department head and is consistent with budget approval.

### PERSONAL LEAVE OF ABSENCE

Upon the request of an employee, special leave of absence without pay may be granted by the City Manager, who shall take into consideration good conduct, length of service, the efficiency of the employee, and the general good of the City service. Leaves of absence without pay may only be requested after all accrued personal time off time has been exhausted. Such leave of absence shall not exceed a period of ninety (90) days, provided that the same may be extended beyond such period if the leave of absence is for continued disability or other good and sufficient reasons. In no case shall the personal leave without pay exceed one (1) year except when the employee is disabled for disability incurred while in performance of the employee's duties as an employee of the City. The City does reserve the right to review these situations on a case by case basis.

During the leave without pay, the employee will not accrue personal time off (PTO). Employees on special leave without compensation shall have the option of continuing to participate in the City's health, dental, life and disability insurance by agreeing to pay the full premium of said coverage pursuant to procedures established by the Finance Department. In no case shall this option exceed eighteen (18) months.

Employees wishing to request a leave of absence without pay should do so in writing to their supervisor, indicating the reason for the request along with the length of time requested. Final approval or denial will be made by the City Manager.

### PERSONAL TIME OFF (PTO)

Personal time off for regular full-time, non-unionized employees is established by City's Personnel Policy approved by the City Council. Part-time employees are not entitled to PTO, holidays with pay, or any other benefits, other than those benefits required under federal or state law.

Employees using earned personal time off shall be considered to be working for the purpose of accumulating additional personal time off. PTO may be used subject to approval of the department head or his or her designee.

Employees may accrue up to one thousand two hundred (1,200) hours of accrued PTO as of December 31 of each year. Accrued personal time off (PTO) in excess of that amount at the end of the year will be lost. Employees that were hired prior to January 1, 1988 are exempt from this PTO provision.

Following are the accrual rates for Personal Time Off.

<i>Years of Service</i>	<i>Hours Accrual</i>
Start through 5 years of service	176 hours
Beginning of 6th year through 14 years of service	216 hours
Beginning of 15th year of service	256 hours

PTO time is accrued bi-weekly and may be used as earned, subject to approval by the Department Head and City Manager. Salaried employees who are exempt from overtime pay need not use accrued PTO for absences of one-half day or less.

## **HOLIDAYS**

All regular full-time employees shall observe the following twelve (12) paid holidays.

- New Year's Day – January 1
- Martin Luther King Day Observed – January
- President's Day Observed – February
- Memorial Day Observed – May
- Juneteenth – June 19
- Independence Day – July 4
- Labor Day Observed – September
- Veteran's Day – November 11
- Thanksgiving Day Observed – November
- Friday following Thanksgiving – November
- Christmas Day – December 25
- (1) Floating Holiday

When any of the above-listed holidays fall on a Sunday, that holiday shall be observed as the paid holiday on the following Monday. If any holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday.

Some employees, usually from the Liquor Operations, the Public Works Department, the Fire Department and the Police Department may be required to work on holidays when the nature of their duties or other conditions require. A full-time employee required to work on a holiday shall receive another day off within 30 days thereafter, as approved by the City Manager, and unless the department's work schedule makes it impossible. At that point, another day will be scheduled as soon as possible as the observed, paid holiday.

Each holiday commences at the beginning of the first shift of the day on which the holiday occurs and continues for 24 hours thereafter. Eligible employees shall receive pay for official holidays at their normal rate of pay if they are working or on a leave of absence with pay the last regular shift to which they would have been assigned prior to the holiday and the first regular shift to which they would have been assigned prior to the holiday and the first regular shift to which would have been assigned following the holiday. Employees who are members of a bargaining unit will also adhere to the language of their specific contracts.

## **MILITARY LEAVE**

Employees who are ordered by proper authority to National Guard or Reserve military service not exceeding fifteen (15) days in any calendar year shall be entitled to leave of absence without loss of status. These employees shall receive their regular pay rate for such leave.

Employees ordered by proper authority to National Guard or reserve military service in time of war or other properly declared emergency shall be entitled to leave of absence without pay during such service.

Upon completion of such service, employees shall be entitled to the same or similar employment of like seniority, status, and pay as if such leave has not been taken, subject to the specific provisions of Chapter 192 of the Minnesota Statutes and/or the Uniformed Services Employment and Reemployment Rights Act (USERRA).

It is the City's intent and obligation to reinstate the rights of City of St. Anthony employees who are called into military service by law enacted by the Congress of the United States or those who voluntarily enlisted during the effective period of such law. Such rights shall be determined in accordance with provisions of the applicable law.

## **PAID LEAVE**

Pursuant to Minnesota Statutes Section 192.26, employees who are members of the National Guard, or any other branch of the state militia or the officers' reserve corps, the enlisted reserve corps, the Naval Reserve, the Marine Corps reserve, or any other reserve branch of the military or naval forces of the United States are entitled to a paid leave of absence of up to fifteen (15) days in any calendar year for training or active service authorized by the proper authority. The employee shall not lose pay, seniority, personal time off (PTO), or any other benefits during the leave of absence.

The leave will not be allowed if the employee does not provide the City with a leave request in writing or does not provide a copy of their official written orders. All employees are expected to return to work immediately upon being relieved from service, unless the employee is prevented from returning by physical or mental disability or other cause not the employee's fault or is required by the proper authority to continue in service beyond the 15-day leave period.

Per City Council approval and budgetary review, employees of the City who are called to active service may be eligible to receive payment of an amount equal to the difference between the member's active duty military salary and the salary the member would be paid as a full time active employee of the City, including any adjustments the member would have received if not on a leave of absence. This payment may be made only to a person whose active duty military salary, including but not limited to allowances for basic housing, family separation, subsistence and hostile fire, is less than the salary the person would be paid as an active City employee without the addition of benefits

A City of St. Anthony employee who is on active military duty and is a full time employee at the time he/she was ordered to active service in the military shall be eligible for this payment. The term "active service" is the meaning given in Minnesota Statute Section 190.05, subdivision 5, but excludes service performed exclusively for the purposes of:

- Basic combat training, advanced individual training, annual training, and periodic inactive duty training; and
- Special training periodically made available to reserve members, and
- Service performed in accordance with section 190.08, subdivision 3.

#### **UNPAID LEAVE**

Pursuant to 192.261 and [38 U.S.C., Sec. 4301-4333], an employee who engages in active service in any of the military or naval forces of the state or the United States for which leave is not otherwise allowed by law is entitled to an unpaid leave of absence, with rights of reinstatement as provided by state and federal law. Such rights include, but are not limited to, the right to return to the same job or to a position with like seniority, status and pay if such a position is available at the same salary which the employee would have received if the leave had not been taken. Reinstatement is subject to the following conditions: 1) the position has not been abolished or its term has not expired; 2) the employee is not physically or mentally disabled from performing the duties of the position; 3) the employee applies for reinstatement within 90 days after termination of military service or within 90 days after discharge from hospitalization or medical treatment resulting from military service, provided that such application is within one year and 90 days after termination of military service; 4) the employee submits an honorable discharge or other form of certification that the employee's military service was satisfactory.



## **RIGHTS OF OTHERS**

An employee promoted or hired to fill a vacancy created by a person being on military leave may be appointed to the position subject to the return of the employee on military leave. Upon return of the employee on military leave, a promoted employee may be restored to the employee's original position or an equivalent position. A replacement employee may be subject to layoff if no other position is available.

## **TIME OFF FOR SCHOOL CONFERENCES AND ACTIVITIES**

In accordance with Minnesota state law, up to 16 hours of unpaid leave may be used annually to attend school conferences, school-related activities and pre-kindergarten conferences and activities related to the employee's child (including a foster child), provided the conferences or school-related activities cannot be scheduled during non-work hours. This time may also be used to observe and monitor a pre-kindergarten service or program, again provided that the observation cannot be conducted during non-work hours.

Employees must provide reasonable prior notice of the leave and make a reasonable effort to schedule the leave so as not to disrupt unduly the operations of the city.

Employees may substitute any accrued Personal Time Off or compensatory time for the unpaid leave should they so choose.

## **LEAVES OF ABSENCE**

### **FAMILY AND MEDICAL LEAVE ACT**

Family Medical Leave Act-Employee and Employer Rights (Public Law 110-181)

FMLA is intended to balance the demands of the workplace with the personal and medical needs of families and to promote the stability and economic security of families. It is intended to provide protections for employees as well as employers by providing up to twelve (12) weeks of unpaid, job protected leave for the birth of a child, adoption, foster care and certain individual and family medical reasons. The City of St. Anthony will comply with the Family Medical Leave Act of 1993, (FMLA, Title 29, Part 825 of the Code of Federal Regulations) and all future revisions to the Act.

### **FMLA EMPLOYEE AND EMPLOYER RIGHTS**

This FMLA leave policy is intended to be a general summary of the law. FMLA leave is governed by federal or state regulations. Those regulations shall control if they conflict with this policy. Each situation will be evaluated on a case-by-case basis, consistent with applicable law. Where provisions of the City's personnel policies, contracts, or agreements, are in conflict with FMLA, those regulations which are most beneficial to the employee, shall apply.

In order to be eligible for FMLA benefits, and employee must:

- Have worked for the employer for a total of 12 months; and
- Have worked at least 1,250 hours over the previous twelve (12) months

#### **ELIGIBLE REASONS FOR FMLA LEAVE**

An eligible employee is entitled to 12 weeks of unpaid leave during a twelve month rolling calendar period from the date of the FMLA-qualifying event for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or childbirth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job;
- Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty".

Eligible employees are also entitled to twenty-six (26) workweeks of unpaid leave during a single 12-month period to:

- Care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

#### **DEFINITION OF QUALIFYING EXIGENCY**

Qualifying exigencies include: (1) issues arising from a covered service member's short notice deployment; (2) military events and related activities; (3) child care and related activities; (4) making or updating financial and legal arrangements to address a service member's absence; (5) attending counseling arising out of active duty or the call to active duty; (6) taking up to 15 days of leave to spend with a covered member who is on rest and recuperation leave during deployment; (7) attending certain post-deployment activities; and (8) any other event that the employee and employer agree is a qualifying exigency.

#### **DEFINITION OF A SERIOUS HEALTH CONDITION**

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or

incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

## **FMLA LEAVE POLICY**

The length of FMLA leave is not to exceed twelve (12) weeks in any rolling twelve (12) month period with the exception of leave to care for family members injured while on active military duty which may extend up to 26 weeks.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period.

A covered service member is:

- A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
- A covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness. “Covered veteran” means an individual who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran.

FMLA leave shall be taken simultaneously with the Minnesota Parenting Leave and entitlement to FMLA leave for the birth or placement of a child can begin at any time, but expires twelve (12) months after the birth or placement of the child.

Employees must apply to use their FMLA leave thirty (30) days before the leave occurs unless the nature of the leave is due to an unanticipated event or emergency. A FMLA leave application is available on the City’s intranet site or by contacting the Administration Department. The application will include a schedule for using personal time off (PTO), compensatory time, unpaid leave, and revised work schedules for the duration of the FMLA leave. The plan must be approved by the employee’s Department head and the City Manager and is subject to the following provisions and the operating needs of the department. If an employee fails to apply for FMLA the City may declare coverage under the provisions of the law on their behalf.

## **USE OF LEAVE**

### ***Personal Leave***

Employees must use all accrued personal time off concurrently with their FMLA leave.

Employees may use up to 12 weeks of unpaid FMLA leave, prorated according to their normal hourly work schedule, within 12 months of the qualifying event. During the FMLA leave the City

will continue the employer's contributions for health care under terms of the pay plan or union contract.

### **Medical Certification**

Employees who request a FMLA leave must provide a medical certification completed by the attending physician or practitioner indicating the need for the leave. A "Certificate of Health Care Provider" form can be obtained from the Finance Department or on the City intranet site. A "Certificate of Health Care Provider" is not required if the employee is placed on FMLA leave due to a workplace injury that is covered under workers' compensation insurance or due to the birth, adoption, or placement of a child.

The certificate should be submitted within two weeks of notification of the FMLA leave or within 15 days of the first day of leave if the leave is unexpected. Subsequent certificates updating the employer of the status of the employee or the family member's serious health condition and the projected date of return to work may be required depending on the length of the absence.

The certification must state the following:

- The date the need for the leave started or is expected to start.
- The probable duration of the condition.
- The appropriate medical facts regarding the condition.
- If the leave is for the employee's own serious health condition, the certification must state that the employee is unable to perform the essential functions of the position.
- When the leave is requested for a spouse, child, or parent, the medical certificate must state that the employee is needed to care for the relative and the estimated amount of time that the employee will be needed to provide such care.
- If the leave requests an intermittent work schedule, the medical certification must state that the reduced or intermittent schedule is medically necessary and for how long it may be necessary.
- The City may require a second medical opinion at the City's expense with a City chosen health care provider. If the second opinion conflicts with the opinion provided by the employee, the City may request, at the City's expense, a third opinion from another City-selected health care provider. The third opinion will be considered final and binding.

### **CONTINUATION OF BENEFITS**

**Insurance Benefits** An employee on FMLA leave may choose to continue their existing group health care benefits (health and dental) and life insurance if so desired for up to the 12 week maximum. As required by law, these benefits will be maintained under the same conditions, and at the same level of City contribution, as before the employee left on leave. If there are changes to the City's contribution levels and/or premium rates while the employee is on leave, those changes will take

place as if the employee were still on the job. The employee will be required to continue payment of the employee portion of the health care and/or other insurance coverage if they choose to continue.

During such time that the FMLA leave is paid by utilization of paid leave (personal time off –PTO and comp time) accruals, the City will continue to collect the employee's share of the premium through payroll deductions. Once paid leave accruals are depleted, the employee must make arrangements to pay their portion of benefits directly. If an employee's contribution is more than (30) days late, the City may terminate the employee's insurance coverage.

**Personal Leave Accruals** An employee on paid FMLA will continue to accrue personal time off (PTO) for the duration of their paid leave. An employee on unpaid leave will not accrue benefits while they are on unpaid leave.

**Holidays** An employee on FMLA leave will not be eligible for holiday pay if they are on unpaid status.

**Failure to Return from FMLA Leave** Failure of an employee to return to work upon the expiration of FMLA leave will be cause for discipline, up to and including separation from employment.

**Both Spouses Employed by the City** When both spouses are employees of the city, each spouse may take up to 12 weeks of FMLA leave per leave year. The leave may only run simultaneously when the leave is to care for the serious health condition of each other.

**Intermittent Leave** Employees may be required to use FMLA leave when the employee misses work due to an injury obtained while on duty. If this is required, the City will provide the employee written notification specifying that any absence will be counted against the employee's remaining FMLA time. The FMLA leave and workers compensation leave run concurrently.

**Return to Work** An employee returning from leave should notify their supervisor as soon as possible of their anticipated return to work date. The employee will be required to submit a fitness for duty or return-to-work report, signed by the treating doctor, prior to returning to work if FMLA leave was for the employee's own serious health condition.

The employee will be reinstated to the same or equivalent position with equivalent benefits, pay and other terms and conditions of employment upon returning to work. However, an employee has no guaranteed right to reinstatement or other benefits if the employee would not have been continuously employed during the FMLA leave. For example, the employee will not be reinstated: 1) if the employee is laid off during the course of the FMLA leave, 2) if a shift is eliminated, or 3) if the employee was hired for a specific term to work on a discrete project and the term or project is over.

## PARENTAL LEAVE

All regular full-time and part-time employees who work an average of twenty (20) hours or more per week and have successfully completed six (6) months of employment may be granted a leave of absence from work by the City Manager. This is provided that the employee is a natural or adoptive parent and the leave is in conjunction with the birth or adoption of a child. The length of leave shall be determined by the employee, but may not exceed six (6) weeks unless approved by the City

Manager. Parental leave shall in no event exceed ninety (90) days unless an employee is unable to return to work at the end of ninety (90) days due to the employee's medical condition related to the birth. In this case the leave may be extended for a period of time during which a doctor certifies that the employee is unable to return to work, but no longer than an additional ninety (90) days.

Parental leave time shall begin at the time requested by the employee. The leave may not begin more than six (6) weeks after the birth or adoption; except that in the case where the child must remain in the hospital longer than the mother, the leave may not begin more than six (6) weeks after the child leaves the hospital. The employee shall notify their supervisor in writing at least forty-five (45) days before the expected commencement date of parental leave. Review the personal time off usage policy for updated information on the amount of leave that may be used following the birth or adoption of a child. The leave shall be unpaid except as follows:

- The City will continue to provide the employee with full benefits when an employee uses personal time off and/or compensatory leave during the approved leave.
- Leave without pay for parental purposes shall be considered FMLA leave only for that portion of the leave, which the employee is medically unable to return to work, as certified by a licensed medical doctor.
- An employee on parental leave who is not using personal time off or compensatory leave shall not be eligible to receive any City-paid benefits during the leave but shall have the option of continuing to participate in the City's health, dental, life, and disability insurance by agreeing to pay the full premium of the said coverage pursuant to procedures established by the Finance Director. The length of time benefits are available shall coincide with any state or federal regulations.

## **VOTING**

You have the right to be absent from work for the purpose of voting during the State Primary or General election without penalty or deduction from salary or wages.

## **OTHER INFORMATION RELATING TO UNPAID LEAVES OF ABSENCE**

With the return from unpaid leaves, employees shall be entitled to all personal time off (PTO) accrued prior to the leave which was not used during their absence. Failure of an employee to request an extension before the expiration of leave shall be considered a voluntary resignation.

An employee granted unpaid leave of absence shall have the right to return to employment in the original job or position of like status and pay unless the employee's position has been discontinued or the employee would have been laid off if such employee had not been on leave. The City Manager shall have the right to place said employee in a position, which most efficiently promotes the welfare of the City.

If an employee has not yet completed his or her probationary period prior to beginning a leave of absence, his or her probationary period shall be extended by the amount of the leave of absence

upon return. In addition, if a step increase is due, that step increase effective date shall be extended by the amount of the leave of absence.

An employee returning from a leave is entitled to retain all unused accrued pre-leave benefits of employment and seniority as if there has been no interruption in service. Also, an employee by agreement with the City Manager may return to work part time during the leave period without forfeiting the right to return to employment at the end of the leave period.

#### **FUNERAL LEAVE**

In the event of the death of any employee's spouse, children, parents, brother or sister, or spouse's parents, the employee will be granted three (3) days of funeral leave with pay. In the event of the death of an employee's grandparents or spouse's grandparents, brother or sister, the employee will be granted one (1) day of funeral leave with pay.

## DONATION OF ACCRUED LEAVE

With the express written approval of the City Manager, City employees having accrued personal time off will be allowed to donate a portion of such accrued personal time off (PTO) fellow employees experiencing a major life threatening disease or condition suffered by the employee, their spouse, or minor children. A major life threatening disease or condition shall include, but not necessarily be limited to, heart attack, stroke, organ transplant, or life threatening illness or condition as defined by a physician's diagnosis.

The donation of personal time off from one (1) employee to another shall be subject to the following terms and conditions:

- An employee is only eligible to receive and use donated personal time off (PTO) for time lost from work due to a major life threatening disease or condition as described above, equal to the number of hours of time, compensated by personal time off (PTO) or compensatory time, which the employee would lose from his or her job due to major life threatening disease or condition.
- An employee will be eligible to receive donated personal time off (PTO) only after the employee's accrued leave and compensatory time have been used by the employee.
- The value of the donated personal time off is computed according to the salary or wages of the recipient, regardless of the salary or wage of the donor.
- A written request to donate personal time off (PTO) must be made to the City Manager.

The City Manager shall have the right to deny use of donated personal time off or limit its use, as shall be determined necessary in the best interests of the City.



## EMPLOYEE ASSISTANCE PROGRAM

Employees have available to them a confidential counseling service to assist with questions or concerns about anything from family issues and relationships to budgeting. Employees wishing to utilize this service may call Blue Cross/Blue Shield at 1-800-432-5155. An experienced, professional counselor will answer the call, listen to the concerns, and help the employee sort through options to improve the situation.

If employees have legal, financial, elder care, substance abuse or addiction questions or other concerns, they'll be connected with a specialist who has been trained to handle the unique needs of each of these issues:

- Stress or Burnout
- Financial Concerns
- Marriage and Family Problems
- Work Issues
- Alcohol or Chemical Dependency
- Parenting & Child Difficulties
- Emotional Problems

With BCBS Employee Assistance Program, employees and their family have access to confidential short-term counseling to help them deal with any of the issues of daily living including financial matters, marriage and relationship problems, work related issues, substance abuse, legal concerns, stress, mental health, child care and elder care services– anytime, 24 hours a day, 365 days a year. Help is just a phone call away. The sooner you call, the sooner you can get back on track. Call 1-800-432-5155 or visit [www.bluecrossmn.com/eap](http://www.bluecrossmn.com/eap)

## **INSURANCE AND PAID-TIME-OFF BENEFITS IN GENERAL**

The City of St. Anthony's Benefits Plan is designed to help provide for employee's financial security by reimbursing employees for unforeseen medical expenses, providing preventative and major dental coverage, offering income protection if an employee becomes disabled or dies, and supplementing an employee's income when he or she retires. For all regular part-time employees employed twenty (20) hours or more per week, personal time off (PTO) benefits are accrued on a prorated basis based on the employee's budgeted full-time equivalency.

## HEALTH INSURANCE

Regular full-time employees and permanent part-time employees who work a minimum of 32 hours per week are eligible for group health insurance benefits.

The City purchases its health insurance through LOGIS, a consortium of metro-area cities.

Employees may select from employee only coverage, employee plus dependent coverage, employee plus spouse or family coverage. Employees can waive health insurance coverage.

If an employee gets married or if has a child through birth or adoption and that employee wants to add that new dependent to his or her coverage, the employee must do so within 30 days of the marriage, birth or adoption. Likewise, employees experiencing a divorce must notify the City within 30 days of the date of divorce.

Employees experiencing a change in status and/or desiring to add dependents or remove dependents should contact human resources immediately for the appropriate paperwork so that the change can be made within the 30 days required. Address or name changes must be reported as soon as possible to the Finance Dept.

## COBRA – CONTINUATION OF BENEFITS UPON SEPARATION

Federal law provides that employees who are actively enrolled in the health plan and who have separated from City service may continue on the City's group health, dental coverage plan and life insurance for up to 18 months.

Pursuant to applicable state or federal law requirements, changes in family status, eligibility for Medicare or death of a spouse may warrant continuing coverage for up to 36 months. Continuing coverage premiums must be paid in full by the separated employee, their spouse or dependents or coverage will lapse. See Finance Department for plan details.

Minnesota law (Minn. Stat. § 471.61, subd. 2b) requires state and local government entities to allow some former employees and their dependents to continue to participate indefinitely in the employer-sponsored hospital, medical, and dental insurance group that they participated in immediately prior to retiring as long as they are either:

- Receiving disability benefits or a retirement annuity from a Minnesota public pension plan (PERA, TRA) other than a volunteer firefighter plan; or
- Have met the age and service requirements necessary to receive an annuity from a public pension plan, but have opted not to draw upon the funds at the time they retire.

City employees who retire before age 65—early retirees—must be allowed to continue on the same group health and/or dental plan and at the same cost as active employees. When an early retiree turns 65 or when an employee retires at or after age 65, the City will offer the retiree the option of indefinite coverage. However, the city may at this point decide to offer the retiree a different benefit plan at a different premium rate than what is offered to active employees.

## **LIFE INSURANCE**

Regular full-time employees are provided a basic life insurance policy of \$25,000 for the employee.

Regular full-time employees also have the option to purchase additional supplemental life insurance on themselves, their spouse, and their dependent children. Employees getting married or having a child through birth or adoption have the option to purchase life insurance on the new dependent, which should be done within 30 days of the marriage, birth, or adoption event. Supplemental life insurance can be purchased outside of the 30 days; however, a health history questionnaire will need to be completed along with a potential medical examination.

Supplemental life insurance is not available for purchase on ex-spouses or children who are no longer dependents. Employees experiencing a divorce must contact human resources within 30 days of the divorce so the appropriate paperwork can be completed to offer the ex-spouse the opportunity to convert the policy to an individual policy.

Employees who have previously purchased supplemental life insurance and want to increase or decrease the amount of insurance should contact the Finance Department for the appropriate paperwork.

### **PERA LIFE INSURANCE (NCPERS)**

Regular full-time and regular part-time employees also have the option of purchasing a decreasing term life insurance plan. With this plan, premium rates do not increase with age, but instead, the benefit decreases with age.

Employees have the option of signing up for this at the time of eligible hire, or during the annual open enrollment period.

For life insurance coverage, employees that are interested or needing to change their beneficiary must contact the Finance Department for the appropriate form(s). It is the responsibility of the employee to make sure his or her beneficiaries stay updated and current.

### **LONG-TERM DISABILITY INSURANCE (LTD)**

The Long-Term Disability Insurance coverage has a 90-day elimination period and pays up to 60% of an eligible employee's gross salary, depending on the coverage level elected, after eligibility requirements are met. The premiums are 100% employee paid.

Upon being hired, an employee may purchase LTD without a medical history or exam. Should employees elect to purchase LTD at a later date, medical examination may be required at the employee's own expense.

## DEFERRED COMPENSATION

Public sector employees have a unique opportunity to build retirement savings and reduce today's taxes with a Section 457 deferred compensation plan. The City offers Section 457 deferred compensation plans through ICMA Retirement Corporation and ING for its regular full-time and regular part-time employees.

A 457 plan is a program that allows employees to defer compensation on a pre-tax basis through payroll deduction. This pre-tax advantage allows employees to defer federal and (in most cases) state income taxes until the assets are withdrawn. Employees have the ability to specify how their dollars are invested, and can make changes to that daily via the Internet or telephone line.

For complete information about how 457 plans work, their advantages, and their restrictions, please contact the Finance Department for information and an enrollment packet. The City also holds periodic information meetings on this topic. Employees may sign up for this benefit at any time and may make changes to their contribution levels at any time. Employees wanting to change the amount being deducted from their paycheck should contact the Finance Department for the appropriate form.

Employees already enrolled in the Section 457 deferred compensation plan having an address change or change in family status should contact the Finance Department for the appropriate form to change their address and/or beneficiary(ies).

## PUBLIC EMPLOYEES RETIREMENT ASSOCIATION (PERA)

The Minnesota Legislature created the Public Employees Retirement Association (PERA) in 1931. Membership in PERA is automatic for non-elected public employees who meet eligibility requirements set by Minnesota statute.

Eligible employees and the City both contribute to PERA on the eligible employee's behalf. Federal and state income taxes on PERA contributions are deferred. Thus, most of an employee's PERA benefits (or refund unless placed in another tax-deferred program) will be taxable when they are received.

It's important for employees to keep their spousal and beneficiary information current with PERA. Spousal benefits are determined based on whoever is last on record with PERA. Employees having any change in marital status or wishing to change beneficiaries should contact the human resources office for the appropriate form.

## PERA COORDINATED PLAN

Employees first hired for a position covered by PERA or another Minnesota public retirement plan prior to July 1, 1989, are eligible for a full (unreduced) retirement benefit from PERA if:

- He or she is age 65 or over and has at least one year of public service; or
- His or her age plus years of public service total at least 90 (Rule of 90), regardless of his or her age.

Employees first hired for a position covered by PERA or another Minnesota public retirement plan on or after July 1, 1989, are eligible for a full (unreduced) retirement benefit from PERA when they have earned a minimum of one year of PERA service and have reached the age for full Social Security retirement benefits, but no later than age 66.

Employees retiring before age 65 may be eligible for a reduced benefit if:

- He or she is at least age 55 and has three or more years of service; or
- He or she has 30 or more years of service, regardless of age (if first hired prior to July 1, 1989).

#### **PERA POLICE & FIRE PLAN**

Employees are eligible for a full (unreduced) retirement benefit from PERA if:

- He or she is age 55 and has at least three years of service;
- He or she is age 65 or over and has at least one year of public service; or
- His or her age plus service credits total at least 90 (Rule of 90) regardless of his or her age.

Employees retiring before age 55 may be eligible for a reduced benefit if they are at least age 50 with three years of service, or at any age with 30 years of service.

#### **PERA REFUND**

Employees ending their public service and remaining out of public employment for more than 30 days may elect to receive a refund of their contributions instead of leaving them with PERA and drawing a deferred pension later. The refund consists of the employee's contributions plus interest. Employees interested in receiving a refund that meet these refund requirements should contact PERA for the appropriate forms.

## EVENTS, INCENTIVES, MEALS & REFRESHMENTS

Employee benefits promote a public purpose and serve the best interest of the citizens. Furthermore, employee benefits are a natural incident of the employer/employee relationship and enable the City to attract, retain, and compensate employees. Employee events are deemed by the City Council to be an additional form of employee compensation. Employee events may be held throughout the year, which may include meals and refreshments, various incentives and other forms of recognition.

## SPIRIT OF ST. ANTHONY AWARD (IMPLEMENTED DECEMBER 20, 2012)

This annual award will be presented to a City of St. Anthony staff member that displays and embodies the following values on a day-to-day basis:

S.E.R.V.I.C.E. is an acronym for the values of:

- Supportive: Helpful, action oriented, non-bureaucratic
- Effective: Competent, productive, skilled
- Responsive: Dependable, accountable, customer-oriented
- Visionary: Anticipate problems, future oriented, plan ahead
- Innovative: Creative, inventive, knowledgeable
- Courteous: Professional, approachable, sensitive
- Exemplary: Ethical, honest, sound character

Each of these basic values identifies specific behavioral characteristics that the City has identified as important in providing assistance to the residents of our community and the public in general.

All full-time and regular year-round part-time employees with at least 2 years of employment with the City of St. Anthony are eligible to be nominated for the Spirit of St. Anthony award.

All nominations will be reviewed by an appointed Awards Committee chosen by the City Manager or his designee. The Committee reserves the right to choose from employees outside the submitted nominations. The City Manager has the final decision on the award recipient.

The recipient of the award will be announced at the Annual Employee Recognition Luncheon. The recipient's name will be placed on a plaque at City Hall for public display and the employee will receive a personal plaque recognizing his/her achievement.

## EMPLOYEE RECOGNITION PROGRAM

The objective of the City of St. Anthony Employee Recognition Program and policy is to promote a sense of community among City staff and to acknowledge employees for their contributions to the City and its residents. The City's recognition program will be used to congratulate full-time, part-time, paid-on-call fire fighters, volunteer, and reserve City employees on their years of service and

their efforts in making the City of St. Anthony a desired place to work, play and do business. This program is also intended to give employees an opportunity to honor their peers. Temporary and seasonal staff is not involved in this program.

### ***Award Criteria***

Recognition awards will go to eligible employees based strictly on longevity and will in no way be connected to performance.

The recognition year will run concurrently with the calendar year, from January 1 to December 31 of the current year to qualify for a service recognition award. This service award will be presented to the recipient the year following the anniversary year.

### ***Types of Awards***

The following awards will be given in recognition of length of service to the City:

At each five year milestone anniversary, employees will receive a general use, pre-paid gift card valued at \$3.00 per year of service. For example, an employee with 5 years of service will receive a \$15.00 gift card. An employee with 10 years of service will receive a \$30.00 gift card, and so on.

In addition, employee's names will be added to the Years of Service plaques in the Council Chambers as they reach the applicable service milestones.

Recipients will receive their awards from their Department Head. Department Heads will receive their service recognition awards from the City Manager, when appropriate. Employees are encouraged to attend the City Council meeting to receive their Certificate of Longevity but are not required to attend. Employees receiving service recognition awards will also be recognized by their peers at an annual luncheon.

### ***Retirement***

The following will occur upon announcement of a retirement from City service:

- Administration staff will organize a reception, including ordering a cake.
- The Department is responsible for organizing a collection towards a gift for the retiree.
- The Department will draft a resolution of appreciation for a City Council meeting. The Department Head will also be asked to include a few brief comments about the retiree at the time of the presentation of the resolution of appreciation to the retiree.
- The Retiree will be advised of the recognition plans and may elect not to be recognized in any of the manners as described above.

### ***Resignation***

The following will occur upon the announcement of the resignation of an employee with five (5) or more years of service:



- Administration staff will organize a reception, including ordering cakes.
- The Department will be responsible for organizing a collection towards a gift for the resigning person.

When the resigning Staff member has less than 5 years of service, the Department is responsible for organizing any form of recognition.

### **NEW EMPLOYEE ORIENTATION**

New regular full-time staff will be presented with a City of St. Anthony logo pin and a logo mug during their orientation with their Department Head.

### **POLICY CHANGES**

All policy changes must have the approval of the City Manager to enable him/her to budget effectively.

### **SUNSHINE FUND**

This is a completely employee funded account established to provide for flowers or plants for all City employees in Administration, Finance, Fire, Liquor, Public Works and City Council for various life events.

- |                     |                                     |
|---------------------|-------------------------------------|
| • Death             | Spouse/Child/Parents/Siblings       |
| • Prolonged Illness | Employees/Spouse/Dependent Children |
| • Surgery           | Employees/Spouse/Dependent Children |
| • Hospitalization   | Employees/Spouse/Dependent Children |
| • Birth             | Employee                            |
| • Miscellaneous     | As directed                         |

There is no minimal amount required to participate. Newly hired employees may enroll at the time of their employment. Non-participating employees may enroll in January of each year.

A monetary gift will be given to all full or part-time employees who are contributors to the Sunshine Fund at the time upon resignation or retirement from the City of St. Anthony. The gift will be based on years of service as follows:

<i>Years of Service</i>	<i>Amount</i>
1 thru 5 years	\$ 50.00
After 5 years	\$100.00
After 10 years	\$150.00
After 15 years	\$200.00
After 20 years	\$250.00
After 25 years of service	\$300.00

## **ATTENDANCE AT NATIONAL CONFERENCES**

All Department Heads and the City Manager shall be allowed to attend one (1) work-related national conference a year. All other exempt employees shall be allowed to attend one (1) national conference with the City Manager's approval. Employees must pass probation to be eligible to attend a national conference. In addition the employee's supervisor must approve attendance at the conference.

The Administration department shall develop and maintain the conference schedule. Employees will be allowed to switch their conference year with another employee with approval from each department head. A dollar amount for conference expenses will be determined jointly by the administration and finance departments during the budget process. Any additional costs will be the employee's responsibility.

Reimbursements for national conferences are covered under the "Travel and Conference Reimbursement Policy".

This policy is in effect as long as funds are available. Employees must check with the Finance Department prior to expending any City funds for a national conference to determine if funding is available.

## TUITION REIMBURSEMENT

The City of St. Anthony encourages employees to continue to improve their skills and knowledge as an investment in quality performance for the mutual benefit of the employee and the City. St. Anthony reimburses for classes, training and conferences related to performing his/her normal work duties or in some cases for classes, training and conferences to provide back-up skills to other City positions.

To be eligible under this policy, an employee must meet the qualifications outlined below:

- Be employed by the City of St. Anthony as a regular full-time employee at the completion of the approved course. The employee must also have successfully completed their initial probationary period at the time of application.
- Apply for reimbursement and receive the approval of the Department Head and the City Manager.
- Approval for the course must be received prior to the beginning of the course.

Requests for tuition reimbursement for reimbursement must be made in writing and must be made prior to the first class session. Employees are encouraged to check with their Department Head and the Finance Department before signing up for any class or program to determine if funding is available at that time.

Annual funding for the Tuition Reimbursement must be approved annually by the City Council during the adoption of the annual budget.

## SUMMER HOURS

Summer hours have been developed to provide alternative work arrangements for employees of the City of St. Anthony during the summer. Participation in summer work hours does not change the basic terms and conditions of employment with the City. The City Manager may discontinue schedules approved in accordance with this policy at any time.

Employee job responsibilities will not change due to participation in summer hours. Professionalism in terms of job responsibilities, work output and customer orientation will continue to follow the standards set by the City.

Subject to the requirements of the work requirements of the department and where appropriate, each department may elect to adopt summer hours. These hours are 7:00 a.m. To 4:30 p.m. Monday through Thursday and 8:00 a.m. To 12:00 noon on Friday. The summer hours are in effect from May 15 through September 15.

During the summer, there are three (3) paid holidays, Memorial Day, Independence Day and Labor Day. The City provides eight (8) hours of holiday pay to City employees for these holidays. When any one of these holidays fall on weekdays, Monday through Thursday, days when participating employees are working nine (9) hour days, it is the participating employees' responsibility to make up the additional hour, either by taking personal time off, comp time or to make up the hour owed on another day during that pay period.

Days off during the week are to be accounted for in the same manner as summer holidays if the employee participates in summer hours. If an employee takes less than forty hours off in a week, this time off needs to be accounted for with a nine (9) hour day. For example, if an employee takes Monday off, they need to report 9 hours of personal time off (PTO) rather than 8 hours while working summer hours.

## SOCIAL MEDIA POLICY

### POLICY STATEMENT

It is the City of St. Anthony's objective to establish standards for appropriate Social Media usage and to protect the City's information technology (IT) system from risk such as business interruption, unauthorized or inappropriate IT usage, and security breaches.

The IT system includes, but is not limited to, computers, printers, ipads, tablets, copiers, facsimile machines, software, telephones, cell phones (text messages, instant messages, or any other means of communication through the cell phone), cameras, e-mail, voice mail, internet access and otherwise.

### APPLICATION

The Social Media Policy shall apply to all employees (including those represented by a bargaining unit), full-time, part-time, seasonal, contractors, volunteers, and paid-on-call firefighters who have access or use the City of St. Anthony IT system.

The misuse of City property and/or equipment or any violation of the Social Media Policy may result in disciplinary action per the City's Employee Resource Guide or through other rules and laws. If applicable, violations may also be referred for criminal prosecution.

To the extent permitted by law, the Social Media Policy will also apply to elected officials and members of City commissions and boards.

### SOCIAL MEDIA POLICY

Social media technologies offer continually evolving opportunities to enhance public outreach resident and visitor interaction, and employee productivity for the City. The City will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communications strategy. Social media web resources administered by City departments may be expanded, modified or discontinued based on City goals, priorities and resources.

### PURPOSE

The City of St. Anthony wishes to represent itself, its services and its facilities appropriately and consistently on the Internet. The purpose of this policy is to establish procedures for creating a consistent overall social media presence that meets the City's established goals. The City intends to use social media websites as an additional communication channel to help promote its programs, events, and services. This technology allows news of an event to spread quickly and is a good forum to facilitate public information. The City's official website, located at [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us) shall remain the City's primary online medium for communicating information to the public.

## GENERAL PROCEDURES

The City of St. Anthony has an overriding interest and expectation in deciding what is "spoken" on behalf of the City on its official social media sites. This policy establishes guidelines for the use of social media by individual City departments. This policy applies to any new, or pre-existing, social media networking websites sponsored by the. Whenever possible information posted to the City's social media websites shall also be posted on the City's website (front page or the department's webpage). Content posted to City social media sites will regularly contain links directing users back to the City's official website for more in-depth information, forms, documents or online services necessary to conduct business with the City.

The best, most appropriate, City uses of social media tools fall generally into two categories:

- As channels for disseminating time-sensitive information as quickly as possible.
- As marketing/promotional channels that increase the City's ability to broadcast its messages to the widest possible audience.

The City Clerk shall be responsible for overseeing and maintaining the City's primary webpage. Each department will be responsible for adhering to the City's record retention policy for materials that are maintained on the various departments sections of the City webpage and social media sites.

Department heads must receive permission from the City Manager prior to starting a form of social media communication for their respective departments.

Departments that have a page on a City sponsored social media site must provide the necessary staff to maintain it. Department will be responsible for the content and upkeep of their social media page.

City social media sites are subject to State of Minnesota public records laws (Minnesota Statutes, Chapter 13). Any content maintained in a social media format that is related to City business, including a list of subscribers and posted communication is a public record. The department maintaining the site is responsible for responding completely and accurately to any request for public records on a social media site. Content related to City business shall be maintained in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Non-public and confidential information such as information related to coworkers, personnel data, medical information, claims or lawsuits against the City should never be shared.

Minnesota state law and the City records retention schedules apply to social media formats and social media content as reflected in the City's record retention policy. In most cases, content on the City's social media sites is transitory, incidental or non-vital in nature and therefore shall be retained "until read." However, any content posted that does constitute as an official record of the City will be retained according to the City's records retention schedule.

## PROCESS FOR CREATING A SOCIAL MEDIA PRESENCE

1. Once approved by the City Manager, individual City departments shall have the discretion to determine the content and distribution of social media.
2. All social media initiatives that are department initiated shall comply with this policy.
3. Departments shall consult with the City IT Department prior to embarking on the use of new social media tools.
4. The responsible department head shall approve the day-to-day use of social media tools within their department. Staff shall not create a new or significantly alter an existing social media site without the approval of their department head.
5. Prior to launching a social media site, the assigned staff person shall register the site and all associated passwords for the account with the City Manager, City Network Manager, and/or designee.

## STANDARDS FOR OPERATING AND MAINTAINING A SOCIAL MEDIA

### PRESENCE

City social media websites and their associated content should focus on significant City interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the City's various communication mediums. Departments administering and using City social media websites must comply with applicable laws, regulations and policies, as well as proper business etiquette.

Social media websites are to be consistently branded in order to communicate a clear association with the City, and must contain a City-standard disclaimer. Branding should include, but is not limited to, the inclusion of the City logo, City department information (address, phone number, and hours of operation) and any other aesthetic features defined by the City Manager now or in the future.

The naming and contact conventions used for social media websites shall be City of St. Anthony-specific and must not contain individual employee names. All approved social media sites will be linked with the City's official website.

All City sponsored social media sites shall prominently post the Disclaimer and Comments Policy found in Appendix B. In situations where a social media site does not allow for prominent posting of the Disclaimer and Comments Policy, a link to a PDF copy of Appendix B shall be posted instead.

### RESPONDING TO COMMENTS

In cases where comments are accepted, the department responsible for the page should monitor the site regularly and respond in a timely manner.

### **REMOVING COMMENTS**

Comments violating the City's comment policy (see Appendix B) shall be removed promptly. When a person's comment is removed, the City will post a reason for removing the post. Removed comments shall be archived for the City's records by completing the tracking form found in Appendix C and submitted to the City Clerk for record keeping purposes.

### **CORRECTING MISTAKES**

If an employee makes a factual mistake on a City social media site, he/she must correct the error as soon as possible.

### **REVIEW PROCEDURES**

The City Clerk and other designees assigned by the City Manager will have access to all City sponsored social media sites, including the rights to edit or modify a site. Each site will be monitored by the appropriate staff person to ensure the site is being updated, that the content is appropriate, and to look for any possible problem that would reflect negatively on the City.

### **CITY EMPLOYEES**

Staff members assigned the task of maintaining social media sites on behalf of the City must follow this Policy and all relevant sections of the City's Employee Resource Guide. Failure to do so will be subject to discipline as outlined in the City's Employee Resource Guide or union contract. City social media messages may not be used by any City employee or representative for private or personal purposes or for the purpose of expressing private or personal views.

Social media website accounts are considered a City asset and logins to these accounts must be securely administered in accordance with City security policies. A social media website account shall not be used by the City or any City employee or representative to disclose sensitive and/or confidential information without the prior express written approval of the City Attorney's Office.

### **NO POSTING USING CITY RESOURCES**

Employees may not use City resources to create or maintain a personal blog or website, or to upload content or make personal postings online.

### **EXCEPTIONS/CHANGE**

Any exception to this policy may only be granted with permission from the City Manager.

### **IT GLOSSARY OF TERMS**

**Note** A relatively useful online source of additional definitions, as well as general computer related discussions, is available at [http //www.webopedia.com](http://www.webopedia.com).

**Blog** (an abbreviated term for "Web Log") is a website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.



**Configuration** The way a system is set up or the assortment of components that make up the system. Configuration can refer to either hardware or software or the combination of both.

**Downloads** To copy data, usually an entire file, from a main source to a computer device, such as from the internet or online service to a computer.

**Electronic Mail (e-mail)** a network application that allows users to exchange messages over communications networks with someone else.

**Information Technology Systems** Includes, but not limited to computers, printer, copiers, facsimile machines, software, telephones, cell phones, e-mail, voice mail, Internet access and others.

**Internet** A global network connecting millions of computers.

**Intranet** Network base access accessible only within an organization. An intranet's Web sites look and act just like any other Web site, but firewall security restricts unauthorized access.

**PDA** Personal Digital Assistant (i.e. Palm Pilots, Pocket PC) that functions as a personal organizer.

**Peripherals** A computer device, internal or external, such as a CD-ROM drive, printer, monitor, keyboard, mouse that is not part of the essential computer.

**Portable Equipment** Hardware that is small, lightweight, and non-stationary (i.e. Laptop computers, ipads, tablets, hand-held computers, PDA's, projectors, digital cameras).

**Social Media Websites** Social media websites focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas. Social media websites can offer many different ways for users to interface such as instant messaging, blogging and commenting, online forums, status updates (micro blogging), website link sharing, video conferencing, sharing pictures and videos, etc. Examples include Facebook, myspace, linkedin, Twitter, youtube, Flickr, etc.

**Social Networking** Social networking websites offer a way for registered users to communicate with each other on the Internet. They usually offer many ways to connect to other registered users such as status updates (micro blogging), instant messaging, blogs, polls, photo sharing, video sharing, etc.

**Software** System software includes the operating system and all utilities that enable the computer to function. Application software includes programs that do real work for users (i.e. Word processors, spreadsheets, and database management systems).

**Technologically Advanced Equipment** IT equipment that is designated as advanced or futuristic technology in comparison to current technology that is purchased and/or assigned to City of St. Anthony staff members. Examples of Technologically Advanced Equipment would include non-planned IT equipment purchases, newer versions of software and / or hardware that are currently being utilized or assigned to City staff.

**Users** regular, part-time, elected officials, temporary/seasonal employees, vendors, consultants, volunteers, interns, and others.

**Virus** A program or piece of code that is loaded onto your computer without your knowledge and runs against your wishes. Viruses can also replicate themselves. All computer viruses are manmade. A simple virus that can make a copy of itself over and over again is relatively easy to produce. Even such a simple virus is dangerous because it will quickly use all available memory and bring the system to a halt. An even more dangerous type of virus is one capable of transmitting itself across networks and bypassing security systems.

## **DISCLAIMER & COMMENT POLICY**

(To be prominently posted on every City of St. Anthony Social Media Page)

The purpose of this and other City of St. Anthony sponsored social media sites is to communicate between the City, its individual departments and members of the public. The City reserves the right, in its sole discretion, to change, modify, add or delete comments or posts, photos and videos in accordance with this policy.

In general, it is the City's intent to not allow posts to be initiated by users on its social media pages. However, in the instances where comments are allowed, the City will remove comments that

- Contain obscenities;
- Demean specific individuals or groups of people;
- Are libelous/slandorous;
- Contain factual inaccuracies;
- Qualify as SPAM;
- Are not topically related to the particular social medium article being commented upon;
- Express support for or opposition to political campaigns or ballot measures;
- Contain sexual content or links to sexual content;
- Solicit commerce;
- Conduct or encourage illegal activity;
- Compromise the safety or security of the public or public systems; or
- Violate a legal ownership interest of any other party.

## **ADVERTISING**

The City of St. Anthony does not endorse any product, service, company or organization advertising on its social media pages. The ads that appear on social media pages are sold, posted and maintained by those social media sites.

## PRIVACY POLICY

Please note that the City of St. Anthony does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the City is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

## CITY OF ST. ANTHONY REMOVED COMMENTS TRACKING FORM

All comments removed from a City sponsored social media site should be documented with this form. When completed, please deliver or e-mail to the St. Anthony City Clerk.

1. City of St. Anthony social media site affected \_\_\_\_\_

2. Date of original post \_\_\_\_\_

3. Screen name of poster \_\_\_\_\_

4. Entire comment that was removed (attach separate page if more room is needed)

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5. Reason for removal of comment

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6. Date comment was removed and explanation for removal was posted to social media site

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7. Comment removed from City of St. Anthony social media site by

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8. Other pertinent information (if applicable) \_\_\_\_\_

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Date this report was received by the City Clerk \_\_\_\_\_

This form will be retained by the City Clerk for a period of one year.

## WEBSITE POLICY

The City of St. Anthony's website provides the user with current information about civic-related activities in the city. It is the policy of the city to limit links that provide information relevant to the functions and services provided by the city. The website does not provide direct links to external sites that are strictly commercial, political or religious in nature. The website is not intended to function as a public forum.

### PURPOSE

The intent of this policy is to provide the framework for managing the City's official website, located at [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us), and serves as the City's primary online medium for communicating information to the public.

The materials provided on this site are intended for public use on computer systems located primarily within the city and for the benefit of visitors to the City of St. Anthony. Any dispute arising from there shall be decided under the laws and in the courts of Minnesota.

### RESPONSIBLE PARTIES

Individual departments are responsible for creating and updating their information, and should review their information at least quarterly to ensure it is accurate and current. If information changes between quarterly reviews, it should be updated timely. The Department Head is responsible for ensuring their department's web content meets city standards and policies.

The City Clerk shall serve as the Webmaster for the City website, and will perform all edits and uploads to the website. In the Clerk's absence, the City Manager will designate a staff person to perform edits until the City Clerk is available.

### NOTICES

All regularly scheduled meetings that are open to the public will be maintained on the web site by the City Clerk in advance of the meeting to give timely notice to staff and the public.

Communication made through email or any other computer messaging system shall in no way be deemed to constitute legal notice to the city or any of its agencies, officers, employees, agents or representatives with respect to any existing or potential claim or cause of action.

### EXTERNAL LINKS

The city website contains links to local, state and federal government agencies and to other non-government websites. In establishing and maintaining its official website, the city does not intend to create any forum or other means for public discourse. Rather, the sole and limited purpose of the permitted external links is to provide information about the city for residents, businesses and

visitors. The city does not endorse or provide preferential treatment to any third party websites or associated organizations or persons. Since the city does not control third party websites, it does not warrant that third party websites are accurate or reliable or that they have operational links. The user acknowledges and agrees that the city is not liable in any way for the content, accuracy, reliability, viewpoints, policies, or products provided by these external resources.

It is the city's policy to allow external links to the following entities and organizations:

- Other governmental agencies and educational institutions.
- Local nonprofits.
- Entities that represent or provide services to the residents of St. Anthony. The list is provided as a convenience for the residents and is not intended to be comprehensive.

In addition, the city reserves the right, at any time and without notice, to:

- Deny a link that does not meet the criteria set forth in this policy.
- Deny or discontinue an external link at any time if the website provides or promotes false, slanderous, illegal, infringing or incorrect information.
- Remove any external link if the nature of the organization to which the link relates no longer complies with the city's external link policy.
- Revise this policy without prior notice when the City considers such revision to be in its or residents' best interests.

The city's website will not provide links to websites for:

- Candidates for local, state, or federal offices.
- Political organizations or other groups advocating a position on a local, state, or federal issue.
- Corporate or other for-profit organizations unless they fit any of the criteria stated above.
- Individual or personal home pages.

## LOGO AND BRANDING POLICY

### LOGO AND BRANDING

The intent of the City of St. Anthony Village logo and branding policy is to deliver a consistent message to the community. In order to create a strong brand, it is imperative that the brand speaks with one consistent voice and that every message that the City delivers to the community is clear and concise. Therefore all materials using the City of St. Anthony Village and/or department logos must be produced by the City and serve the overall purpose of strengthening the brand identity and positioning of the City.

The City of St. Anthony Village and/or department logo shall appear on all informational/promotional materials coming from the City including, but not limited to flyers, brochures, forms and social media. The logo shall be used for only official City of St. Anthony Village business.

An employee of the City shall not use City promotional materials (including logo), City- issued clothing or assets (i.e. City buildings or city vehicles) in connection with promoting non-city official business.

Employees shall seek direction from their department head and/or City Manager if they need a determination between official and business and non-official activities.

The City Manager shall have final authority in determining whether or not the City of St. Anthony Village and/or department logos will be affiliated with any current or future events that are not covered under the definitions specified in this policy.

### EMAIL SIGNATURE LINE

The following email signature line is recommended

Firstname Last Name

Title

City of St. Anthony Village | *A Village Within the City*

3301 Silver Lake Road | St. Anthony, MN 55418 | [www.ci.saint-anthony.mn.us](http://www.ci.saint-anthony.mn.us)

P 612.782.3xxx | F 612.782.3302 | [first.last@ci.saint-anthony.mn.us](mailto:first.last@ci.saint-anthony.mn.us)



## Employee Resource Guide

### S.E.R.V.I.C.E. — The St. Anthony Way

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• **Supportive** • **Effective** • **Responsible** • **Visionary** • **Innovative** • **Courteous** • **Exemplary**

Date Presented \_\_\_\_\_

#### Acknowledgement

I, \_\_\_\_\_, have received or been advised where I can access the City of St. Anthony Employee Resource Guide and recognize that it is my responsibility to read and understand the information contained within. I understand that this Employee Resource Guide is not intended to be a comprehensive guide to all policies and programs of the City of St. Anthony and that these policies, procedures and programs may change at any time with or without notice. Additional information about these policies and programs, along with additional policies, is available through the Administration Department.

I further understand that this Employee Resource Guide is not, and should not be considered, an employment contract.

Signature \_\_\_\_\_ Date \_\_\_\_\_



## **2020 RETENTION SCHEDUAL.pdf**

Classification	Definition	Retention
AOA	Footage captured while assisting other agency that may contain evidence	120 days
Arrest	Custodial arrest – No documented Use of Force	2 years
Discharge Firearm	Discharge Firearm per 626.553 Subd 2. Not included in Arrest Incident	1 year
Use of Force	Any Documented Use of Force	7 years
Formal Complaint	PRS data related to a formal complaint	7 years
Response	Response to CFS that does not result in any other classification	90 days
Interview/Investigative	Interview or incident captured on PRS that does not result in any classification	180 days
Test/Accidental Activation	System check at beginning of duty tour / accidental activation	90 days
Traffic Citation/Warn	Traffic stop resulting in citation/warn	1 year
Training	Event that could assist in department training	Manual
Data Subject Request	PRS data requested to be held by subject of data	180 days (subject to be notified before data is deleted)

	Saint Anthony
Classification Tag	Retention
AOA	120
Arrest	730
Data subject request	180
Discharge Firearm	365
Formal Complaint	2555
Interview	180
Investigative	180
Response	90
Test	90
Traffic	365
Training (burn for manual retention)	90
Use of Force	2555

(default retention time)

90

## **Blue card.pdf**

## POLICE AND COURTS INFORMATION

St. Anthony Police Dept. Emergency	911
Non Emergency - St. Anthony	952-258-5321
Adm./Records	612-782-3350
Lauderdale	651-767-0640
Henn Co. Adult Protection	612-348-8526
Henn. Co. Child Protection	612-348-3552
Ramsey Co. Child Protection	651-266-4444
Domestic Abuse Order for Protection (Henn. Co.)	612-348-5073
Harassment Restraining Order (Henn. Co.)	612-348-9399
Domestic Abuse Order for Protection (Ramsey Co.)	651-266-5130
Harassment Restraining Order (Ramsey Co.)	651-266-5130
Ramsey Co. District Ct. (General Info.)	651-266-8500
Henn. Co. District Ct.	612-348-6000
Henn. Co. (General Info.)	612-348-3000
Maplewood Court	651-266-1999
Emergency Social Service (Ramsey Co.)	651-266-4444
Crisis Intervention Center	612-873-3161
• Rape and Sexual Assault Ctr. (Henn. Co.)	612-825-4357
• Sexual Offense Service (Ramsey Co.)	651-266-1000
• Poison Center	800-222-1222
• St. Josephs Home for Children	612-204-8252
• The Bridge for Runaway Youths	612-377-8800
• Ramsey Co. Detox	651-266-4009
• Henn. Co. Detox (1800 Chicago Ave)	612-879-3646
• Ramsey Co. 24 hr. Adult Crisis Line	651-266-7900
• Ramsey Co. Juvenile Mental Health Crisis Hotline	651-266-7878



## ST. ANTHONY POLICE DEPARTMENT

SQUAD NUMBER:	CASE CONTROL NUMBER (CNN):	DATE/TIME:
OFFICER(S): BADGE NUMBER(S):		

## RIGHTS AND SERVICES FOR ALL CRIME VICTIMS

### Crime Victim's Rights

1. The right to request restitution.
2. The right to be notified of plea negotiations.
3. The right to be present at sentencing and to object orally or in writing to a proposed agreement or sentence.
4. The right to be notified of the final disposition of the case.

Call the victim service providers listed in this card for information about other crime victim rights.

**If you feel your rights as a victim have been violated, call the Crime Victims Office at: 1-800-247-0390, or TDD: 1-612-282-6555.**

### 24 Hour Crisis Phone Lines

Crisis lines are committed to serving persons regardless of race, sexual orientation, age, national origin, religion, gender or disability and will refer you to specific resources as needed.

Crime Victim Services (24 HR Hotline)	612-340-5400
First Call for Help (Emergency Resources) (United Way 211)	612-335-5000
Sexual Violence Center	612-871-5111
Crisis Connection	612-379-6363
Rape and Sexual Assault Center	612-825-4357
24 Hr. Crisis Family Violence Network	651-770-0777

### Financial Assistance To Victims Of Violent Crime

Crime Victims Reparation Board (Not a 24 hour line)	651-201-7300
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## DOMESTIC VIOLENCE INFORMATION

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE, you can ask the city or county attorney to file a criminal complaint. You also have the right to go to court and file a petition requesting an Order for Protection from domestic abuse.

The order could include the following:

1. An order restraining the abuser from further acts of abuse;
2. An order directing the abuser to leave your household;
3. An order preventing the abuser from entering your residence, school, business place of employment;
4. An order awarding you or the other parent custody of or visitation with your minor children if the abuser has a legal obligation to do so.
5. An order directing the abuser to pay support to you and the minor children if the abuser has a legal obligation to do so.

### EMERGENCY SHELTER

Battered Women's Crisis Line/Shelter Information 24 Hour Line with TTY Access	651-646-0994
Harriet Tubman Shelter, Minneapolis (West Metro)	612-825-0000
Harriet Tubman Shelter, Minneapolis (East Metro)	651-770-0777

### OTHER ASSISTANCE FOR VICTIMS OF DOMESTIC ABUSE

Mpls. Battered Women General Information	612-824-8768
The Domestic Abuse Project	612-673-3526
African American Family Services	612-871-7878
Battered Women Legal Advocacy Project	612-343-9842
Centro Cultural Chicano	612-874-1412
(RC) Bridges of Safety	651-266-9901

(Issued pursuant to M.S. 629.341)

## **lethality screening.pdf**



# St. Anthony Police Department



## DOMESTIC VIOLENCE LETHALITY SCREEN

OFFICER: \_\_\_\_\_ DATE: \_\_\_\_\_ CASE #: \_\_\_\_\_

VICTIM \_\_\_\_\_ OFFENDER: \_\_\_\_\_ CITY: \_\_\_\_\_

☐ Check Here if Victim did NOT answer any of the questions ☐ Ramsey Case ☐ Hennepin Case

**>> A "yes" response to any of Questions #1-3 automatically triggers the protocol referral.**

1. Has he/she ever used a weapon against you or threatened you with a weapon ☐ Yes ☐ No ☐ No Answer

2. Has he/she threatened to kill you or your children? ☐ Yes ☐ No ☐ No Answer

3. Do you think he/she might try to kill you? ☐ Yes ☐ No ☐ No Answer

**>> Negative responses to Questions #1-3, but positive responses to at least four of Questions #4-11, trigger the protocol referral.**

4. Does he/she have a gun or can he/she get one easily? ☐ Yes ☐ No ☐ No Answer

5. Has he/she ever tried to choke you? ☐ Yes ☐ No ☐ No Answer

6. Is he/she violently or constantly jealous or does he/she control most of your daily activities? ☐ Yes ☐ No ☐ No Answer

7. Have you left him/her or separated after living together or being married? ☐ Yes ☐ No ☐ No Answer

8. Is he/she unemployed? ☐ Yes ☐ No ☐ No Answer

9. Has he/she ever tried to kill himself/herself? ☐ Yes ☐ No ☐ No Answer

10. Do you have a child that he/she knows is not his/hers? ☐ Yes ☐ No ☐ No Answer

11. Does he/she follow or spy on you or leave threatening messages? ☐ Yes ☐ No ☐ No Answer

12. Has he/she ever forced you to have sex when you did not wish to do so? ☐ Yes ☐ No ☐ No Answer

**>>An officer may trigger the protocol referral, if not already triggered above, as a result of the victim's response to the below questions, or whenever the officer believes the victim is in a potentially lethal situation.**

IS THERE ANYTHING ELSE THAT WORRIES YOU ABOUT YOUR SAFETY? (If "yes") What worries you?

Check one:

☐ Victim screened in according to the protocol ☐ Victim screened in based on the belief of officer ☐ Victim did not screen in

If Victim Screened In: After advising him/her of a high danger assessment, did the victim speak with hotline counselor? ☐ Yes ☐ No

Blue Card Given? ☐ Yes ☐ No/Unavailable

Investigation Screening Needed? ☐ Yes ☐ No

**Law Enforcement Tubman Contact Number: 651-770-8994 (For Both Hennepin/Ramsey Cases)**

**Please Fax This form to Tubman at 651-770-5506 (For Both Hennepin/Ramsey Cases)**

**PROJECT REMAND FAX NUMBER: 651-266-9446 (RAMSEY COUNTY CASES ONLY)**

**\*Remember to include the lethality screen form, with your report, when sending it to the watch commander, jail, city attorney, or county attorney.**

## **LDL Emergency Plan.pdf**



# Ramsey County



## County-Wide Emergency Operations Plan

Revision 7.0

January 2012



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# RAMSEY COUNTYWIDE BASIC PLAN

## INTRODUCTION

Ramsey County is the most densely populated county in Minnesota, and one of the most densely populated counties in the nation. The county is of course subject to natural disasters such as floods, tornadoes and blizzards. In addition, major disasters such as train wrecks, plane crashes, communicable disease outbreaks, explosions, hazardous materials releases, pipeline leaks, and terrorism or other national security emergencies pose a real threat to public safety and health. Consequently, we must maintain a plan that will provide an effective response to emergencies and disasters. History has proven the need for advanced planning, organizing and training to minimize the effects of all emergency and disaster situations, from any hazard.

This plan contains language designed to correspond with the National Response Framework (NRF). In some cases the language in this plan is taken directly from the NRF and associated documents and modified as necessary to fit the needs of Ramsey County.

## PURPOSE

This Ramsey County Emergency Operations Plan (RCEOP) is a guide to how Ramsey County and our communities manage major emergencies that threaten health, safety, property and resources. The plan also provides information on how the county will manage major emergencies that threaten county functions, services and operations; and on the strategic efforts that are undertaken by each of the municipalities who adopt this plan. It is a countywide document that will provide cohesive, coordinated, and cooperative interoperability among and between the municipal governments and the county. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large scale catastrophic disasters, whether they be natural, technological, or human caused; accidental or intentional.

Any municipality that does not choose to adopt this plan as their municipal Emergency Operations Plan is required to develop their own plan and file copies of that plan with the Ramsey County Division of Emergency Management and Homeland Security. Currently, the cities of St. Paul, St. Anthony, Spring Lake Park, and Blain, and the University of Minnesota maintain separate plans. Statements of acceptance of this plan by the various municipal governments are attached to this document.

This plan is built upon scalable, flexible, and adaptable coordinating structures already in place across the county and state. A guiding principle of this plan is that, aside from specific processes detailed herein, all processes, procedures and protocols of the various municipalities and County agencies governing incident management and emergency response contained in current plans and doctrine remain in effect. This document explains the common doctrine and structures used to coordinate activity across the various levels of government.

Further, nothing in this plan alters or impedes the ability to carry out the existing authorities of the municipalities and County governmental agencies to perform their incident management responsibilities under the law.

We as a county have many capabilities and resources that could be used in the response to any major disaster. These include facilities, equipment, personnel, and skills of both government and non-government professions and groups in Ramsey County. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

**Maximize the protection of life and property in all areas and political subdivisions in the county, which require assistance with support, services and resources**

**Ensure the continuity of government**

**Ensure the safety of the government workforce, those in the government's care and in government facilities**

## **MISSION**

In any emergency situation, the mission of this plan is to:

**Protect life and safety**

**Minimize impact to property and the environment**

**Secure our critical infrastructure and facilities**

**Resume the regular provision of services to our citizens**

General emergency response priorities follow from these goals. Naturally, the contextual characteristics of a particular emergency event (such as the time or day when an incident occurs) may require some adjustments.

## **SCOPE AND APPLICABILITY**

**This plan provides structures for implementing countywide response policy, the setting of priorities, and operational coordination for all hazards.**

The RCEOP applies to the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other emergencies. The RCEOP also provides the basis to initiate long-term community recovery and mitigation activities. The RCEOP:

- Establishes fundamental policies, program strategies, and assumptions for a countywide comprehensive emergency management program
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and prevention
- Defines the mechanisms to facilitate delivery of immediate assistance; including direction and control of intrastate, interstate and federal response and recovery assistance
- Assigns specific functions to appropriate agencies and organizations, as well as outlines methods to coordinate with the private sector and voluntary organizations
- Addresses the various types of emergencies that are likely to occur, from local emergencies, to minor, major or catastrophic disasters

- Identifies the actions that the municipalities will initiate, in coordination with Ramsey County counterparts as appropriate, regardless of the magnitude of the disaster
- Identifies the actions that the county will initiate, in coordination with other counties, the state and federal counterparts as appropriate, regardless of the magnitude of the disaster

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## INCIDENT MANAGEMENT ACTIVITIES

The RCEOP addresses the full spectrum of activities related to incident management, including prevention, preparedness, response, and recovery actions. The RCEOP focuses on those activities that are directly related to an evolving incident or potential incident rather than steady-state preparedness or readiness activities conducted in the absence of a specific threat or hazard.

## HAZARDS SUMMARY

Ramsey County is vulnerable to effects of natural disasters such as severe summer storms, floods, tornadoes, winter storms and fires. Ramsey County is also vulnerable to a variety of human-caused hazards such as hazardous materials accidents, major transportation accidents, nuclear power plant incidents, civil disorders, terrorism, nuclear attack, acts of war, dam failures, research and development, etc.

The population density of Ramsey County is so great, and the geographic area small enough, that small-scale events might pose significant risk to persons and property. The potential scope and impact of these emergencies may vary from a minor emergency requiring minimum response to a major emergency which requires maximum response, depending on time of day, weather conditions, time of year, warning time, location and the type of emergency or disaster.

## BASIC SITUATION AND PLANNING ASSUMPTIONS

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### SITUATION

Ramsey County is approximately 170.2 square miles in size and is located in the southeast central “Metropolitan” portion of the State of Minnesota. It is bordered by Anoka County on the North; Washington County on the East; the Mississippi River and Dakota County on the South; and Hennepin County to the West. Ramsey County’s largest city, St. Paul, is also the State Capitol.

The adjusted 2000 census population of Ramsey County is 511,035. The largest cities are St. Paul (the State Capitol) – population 287,151; Roseville – population 33,690; and Maplewood – population 34,947.

The county encompasses all of 16 municipalities: Arden Hills, Falcon Heights, Gem Lake, Lauderdale, Little Canada, Maplewood, Mounds View, New Brighton, North Oaks, North St. Paul, Roseville, St. Paul, Shoreview, Vadnais Heights, White Bear Lake, and White Bear Township. In addition, portions of the cities of Blaine, St. Anthony, and Spring Lake Park are within the county’s borders. Those cities and the city of St. Paul maintain separate emergency plans and are not covered by this document.

There is a highly sophisticated transportation system in place including nearby Minneapolis – St. Paul International Airport and the St. Paul Downtown Airport (Holman Field), Amtrak passenger rail service, various railroad freight services, Interstates 94, 694, 494 and 35W and 35E, various U.S. Highways, and numerous State Highway Routes. A new "light rail" transportation system is under construction and should begin operations within a few years. There is also considerable boat and barge traffic on the Mississippi River and the lakes located within our borders.

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## ASSUMPTIONS

The purpose of this Ramsey County Emergency Operations Plan (RCEOP) is to identify who is responsible to ensure that specific issues are addressed in times of emergency or disaster. In order for these activities to occur, we assume:

1. **It is not always obvious at the outset whether a seemingly minor event might be the initial phase of a larger, rapidly growing threat.**
2. Each community maintains their own Standard Operating Procedures (SOPs) that are disseminated to staff and others required to respond to emergency situations
3. Some level of governmental activity can be carried out. We understand that there is a possibility of an event that is so catastrophic as to render local and County government unable to act. In such a situation, the State of Minnesota Emergency Operations Plan will be used to deal with the situation until local government is reconstituted. This RCEOP is intended to lessen the likelihood that such a catastrophe can occur.
4. Governmental and Non-governmental Organizations and agencies tasked in this document will respond to fulfill their responsibilities in providing for public safety during an emergency response and/or recovery operation.
5. In some situations, operations under this plan will continue for hours or days resulting in the need for many positions to be filled in shifts. Also, it is possible that persons specified in this plan will be unavailable at any given time. Therefore, in all cases, whenever a person or functional role is specified in this plan, we assume that the specific person *or their designee* will fill the position noted.
6. Because the terms simply reference matters of scale, “emergency” and “disaster” will be used interchangeably throughout this plan.
7. Throughout this document, whenever the term “**emergency**” is referenced or inferred, we assume also that analogous special events are also inferred.
  - This RCEOP will also be activated in order to assist municipal or county agencies with the preparations for, conduct during, and after-action activities resulting from special events occurring in our community that do not precisely fit the definition of "sudden" or "unforeseen."
  - Some **special events** can be reasonably assumed to pose a possibility of exceeding the jurisdiction's resources, or of taxing them to the point where out-of-the ordinary risks to life, property, the environment, community services/economy, or the continuity of government would result.
  - Events such as large community festivals, political conventions, public gatherings, or major sporting events are examples of this type of situation.
7. The Ramsey County and municipal governments are supported by private and volunteer organizations and State and Federal agencies having the capabilities including personnel, equipment and supplies, to minimize the loss of lives and property in the event of an emergency or disaster.



8. Emergencies will require coordination and cooperation among governmental, private and volunteer organizations in order to protect lives and property of Ramsey County residents.
9. The location and extent of some emergencies can be predetermined while other emergencies may occur with little or no warning at unknown locations.
10. Although some risk may be unavoidable, first responders can effectively anticipate and manage risk through proper training and planning.

## COORDINATING INSTRUCTIONS

The Ramsey County Director of Emergency Management and Homeland Security (EMHS) is responsible for coordinating overall plan development and maintenance.

The municipal Emergency Managers will maintain and update the sections of this plan and local Standard Operating Procedures (SOPs) that are specific to their individual jurisdiction, and will provide those updates to EMHS.

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## ADOPTION BY RAMSEY COUNTY MUNICIPALITIES

Each jurisdiction that adopts this countywide plan as their local plan will provide notice to that effect signed by the Chief administrative official of that jurisdiction and indicating that the jurisdiction has formally adopted the plan through the local procedure as established by law or ordinance.

All agencies and organizations involved in the execution of this plan will be organized, equipped and trained to perform all designated responsibilities contained in this plan and its implementing instructions for both response and recovery operations in compliance with the National Incident Management System (NIMS).

All emergency response agencies are responsible for the development and maintenance of their own internal operating and notification procedures including needed SOP's and SOG's, resource lists, and checklists needed to support their operations.

Directors and Chiefs of all departments, business units, and organizations cited in this plan are aware and responsible for maintaining current SOPs, & SOGs, resource lists, training programs, and schedules of training for department personnel and should assign roles "3 deep" to enable 24/7 operations. All training and continuing education records for response personnel are maintained at the administrative offices of the response agency.

All organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.

The "military" time system (24-hour clock) will be used as the standard for all activities involved with the execution of this plan with the exception of communications with the public or media, which will employ the civilian time system.

Unless directed otherwise, the release of information to the public or media by Ramsey County personnel will be handled through the County's Public Information Officer (PIO); and the release of information to the public or media by municipal personnel will be handled through the municipal Public Information Officer or the PIO of the response agency in command of the incident.

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## EXERCISES

This RCEOP will be exercised at least annually. Following are general exercise guidelines. All exercises will be scheduled and conducted in accordance with the Homeland Security Exercise Evaluation Program (HSEEP):

- Orientation and table top: Once each year - typically in the early winter
- Full Scale: Once each year - typically in the fall
- Functional (notification and warning): Monthly First Wednesday at 1300
- Functional: Notification of key personnel: Each Sunday at 1300.

**NOTE:** The official schedule of exercises is maintained on the federally mandated HSEEP system through the State of Minnesota Department of Public Safety, Division of Emergency Management and Homeland Security and may be obtained from the Regional Program Coordinator (RPC) for Region 6. Information regarding exercises can be obtained from the RCEMHS at 90 W. Plato Blvd, St. Paul, MN 55107.

Should an actual emergency or disaster occur, the full-scale exercise may be cancelled. Every effort will be made to ensure that the County will participate in a regional exercise each year, and that may cause adjustments to this schedule.

Individual municipalities may choose to exercise all or part of the plan at their own discretion. Schedules of municipal exercises are available from the municipal emergency management directors.

All planning, response, recovery, and mitigation activities performed by the jurisdictions utilizing this plan will be conducted in accordance with the National Incident Management System (NIMS).

This plan specifically recognizes the importance of personal preparedness by individuals and households. Communities, the State and Federal Governments, NGOs, and the private sector should each understand their respective roles and responsibilities, and complement each other in achieving shared goals.

## RESPONSE AND RECOVERY PRIORITIES

The preservation of life is always the first priority, followed by the maintenance of safety and the restoration of the community. Preserving life and property, and maintaining response and recovery capability, requires the maintenance of specific structures.

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## INFRASTRUCTURE THAT SUSTAINS THE EMERGENCY RESPONSE

### Examples

Government computer, internet, data and voice telecommunications systems, transportation systems, etc.

Systems for communicating with the populace

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## AREAS USED BY DEPENDENT POPULATIONS

Areas used by dependent populations in the custody of the affected jurisdiction or the County

Nursing homes, childcare facilities, schools and offices, routes of egress and ingress, animal resources, shelter and relocation venues.

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## INFRASTRUCTURE CRITICAL TO HEALTH AND SAFETY

Emergency communications, law enforcement, fire suppression and protection, medical facilities, energy systems, sites containing potential hazards, utilities, food supplies, etc.

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## GOVERNMENTAL ADMINISTRATIVE BUILDINGS AND OTHER FACILITIES

### **Examples**

Governmental and private sector facilities necessary to protect the economic viability of the county, municipalities, and our citizens.

A disaster can occur with little or no warning, causing significant loss of life, environmental and economic damage.

Local resources, available through public, volunteer and commercial means will be utilized first. State and federal support will augment ongoing disaster operations. Local jurisdictions will enter into mutual aid agreements with each other as necessary to use most effectively their resources in response to emergencies and disasters.

Incident management activities will be initiated and conducted using the principles contained in the NIMS.

Unconventional hazards require unprecedented response measures. Such threats call for the development of more specific operational plans, which will compliment the policies established in this plan.

Many resources needed are available locally; however, shortfalls may dictate the coordination of outside resources through county emergency management offices. The principles and policies of the NIMS will be adopted in local and state emergency plans, and demonstrated through plan exercise activities.

## CONCEPT OF OPERATIONS (CONOPS)

Ramsey County and all jurisdictions that adopt this plan also have adopted the National Incident Management System (NIMS) for the purpose of appropriate control and response to emergencies. The concept of operations for this plan is **in line with the National Response Framework (NRF) and involves *Leaning Forward*** to ensure situational awareness; a **Common Response Doctrine** and an understanding of **Specific Roles** countywide that aligns with the National Response Framework to ensure integration of activity; and understanding of for all involved in planning, response, recovery, and mitigation activities.

Plans must comply with the Americans with Disabilities Act, which requires that emergency policies be modified to enable people with disabilities to evacuate, use emergency transportation, stay in shelters, and participate in all emergency and disaster-related programs together with their service animals.

### DOCUMENTS MAKING UP THE OVERALL RCEOP

In addition to this Basic Plan, the following documents provide more detailed information to assist practitioners in implementing the Plan:

**Emergency Support Functions** group resources and capabilities into functional areas that are most frequently needed in a multi-jurisdictional response (e.g., Transportation, Firefighting, Law Enforcement).

**Support Annexes** describe essential supporting aspects that are common to all incidents (e.g., Financial Management, Volunteer and Donations Management, Private-Sector Coordination).

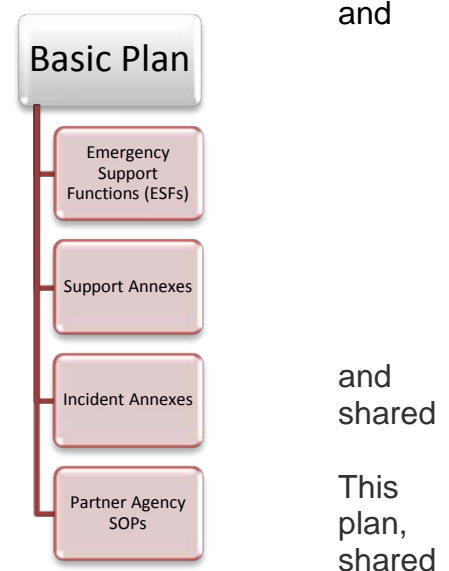
**Incident Annexes** address the unique aspects of how we respond to seven broad incident categories (e.g., Biological, Nuclear/Radiological, Cyber, Mass Evacuation).

**Partner Agency Standard Operating Procedures (SOPs)** are the already-existing processes in use by participating organizations describing key roles and actions (these are NOT reproduced in this Plan).

### RESPONSE – GENERAL COOPERATION

**Effective, unified response requires layered, mutually supporting planning and capabilities.**

All responders should understand their respective roles responsibilities, and complement each other in achieving goals. Each governmental level plays a prominent role in developing capabilities needed to respond to incidents. includes development and upkeep of this countywide integration of local procedures into the plan framework, exercises and training, use of the National Incident Management System, coordinating acquisition of needed resources, and learning from past activity and best practices. These activities require that involved organizations understand their roles and responsibilities, and how they fit within and are supported by this plan.



**It is important that each level of government adopt, adapt, and apply the general roles outlined in this plan.**

To do this, each jurisdiction has formally adopted this plan, and defined key leadership and staff functions, and work together with the county to base planning on capabilities and risks, and work together to share resources in order to build necessary capabilities.

All jurisdictions within Ramsey County have adopted the National Incident Management System (NIMS) as the jurisdiction's "all-hazard" incident management system. Depending upon the situation, the On-Scene Incident Commander may utilize multiple resources, including existing mutual aid agreements, to obtain what is needed.

All municipal fire services have mutual aid agreements and/or MOUs covering automatic and requested assistance for fires and specialized response and rescue. MOUs and mutual aid agreements are also in place for all municipal law enforcement agencies and the Ramsey County Sheriff's Office. Where requests for resource assistance are received from another jurisdiction outside of Ramsey County or are beyond existing mutual aid agreements or MOUs, the granting of the requests and the quantities provided will be at the direction of the County Manager.

For emergency planning purposes, certain areas surrounding an incident or a fixed facility incident will be divided into sub-areas (sectors or cold, warm and hot zones) so that priority of the response effort can be directed toward those closest to the incident.

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## RESPONSE – LOCAL JURISDICTIONS

**Resilient communities begin with prepared individuals and depend on the leadership and engagement of local government, county government, NGO's, and the private sector.**

Local police, fire, emergency medical services, medical providers, emergency management, public works, environmental response professionals, and others in the community are usually the first to detect a threat or hazard, or respond to an incident. They also are often the last to leave an incident site or otherwise to cope with the effects of an incident. The local senior elected or appointed official (the mayor, city manager) is responsible for ensuring the public safety and welfare of residents. In today's world, senior officials and their emergency managers build the foundation for an effective response. They organize and integrate their capabilities and resources with neighboring jurisdictions, the State, NGOs, and the private sector. Increasingly, businesses are vital partners within communities wherever retail locations, service sites, manufacturing facilities, or management offices are located. NGOs and not-for-profit organizations also play a key role in strengthening communities' response efforts through their knowledge of hard-to-reach populations, outreach, and services.

When an emergency has occurred, the local government of the jurisdiction in which it occurs has the primary responsibility to respond to save lives and property and to recover from the event. If at any point during the response or recovery, the affected jurisdiction requires assistance, the County is prepared to assist the effort through coordination of assets, mutual aid, personnel, and subject matter expertise.

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## RESPONSE – RAMSEY COUNTY

### **County resiliency is based on cooperative doctrine.**

The county is also prepared to supplement its own emergency resources with those provided by other counties, private organizations, and volunteers. If at any point the jurisdiction realizes that its resources are (or are likely to become) overwhelmed, the jurisdiction would declare a local emergency and Ramsey County resources - along with those of other jurisdictions - would be immediately available.

In disasters and catastrophes, the County Government will work with affected jurisdictions to set priorities and goals. County EMHS will serve as the liaison between local and state officials, and between local and federal officials.

### **While public health and welfare are the responsibility of all jurisdictions, the agencies tasked with assuring these for all the people in the county are Ramsey County agencies.**

St. Paul Ramsey County Public Health and the Ramsey County Human Services Department have countywide responsibility and jurisdiction. Even in disasters of national impact, it is recognized that local government is closest to those impacted by incidents and so these organizations have the lead.

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## RESPONSE – STATE AND FEDERAL

### **State and federal assistance is available if requested.**

If the capabilities within Ramsey County are exceeded, the Ramsey County Division of Emergency Management and Homeland security (**EMHS**) will request assistance from the State. The Ramsey County Emergency Operations Center (**RCEOC**) may submit requests to adjacent or nearby county jurisdictions such as the Metropolitan Airports Commission, the Cities of St. Paul and Minneapolis, and/ or other counties in accordance with existing mutual aid agreements or Memoranda of Understanding (**MOU**). Requests for additional State and Federal support will be requested by EMHS through the Minnesota Division of Homeland Security and Emergency Management (**HSEM**).

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## RESPONSE – PRIVATE SECTOR AND NGO'S

The private sector and NGO's contribute to response and recovery through engaged partnerships with the local jurisdictions, the county, the state, and the federal governments. Private sector organizations and NGO's are encouraged to coordinate their contingency planning with the county and their local jurisdiction.

## **COMMON RESPONSE DOCTRINE**

A common response doctrine defines basic roles, responsibilities, and operational concepts for response between all jurisdictions and across all levels of government and with NGOs and the private sector. The overarching objective of response activities centers upon saving lives and protecting property and the environment.



The primary foundational doctrine for our countywide process are the concepts of “**Leaning Forward**” to anticipate and identify needs, coordinate effort, and share and obtain necessary resources swiftly; and the need to involve and consider the “**Whole Community**.”

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## LEANING FORWARD

**It is not always obvious at the outset whether a seemingly minor event might be the initial phase of a larger, rapidly growing threat.**

This plan incorporates standardized organizational structures that promote on-scene initiative, innovation, and sharing of essential resources drawn from all levels of government, NGOs, and the private sector. Response must be quickly scalable, flexible, and adaptable. The plan is also intended to accelerate the assessment and response to incidents that may require county or state assistance.

**This plan documents the procedures, policies, and practices already in place and serves as an overall structure for development of such policies and processes.**

In practice, many incidents require virtually reflexive activation of inter-agency coordination protocols to forestall the incident from becoming worse or to surge more aggressively to contain it. Local agencies (law enforcement, fire, EMS, Emergency Management, etc.) typically act on independent authority as the initial and the primary responder, but incidents that require more systematic response efforts are actively coordinated through the appropriate mechanisms described in this document and in its supporting annexes. In addition, MN Statutes Chapter 12 lays out requirements and protections for inter-jurisdictional emergency assistance and mutual aid.

**Mutual aid and assistance is the normal mode of operation in Ramsey County.**

Should an event or incident threaten to exhaust local resources or pose unusual levels of risk, notification to EMHS via the Ramsey County Duty Officer begins the process of initial coordination of incident assessment and response efforts. To help this to occur seamlessly, without the need for any formal trigger mechanism, EMHS routinely monitors emergency responses throughout the County and the region and will often contact local jurisdictions early in the response.

An effective, unified response requires layered, mutually supporting capabilities, with local jurisdictions having the primary responsibility for public safety and the welfare of its citizens. Ramsey County provides specific services for all jurisdictions including Public and Environmental Health, Community Human Services, adult and juvenile detention and corrections facilities, Community Corrections, court services (in cooperation with the state court system), Sheriff's Office (jurisdiction over all bodies of water, specialized emergency services, intelligence gathering and analysis, court security, and contract law enforcement services for many municipalities), emergency dispatch and 9-1-1 public safety answering point services (as well as overall radio systems services), Public Works support, and emergency management support.

**Emergency Support Function #5 (Emergency Management) is a core part of our doctrine.**

As spelled out in **ESF #5** Emergency Management, the RCEOP may be activated in whole or in part based on the needs of the incident. Generally, ESF #5 will stand-up operations at the Emergency Management and Homeland Security Department Operations Center (EMHS DOC) to coordinate activities and track developments. For most incidents, the incident command will be established at the scene by the local responders and primary operations will occur there.

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## WHOLE COMMUNITY

To the extent practicable, all members of our community need to be considered in planning, response, and recovery.

Ramsey County EMHS and all local Emergency Management Agencies (EMA) provide information to the public to aid in their personal preparations. Community meetings, classes, World Wide Web presence, and social networking are among the many methods used to help people to help themselves.

The countywide Emergency Management Council (EMC) has representation from private sector business, voluntary organizations, health care providers, and utilities in addition to the “traditional” governmental and public safety entities.

In all plans, the functional needs of the community are considered, and adaptations are made for shelters, relocations centers, family assistance, etc. to cope with those needs, the needs of children, and to be cognizant of service and companion animals. While we realize that catastrophe or unforeseen circumstances will pose difficulties even with these considerations, we believe that by keeping such concepts at the forefront of our planning, our response will be improved.

Emergency Support Function (ESF) #6 (Mass Care), Appendix D (Evacuation), and ESF #17 (Animal Services) specifically support these needs.

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## PRINCIPLES

In addition to the general concept of “**Leaning Forward**”, five elemental principles of operation constitute our planning and response doctrine:

- Engaged partnerships
- Tiered response
- Scalable, flexible and adaptable operational capabilities
- Unity of effort through unified command
- Readiness to act

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## ENGAGED PARTNERSHIPS

Effective response activities begin with a host of preparedness activities conducted well in advance of an incident. Preparedness involves a combination of planning, resources, training, exercising, and organizing to build, sustain, and improve operational capabilities. Preparedness is the process of identifying the personnel, training, and equipment needed for a wide range of potential incidents, and developing jurisdiction-specific plans for delivering capabilities when needed for an incident. Preparedness activities should be coordinated among all involved agencies within the jurisdiction, as well as across jurisdictions.

In addition to the Standard Operating Procedures of each agency in all Ramsey County jurisdictions, specific sectors have specific plans that support the response and recovery efforts:

- Each school and higher education institution has site-specific emergency plans and procedures.
- Each hospital has emergency plans, including plans that describe how the health care institution will handle mass casualties, hazardous materials decontamination, etc.



- Utility providers have site-and-sector-specific emergency plans. While no nuclear power plants are located within Ramsey County, the county actively participates with them and the state in ingestion pathway preparedness.

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## TIERED RESPONSE

**Incidents must be managed at the lowest possible jurisdictional level, and supported by additional capabilities when needed.**

It is not necessary that each level be overwhelmed prior to requesting resources from another level. Incidents begin and end locally, and most are wholly managed at the local level. Many incidents routinely require unified response from local and county agencies. When, in the opinion of those in command of the incident, the "usual" response assets may not be enough, or when incidents threaten to become large or very complex, the on-scene commander will request additional capabilities under this plan.

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## SCALEABLE, FLEXIBLE, AND ADAPTABLE OPERATIONAL CAPABILITIES

**As incidents change in size, scope, and complexity, response and recovery activities must adapt to meet requirements.**

The number, type, and sources of resources must be able to expand rapidly to meet needs associated with a given incident. Similarly, as incidents stabilize, resources must be released to their normal service in a timely fashion.

**Adherence to the principles of the National Incident Management System increases the likelihood of coordination across all levels of government.**

Once response activities have begun, on-scene actions are based on ICS principles. To save lives and protect property and the environment, decisive action on scene is often required of responders.

Command, single or unified, is responsible for establishing immediate priorities for the safety of not only the public, but the responders and other emergency workers involved in the response, and for ensuring that adequate health and safety measures are in place. The Incident Commander should ensure that each incident has a designated safety officer who has been trained and equipped to assess the operation, identify hazardous and unsafe situations, and implement effective safety plans. Acting swiftly and effectively requires clear, focused communication and the processes to support it. Without effective communication, a bias toward action will be ineffectual at best.

**Clear, focused communications processes are necessary for effective action.**

An effective response relies on disciplined processes, procedures, and systems to communicate timely, accurate, and accessible information on the incident's cause, size, and current situation to the public, responders, and others. Well-developed public information, education strategies, and communication plans help to ensure that lifesaving measures, evacuation routes, threat and alert systems, and other public safety information are coordinated and communicated to numerous diverse audiences in a consistent, accessible, and timely manner.

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## UNITY OF EFFORT THROUGH UNIFIED COMMAND

**Effective *Unified Command* is indispensable to response and recovery activities and requires a clear understanding of the roles and responsibilities of each participating organization.**

Success requires *unity of effort*, which respects the chain of command of each participating organization while harnessing seamless coordination across jurisdictions in support of common objectives. Use of the Incident Command System (ICS) is an important element across multijurisdictional or multiagency incident management activities. It provides a structure to enable agencies with different legal, jurisdictional, and functional responsibilities to coordinate, plan, and interact effectively on scene. As a team effort, unified command allows all agencies with jurisdictional authority and/or functional responsibility for the incident to provide joint support through mutually developed incident objectives and strategies established at the command level. Each participating agency maintains its own authority, responsibility, and accountability.

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## READINESS TO ACT

**Effective response and recovery require readiness to act balanced with an understanding of risk.**

From individuals, households, and communities to county, State, and Federal governments, local response depends on the instinct and ability to act. Effective assistance from the county to our jurisdictions requires a forward-leaning posture for incidents that have the potential to expand rapidly in size, scope, or complexity, and for no-notice incidents.

## ACTIVATION OF THE RCEOP

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### INITIATING CONDITIONS

**This plan is always in effect. Elements of the plan can be formally implemented to support any situation by any level of government, at any time.**

This plan is used for all emergencies in which multiple jurisdictions and multiple agencies are, or are likely to be, required. In essence, the tenets of this plan are used – or at least considered for use – on a daily basis. However, certain situations require that multiple levels of government across multiple jurisdictions be notified and aware. In such situations, this plan is “formally activated” at some level.

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### LEVELS OF "EMERGENCY"

We recognize that not all situations rise to a level that requires the use of all aspects of this plan, and that "emergency" can be a broadly defined term. Any emergency situation will require careful scrutiny. We have established the following guidelines for determining the level of emergency.

**LEVEL 0: No Activation of ESFs Anticipated (*Routine day-to-day operations*)**

During normal activities emergency services respond to calls for assistance and all agencies provide normal levels of service. Other than routine planning, no activity involving the RCEOP is needed. Informational bulletins and alerts might be sent out at this level.

When an incident occurs or has the potential to occur that is outside of the normal activity for a particular unit of government, actions might include alert, notification, and situation reporting in coordination with Ramsey County senior management, the local EMA and other appropriate community, County, State, private-sector, or nongovernmental partners.

**LEVEL 1: Emergency Incidents/Potential Incidents requiring close monitoring of the situation by elements of one or more ESF.**

Partial utilization of the RCEOP is anticipated. Examples include community special events; severe weather watches and warnings; potential or actual changes in the Homeland Security Threat Level without confirmed threat to Ramsey County; business continuity/continuity of government threats; requests for assistance in other Minnesota counties when there is no direct risk to Ramsey County; confirmed act of terrorism occurring in the United States (without known threat to Ramsey County); major non-terrorism emergency or disaster occurring in the United States without probable risk to Ramsey County. NOTE: Situations limited to continuity of operations problems (without threat to life) are usually in this level.

**LEVEL 2: Emergency or potential incident requiring input from multiple personnel in leadership roles to effectively manage the demands of the situation. May require assets from other counties, State or federal agencies**

Partial or full utilization of the RCEOP is anticipated. Examples include an emergency limited to one or more municipalities and unlikely to require the full assistance of Ramsey County governmental agencies or multiple ESFs. An individual municipality(s) may consider a formal declaration of local emergency. Typically includes situations in which there is need for Senior Management and/or other subject matter experts to work together to coordinate County-activity; incidents in one or a few communities without impact to County governmental or business processes; incidents in other Minnesota counties which have the potential to impact Ramsey County and bear close monitoring of the situation, potential or actual changes in the Homeland Security Threat Level with possible threat to Ramsey County; acts of terrorism occurring in Minnesota.

**LEVEL 3: Emergency/disaster involving one or more communities within the county, or involving the need for multiple ESFs; or any situation that will likely exhaust the ability of the county to provide services or that will result in the need for coordination of multiple agencies and activities**

In most cases, a formal declaration of a local state of emergency will be requested from the Ramsey County Board of Commissioners. The main criteria is that all available local resources have been utilized to the best of our ability, and there will be a need for outside assistance.

Examples include significant national or international events; large-scale civil unrest; results of a tornado; major community emergencies; events that might result in the need to evacuate large

areas of one or more communities; events that otherwise threaten to compromise the continuity of governmental functions.

Normal governmental operations may be suspended. The effects of this emergency are wide-ranging and complex. A timely resolution of disaster conditions requires countywide cooperation and extensive coordination with external agencies and jurisdictions.

## RCEOP UTILIZATION LEVELS

As is the case with emergencies themselves may be large or small, the RCEOP is designed to be used in whole or in part as necessitated by the situation. While it is not necessary to formally identify a specific level or partial activation, it is helpful to understand how aspects of the plan can be used to support activity in any Emergency Level - from Level 0 to Level 3. The following table illustrates how RCEOP activation, use of the Emergency Management and Homeland Security Departmental Operations Center (EMHS DOC), and use of local and Ramsey County Emergency Operations Centers (RCEOC) are linked.

CHART A: Relationship of Emergency Levels to Actual Use of the RCEOP and EOCs

Emergency Level	EOP Use Level	EMHS DOC Activated?	Local EOC Activated?	RCEOC Activated?
<b>0</b> Routine Day to Day Operations	Alert	Unlikely	No	No
	Partial	Yes	Unlikely	No
<b>1</b> Significant Incident or Potential Emergency	Alert	Yes	No	No
	Partial	Yes	Possible	Unlikely
<b>2</b> Local Emergency or COG Issue	Partial	Yes	Partial	No
	Full (Affected Jurisdiction may use full plan, county may partially activate plan)	Yes	Yes	Possible
<b>3</b> Major Emergency/Disaster and/or Countywide Impact	Partial	Yes	Yes	Partial
	Full (County likely to partially activate, jurisdiction likely to fully activate)	Yes	Yes	Yes

In detail, use of this plan falls into the following categories:

**ALERT: Unusual Occurrence/Informational Alerts**

**Triggers:** An actual or threatened event that may have an adverse impact on any portion of municipal or county government, but that does not require any specific response beyond that which is normally available. Affected departments will be aware of the situation and begin to cope with it, but no specific portion of this EOP is utilized, and the EOC is unlikely to be opened.

**Examples:** Examples include changes in the “Terror Alert” level status; workplace violence; etc. These might be “information alerts” rather than events that require a physical response. The general guideline here is that the situation will typically be informational or a warning, or it will be confined to affecting municipality- or county-controlled operations only. Also, we must remember that what appears to be a “small incident” may have great consequences later.

**PARTIAL ACTIVATION: An actual or threatened event that requires command and control resources be applied to the issue, but does not require a complete mobilization**

**Triggers:** One or more municipalities may experience an event that requires them to declare an emergency in their community but that may not result in a countywide state of emergency. Similarly, a problem originating in a single County department might in actuality pose a threat to the ability of the County to offer services. Remember, these are events that may not be disastrous yet but which pose the threat to become so.

**Examples:** Examples of these incidents include severe weather warnings, smaller hazardous materials spills, bomb threats, suspicious activities or situations such as “white powders” etc. County (EMHS) assets will respond to the scene and/or gather more information.

#### **COOP (Continuity of Operations Plan) Activation:**

COOP documents are essentially annexes to this RCEOP as the inability to offer critical services to the residents constitutes a potential emergency. Some emergency situations might also impact the ability of government to function, requiring activation of COOP.

**Triggers:** An actual or threatened event that compromises the ability of one or more agencies or departments to fulfill their mandated business functions.

**Examples:** Examples of these incidents include loss of internet connectivity; loss of critical software applications; loss of use of critical offices or buildings.

**FULL ACTIVATION: An actual or threatened event that requires that the full resources of the County be applied to the response and recovery efforts. The full Emergency Operations Team and all required ESFs will be activated**

A critically important concept is that the RCEOP is the countywide Emergency Operations Plan (covering all activities of County agencies and municipal agencies) and it is the specific Emergency Operations Plan for each individual municipality. This means that we expect that an affected municipality will fully activate the plan for their operations, while Ramsey County government might only partially activate the plan in respect to County government operations. This allows for full interoperability and a common operational picture to be maintained no matter how severe or minor the event.

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## ACTIVATION PROCESS

In general this plan is “active” at all times for all hazards. However, in order to involve all necessary agencies and persons in the decision-making process and in the proper response, it is important to ensure that the need to “formally” use the plan (elevate activity above “Level 0”) are documented.

### Notification of Emergency Situations

**Contact the Public Safety Answering Point (PSAP) or EMHS Duty Officer:** Emergencies of all types will be reported by the affected party to the local Public Safety Answering Point (PSAP). Typically, this notification will be performed by calling 9-1-1 or via the activation of automated alarm systems.

In some cases, emergency response personnel may be the first persons to identify that an incident is occurring. In those cases, the response personnel will notify the PSAP via radio, computer, or phone. In other cases, the municipal Emergency Manager, or the Emergency Management agency of another County (or the state) may become aware that the plan must be notified. In such cases, the Emergency Manager notifies the PSAP or the EMHS Duty Officer directly.

**Notify the EMHS Duty Officer:** The PSAP will notify the EMHS Duty Officer by pager, phone, or radio.

**Initial Determination Of the Emergency Level and Support Activities Required:** The EMHS Duty Officer will make the initial determination to implement this plan.

First, the Duty Officer will gather information from the PSAP or other notifying agency. Following processes outlined in the Ramsey County Emergency Management and Homeland Security Field Operations Guide (FOG) the Duty officer will reach a conclusion about the need to formally activate the plan, and whom to notify.

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## MUNICIPAL AGENTS AUTHORIZED TO ACTIVATE THE PLAN

At the local level, the Mayor; Chief Administrative Officer; Chief Law Enforcement Officer; Fire Chief; or the local Emergency Management Director may activate the RCEOP. A listing of the Emergency Management Directors of each municipality is contained in this plan. Up-to-date information is also available on the Internet at <http://www.co.ramsey.mn.us/em>

When any ESF agency in any jurisdiction identifies that the emergency has or may overwhelm the jurisdiction’s usual response assets, the jurisdiction’s Emergency Management Agency (EMA) director will work with the Mayor/Chief Appointed Official, as well as any affected municipal ESF agencies; and the Director of EMHS of the situation. The Mayor and Chief Administrative Officer or Director of EMA will then make the final determination of activation. At any level of activation, ESF #5 is also activated to help maintain situational awareness of the threat or incident.

The municipal EMA director and the Director of EMHS will identify the Level of Emergency and the EOP Utilization Level required to cope with the situation and convey this information to the Mayor and Chief Administrative Officer, and to the County Manager.

If necessary, the municipality will establish a special accounting code be opened for the activation. All costs, including personnel costs are to be tracked on that code.

**NOTE:** The RCEOP is activated for all emergency or potential emergency situations (see Levels of Activation, below). However, individual ESF's may be activated (and should be activated) to deal with potential emergencies even if no declaration of emergency is made or anticipated. Examples of this situation might include severe weather threats (automatic ESF #5 activation at the County level); large special events; other events as indicated below.

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## COUNTY AGENTS AUTHORIZED TO ACTIVATE THE PLAN

The County Manager (or designee), Sheriff, Director of EMHS, or Director of Public Health are authorized to activate the plan on behalf of the county.

### COUNTY ACTIVATION OF THE RCEOP

Formal implementation of the plan simply involves notifying the Director of Emergency Management and Homeland Security (EMHS) and the County Manager or Sheriff of the situation. Most commonly, this is carried out by an email followed by phone calls. As soon as the decision is made to contact these persons, this plan is considered to be implemented. Senior leadership must determine which ESF's need to be activated and at what initial level.

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## ACTIVATION FOR WEATHER WATCH/WARNING AND PLANNED EVENTS

In situations where advanced warning is given (e.g. during severe weather watch periods), EMHS will work with other agencies (e.g. Metro Skywarn) to position observers or spotters in advance of the potential situation. These personnel will report to the EMHS Departmental Operations Center (DOC) or EOC, which will in turn report to the PSAP.

In essence, portions of this plan are utilized for every situation - from small fires, to planning community events, to catastrophic emergencies. This RCEOP reflects the routine practice of emergency management in Ramsey County. However, when a situation develops where issues of impact or complexity are great, it is important to formally activate the plan so that all levels of government and our concerned partners are aware of the situation and can work to maintain awareness and coordinate activity.

## INCIDENT MANAGEMENT SYSTEM

The principles of the the National Incident Management System (NIMS) and the Incident Command System (ICS) will be used to guide and coordinate activities at the scene. The EOC will organize



using ICS and NIMS principles in support of field operations. Using the Incident Command System (ICS), there are four functional

While the needs of incidents may require that alignments change, in general the Emergency Support Functions will organize under the EOC as follows:

Municipal EOC	RCEOC
<p><b>EOC Command Section:</b>  <u>Municipal Incident Manager</u>            - PIO /ESF 15 (Public Information and Communications)</p> <p><u>Municipal Emergency Manager</u>            - ESF 5 (Emergency Management); ESF 16 (Warning and Notification)</p> <p><b>EOC Operations Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Emergency Communications</u> ESF 2- (Communications)</li> <li>- <u>Fire</u>: ESF 4 (Fire); ESF 10 (Hazmat)</li> <li>- <u>Law Enforcement</u>: ESF 13 (Law Enforcement and Security), ESF 9 (Search And Rescue)</li> <li>- <u>Neighborhood Services</u>: ESF 1 (Transportation); ESF 3 (Public Works and Damage Assessment); ESF 6 (Mass Care); ESF 12 (Energy and Utilities); ESF 17 (Animal Services)</li> <li>- <u>Health and Medical Services</u>: ESF 8 (Public Health and Medical);</li> </ul> <p><b>EOC Planning Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Relocation</u>: ESF 13 (Evacuation); ESF 17 (Animal Services)</li> <li>- <u>Continuity of Government</u>: COOP</li> <li>- <u>Recovery/Restoration</u>: ESF 14 (Long Term Recovery)</li> </ul> <p><b>EOC Logistics Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Procurement and Contracts</u> : (part of ESF 7 Resources Management)</li> </ul> <p><b>EOC Finance Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Payments and records</u>: (Part of ESF 7 Resources Management)</li> </ul>	<p><b>EOC Command Section:</b>  <u>County Incident Manager</u>            - PIO /ESF 15 (Public Information and Communications)</p> <p><u>RCEMHS</u>            - ESF 5 (Emergency Management); ESF 16 (Warning and Notification)</p> <p><b>EOC Operations Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Emergency Communications</u> ESF 2- (Communications)</li> <li>- <u>Fire</u>: ESF 4 (Fire); ESF 10 (Hazmat)</li> <li>- <u>Law Enforcement</u>: ESF 13 (Law Enforcement and Security), ESF 9 (Search And Rescue)</li> <li>- <u>Neighborhood Services</u>: ESF 1 (Transportation); ESF 3 (Public Works and Damage Assessment); ESF 6 (Mass Care); ESF 11 (Natural Resources); ESF 12 (Energy and Utilities); ESF 17 (Animal Services)</li> <li>- <u>Health and Medical Services</u>: ESF 8 (Public Health and Medical);</li> </ul> <p><b>EOC Planning Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Relocation</u>: ESF 13 (Evacuation); ESF 17 (Animal Services)</li> <li>- <u>Continuity of Government</u>: COOP</li> <li>- <u>Recovery/Restoration</u>: ESF 14 (Long Term Recovery)</li> </ul> <p><b>EOC Logistics Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Procurement and Contracts</u> : (part of ESF 7 Resources Management)</li> </ul> <p><b>EOC Finance Section:</b></p> <ul style="list-style-type: none"> <li>- <u>Payments and records</u>: (Part of ESF 7 Resources Management)</li> </ul>

## INTERGOVERNMENTAL MUTUAL AID

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or disaster. They can increase available resources and improve response and recovery efforts.

## REGIONAL LEVEL

Ramsey County is in HSEM Region 6. The other counties in our region are:



- Anoka
- Carver
- Chisago
- Dakota
- Hennepin
- Isanti
- Scott
- Sherburne
- Washington

The counties of this region, and the Cities of St. Paul and Minneapolis, are part of a Joint Powers Agreement for cooperative operations. As such, the region has initiated protocols whereby the various regional Emergency Management Agencies have agreed to assist each other in times of need. On a routine basis, all regional agencies activate their communications systems to obtain situational awareness and a common operating picture during emergencies and other significant events.

In addition, the members of this Joint Powers Agreement have combined to identify common gaps and purchase or otherwise work out means of increasing each others' capabilities to meet those gaps.

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## STATE LEVEL

In accordance with the National Incident Management System (NIMS) processes, resource and policy issues are addressed at the lowest organizational level practicable. If the issues cannot be resolved at that level, they are forwarded up to the next level for resolution.

At the state level, Director of the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM) as the Governor's Authorized Representative (GAR) performs policy-making authority and commitment of state resources at the State Emergency Operations Center (SEOC). The GAR will appoint the State Coordinating Officer (SCO) when a presidential disaster declaration is made.

Coordination of regional and multi-regional protective actions will occur between all affected risk and host counties, other states, and the SEOC under the direction and control of the GAR. In addition, counties that are not impacted by an emergency/disaster situation may be requested by the GAR to activate their emergency operating centers to provide emergency assistance.

In the event, federal assistance is required; the SCO will interface directly with representatives of the federal government. If the SCO determines that the span-of-control needs to be broadened, they may designate one or more Deputy SCO's to ensure coordination between federal and state agency representatives and to anticipate any needs or conflicts in the response or recovery phases as they progress.

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## EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

The EMAC is a mutual aid agreement and partnership among states to allow for the exchange of resources when state and local resources are overwhelmed and federal assistance is inadequate or unavailable.

Requests for EMAC assistance are legally binding, contractual arrangements which requires

soliciting states to be responsible for reimbursing all out-of-state costs and be liable for the actions and safety of out-of-state personnel. Providing assistance to other states through EMAC is not an obligation.

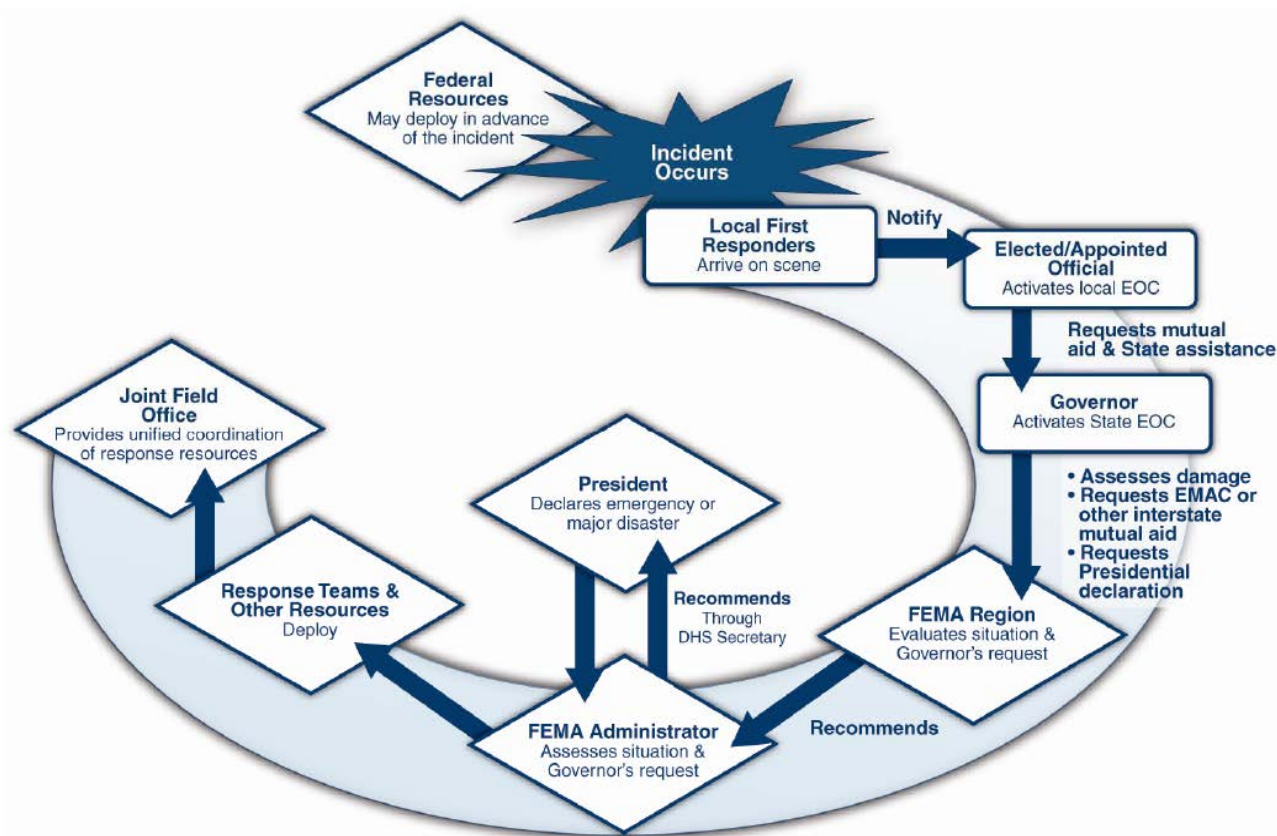
## FEDERAL LEVEL

Through the National Response Framework (NRF), the federal government provides assistance using 15 federal Emergency Support Functions (ESF's). These ESF's will establish liaison with Minnesota ESF representatives in the SEOC.

If the disaster is major or catastrophic, HSEM will contact the DHS, FEMA, Region V and request a Federal Liaison and/or alert them that the Governor may submit a formal request for federal assistance.

If the President authorizes federal assistance, a Federal Coordinating Officer (FCO) is appointed. The FCO is authorized to use the full authority of the Robert T. Stafford Disaster Relief and Emergency Assistance Act to reimburse response and recovery claims against the Disaster Relief Fund. Additionally, the Stafford Act provides funding to assist communities in mitigating the impact of future events.

Diagram Illustrating Stafford Act support to the states:



## EMERGENCY SUPPORT FUNCTIONS (ESF)

The County disaster response resources are organized into **Emergency Support Functions (ESFs)**. Each ESF is comprised of numerous agencies/organizations that manage and coordinate specific categories of assistance common to all disaster/emergency events. A primary agency/organization has been designated for each ESF to ensure the coordination and delivery of goods and services to the disaster area.

The ESF's provide the structure for coordinating interagency support for both man-made and naturally occurring disaster/emergencies

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### ESF ADMINISTRATION, DIRECTION, AND CONTROL

The County Director of Emergency Management and Homeland Security (EMHS) designates an **ESF Coordinator** for each area.

The ESF Coordinator has ongoing responsibility to ensure that the ESF documents and processes are valid and maintained. The major responsibilities of the ESF Coordinator are:

- Pre-incident planning and verification
- Maintain ongoing contract with ESF Primary and Support agencies
- Conduct periodic ESF meetings
- Coordinate efforts with corresponding private-sector organization
- Coordinate ESF activities relating incident planning and critical

The EMHS Director working with the **Emergency Management Council (EMC)** identifies a **Primary County Agency** and a **Primary Municipal Agency** who is responsible for the prevention, preparedness, response, recovery, and mitigation phases of incident management. The role of the Primary Agency is carried out through a unified command approach. The responsibilities of the Primary Agency include:

- Subject matter expertise
- Coordinate the ESF during activations
- Maintain ongoing contract with ESF support agencies
- Participate as necessary in creation of Incident Action Plan
- Provide staff as necessary to command post and/or EOC operations
- Notify and request assistance from support agencies
- Manage mission assignments and coordinate with support agencies
- Work with appropriate private-sector organizations to maximize use of all available resources
- Support and keep other ESFs informed of operational priorities and activities
- Execute contracts and procuring goods and services as needed
- Ensure financial and property accountability for ESF activities

- Plan for short-term and long-term incident management and recovery operations
- Establish and maintain procedures for agency personnel to be available on a 24-hour basis for EOC staffing and emergency assignment and provide this information to the County Emergency Management Department
- Maintain a current inventory of key agency personnel, facilities and equipment, and establish procedures to ensure this information can be accessed from the EOC
- Establish procedures for assessing damage to department facilities and injury to personnel
- Maintain trained personnel to support interagency emergency response and support teams

Agencies designated as ESF [Support Agencies](#) will:

- Conduct operations, when requested using their own authorities, subject-matter experts, capabilities or resources
- Participate in planning for short-term and long term incident management and recovery operations
- Assist in the conduct of situational assessments
- Provide staff, equipment or other resource support as requested
- Provide input to periodic readiness assessments
- Participate in training and exercises
- Identify new equipment or capabilities required to prevent or respond to new or emerging threats and hazards
- Provide information or intelligence regarding their agency's area of expertise.

## GENERAL ROLE OF LOCAL GOVERNMENT

**The responsibility for responding to and recovering from incidents, both natural and manmade, begins at the local level – with individuals and public officials in the jurisdiction affected by the incident.** Local leaders and emergency managers prepare their communities to manage incidents locally. This plan's response doctrine plays a key role in helping community leaders to coordinate resources within jurisdictions, among adjacent jurisdictions, and with the private sector and NGOs such as the American Red Cross. This section describes the roles and responsibilities of key leadership elements within communities.

## LOCAL JURISDICTION LEADERSHIP ROLES

### CHIEF ELECTED AND/OR APPOINTED OFFICIAL

**The Mayor and/or city manager is responsible for ensuring the public safety and welfare of the people in that jurisdiction.**

Specifically, this official provides strategic guidance and resources during preparedness, response, and recovery efforts. Emergency management, including preparation and training for effective response, is a core obligation of local leaders.

This person will serve as (or appoint) the Municipal Incident Manager (MIM) to coordinate all strategic support, response, and recovery efforts for the municipality. In this role, the MIM will consult with the municipal Emergency Operations Center (EOC) and subject matter experts. The primary outcome for the MIM is to prioritize requests for assistance and assets from the on-scene Incident Commander, set strategic goals for municipal governmental agencies, authorize purchases and contracts, authorize the sending of municipal assets to assist outside of the municipality, serve as liaison to the City Council.

Chief elected or appointed officials must have a clear understanding of their roles and responsibilities for successful emergency management and response. At times, these roles may require providing direction and guidance to constituents during an incident, but their day-to-day activities do not focus on emergency management and response. On an ongoing basis, elected and appointed officials may be called upon to help shape or modify laws, policies, and budgets to aid preparedness efforts and to improve emergency management and response capabilities.

Any incident can have a mix of public health, economic, social, environmental, criminal, and political implications with potentially serious long-term effects.

### CITY COUNCIL

Significant incidents require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole.

Elected and appointed officials help their communities prepare for, respond to, and recover from potential incidents. Key responsibilities include:

- Establishing strong working relationships with local city councils and with their County Commissioner
- Establishing strong working relationships with core private-sector organizations, voluntary agencies, and community partners. The objective is to get to know, coordinate with, and train with local partners in advance of an incident and to develop mutual aid and/or assistance agreements for support in response to an incident.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
  - The jurisdiction, including persons, property, and structures.
  - Individuals with special needs, including those with service animals.
  - Individuals with household pets.
  - Encouraging residents to participate in volunteer organizations and training courses.

Local leaders also work closely with their State and Federal elected delegations during incidents and on an ongoing basis regarding local preparedness capabilities and needs. These State and Federal elected delegations play an important, ongoing role in supporting their constituents for effective local response and emergency planning. Members often help local leaders understand the Federal resources that are available to prepare for incidents. Especially during high-consequence events, many citizens traditionally contact elected officials for assistance or information on response policies.

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## MUNICIPAL EMERGENCY MANAGERS

**The municipal emergency manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities.**

He or she works with chief elected and appointed officials and with Ramsey County EMHS to ensure that there are unified objectives with regard to the jurisdiction's emergency plans and activities. This role entails coordinating all aspects of a jurisdiction's capabilities.

**The municipal Emergency Manager coordinates all components of the local emergency management program**, to include assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

Other duties of the municipal Emergency Manager might include the following:

- Coordinating the planning process and working cooperatively with other local agencies and private-sector organizations.
- Developing mutual aid and assistance agreements.
- Coordinating damage assessments during an incident.
- Advising and informing local officials about emergency management activities during an incident.
- Developing and executing public awareness and education programs.
- Conducting exercises to test plans and systems and obtain lessons learned.
- Involving the private sector and NGOs in planning, training, and exercises.

The Ramsey County EMHS assists all local emergency management programs with these efforts.



## **Listing of Municipal Emergency Management Directors in Ramsey County**

### **ARDEN HILLS**

Lance Ross, Contract EMA Director  
E-Mail: [lross@epresourcegroup.com](mailto:lross@epresourcegroup.com)  
City of Arden Hills  
1245 West Highway 96  
Arden Hills, MN 55112-5743  
Phone: 651-792-7800  
Fax: 651-634-5137

### **BLAINE\***

Kerry Fenner, EM Director City of Blaine  
10801 Town Square Drive NE  
Blaine, MN 55449  
E-mail: [kfenner@ci.blaine.mn.us](mailto:kfenner@ci.blaine.mn.us)  
City of Blaine  
10801 Town Square Drive NE  
Blaine, MN 55449  
Fax: 763-785-6100

### **GEM LAKE**

Bob Uzpen, Mayor  
Email: [City@gemlakeMN.org](mailto:City@gemlakeMN.org)  
City of Gem Lake  
4200 Otter Lake Road  
Gem Lake, MN 55110  
Phone: 651-747-2790

### **FALCON HEIGHTS**

Bart Fischer, City Administrator  
E-mail: [bart.fischer@falconheights.org](mailto:bart.fischer@falconheights.org)  
City of Falcon Heights  
2077 W. Larpenteur Avenue  
Falcon Heights, MN 55113  
Phone: 651-792-7600  
Fax: 651-792-7610

### **LITTLE CANADA**

Donald Smiley, Fire Chief / Emergency  
Management Director  
City of Little Canada  
515 E. Little Canada Road  
Little Canada, MN 55117  
Phone: 651-766-4029  
Fax: 651-766-4048

### **LAUDERDALE**

Jim Bownik, Assistant to the City Administrator  
E-mail: [james.bownik@ci.lauderdale.mn.us](mailto:james.bownik@ci.lauderdale.mn.us)  
City of Lauderdale  
1891 Walnut Street  
Lauderdale, MN 55113  
Phone: 651-792-7650  
Fax: 651-631-2066

### **MOUNDS VIEW\***

Tom Kinney, Police Chief/EM Director  
E-mail: [tom.kinney@ci.mounds-view.mn.us](mailto:tom.kinney@ci.mounds-view.mn.us)  
Mounds View Police Department  
24012 County Rd 10  
Mounds View, MN 55112  
Fax: 763-717-4069

### **MAPLEWOOD**

Steve Lukin, Chief  
E-mail: [steve.lukin@ci.maplewood.mn.us](mailto:steve.lukin@ci.maplewood.mn.us)  
Maplewood Fire Department Fire Station 2  
1955 Clarence Street  
Maplewood, MN 55109  
Fax: 651-249-2809

### **NORTH OAKS**

James Daly, Emergency Management Director  
City of North Oaks  
100 Village Center Drive  
North Oaks, MN 55127  
Phone: 651-484-5777

### **NEW BRIGHTON**

Trevor Hamdorf, Police Officer/Emergency  
Management Director  
E-mail: [trevor.hamdorf@newbrightonmn.gov](mailto:trevor.hamdorf@newbrightonmn.gov)  
New Brighton Department of Public Safety  
785 Old Hwy 8 NW  
New Brighton, MN 55112  
Fax: 651-288-4110

### **ROSEVILLE**

Tim O'Neill, Fire Chief  
Roseville Fire Department  
E-mail: [tim.oneill@ci.roseville.mn.us](mailto:tim.oneill@ci.roseville.mn.us)  
City of Roseville  
2660 Civic Center Drive  
Roseville, MN 55113

### **NORTH ST. PAUL**

Scott Duddeck, Fire Chief  
E-mail: [sduddeck@ci.north-saint-paul.mn.us](mailto:sduddeck@ci.north-saint-paul.mn.us)  
City of North Saint Paul  
2400 Margaret Street  
North Saint Paul, MN 55109  
Fax: 651-747-2435

**ST. ANTHONY\***

John Malenick, Fire Chief/Emergency Management Director  
 St. Anthony Fire Department  
 3505 Silver Lake Rd., St. Anthony, MN 55418  
 Main: 612-782-3400  
 E-mail: [jmalenick@ci.saint-anthony.mn.us](mailto:jmalenick@ci.saint-anthony.mn.us)  
 St. Anthony Fire Department  
 3505 Silver Lake Rd., St. Anthony, MN 55418

**SPRING LAKE PARK\***

Doug Ebeltoft, Chief/Emergency Management Director  
 Dispatch: 763-427-1212  
 E-mail: [debelftoft@ci.spring-lake-park.mn.us](mailto:debelftoft@ci.spring-lake-park.mn.us)  
 Spring Lake Park Police Department  
 1301 81st Ave NE  
 Spring Lake Park, MN 55432  
 Phone: 763-792-7200

**SHOREVIEW**

Walter Johnson, Emergency Management Director  
 E-mail: [WJOHNSON@SHOREVIEWMN.GOV](mailto:WJOHNSON@SHOREVIEWMN.GOV)  
 City of Shoreview  
 4660 N. Victoria Street  
 Shoreview, MN 55126  
 Fax: 651-490-4699

**SAINT PAUL**

Rick Larkin, Director  
 E-mail: [rick.larkin@ci.stpaul.mn.us](mailto:rick.larkin@ci.stpaul.mn.us)  
 St. Paul Emergency Management  
 367 Grove Street  
 St. Paul, MN 55101  
 Fax: 651-266-5493

**VADNAIS HEIGHTS**

Edward Leier, Fire Chief – Emergency Management Director  
 E-mail: [eleier@cityvadnaisheights.com](mailto:eleier@cityvadnaisheights.com)  
 City of Vadnais Heights  
 3595 Arcade Street  
 Vadnais Heights, MN 55127  
 Phone: 651-204-6000  
 Fax: 651-204-6133

**WHITE BEAR LAKE**

Tim Vadnais, Fire Chief/Emergency Management Director  
 White Bear Lake Fire Department  
 E-mail: [tvadnais@whitebearlake.org](mailto:tvadnais@whitebearlake.org)  
 City of White Bear Lake  
 4701 Highway 61  
 White Bear Lake, MN 55110  
 Fax: 651-429-8501

**WHITE BEAR TOWNSHIP**

William Short, Clerk/Treasurer  
 E-mail: [bill.short@ci.white-bear-township.mn.us](mailto:bill.short@ci.white-bear-township.mn.us)  
 White Bear Township  
 1281 Hammond Road  
 White Bear Township, MN 55110  
 Phone: 651-747-2750  
 Fax: 651-426-2258

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**MUNICIPAL DEPARTMENT AND AGENCY LEADERS**

**The municipal emergency manager is assisted by, and coordinates the efforts of, employees in departments and agencies that perform emergency management functions.**

Department and agency heads collaborate with the emergency manager during development of local emergency plans and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, environmental and natural resources agencies) are integrated into a workable plan to safeguard the community.

These department and agency heads and their staffs develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They should also participate in interagency training and exercises to develop and maintain the necessary capabilities. In many cases, these people serve as lead agencies for the municipality's role in Emergency Support Functions (ESFs).



Specifically, this official provides strategic guidance and prioritization of resources during prevention, preparedness, response, recovery, and mitigation efforts. Overall management of emergencies, and the appointment of a local Emergency Manager is a key obligation of local leaders.

Local leaders also work closely with their State and Federal elected delegations during incidents and on an ongoing basis regarding local preparedness capabilities and needs. These State and Federal elected delegations play an important, ongoing role in supporting their constituents for effective local response and emergency planning. Members often help local leaders understand the Federal resources that are available to prepare for incidents. Especially during high-consequence events, many citizens traditionally contact elected officials for assistance or information on response policies.

Some specific expectations of the chief elected and appointed official include:

- Establishing strong working relationships with local city councils and with their County Commissioner
- Establishing strong working relationships with core private-sector organizations, voluntary agencies, and community partners. The objective is to get to know, coordinate with, and train with local partners in advance of an incident and to develop mutual aid and/or assistance agreements for support in response to an incident.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.

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## COUNTY ASSISTANCE TO LOCAL JURISDICTIONS

**The responsibility for responding to incidents begins at the local jurisdiction, and extends to the county when requested.** Significant incidents require a coordinated response across agencies and jurisdictions, political boundaries, sectors of society, organizations, etc. These incidents will require that publicly elected and appointed officials, as well as business owners and community leaders, make difficult decisions for the benefit of the community as a whole.

The County is prepared to assist affected jurisdictions with their response and recovery efforts through coordination of assets, mutual aid, personnel, and subject matter expertise. The county is prepared to supplement its emergency resources with those provided by private organizations and volunteers.

If the capabilities within Ramsey County are exceeded, the County will request assistance from the State. The Ramsey County Emergency Operations Center (RCEOC) may submit requests to adjacent or nearby county jurisdictions such as the Metropolitan Airports Commission, the Cities of St. Paul and Minneapolis, and Dakota, Hennepin or other counties in accordance with existing mutual aid agreements or Memoranda Of Understanding (MOU). Requests for

additional State and Federal support will be requested through the Minnesota Division of Homeland Security and Emergency Management (HSEM).

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## IMPORTANT MUNICIPAL EMERGENCY STANDARD OPERATING GUIDELINES

- All emergency response organizations in Ramsey County maintain current SOGs, resource lists, and checklists required to support those organization's operations.
- For emergency planning purposes, certain areas surrounding an incident or a fixed facility incident will be divided into sub-areas (sectors or cold, warm and hot zones) so that priority of the response effort can be directed toward those closest to the incident.

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## DELEGATION OF EMERGENCY AUTHORITY

The Chains of Succession for the signatory municipalities are maintained in the Municipal Sections of this plan.

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## PRESERVATION OF RECORDS

Municipal critical data (electronic) is backed up at a secure, off site, location at regular intervals. Individual agencies maintain specific policies and procedures for back-up of other critical records. These processes are maintained in the Continuity of Operations Plans for the jurisdiction, and are considered to be protected security information.

Protected Critical Infrastructure Information (PCII) data is maintained according to the standards set by the United States Department of Homeland Security.

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

### Chart B: Emergency Responsibility Assignments Overview:

H = Health Emergency Situation

L = Lead Agency

S = Support Agency

C = Coordination Assistance

[illegible]

	Arden Hills	Falcon Heights	Gem Lake	Lauderdale	Little Canada	Maplewood	Mounds View	New Brighton	North Oaks	North St. Paul	Roseville	St. Anthony	Shoreview	Vadnais Heights	White Bear Lake	White Bear Twp.	County Operations
MN State Patrol	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	-
Municipal Emergency Mgr	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	-
County Manager	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	L
Public Works	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
<b>Fire Protection</b>																	
Falcon Heights Fire Dept.	-	L	-	L	-	-	-	-	-	-	-	-	-	-	-	-	-
Lake Johanna Fire Dept.	L	-	-	-	-	-	-	-	L	-	-	-	L	-	-	-	-
White Bear Lake Fire Dept	-	-	-	-	-	-	-	-	-	-	-	-	-	-	L	L	-
Municipal Fire Department	-	-	L	-	L	L	L	L	-	L	L	L	-	L	-	-	-
<b>Hazardous Materials Response</b>																	
St. Paul Fire & Safety Services	S	S	L	S	L	L	L	S	S	L	L	-	S	S	L	L	L
North Suburban HazMat Team	L	L	S	L	S	S	S	L	L	S	S	-	L	L	S	S	S
Other Local Agency	-	-	-	-	-	-	-	-	-	-	-	L	-	-	-	-	-
<b>Health and Medical</b>																	
Alina Medical Trans	L	S	L		L	-	L	L	L	-	L		L	S	-	-	-
St. Paul Fire & Safety Services	-	L	-	S	-	-	-	-	-	-	-		-	-	-	-	S
Health and Medical (cont'd)																	
Lakeview EMS	-	-	-	-	-	-	-	-	-	C	-		-	-	L	-	
Municipal/Contract Department	S	S	L	L	-	-	S	-	-	L	-	L	-	L	L	L	
Municipal/Contract Police	-	S	-	S	-	L	S	-	-	S	S	S	-	-	-	-	
RC Sheriff	S	S	S	-	-	-	-	-	-	-	-	S	-	-	-	-	
SPRCDPH	H	H	H	H	H	C/H	H	H	H	H	H	H	H	H	H	H	H
Municipal Sanitarian/Env Health	-	-	-	-	-	-	L/C	S	-	-		-	-	-	-	-	
Parks & Rec	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Red Cross	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
<b>Incident Management</b>																	
MIMS/NIMS Compliant	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
<b>Notification &amp; Warning</b>																	
County Warning Point	L	L	L	L	L	S	L	L	L	L	L	*	L	L	L	L	L
Maplewood PSAP	-	-	-	-	-	L	-	-	-	-	-	-	-	-	-	-	-
St. Paul ECC	-	S	-	S	-	-	-	-	-	-	-	-	-	-	-	-	-
White Bear Lake PSAP	-	-	S	-	-	-	-	-	-	-	-	-	-	-	S	S	-
Municipal/Contract Police	-	-	-	-	-	-	S	S	-	L	-	-	-	-	-	-	-
Municipal Emergency Mgr	-	-	-	-	-	-	-	-	-	-	-	-	L	L	C	-	-
RCEMHS	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	C
<b>Search and Rescue</b>																	
RC Sheriff	S	S	L	S	S	S	L	S	-	-	-	S	S	S	-	-	L
Municipal Fire Department	-	S	S		L	L	-	L	-	L	-	L	-	L	L	-	

[illegible]

## **RAMSEY COUNTY ATTORNEY'S OFFICE ADVICE & INTELLIGENCE POLICY**

Ramsey County Emergency Management and Homeland Security (EMHS) staff who are authorized to access the Ramsey County Attorney's Office for legal advice in order to assist the proper delivery of emergency management services in accordance with applicable federal, state and local laws, rules and ordinances, shall be provided with appropriate directory information to Ramsey County Attorney's Office staff in order to obtain legal advice.

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### **COUNTY ATTORNEY ADVICE DURING EMERGENCY SITUATIONS**

The Ramsey County Attorney shall designate an attorney in the Civil Division who shall be the prime attorney with the responsibility of advising EMHS staff in the event of an emergency or disaster. In addition, the Ramsey County Attorney shall appoint a designee to serve as a backup or an alternative source of advice under such circumstances. Further, the Ramsey County Attorney shall appoint an attorney from the Prosecution Division for the purpose of specifically providing advice to Law Enforcement and other related agencies related to the prosecution of individuals (for adult felony and all juveniles crimes) taking illegal advantage of the emergency or disaster or otherwise advising County staff and EMHS on the proper prosecution of individuals during the course of such an event.

Individuals appointed by the County Attorney shall be provided with adequate training on the special circumstances that may develop during an emergency or disaster situation. Special instructions shall be provided concerning those federal, state, and local laws ordinances and rules and regulations that particularly deal with the obligations and rights of various parties in such a circumstance and particularly as they may relate to the carrying out of emergency management activities by any or all County departments, more specifically those who are providing services pursuant to the basic plan set forth by Emergency Management staff and approved by the Board of Ramsey County Commissioners as more particularly described in ESF's 1-17. Emergency Management Services may assist in providing for the cost of such training.

The names and directory information of Ramsey County Attorney's Office staff providing advisory services shall be provided by the Ramsey County Attorney to the Board of Ramsey County Commissioners and to such County and Emergency Management staff who require such information on attorneys who may be called upon to provide services during an emergency or disaster situation. Information concerning attorneys with the skill sets required by this policy shall be available so that those seeking legal advice can request such services on a 24-hour, 7-day per week basis as needed.

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## LEGAL GUIDANCE REGARDING COMPLIANCE WITH EXISTING LAW

Ramsey County Attorney's Office staff shall be aware of the various legal implications of the following statutes and how they relate to disaster and emergency situations: These statutes and regulations shall include, but are not limited to: HIPAA; SARA Title III; CERCLA; FISA; the Minnesota Government Data Practices Act (MGDPA); Minnesota Statutes Chapter 12; and Minnesota Statutes Chapter 299K.

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## LEGAL APPROVAL FOR SHARING OF INTELLIGENCE

The County Attorney's Office is hereby requested to review opportunities for sharing information and procedures during emergencies and disasters and shall also focus on the following emergency management issues: Donation management; Continuity of operations/continuity of government; Debris management; Damage assessment; Transportation and security; Evacuation; Resource management; Agricultural and animal; mass care casualty and sheltering; Public works critical infrastructure utilities restoration; Fire protection; Search and rescue; Environmental hazard response; Public health; Public information; Incident management; Communications; Notification warning; and General issues.

The County Attorney's Office shall also provide legal advice related to child welfare disaster preparedness plans as more fully set forth in State Department of Human Services Bulletin No. 09-68-16, in addition to such other Human Services plans applicable to emergencies and Disasters.

## STATE GOVERNMENT ROLE

As the State's chief executive, the Governor is responsible for the public safety and welfare of the people of Minnesota. The Governor is responsible for:

- Coordinating State resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents in an all-hazards context to include terrorism, natural disasters, accidents, and other contingencies. Under a Governor's declaration has powers to make, amend, and rescind orders and regulations
- Provides leadership and plays a key role in communicating to the public and in helping people, businesses, and organizations cope with the consequences of any type of declared emergency within State jurisdiction
- Encourages participation in mutual aid and implements authorities for the State to enter into mutual aid agreements with other States, tribes, and territories to facilitate resource-sharing

- Is the Commander-in-Chief of State military forces (National Guard when in State Active Duty or Title 32 Status and the authorized State militias)
- Requests Federal assistance when it becomes clear that State or tribal capabilities will be insufficient or have been exceeded or exhausted

The Director of Homeland Security and Emergency Management is responsible for implementing all policy decisions relating to emergency management. These decisions are then relayed to the tasked state agencies. Those emergencies relating to local matters will be coordinated with local.

## **FEDERAL GOVERNMENT ROLE**

The federal government is responsible to:

- Provide emergency response on federally owned or controlled property, such as military installations and federal prisons
- Provide federal assistance as directed by the President of the United States under the coordination of the DHS, FEMA and in accordance with federal emergency plans
- Identify and coordinate provision of assistance under other federal statutory authorities
- Provide assistance to the state and local governments for response to and recovery from a commercial radiological incident consistent with guidelines as established in the current Federal Radiological Emergency Response Plan and the National Response Plan (NRP)
- Manage and resolve all issues pertaining to a mass influx of illegal aliens
- Provide repatriation assistance to U.S. citizens evacuated from overseas areas.



## CONTINUITY OF GOVERNMENT

Formal Continuity of Operations Plans are maintained by the various units of government and are not reproduced here.

### RAMSEY COUNTY

#### DELEGATION OF EMERGENCY AUTHORITY

**The Chain of Succession for the Ramsey County Manager is**

- County Manager
- Deputy County Manager
- Director of Parks and Recreation

**The Chain of Succession for the Ramsey County Board of Commissioners is**

- Chair
- Vice Chair

**The Chain of Succession for the Director of Emergency Management and Homeland Security is**

- Director
- Coordinator, East Side
- Coordinator, West Side
- Coordinator, Urban Area

#### PRESERVATION OF RECORDS

Ramsey County critical data (electronic) is backed up at a secure, off site, location at regular intervals. Individual agencies maintain specific policies and procedures for back-up of other critical records. These processes are maintained in the Continuity of Operations Plans for the County, and are considered to be protected security information.

Protected Critical Infrastructure Information (PCII) data is maintained according to the standards set by the United States Department of Homeland Security.

Laptops and new desk-top hard drives are encrypted using a commercial encryption product.

It is the responsibility of tasked agency officials to ensure that important documents are safeguarded in accordance with agency SOP's and county records management policies.

## ADMINISTRATION SUPPORT

### SUPPORT FOR STATE AND FEDERAL ASSISTANCE

In accordance with Minnesota Statutes, Chapter 12, all requests for state assistance with emergency management operations are to be made through Ramsey County Emergency Management and Homeland Security. The requesting jurisdiction must certify that they have, or will have, exhausted their local capabilities to cope with the situation.

Requests for the Minnesota National Guard may only be made through the Ramsey County Sheriff.

### AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services will be in accordance with the provision of state law and procedures. The declaration of a local emergency may modify selected rules and regulations that impede emergency response and recovery operations.

### REPORTS AND RECORDS

Upon determination of need, the Director of Emergency Management will request and authorize additional emergency recording and reporting requirements. This is detailed further in ESF #7.

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### EXPENDITURES AND RECORD-KEEPING

Deliberate financial tracking is required to help ensure insurance reimbursement and/or state and federal reimbursement in the event of a Presidential disaster declaration.

During emergency operations, all agencies will:

- Maintain records of all expenditures to provide clear and reasonable justification for budget requests or reimbursement
- Develop procedures to ensure financial records clear and unambiguously identify disaster-related expenditures
- Use available resources and personnel as reasonable to cope with the emergency situation
- Maintain sight of the mission identified in this RCEOP when taking actions and incurring costs

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## AFTER ACTION REVIEW

In consultation with appropriate support agencies, the agency having primary lead responsibility will develop a written critique report following the conclusion of a significant emergency event/incident or exercise, which will be provided to the Emergency Management Director.

The critique conducted will entail both written and verbal input from all appropriate participants, including field personnel.

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## PLAN DEVELOPMENT, MAINTENANCE AND EXECUTION

This Ramsey County Emergency Operations Plan is maintained on an interactive planning software system, hosted and backed up remotely in a secure facility. Persons with the appropriate security assignments will routinely (sometimes daily) edit the Plan for issues such as misspellings; typographical errors; changes in title, name, date, phone numbers, email and/or physical address, etc. At least annually, the Plan will be converted to a digital/printable format such as .pdf and posted so as to be available to the public from any library. This public version of the Plan will have redacted from it all security and data-privacy related information but will otherwise be full and accurate.

The "official" electronic version of the Plan will be formally reviewed at least annually by the Division of Emergency Management and Homeland Security and by the Emergency Management Council. Routine Each municipality signatory to this plan will review the plan with special attention to details about their jurisdiction at least annually. At least once every four years, the plan will be reviewed by a peer County Emergency Management Agency, written comments received, if any, will be considered by the Emergency Management Council at a regular meeting.

At least once every four years, this Plan will be reviewed by the Region 6 Regional Review Committee (or its successor agency.) All tasked agencies will be responsible for the development and maintenance of their respective responsibilities of the plan. Tasked agencies are responsible for maintaining internal plans, standard operating procedures, and resource data to ensure prompt and effective response to an incident of significance. After the fourth year, the Plan will be substantially evaluated and rewritten as necessary, and in compliance with the policy of the Minnesota Division of Homeland Security and Emergency Management. At that time, the plan will be resubmitted to the Ramsey County Board and to the City Councils of all signatory municipalities for their consideration and adoption. Upon the formal adoption of the Plan by resolution of the Board of Ramsey County Commissioners the Plan will be in force for Ramsey County Agencies. Upon adoption by each municipality, the Plan will be in force for that jurisdiction. Any municipality choosing not to adopt this Plan as their community Emergency Operations Plan is responsible to prepare an individual community Emergency Operations Plan on the same schedule as the County Plan, The County Emergency Management Director is responsible for coordinating an annual review of the RCEOP by all agencies involved. Tasked agencies will make notification of necessary changes.

## GLOSSARY OF TERMS

**"Emergency Management"** means the preparation for and the carrying out of all emergency functions, other than functions for which military forces are primarily responsible, to prevent, minimize and repair injury and damage resulting from disasters caused by fire, flood, tornado and other acts of nature, or from sabotage, hostile action, communicable disease, or from industrial hazardous material mishaps. These functions include, without limitation, communications, radiological, and chemical, evacuation, congregate care, emergency transportation, existing or properly assigned functions of plant protection, temporary restoration of public utility services and other functions related to civil protection, together with all other activities necessary or incidental for carrying out of the foregoing functions. Emergency management includes those activities sometimes referred to as "Civil Defense" functions.

**"Emergency"** means an unforeseen combination of circumstances that calls for immediate action to prevent a disaster from developing or occurring. An emergency can usually be handled with resources of the local unit of government.

**"Disaster"** means a situation that creates an actual or imminent serious threat to the health and safety of persons; or a situation that has resulted or is likely to result in catastrophic loss to property or the environment, and for which traditional sources of relief and assistance within the affected area are unable to repair or prevent the injury or loss. A disaster usually exhausts local resources and outside help is needed

### 0-9

9-1-1 Center – The various Public Safety Answering Points (See PSAP)

### A

**ALOHA** – Aerial Locations Of Hazardous Atmospheres

**ARC** – American Red Cross

## **B**

**BEC** – Building Emergency Coordinator – works to create emergency plans and teams within specific governmental buildings.

## **C**

**CAMEO** – Computer Aided Management of Emergency Operations – A specialized hazardous materials planning and response software package used by many emergency managers and first responders.

**CAP** – Civil Air Patrol

**CBRNE** – Chemical, Biological, Radiological, Nuclear, and Explosive weapons – Sometimes referred to as Weapons of Mass Destruction or "WMD."

**CERCLA** – Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96-510)

**Community Resources** – Assets, including people, organizations, programs, equipment, and funds that can be applied to all aspects of emergency management

**Congregate Care Facilities** – Public or private buildings that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as a "fallout shelter."

**Contamination** – The deposit of radioactive or other hazardous material on the surfaces of structures, areas, objects, or personnel, following a nuclear explosion or hazardous materials incident/accident. (Radioactive material generally consists of fallout, in which fission products and other weapon debris have become incorporated with particles of dirt, etc. Radioactive contamination can also occur from the radioactivity induced in certain substances by the action of neutrons from a nuclear explosion.)

**COOP** – Continuity of Operations Plan (sometimes referred to as Continuity of Government or "COG" plan. See "OCP."

## **D**

**DEC** – Department Emergency Coordinator – person tasked with developing emergency plans for an individual governmental department.

**Decontamination** – The reduction or removal of contaminating radioactive or other hazardous material from a structure, area, object, or person. Decontamination may be accomplished by 1) treating the surface so as to remove or decrease the contamination; 2) letting the material stand so that the radioactivity is decreased as a result of natural decay; and 3) covering the contamination.

**DHS** – United States Department of Homeland Security

**Direction and Control (D&C)** – Managing and coordinating the response of government forces to a major emergency/disaster.

**Disaster** – A sudden, unplanned calamitous event that brings about great damage or loss. Any event that creates an inability on the company's part to provide critical business functions for some predetermined period of time. Associated terms: Business Interruption; Outage; Catastrophe.

**DO** – Duty Officer

## **E**

**EAS** – Emergency Alert System

**EMC** – Ramsey County Emergency Management Council

**Emergency** – An event that demands a response beyond the scope of any single line agency or service, and that presents a threat to a community or larger area

**EMHS** – Ramsey County Division of Emergency Management and Homeland Security

**EMS** – Emergency Medical Services

**EOC** – Emergency Operations Center - The protected site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency.

**EOP** – Emergency Operations Plan - A document which describes the way in which a government intends to respond to a major emergency/disaster.

**EOT** – Ramsey County Emergency Operations Team

**EPA** – U.S. Environmental Protection Agency

**EPCRA** – Emergency Planning and Community Right-to-Know Act

**ERP** – Emergency Response Plan

**ESF** – Emergency Support Function

**Evacuee** – An individual who is moved to a less hazardous area.

## **F**

**FBI** – Federal Bureau of Investigation

**FCO** – Federal Coordinating Officer

**FEMA** – Federal Emergency Management Agency – A division of DHS

## **G**

**GIS** – Geographic Information System – System of plotting information visually against location and other data.

## **H**

**HSEEP** – Homeland Security Exercise and Evaluation Program. This is a required process for exercise design, conduct, and follow-up specified by DHS.

**HSEM** – Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

**Hazard** – A dangerous event or circumstance that may or may not lead to an emergency or disaster.

### **Hazards Analysis**

**HazMat – Hazardous Materials** – Refers generally to hazardous substances; such as petroleum, natural gas, synthetic gas, acutely toxic chemicals, and other toxic chemicals.

## **I**

**Incident Command System (ICS)** – The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident

### **Incident Commander (IC)**

**Incident Action Plan (IAP)** – The written or verbal document or process of establishing goals and objectives for dealing with an incident as it occurs for a set period of time (operational period).

## **J**

**JPIC** – Joint Public Information Center

## K

## L

**LIEP** – Licensing, Inspection, and Environmental Protection

**LNO** – Liaison Officer. Part of the Incident Command Staff

## M

**MCI** – Mass Casualty Incident

**MIMS** – Minnesota Incident Management System

**MNDOT** – Minnesota Department of Transportation

**MnSCU** – Minnesota State Colleges and Universities

**MNVOAD** – Minnesota Voluntary Organizations Active in Disasters

**MOA** – Memorandum of Agreement

**MOU** – Memorandum of Understanding

**MPCA** – Minnesota Pollution Control Agency

**MRCC** – Medical Resource Control Center

**Mutual Aid Agreements (Pacts)** – Written or unwritten understandings among jurisdictions, which cover methods and types of assistance available during all phases of an emergency

## N

**National Response Center (NRC)** – A communications center for activities related to response actions located at Coast Guard headquarters in Washington, DC. The NRC receives and relays notices of discharges or releases to the appropriate OSC, disseminates OSC and RRT reports to the NRT when appropriate, and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800-424-8802) can be reached 24 hours a day for reporting actual or potential pollution incidents.

**NGO** – Non-Governmental Organization (usually non-profit, charitable, and/or voluntary)

**NIMS** – National Incident Management System – See ICS.



**Nuclear Weapons** – A general name given to any weapon in which the explosion results from the energy released by reactions involving atomic nuclei, either fission or fusion, or both.

**NWS** – National Weather Service

## O

**Operations Plan** – A description of actions to be taken in facing an anticipated disaster, and the method for coordinating to meet the needs of that situation. It describes the action to be taken (who, what, where, when and how) on the basis of assumptions, objectives, and capabilities.

**OCP** – Operational Continuity Plan – may be referred to as a Business Continuity or Disaster Recovery plan. Documentation of steps taken to ensure the continuous availability of critical functions during emergencies and disasters.

**ODP** – Office of Domestic Preparedness – A division of DHS.

**OSHA** – Occupational Safety and Health Administration (Department of Labor)

## P

**PIO** – Public Information Officer

**PSAP** – Public Safety Answering Point – location where 9-1-1 calls are received and from which emergency first responders are dispatched.

## R

**Radiological Monitor** – An individual trained to measure, record, and report radiation exposure and exposure rates; provide limited field guidance on radiation hazards associated with operations to which she/he is assigned; and perform operator's maintenance of radiological instruments.

**RCEOC** – Ramsey County Emergency Operations Center

**Recovery Team** – A group of staff predetermined to recover resources.

**Risk** – The degree to which people, property, environment, and social and economic activity are susceptible to injury, damage, disruption, or death.

**Risk Analysis** – The process of identifying the exposures to certain events which a company may experience. The risk analysis often involves an evaluation of the probabilities of a particular event. This process is similar to the process actuaries use to help determine insurance rates. Associated terms: Risk assessment; impact

assessment, corporate loss analysis; risk identification; exposure analysis; exposure assessment. Objectives: to identify the risks to an organization, assess the critical functions necessary for an organization to continue business operations, define controls that are in place to reduce organizational exposure, and evaluate the cost for such controls.

**RCSO** – Ramsey County Sheriff's Office

**ROC** – Regional Operations Center (a State of Minnesota asset for maintaining a manageable span of control during disasters).

## **S**

**SARA** – The "Superfund Amendments and Reauthorization Act of 1986." Title III of SARA includes detailed provisions for community planning.

**SCBA** – Self-Contained Breathing Apparatus

**SCO** – State Coordinating Officer

**SERC** – State Emergency Response Commission

**SEOC** – State Emergency Operations Center

**Shelter** – A facility which provides protection from one or more of the effects of a natural disaster, hazardous materials incident/accident, nuclear attack, or other type of disaster.

**SPRCPH** – St. Paul/Ramsey County Public Health

**SPRWS** – Saint Paul Regional Water Services

**SO** – Safety Officer. A part of the Incident Command Staff

**SOP's – Standard Operating Procedures** – A set of specific instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness. SOPs generally describe how a task is to be carried out.

**SOG's** – Standard Operating Guidelines (Similar to SOP's)

**Superfund** – The trust fund established under CERCLA to provide money the OSC can use during a cleanup.

## I

**Terrorism** – The actual or threatened use of force against non-military targets or persons, carried out by persons other than the legal military of a nation, with the intent to force political or social change.

**Threats** – The event that causes the risk to become a loss. Threats consist of such natural phenomenon as tornadoes and earthquakes, and such man-made incidents as bomb threats, disgruntled employees and power failure.

**Title III** – The "Emergency Planning and Community Right-to-know Act of 1986." It specifies: requirements for organizing the planning process at the state and local levels for specified extremely hazardous substances; minimum plan content; requirements for fixed facility owners and operators to inform officials about extremely hazardous substances present at the facilities; and mechanisms for making information about extremely hazardous substances available to citizens.

**Traffic Control Points** – Places along evacuation routes that are staffed by police to direct and control movement to and from the area being evacuated.

## U

**USAR** – Urban Search and Rescue Response System

## V

## W

**WMD** – Weapons of Mass Destruction (See CBRNE)

## X

## Y

## Z

## EMERGENCY SUPPORT FUNCTION #1- TRANSPORTATION

**ESF Coordinator:** Ramsey County Public Works

**Primary County Agency:** Ramsey County Public Works

**Primary Municipal Agencies:** Jurisdiction Public Works  
On-Scene Incident Commander

**Support Agencies:** EMHS  
Metropolitan Council/Metro Transit  
US DOT  
School Districts  
Other transportation companies

## INTRODUCTION

### PURPOSE

ESF #1-Transportation provides support to Ramsey County and the jurisdictions therein by assisting Federal, State, and local governmental entities, voluntary organizations, nongovernmental organizations, and the private sector in the support and recovery of transportation systems and infrastructure during domestic threats or in response to incidents.

The ESF describes how normal transportation infrastructure will be restored after an event, emergency or disaster. It also assists municipal and County agencies and others requiring transportation to perform response missions in the event of an incident. ESF #1 also serves as a coordination point between response operations and restoration.

## SCOPE

ESF #1 embodies considerable intermodal expertise and public and private sector transportation stakeholder relationships. Ramsey County Public Works, with the assistance of the ESF #1 support agencies, provides support to the transportation system in domestic incident management, including the following activities:

- Monitor and report status of and damage to the transportation system and infrastructure as a result of the incident.
- Identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinate the restoration and recovery of the transportation systems and infrastructure.
- Coordinate and support prevention, preparedness, response, recovery, and mitigation activities among transportation stakeholders within the authorities and resource limitations of ESF #1 agencies.
- ESF #1 is not responsible for movement of goods, equipment, animals, or people.

## SITUATION AND ASSUMPTIONS

### SITUATION

The ability to sustain transportation services, mitigate adverse economic impacts, meet societal needs, and move emergency relief personnel and commodities will hinge on effective transportation decisions at all levels. Unnecessary reductions or restrictions to transportation will directly impact the effectiveness of all prevention, preparedness, response, recovery, and mitigation efforts.

**Several hazards may impact the roads, rails, and other transportation infrastructure.**

**Emergencies requiring transit services may involve:**

- The need for temporary shelter of displaced persons and/or emergency responders in a localized event
- The movement of displaced persons to areas of mass care
- The movement of persons involved in response or recovery operations

**In many emergencies, transportation of affected populations will be handled by the on-scene Incident Commanders via communication with their Emergency Communications Center (ECC).**

- The mode of transportation will be via bus in most incidents, arranged through contact with Metro Transit.
- In large-scale events, movement of large numbers of affected civilians will be coordinated under this ESF.
- Neither Ramsey County nor the municipalities own or operate mass transportation systems.

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## ASSUMPTIONS

- First priority will be to ensure the safety of the public. Thus, primary remediation of compromised transit will be directed at allowing responders to get to the affected area, and allow for evacuation from the affected area to the extent practicable.
- Adequate numbers of vehicles and operators will be available within a reasonable time
- Roads and rail lines will be passable or can be remediated to the point where vehicle operation is possible
- Some infrastructure (such as roads, rails, bridges) may require extended time to be repaired/replaced and so alternative traffic strategies will be required
- Riverine traffic is routinely closed due to ice and post-thaw debris. This does not constitute an emergency situation. Floods or damage to port facilities may occur as the result of emergency, however.

## 1-1: CONCEPT OF OPERATIONS

ESF #1 provides a single point to obtain key transportation-related information, planning, and emergency management, including prevention, preparedness, response, recovery, and mitigation capabilities at the county and local levels. The ESF #1 structure integrates capabilities and resources into the EOP and the National Incident Management System (NIMS).

### 1-1.1: GENERAL POLICIES

#### 1-1.1A: MASS EVACUATION SUPPORT

Specific roles for Mass Evacuation are addressed under ESF #13 – Evacuation. However, ESF #1 – Transportation has a critical support role in that activity.

**Consistent with ESF #13 – Evacuation, EMHS will work with ESF #1 – Transportation and other ESF agencies to arrange for transport for persons, including those with functional needs, and service and companion animals provided they meet the following criteria:**

- Evacuees can be accommodated at an embarkation point and a destination point
- Evacuees can travel on busses (commercial, mass transit, school busses), passenger trains, aircraft, or specialty busses (such as those operated by MetroMobility)
- Evacuees do not have medical needs indicating that they should be transported by ESF #8 – Public Health and Medical Services

In major disasters and catastrophic incidents, the National Response Framework tasks the Federal Emergency Management Agency with mass evacuation responsibility. In such incidents, ESF#1 – Transportation will coordinate to the extent practicable.

#### 1-1.1B: PRIMARY COORDINATION

The Public Works department of the affected jurisdiction coordinates overall planning, damage assessment, remediation, and repair activity for ESF #1 – Transportation. For county-owned or operated infrastructure, Ramsey County Public Works will coordinate these activities. Ramsey County Public Works will also serve as the coordination point between multiple affected jurisdictions (both within Ramsey County and elsewhere) as necessary.

The Public Works departments will also be the contact/liaison for the planning, damage assessment, remediation, and repair activity for transit systems.

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### **1-1.1C: SPECIFIC TRANSPORTATION COORDINATION**

In all cases, the coordination point for the affected jurisdiction is the Public Works department. For multiple jurisdiction events, Ramsey County Public Works will be this coordination point for the overall situation.

#### **Bus and Light Rail**

MetroTransit will be responsible for coordinating the planning, damage assessment, remediation, and repair activity for bus and light rail transit systems.

#### **Union Depot**

The Ramsey County Sheriff's Office (RCSO), The Ramsey County Regional Rail Authority (RCRRA), and Ramsey County Emergency Management and Homeland Security (EMHS) is responsible for coordination of planning and response at the Union Depot facility. RCRRA is responsible for damage assessment, remediation, and repair activity at Union Depot.

#### **Heavy Rail**

The heavy railroads in the county are owned and operated by private companies. The owner of the line is responsible for coordinating planning, damage assessment, remediation, and repair activity. Specifically for Amtrak service, Amtrak has those responsibilities.

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## **1-1.2: ORGANIZATION**

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### **1-1.2A: RAMSEY COUNTY ORGANIZATION**

#### **1-1.2A(1): ESF Coordinator: Ramsey County Public Works (RCPW)**

RCPW is responsible for planning and coordination of activities affecting transportation modes and infrastructure throughout prevention, preparedness, response, recovery, and mitigation. These activities include planning and coordination, maintaining ongoing contact with ESF primary and support agencies, conducting periodic ESF meetings and conference calls, coordinating efforts with State, local and private-sector organizations, and coordinating ESF activities as appropriate.



- Manages the financial aspects of the ESF #1 response, including management of Stafford Act mission assignments or reimbursable agreements for non-Stafford Act support.
- Works with the Metropolitan Council's Metro Transit and local and private providers to ensure safe and efficient public transportation.

#### 1-1.2A(2): Primary County Agency: Ramsey County Public Works (RCPW)

**Initial Response Operational Roles:** When ESF #1 – Transportation is activated, RCPW provides trained personnel to staff ESF #1 positions at the RCEOC or any other EOC or temporary facility in the impacted region appropriate to the ESF #1 mission.

- Provide Planning, Logistics and Operations section personnel
- Deploy staff to fill positions on emergency response teams, if necessary.
- Work with primary and support agencies, the MN Department of Transportation (MNDOT), and federal and industry partners to assess and report the status of and damage to transportation infrastructure and transit systems and analyze the impact of the incident on transportation operations in the County and region.
- Provide or obtains technical assistance to affected jurisdictions in determining the most viable transportation networks to, from, and within the incident area and on availability of accessible transportation.
- Assist in restoring the transportation infrastructure through ESF #3 – Public Works and Damage Assessment and the Stafford Act program.
- Identify temporary alternative transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinate arrangements for alternate transportation services lies at the State and local levels, with the system owner or operator.

**Ongoing and recovery roles:** In addition to sustaining the initial actions, ESF #1 – Transportation provides long-term coordination of

the restoration and recovery of the affected transportation systems and infrastructure in each affected municipality.

- Prioritization of restoration efforts is based on response needs as identified by the County Incident Manager. The Municipal Incident Manager will set priorities for each affected as well as the State, regional, or national interdependencies that may have far-reaching impacts.
- Coordinate the re-opening and recovery efforts of roads within the County, working with municipalities and support agencies

#### **1-1.2A(3): Support Agency: Ramsey County Sheriff's Office (RCSO)**

- In cases of terrorist threats or attacks, the RCSO will recommend actions to protect critical transportation infrastructure and key resources (CIKR).
- RCSO coordinates with appropriate State, tribal, and local entities, MNDOT, and transportation companies in decisions regarding issues such as movement restrictions, critical facilities closures, and evacuations.
- On a case-by-case basis, and within the limits of the scope of state law, RCSO will assist in coordinating support to mass evacuations.

#### **1-1.2A(4): Support Agency: Emergency Management and Homeland Security (EMHS)**

- Provides timely process for activation of ESF #1 activities.
- Provides advice to County Incident Manager and Municipal Incident Manager
- Provides technical expertise for recovery utilizing Stafford Act program
- Identifies appropriate courses, planning, training, exercises, and other preparedness activities.
- Provides expertise in developing and conducting ESF #1 – Transportation exercises.
- Coordinates and support prevention, preparedness, and mitigation activities among transportation stakeholders. This is a continuous

activity that is conducted within the authorities and resource limitations of ESF #1 agencies. Activities include supporting State, County, and local planning efforts as they relate to transportation, including evacuation planning, contingency plans, etc. as well as working to address persons with special needs in the planning process.

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## 1-1.2B: MUNICIPAL RESPONSIBILITIES

### 1-1.2B(1): Primary County Agency: Jurisdiction Public Works (PW)

**Initial Response Operational Roles:** When ESF #1 – Transportation is activated, PW provides trained personnel to staff ESF #1 positions at the jurisdiction's EOC or temporary facility appropriate to the ESF #1 mission.

- Provide Planning, Logistics and Operations section personnel
- Deploy staff to fill positions on emergency response teams, if necessary.
- Work with primary and support agencies, RCPW, MN Department of Transportation (MNDOT), and federal and industry partners to assess and report the status of and damage to transportation infrastructure and transit systems and analyze the impact of the incident on transportation operations in the County and region.
- Work to determine the most viable transportation networks to, from, and within the incident area and on availability of accessible transportation.
- Assist in restoring the transportation infrastructure through ESF #3 – Public Works and Damage Assessment and the Stafford Act program.
- Identify temporary alternative transportation solutions implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinate arrangements for alternate transportation services with the system owner or operator.

**Ongoing and recovery roles:** In addition to sustaining the initial actions, ESF #1 – Transportation provides long-term coordination of the restoration and recovery of the affected transportation systems and infrastructure in each affected municipality.

- Prioritization of restoration efforts is based on response needs as identified by the On-Scene Incident Commander and the Municipal Incident Manager (MIM). The MIM will set priorities for the jurisdiction in coordination with EMHS so as to be consistent with county, State, regional, or national interdependencies that may have far-reaching impacts.

#### **1-1.2B(2): Primary Municipal Agency: On-Scene Incident Commanders**

**Initial Response Operational Roles:** When ESF #1 – Transportation is activated, the On-Scene Incident Commander (IC) reports status of and damage to transportation systems and infrastructure as a result of the incident to the MIM.

- Reports include specific damages sustained, ongoing recovery efforts, alternatives planned or implemented by others, and assessments of the impact.
- Provide relevant situational awareness and threat information reports to ESF #1 in its lead role in reporting the status of transportation infrastructure.
- During all emergency incidents, the municipality will notify EMHS of transportation infrastructure system status (including road conditions, traffic control, and other infrastructure)
- The affected municipality may contact Metro Transit or other transportation agencies directly to request assistance. However, if they do so, they will notify the EMHS Duty Officer.
- In general, municipalities will coordinate mass transportation needs through Metro Transit

#### 1-1.2B(3): Support Agency: Municipal Law Enforcement Agency

- The local law enforcement agency will establish and secure a staging area for busses and other transportation vehicles.
- The local law enforcement agency will establish and secure a place for persons needing transportation to assemble.

#### 1-1.2B(4): Support Agency: Municipal Public Works

**In municipalities without a public works department, these activities are the responsibility of the municipal Emergency Manager.**

In addition to their role as the primary agency for the ESF, the municipal public works departments (PW) are responsible for local road infrastructure and will:

- Survey roads for damage and usability
- Identify damage, blocked roads, etc.
- Work to re-establish right of ways, traffic lighting, and signage etc. on these roads
- Assist with traffic control, re-routing, etc. as necessary

#### 1-1.2B(5): Support Agency: Municipal Emergency Manager

- Provides timely process for activation of ESF #1 activities.
- Provides advice to Municipal Incident Manager
- Liaison with Ramsey County EMHS for recovery utilizing Stafford Act program
- Assists in developing and conducting ESF #1 components in exercises.
- Coordinate and support prevention, preparedness, and mitigation activities among transportation stakeholders.
- Activities include supporting County and Municipal planning efforts as they relate to transportation

### 1-1.2B(6): Other support agency responsibilities

**MN Department of Transportation (MNDOT)** - Provides technical assistance to local governmental entities in determining the most viable transportation networks to, from, and within the incident area.

MNDOT is responsible for State owned infrastructure and will:

- Survey these roads for damage and usability
- Identify damage, blocked roads, etc. and prioritize efforts to reopen
- Work to re-establish right of ways, traffic lighting, and signage etc. on these roads
- Coordinate efforts of US DOT to provide service for federal highways and other federally regulated transportation infrastructure

**MetroTransit** - Provides technical assistance to local governmental entities in determining the most viable transportation networks to, from, and within the incident area and on availability of accessible transportation

- Coordinates MetroTransit operated busses
- Coordinates all other mass transit provision issues for the incident.

**School Districts' Transportation Divisions** – School districts in the County typically contract for services with private vendors. School district transportation managers will be consulted and involved in assessing transportation asset availability.

**US Department of Transportation (US DOT)** – US DOT is responsible for federal transportation infrastructure and will:

- Survey these assets for damage and usability
- Identify damage, blocked roads, etc. and prioritize efforts to reopen
- Work to re-establish right of ways, traffic lighting, and signage etc. on these assets

US DOT's Emergency Transportation Program provides the staff and expertise required to support the federal ESF #1 in the field.

- The program consists of a Headquarters element and 10 regions, which are based on the standard Federal regions. The Regional Emergency Transportation Coordinators and Representatives

(RETCO/RETREP) provide full-time, collateral duty and volunteer DOT and contractor staff to augment regional and State incident command structures.

- Several DOT Operating Administrations have individual programs, funding sources, and technical experts (e.g., inspectors, engineers, etc.) that can be utilized to support restoration and recovery efforts. These include the FAA, the Federal Highway Administration, the Federal Transit Administration, the Federal Railroad Administration, the Pipeline and Hazardous Materials Safety Administration, the Maritime Administration, and the Research and Innovative Technologies Administration (including the Volpe Transportation Center).

**Mississippi river Transportation Assets** include:

- US Army Corps of Engineers for the river shipping channel
- US Coast Guard for commercial river traffic,
- Ramsey County Sheriff for civilian river traffic.

### **1-1.3: TRANSPORTATION ASSISTANCE REQUESTS**

#### **1-1.3(A): REQUESTS FROM INDIVIDUALS FOR EMERGENCY TRANSPORTATION AND/OR EVACUATION ASSISTANCE**

The municipality or county Joint Information Center (JIC) will disseminate instructions to the public on evacuation and who to contact. A hotline will be set up to receive transportation assistance requests. United Way 211 would also be utilized.

Requests from response agencies for transportation assistance related to the provision of their services to the affected area or populace will be prioritized and assigned available resources through the EOC.

**The EOC will:**

- Establish a system for receiving and processing requests for transportation assistance from the public and from response agencies.
- Ensure that the JIC, ECC, and hotline system are available resources to provide information and take incoming requests.

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### 1-1.3(B): VEHICLE FUEL AND MAINTENANCE

RCPW has system for Vehicle maintenance and fueling at the Arden Hills Public Works facility

The municipal Emergency Manager acting through the EOC staff will insure that a system is in place and that effective efficient transportation is provided for the above tasks.

The Planning section will develop appropriate policies for handling requests.

## 1-2: TRANSPORTATION INFRASTRUCTURE SECURITY

The jurisdiction's Law Enforcement agency will coordinate general security and LE activities within their respective municipalities.

- Minnesota State Patrol will coordinate general security and LE activities for interstates and state highways
- The RCSO will coordinate general security and LE activities for County Roads and the waterways.
- Metro Transit Police will coordinate all security for mass transit

## 1-3: BUSES AND LIGHT RAIL

### 1-3.1: METROTRANSIT

**Bus Route Coverage:** MetroTransit operates 127 routes providing 90% of scheduled service -- 72 are local-service routes and 46 are express routes -- and 9 are contract service routes, using a fleet of 913 buses.

**Light Rail:** As of 2011, MetroTransit operates 12 miles of light rail lines connecting downtown Minneapolis to the Minneapolis/St. Paul International Airport and the Mall of America – a total of 19 stations. There are two major “park and ride lots.” Fort Snelling has approximately 1,080 spaces; 28<sup>th</sup> Avenue (Bloomington) has approximately 1,550 spaces.



In 2014, a second line will open connecting Minneapolis to Union Depot in Downtown St. Paul. This “Central Corridor” will be approximately 11 miles long, serving 18 new stations.

Each of the 27 light rail cars (31 after 2014) can hold 66 seated, and 70 standing passengers.

**Communications:** Metro Transit vehicles and facilities are equipped with 800 MHz trunked digital voice radio system coordinated by the Metropolitan Radio Board

**Busses:** The majority of the company's fleet (801) are standard 40-foot buses while 140 are articulated ("accordion") buses. All Metro Transit buses are equipped with wheelchair lifts or ramps.

- **Facilities:** MetroTransit operates 12 facilities in the Twin Cities area. Five service garages are used to deliver bus service. Park and Ride lots throughout the area have large parking facilities and the ability to stage equipment.
- **Law Enforcement:** Metro Transit Police are responsible for the security and law enforcement needs of the transportation system. Their number is: 612-349-7200

### 1-3.2: OTHER REGIONAL TRANSIT AGENCIES (6% OF CAPACITY)

**Maple Grove Transit System:** Primarily provides express service to downtown Minneapolis

**Plymouth Metrolink:** Primarily provides express service to downtown Minneapolis

**Southwest Metro Transit Commission:** Serves the cities of Eden Prairie, Chanhassen, and Chaska. Provides express and commuter service to downtown Minneapolis, the University of Minnesota, and the Mall of America

**Shakopee Area Transit:** Local dial-a-ride service within Shakopee

**Minnesota Valley Transit Authority:** Primarily provides commuter service to downtown St. Paul; the University of Minnesota, the Mall of America, and downtown Minneapolis

**Other:** The Metropolitan Council contracts for about 4% of capacity with private service providers:

- First Student
- Human Services, inc.
- Lorenz
- Schmitt & Sons
- Senior Community Services
- MV Corporation
- Scott County Transit

### **1-3.3: METRO MOBILITY**

Metro Mobility is an Americans with Disabilities Act (ADA) paratransit services provider. ADA compliant services are delivered using contract operators.

Vehicles: Metro Mobility provides 150 vehicles to be used for Demand Response service. These vehicles are equipped with a digital voice radio system coordinated by the Metropolitan Radio Board. The operators of specific service contracts provide all other Metro Mobility vehicles.

Metro Transit will serve as the primary source for requesting and coordinating mass transit services during emergencies.

## EMERGENCY SUPPORT FUNCTION #2- COMMUNICATIONS

<b>ESF Coordinator</b>	Ramsey County Emergency Communications Center (ECC)
<b>Primary County Agencies:</b>	Ramsey County Emergency Communications Center (Radio/Emergency)  Ramsey County Property Management Telecommunications (Landline)
<b>Primary Municipal Agencies:</b>	White Bear Lake Emergency Communications Center City of Roseville Telecommunications (Land Line) City of Maplewood (Land Line) City of North Saint Paul
<b>Support Agencies:</b>	Ramsey County Information Services (IS) Municipal Information Technology (IT) departments CenturyLink Metropolitan Emergency Services Board (EMSB) Saint Paul Police Communications Services & Maintenance (Radio Shop) Ramsey County Emergency Management & Homeland Security (EMHS)

# INTRODUCTION

## PURPOSE

Emergency Support Function (ESF) #2 – Communications coordinates governmental communications support to response efforts during incidents and emergencies affecting Ramsey County. ESF #2 – Communications also supports the restoration of the communications infrastructure after an emergency, and facilitates the coordination of plans to recover systems and applications.

ESF #2 – Communications also provides coordination between municipal, county, state, and federal agencies before, during, and after incidents.

## SCOPE

ESF #2 – Communications coordinates county actions to assist municipal governments and industry in restoring the public communications infrastructure and the public safety communications infrastructure.

ESF #2 provides communications support at incident scenes, at the RCEOC and municipal EOCs; at Departmental Operations Centers (DOCs); and at Joint Information Centers (JIC). ESF #2 coordinates special situations such as major events, and will assist county and municipal Information Technology agencies in response to cyber incidents as directed.

ESF#2 Does not address the needs of the Minnesota Department of Transportation (MNDOT) or Minnesota State Patrol (MSP) Emergency Communications Center, except in coordinating activities to the extent practicable.

## SITUATION AND ASSUMPTIONS

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### SITUATION

Disasters of significant scope (natural or human-caused) will often impact telecommunications. The very infrastructure is itself subject to failure from various causes. Loss of telecommunications infrastructure for whatever cause is itself an emergency that requires response by municipal and county resources.

Ramsey County-based public safety is served by two Emergency Communications Centers (ECC). The county-operated ECC is located in St. Paul. The other is operated by and located in the City of White Bear Lake.

MNDot and the MSP operate another major ECC, located in Ramsey County. While Ramsey County does assist them as requested, these separate entities maintain their own emergency plans and are wholly responsible for their safety.

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### ASSUMPTIONS

- First priority will be to ensure the safety of the public. Thus, the maintenance and restoration of systems designed to provide communications to and between public safety entities will be the first priority.
- One of three primary forms of communications will remain functioning or be able to be restored (at least on a temporary basis) within 24 hours. These three systems are telephone (landline or cellular), two-way radio, or cyber (email or other)
- Major telecommunications companies will be able to bring emergency resources to the county
- The National Communications System's (NCS) Government Emergency Telecommunications Service (GETS) system will remain functioning

## **2-1: CONCEPT OF OPERATIONS**

ESF #2 – Communications is activated when a significant impact to the communications infrastructure is expected or has occurred. This might be the result of a large incident requiring significant communications resource support, or of a major incident impacting the infrastructure. When activated, ESF #2 provides communications support to the impacted area, as well as internally to the municipal and county government agencies on the scene and elsewhere. ESF #2 support is scalable to meet the specific needs of each incident response, and response resources are drawn from a matrix of personnel and equipment available from the ESF #2 primary and support agencies.

### **2-1.1: GENERAL POLICIES AND ORGANIZATION**

#### **2-1.1A: PRIMARY COORDINATION**

Ramsey County ECC is the overall ESF Coordinator for ESF #2. However, communications involves multiple technologies. Primary among them are the public safety communications system (mostly two way radio and data, but also involving landline and cellular telecommunications systems). The other major grouping are the voice land and cellular telecommunications systems that (a) support governmental operations, and (b) support the community.

Ramsey County ECC is the primary agency for issues impacting the public safety communications system overall, supported by the White Bear Lake ECC, and Ramsey County EMHS.

For government and community voice telecommunications (telecom), the primary agencies are Ramsey County Property Management (for county governmental systems, and for coordination of large-area impact incidents affecting multiple jurisdictions); and the owned or contracted telecom provider for each affected municipality (for their local-impact issues).

The county and each municipality maintain their own Information Technology (IT) departments, each responsible for their respective governmental cyber communications systems. In the event of large scale, multi-jurisdictional incidents, Ramsey County Information Services will provide coordination.

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## **2-1.1B: NOTIFICATION AND ACTIVATION**

Quite often, the ECCs, telecommunications departments, and/or IT departments will be the first to learn of impact to their systems causing failure. In other cases, the evolution and growing complexity of an incident may result in the on-scene incident commander notifying the ECC of impending failures, or of requests for additional resources. In still other cases, the EMHS Duty Officer and staff may be the first to know that an incident is impending (such as severe weather). An additional possibility for the need for ESF #2 – Communications activation is when a government department or public safety agency learns of a large-scale special event scheduled to occur.

### **2-1.1B(1): Notification of Communications System Failures**

The affected ECC or government telecom or IT agency will send notifications out to all public safety agencies, the County Manager, and the EMHS Duty Officer in several ways:

- Use of unaffected radio channels or talk groups
- Email
- Voice landline and/or cellular communications
- Written communication transmitted in person

### **2-1.1B(2): Notification of Need for ESF #2 Support for Large and/or Complex Incidents**

The on-scene incident commander or the affected EOC will notify the Ramsey County ECC via radio or telephone

### **2-1.1B(3): Notification of Anticipated Need for ESF #2 Support for Special Events**

The ECC has procedures in place that are known to the various public safety agencies and not reproduced here.

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## 2-1.1C: PUBLIC SAFETY ANSWERING POINTS (PSAP)

**Note:** The Ramsey County Emergency Communications Center and backup center can communicate with all Law Enforcement, Fire and Emergency Medical Services agencies that serve Ramsey County

### 2-1.1C(1): Ramsey County Emergency Communications Center (ECC)

**Location:** Saint Paul.

This center has base station or control station radio communications capability on:

- Ramsey County 800 MHz radio subsystem of the State-wide ARMER radio system
- Ramsey County siren control channel VHF Simplex and the Saint Paul Siren Control Channel Repeater.
- Ramsey County Fire Paging Channels
- Minnesota State Emergency Frequency MNSEF
- State Wide Fire Mutual Aid
- ARMER / State-wide and Regional Radio System (800 MHz) Regional and State-wide Interoperability Talk Groups

### 2-1.C(2): Ramsey County ECC Back-Up Facility

**Location:**, Arden Hills.

This center has base station or control station radio communications capability on:

- Ramsey County 800 MHz radio subsystem of the State-wide ARMER radio system
- Ramsey County siren control channel and the Saint Paul Siren Control Channel Repeater.
- Ramsey County Fire Paging Channels
- Minnesota State Emergency Frequency MNSEF
- State Wide Fire Mutual Aid



- ARMER / State-wide and Regional Radio System (800 MHz) Regional and State-wide Interoperability Talk Groups

### 2-1.C(3): White Bear Lake Emergency Communications Center

**Location:**, White Bear Lake, Minnesota. This center has base station or control station radio communications capability on:

- Ramsey County 800 MHz radio subsystem of the State-wide ARMER radio system
- Ramsey County Fire Paging Channels
- Minnesota State Emergency Frequency MNSEF
- State Wide Fire Mutual Aid
- ARMER / State-wide and Regional Radio System (800 MHz) Regional and State-wide Interoperability Talk Groups

The White Bear Lake Emergency Communications Center provides police, fire, emergency medical services and public works communications / dispatching for the City of White Bear Lake and PSAP. It can also, for a limited time, act as a backup facility to the Ramsey County ECC.

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## 2-1.1D: OTHER RAMSEY COUNTY COMMUNICATIONS CENTERS

### 2-1.1D(1): EMHS Departmental Operations Center (DOC)

Ramsey County EMHS maintains and operates a communications center as part of the EMHS DOC in, Saint Paul. This center has or can have installed communications capabilities on:

- Ramsey County 800 MHz subsystem voice communications and ARMER / Regional Radio System (800 MHz) Regional and State-wide Interoperability Talk Groups.
- Ramsey County EMHS Channel 1 Repeater.
- Ramsey County EMHS Channel 2
- Ramsey County EMHS Channel 3
- Ramsey County siren control channel

- National Weather Service Weather Link
- Amateur Radio HF (SSB, CW & Data), VHF / UHF / SHF (data & voice.)
- Video teleconferencing capability with all state agencies and counties

All communications capabilities in the DOC are operable 24x7 on no-notice. The Ramsey County Emergency Operations Center (RCEOC) has the same communications capabilities as the DOC, available 24x7 on approximately 2 hours notice.

EMHS also provides net control / dispatching services for SKYWARN (severe weather spotting, notification, and coordination) operations and Metro-Wide Emergency Management operations from the DOC.

#### **2-1.1D(2): County Owned and Operated Mobile Communications Vehicles**

EMHS maintains and operates a Mobile Incident Command Center and a Mobile Incident Support vehicle that are equipped with mobile and portable radio equipment, which operate on:

- Ramsey County 800 MHz subsystem voice communications and ARMER / Regional Radio System (800 MHz) Regional and State-wide Interoperability Talk Groups.
- Ramsey County EMHS Channel 1 Repeater.
- Ramsey County EMHS Channel 2
- Ramsey County EMHS Channel 3
- Ramsey County siren control channel
- National Weather Service Weather Link
- Amateur Radio HF (SSB, CW & Data), VHF / UHF / SHF (data & voice.)

### 2-1.1D(3): Radio Amateur Civil Emergency Services (RACES) and Amateur Radio Emergency services (ARES) Communications

- EMHS through their Emergency Services (RCES) volunteer organization provide RACES communications for Ramsey County.
- The Ramsey County Amateur Radio Association is the primary source for ARES communications support.
- Ramsey County operates a VHF Amateur Radio Voice for RACES and ARES
- Agreements to use other repeaters in Ramsey County are in place.
- RCES is a member the Association of Emergency Radio Organizations AERO, which provides emergency communications training and coordination to Minnesota. AERO SOG / SOP information is kept in the DCC
- RCES is a partner in and is one of the net control stations for Metro SKYWARN which provides amateur radio severe storm spotting services to the twin cities metropolitan area. SKYWARN procedures are kept in the DCC.

## 2-1.2: TELECOMMUNICATIONS SERVICES

### 2-1.2(A): LANDLINE SERVICE FOR PSAPS

911 Public Safety Answering Point (PSAP) phone service is provided via contracts and services from the Metropolitan Emergency Services Board. There are plans in place at each PSAP for the backup operation of 911 Telephone service that are coordinated with the EMSB.

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## 2-1.2(B): GOVERNMENT VOICE SERVICES

### 2-1.2(B)1: County Services

Ramsey County governmental voice telecommunications (RCTelecom) is a division of the Information Services Department. RCTelecom operates several switches, manages and maintains all internal services, and manages the relationship with private industry telecom providers for connectivity to the community landline services and long distance.

### 2-1.2(B)2: Municipal Services

Each municipal government operates or maintains contracts with voice services providers. These entities are responsible for coordinating emergency response to and recovery from situations that impact local municipal infrastructure.

**City of Roseville** – provides VOIP telephone and data service for most of the Cities in Ramsey County.

**City of Maplewood** – provides their own telephone and data services.

**City of North Saint Paul** – provides their own telephone and Data Services

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## 2-1.2(C): FEDERAL TELECOMMUNICATIONS SERVICES

### 2-1.2(C)1: National Communications System (NCS)

NCS is an office within the United States Department of Homeland Security and the coordinating agency for the federal ESF #2 Communications functions. NCS is charged with enabling national security and emergency preparedness communications (NS/EP telecommunications) using the national telecommunications system

### 2-1.2(C)2: Government Emergency Telecommunications Service (GETS)

GETS provides emergency access and priority processing in the local and long distance segments of the public switched wireline network. Used in an emergency or crisis situation during which the probability of completing a call over normal or other alternate telecommunication means has significantly decreased.

### 2-1.2(C)3: Wireless Priority Service (WPS)

WPS provides priority cellular network access. The WPS was approved by the FCC for NS/EP requirements on a call-by-call priority basis. The NCS executes the program on behalf of the Executive Office of the President. Only individuals in NS/EP key leadership positions are authorized use of WPS.

### 2-1.2(C)4: Telecommunications Service Priority (TSP)

TSP Provides service vendors with a Federal Communications Commission (FCC) mandate for prioritizing service requests by identifying those services critical to NS/EP. A telecommunications service with a TSP assignment is assured of receiving full attention by the service vendor before a non-TSP service.

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## 2-1.2(D): COMMUNITY VOICE SERVICES

The private telecommunications systems providers are trained, equipped and willing to respond and offer assistance with repairing damages to their infrastructure and in providing expert information about the status of the infrastructure, and the impact of that system on the course of the response and recovery effort.

Centurylink 24 hr	
Sprint	
McLeod USA	
MCI-WorldCom	
Ramsey County IS	
Comcast/Xfinity	
Communicator Corp	
District Energy, St. Paul	

Metromedia Fiber Network	
American Fiber Systems	
AT&T	

### 2-1.3: CYBER SYSTEMS

#### 2-1.3(A): COUNTY SERVICES

Ramsey County Information Services (IS) operates the County's internal data communications infrastructure and Ramsey County Property Management Telecommunications manages voice landline infrastructure for the City of Saint Paul and Ramsey County and will coordinate emergency response to and recovery from situations that impact this infrastructure.

IS is the lead coordinating agency for maintaining and recovering critical cyber connectivity within the county and between the county and other jurisdictions.

#### 2-1.3(A)1: Continuity of Operations Plans (COOP)

The county and each municipality maintain their own COOP processes, which are not reproduced here.

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### 2-1.3(B): MUNICIPAL SERVICES

Each municipal government operates or maintains contracts with voice services providers. These entities are responsible for coordinating emergency response to and recovery from situations that impact local municipal infrastructure.

**City of Roseville** – provides data service for most of the Cities in Ramsey County.

**City of Maplewood** – provides their own data services.

**City of North Saint Paul** – provides their own data services

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### 2-1.3(C): STATE OF MINNESOTA SERVICES

The Minnesota Office of Enterprise Technology (OET) provides fiber, VOIP, and video conferencing (VTC) connectivity and services.

## EMERGENCY SUPPORT FUNCTION #3: PUBLIC WORKS, ENGINEERING & DAMAGE ASSESSMENT

<b>ESF Coordinator</b>	Ramsey County Public Works
<b>Primary County Agency:</b>	Ramsey County Public Works (Primary)
<b>Primary Municipal Agency:</b>	Public Works
<b>Support Agencies:</b>	EMHS County Attorney B & A Human Services Community Human Services Environmental Services Red Cross Salvation Army and other NGOs MN Pollution Control Agency MN Department of Natural Resources Parks and Recreation (County and municipal)



# INTRODUCTION

## PURPOSE

ESF #3 – Public Works, Engineering, and Damage Assessment coordinates and organizes the capabilities and resources of Ramsey County and/or any affected jurisdiction to facilitate the delivery of services, technical assistance, engineering expertise, and other support to prepare for, respond to, and/or recover from a disaster or major incident requiring a coordinated governmental response.

ESF #3 coordinates actions to determine the extent and the scope of damage to and within Ramsey County and/or any affected jurisdiction. Damage can include economic loss, injury to persons or animals and fatalities in addition to the physical damage to property and buildings.

ESF #3 also plans for and coordinates the handling of debris that results from events, incidents, emergencies and disaster in compliance with applicable state and federal laws and regulations.

## SCOPE

ESF #3 is structured to provide public works and related support for the changing requirements of incident management to include preparedness, response, and recovery. Activities within the scope of this function include conduction pre-incident and post-incident assessments of public works and infrastructure, executing emergency contract support for life-saving and life-support services and the preservation of property and the environment; providing or arranging for technical assistance and expertise, including engineering, construction management, etc. in the public sector; assisting in the identification of such needs for other sectors; providing for emergency repair of damaged public infrastructure.

## SITUATION AND ASSUMPTIONS

### SITUATION

- Emergencies of various types are expected to result in damage to private and public property, including homes, businesses and critical infrastructure. The ability of either the County or the local municipalities to provide critical services depends upon the ability to recover the use of certain infrastructure such as buildings, roads and equipment.
- The Public Works departments of the county and the municipalities construct repairs and maintain roads, maintain and protects lake systems, and conducts land surveys.
- Assessing the level, scope and type of damage resulting from an emergency or disaster will be imperative for setting the priorities for the response and recovery efforts.
- A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster. Where possible and when appropriate, pictures/video will be taken of damaged area, and county maps will be used to show the location of damage sites.
- When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the county Director of EMHS will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

### ASSUMPTIONS

- First priority will be to ensure the safety of the public
- Trained personnel will be available to begin these processes within a reasonable amount of time.
- Except for special or emergent circumstances debris will not be removed from private property by local government entities. If debris must be

removed from private property a release / right of entry document from the property owner must be secured

- Private property that is maintained by local government is an exception to this general rule.
  - Demolition and other debris will be disposed of in accordance with MN Pollution Control guidelines and regulations.
- The cleanup and disposal of (spilled or leaked) hazardous materials will be the responsibility of the responsible party.
  - Storage and/or disposal of contaminated soil must be handled under the guidelines set forth by the State and local environmental agencies.
  - Ramsey County Environmental Services will be the primary contact for handling and consultation on hazardous materials debris for which Ramsey County is responsible.
  - Contracts would be utilized for proper handling and disposal of contaminated debris.
- Ramsey County has many open areas in which debris can be temporarily stored. Parks and Recreation will assist in coordinating the use of county-owned open space.
- Contracts with private companies for debris removal will be in such a form that the payment is based on the quantity of debris removed and that the removal is verified by inspection or other means.

## **3-1: CONCEPT OF OPERATIONS/RESPONSIBILITIES**

When activated in response to an incident, ESF #3 primary agencies develop work priorities in cooperation with other municipal, county, and/or state agencies and in coordination with the Incident Manager.

### **3-1.1: GENERAL POLICIES**

Local authorities are responsible for obtaining required permits, clearances, and waivers related to ESF #3 support.

Priorities are determined jointly among the affected jurisdictions. State and Federal ESF #3 support is integrated into the overall efforts. Support agency representatives collocate at the Ramsey County EOC or Municipal EOC as necessary.

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### **3-1.2: EMERGENCY RESPONSE**

- Directors and Chiefs of all departments and organizations cited in this plan are aware and responsible for maintaining current SOPs, resource lists, training programs, and schedules of training for department personnel.

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#### **3-1.2(A): EMERGENCY PUBLIC WORKS**

- The Department of Public Works is responsible for coordinating all emergency construction, roadwork, flood control, and similar public works activities carried out during the course of the emergency.
- Public Works GIS services will provide emergency mapping and spatial analysis at the scene and following an emergency. County Public Works GIS personnel will coordinate with local GIS personnel whenever possible.
  - EMHS staff is equipped with GIS equipment and software to provide mobile support for this role.
- Ramsey County Parks and Recreation will make staff available to assist with various emergency operations including building temporary flood

control measures. They assist in reducing the risk of natural hazards by designing construction projects with mitigation in mind.

- Private Sector/Volunteer Agencies/Organizations
  - Red Cross
  - Bay West Environmental Services Company
  - St. Paul Board of Realtors
  - Independent Appraisers

### 3-1.2: ORGANIZATION

#### 3-1.2(A): PRIVATE SECTOR

The private sector owns or operates a large proportion of the Nation's infrastructure and is a partner and/or lead for the rapid restoration of infrastructure-related services. Through ongoing planning and coordination, the private sector provides critical details for incident action planning and decision-making processes during an incident. Also, private-sector mutual aid and assistance networks facilitate the sharing of resources to support response and recovery.

The Critical Infrastructure and Key Resources (CIKR) Support Annex provides details regarding the processes that help to ensure coordination and integration of private sector CIKR-related activities among a wide array of public and private incident managers.

#### 3-1.2(B): RAMSEY COUNTY

County Activity within the ESF #3 function include, but are not limited to:

- Participation in pre-incident activities, such as the identification of assessment teams, contractors, and other resources
- Support of risk and vulnerability assessments
- Participation in post-incident assessments of public works and infrastructure to help determine critical needs

- Implementation of mitigation measures, including the deployment of protective measures, to minimize adverse effects or fully protect resources prior to an incident
- Execution of emergency contracting for life-saving and life-sustaining measures, and for the protection of property and the environment. Examples include arranging for potable water, ice, emergency power, etc.
- Coordinating the acquisition and arrangements for assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- Support of urban search and rescue assets
- Coordinating or providing emergency repair of damaged county infrastructure and critical county public facilities. Supporting the restoration of critical navigation, flood control, and other water infrastructure, including drinking water systems.
- Coordinating activities to identify and remove debris including obtaining necessary regulatory clearances for infrastructure restoration activities. ESF #3 will take all practicable steps to ensure that accessibility standards are addressed during infrastructure restoration activities.

Close coordination is maintained with the affected jurisdictions and other Federal, State, and local officials to determine potential needs and sources for support and to track the status of response and recovery activities.

### **3-1.2(B)1: Ramsey County Public Works (RCPW)**

RCPW is the primary agency for providing and/or coordinating ESF #3 resources and support, technical assistance, and debris management resources, to include assistance under the DHS/FEMA Stafford Act Public Assistance Program. The Public Assistance Program provides supplemental Federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private nonprofit organizations.

### **3-1.2(B)2: Emergency Management and Homeland Security (EMHS)**

EMHS supports ESF #3 infrastructure protection and mitigation missions by providing infrastructure risk and vulnerability assessments in response to actionable intelligence and other information. Through the Critical Infrastructure/Key Resources (CI/KR) planner, EMHS provides situational

awareness and prioritized recommendations concerning the recovery and restoration of the associated CIKR sectors supported by this ESF.

EMHS is the liaison between the county and the affected municipalities, and between the county and state/federal agencies.

#### **3-1.2(B)3: County Attorney**

The role of the County Attorney is described in the Basic Plan.

#### **3-1.2(B)4: Budget & Accounting (B&A)/Contract Services**

Ramsey County B&A/Contract Services oversees the emergency contracting process to assure adherence to applicable laws and best practices.

#### **3-1.2(B)5: Community Human Services (CHS)**

CHS serves as the principle liaison for identifying the need for emergency housing. CHS personnel do not provide the housing, but will work with governmental agencies and NGOs to identify the need and identify and communicate potential solutions.

#### **3-1.2(B)6: Dept of Health Environmental Services**

Environmental Services works with RCPW to assess the impact of damage, identify appropriate remediation needs and steps, contract and oversee clean-up, and provides technical assistance to ensure that debris is handled in a manner that is environmentally appropriate.

#### **3-1.2(B)7: Parks and Recreation**

Parks and Recreation has personnel, vehicles, and land that will be of assistance to the debris removal mission. Initial temporary debris staging can be done at one of the various parks locations.

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### **3-1.2(C): MUNICIPAL RESPONSIBILITIES**

Within the ESF #3 function, each municipality's activities include, but are not limited to:

- Participation in pre-incident activities, such as the identification of assessment teams, contractors, and other resources
- Support of risk and vulnerability assessments
- Participation in post-incident assessments of public works and infrastructure to help determine critical needs

- Implementation of mitigation measures, including the deployment of protective measures, to minimize adverse effects or fully protect resources prior to an incident
- Execution of emergency contracting for life-saving and life-sustaining measures, and for the protection of property and the environment. Examples include arranging for potable water, ice, emergency power, etc.
- Coordinating the acquisition and arrangements for assistance in the monitoring and stabilization of damaged structures and the demolition of structures designated as immediate hazards to public health and safety.
- Support of urban search and rescue assets
- Coordinating or providing emergency repair of damaged public infrastructure and critical municipal public facilities. Supporting the restoration of critical navigation, flood control, and other water infrastructure, including drinking water systems.
- Coordinating activities to identify and remove debris including obtaining necessary regulatory clearances for infrastructure restoration activities. ESF #3 will take all practicable steps to ensure that accessibility standards are addressed during infrastructure restoration activities.

Close coordination is maintained with the county and other Federal, State, and local officials to determine potential needs and sources for support and to track the status of response and recovery activities.

### **3-1.2(C)1: County Public Works Departments (PW)**

PW is the primary agency within each jurisdiction for providing and/or coordinating ESF #3 resources and support, technical assistance, and debris management resources, to include assistance under the DHS/FEMA Stafford Act Public Assistance Program. The Public Assistance Program provides supplemental Federal disaster grant assistance for debris removal and disposal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged public facilities and the facilities of certain qualified private nonprofit organizations. The municipal PW will coordinate with other affected jurisdictions and Ramsey County Public Works.

### **3-1.2(C)2: Municipal Emergency Management Agency (EMA)**

EMA supports ESF #3 infrastructure protection and mitigation missions by providing infrastructure risk and vulnerability assessments in response to actionable intelligence and other information. The Ramsey County EMHS Critical Infrastructure/Key Resources (CI/KR) planner provides the EMA with



situational awareness and prioritized recommendations concerning the recovery and restoration of the associated CIKR sectors supported by this ESF.

EMHS is the liaison between the county and the affected municipalities, and between the county and state/federal agencies.

### **3-1.2(C)3: City Attorney**

The jurisdictions' attorneys will provide, for their respective jurisdiction, services similar to those of the County Attorney. The scope of widespread disaster often requires cooperative efforts between the jurisdictions and between the jurisdictions and the county.

### **3-1.2(C)4: Municipal Finance/Accounting Departments**

Each jurisdiction's financial/accounting agency oversees the emergency contracting process for that jurisdiction to assure adherence to applicable laws and best practices. In most cases, the affected jurisdiction can utilize contracts in place with Ramsey County – and in some instances with other jurisdictions in Minnesota.

### **3-1.2(C)5: Community Human Services (CHS)**

CHS serves the entire county. CHS serves as the principle liaison for identifying the need for emergency housing. CHS personnel do not provide the housing, but will work with governmental agencies and NGOs to identify the need and identify and communicate potential solutions.

### **3-1.2(C)6: Dept of Health Environmental Services**

St. Paul Ramsey County Department of Health services the entire county. They work with the affected municipalities' PW to assess the impact of damage, identify appropriate remediation needs and steps, contracts and oversees clean-up, and provides technical assistance to ensure that debris is handled in a manner that is environmentally appropriate.

### **3-1.2(C)7: Parks and Recreation**

Parks and Recreation departments have personnel, vehicles, and land that will be of assistance to the debris removal mission. Initial temporary debris staging can be done at one of the various parks locations.

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### **3-1.2(D): FEDERAL SUPPORT**

When activated by DHS/FEMA, Federal ESF #3 personnel deploy to a Joint Field Office (JFO). Federal ESF #3 is responsible for preparing statements of work, providing estimates of cost and completion dates for mission assignments, tracking mission execution, determining resource requirements, setting priorities, disseminating information, and providing public information and external communications support. When activated, DHS/FEMA Public Assistance personnel deploy to initiate State-or tribal-level support (in coordination with Federal ESF #15 – External Affairs)

## **3-2: DEBRIS MANAGEMENT OVERVIEW**

### **3-2.1: GENERAL RESPONSIBILITIES**

ESF #3 may be responsible for managing, monitoring, and/or providing technical advice in the clearance, removal, and disposal of debris from public property and the reestablishment of ground and water routes into impacted areas. The scope of actions related to debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal.

For purposes of ESF #3, the term “debris” includes downed or damaged trees/large branches and general construction debris that may contain inherent building material contaminants such as asbestos and paint. Debris may include livestock or poultry carcasses and/or plant materials.

When ESF #3 is activated for a debris mission, ESF #3 may also collect, segregate, and transport to an appropriate staging or disposal site hazardous materials that are incidental to building demolition debris, such as household hazardous waste and oil and gas from small motorized equipment; remove and dispose of Freon from appliances; and remove, recycle, and dispose of electronic goods. (The removal of hazardous material containers that may have become intermingled with construction debris, such as drums, tanks, and cylinders containing oil and hazardous materials, is managed under ESF #10.)

The management of contaminated debris (e.g., chemical, biological, radiological, or nuclear contamination) will be a joint effort with ESF #10, ESF #5, the state and, in some case, the federal government. The scope of actions

related to contaminated debris may include waste sampling, classification, packaging, transportation, treatment, demolition, and disposal of contaminated debris and soil. For purposes of ESF #3, contaminated debris is intended to mean debris (e.g., general construction debris/rubble) that is being addressed within the debris zone and to support the overall objectives of ESF #3, such as clearing roads and public property.

ESF #3 may also be responsible for arranging for, coordinating, monitoring, and/or providing technical advice in the demolition and subsequent removal and disposal of buildings and structures contaminated with chemical, biological, radiological, and nuclear (CBRN) elements, in consultation with ESF #10. The scope of actions may include air monitoring and sampling, waste sampling, classification, packaging, transportation, treatment (onsite and offsite), demolition, and disposal (onsite and offsite). Except where necessary to address structural stability or other imminent threats, such demolition actions are taken after incident decisionmakers have had an opportunity to evaluate options for site cleanup and have selected demolition as the desired cleanup approach. (ESF #10 leads the identification, analysis, selection, and implementation of cleanup actions for incidents where Federal assistance is requested for hazardous materials environmental cleanup (except for certain facilities and materials owned, operated, or regulated by other Federal departments and

## **3-3: DAMAGE ASSESSMENT OVERVIEW**

### **3-3.1: COUNTY RESPONSIBILITIES**

#### **3-3.1(A): RAMSEY COUNTY PUBLIC WORKS**

The Director of Ramsey County Public Works will

- Develop and coordinate a damage assessment “team” composed of county, municipal, and private sector agency representatives.
- Maintain a listing of damage assessment team personnel.
- Develop the procedures to be followed for damage assessment.
- Assign personnel from the Graphical Information Services (GIS) group to assist with mapping and listing damage. GIS will maintain this information and update it as necessary, working with local, state and

federal GIS personnel to ensure the accuracy of their data. GIS will provide this data to EMHS and/or the RCEOC regularly.

- Coordinate the damage assessment process.

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### **3-3.1(B): EMHS**

EMHS will coordinate with the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and county governmental authorities

EMHS will coordinate items required by FEMA and other federal agencies for disaster relief

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### **3-3.1(C): RAMSEY COUNTY PROPERTY MANAGEMENT**

Ramsey County Property Management will provide details and information necessary for assessing the status of County owned and operated facilities

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### **3-3.1(D): RAMSEY COUNTY PARKS AND RECREATION**

Ramsey County Parks and Recreation will cooperate with Public Works in assessing damage to their facilities and properties and in selecting sites for debris storage.

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### **3-3.1(E): OTHER COUNTY OFFICIALS**

Other Ramsey County government officials who may participate in a damage assessment effort:

- County Attorney (insurance and risk issues)
- County Engineer
- County Assessor
- Director of Budget and Accounting
- Ramsey County Human Services Director
- Ramsey County Community Health Services Director
- Ramsey County Environmental Services Director

## **3-3.2: MUNICIPAL RESPONSIBILITIES**

### **3-3.2(A): GENERAL**

- During all emergency incidents, the municipality will provide information regarding damage to EMHS and/or the RCEOC.
- Municipal GIS personnel will work with Ramsey County GIS personnel to develop and maintain data sets and accurately represent the data on maps, etc.

### **3-3.2(B): MUNICIPAL PUBLIC WORKS**

- Municipal Public Works personnel will cooperate with Ramsey County Public works to ensure a coordinated, rapid and accurate damage assessment and debris clearance process.
- Municipal public works and engineering staff will assess the damage to local governmental structures and local critical infrastructure.

### **3-3.2(C): OTHER MUNICIPAL OFFICIALS**

Other municipal government officials who might participate in a damage assessment effort:

- Municipal Assessor
- Municipal Emergency Management Director
- Municipal Fire Inspector/Marshal
- Municipal building codes officials

## **3-4: DEBRIS MANAGEMENT**

### **3-4.1: RESPONSIBILITIES**

#### **3-4.1(A): COUNTY RESPONSIBILITIES**

- Ramsey County is primarily responsible for the removal of debris from county right of way and county owned or maintained property.
- Assistance will be provided to municipalities as needed and county assets are available.

#### **3-4.1(B): MUNICIPAL RESPONSIBILITIES**

- Municipal agencies are responsible for debris removal from municipal owned and maintained property.
- Municipalities may be requested to assist neighboring jurisdictions with debris removal.

### **3-4.2 DEBRIS STAGING AND DISPOSAL**

- County open spaces and recycling areas will be considered for temporary staging of non-contaminated debris.
- Disposal of contaminated debris, carcasses. And similar items will be arranged by utilizing private contractors in concert with the Minnesota Pollution Control Agency and the St. Paul Ramsey County Department of Public Health.

## EMERGENCY SUPPORT FUNCTION #4 FIREFIGHTING

<b>ESF Coordinator:</b>	Ramsey County Emergency Management & Homeland Security
<b>Primary County Agency:</b>	Ramsey County Emergency Management & Homeland Security
<b>Primary Municipal Agencies:</b>	Falcon Height Fire Department Lake Johanna Volunteer Fire Department Little Canada Fire Department Maplewood Fire Department New Brighton Department of Public Safety Fire Division Roseville Fire Department Saint Paul Fire and Safety Services Spring Lake Park-Blaine-Mounds View Fire Department Vadnais Heights Fire Department White Bear Lake Fire Department
<b>Support Agencies:</b>	Maplewood Police Department Mounds View Police Department New Brighton Department of Public Safety Ramsey County Emergency Communications Center Ramsey County Emergency Management & Homeland Security Ramsey County Sheriff's Office Roseville Police Department Saint Anthony Police Department Saint Paul Police Department White Bear Lake Police Department Ramsey County Fire Chiefs Association Capitol City Mutual Aid Association Minnesota Department of Natural Resources

# INTRODUCTION

## PURPOSE

ESF #4 – ESF Fire Fighting supports the fire fighting, fire/rescue and related operations in Ramsey County.

## SCOPE

ESF #4 serves as the coordination ESF for the use of fire service resources in Ramsey County during times of large scale emergency, events and disaster.

## SITUATION AND ASSUMPTIONS

### SITUATION

- Ramsey County has no county Fire Chief or county Fire Department. The responsibility for fire protection rests on the municipalities and the agencies that provide that service to the communities.
- The Ramsey County Emergency Communications Center (ECC) and City of White Bear Lake ECC dispatch operations, and Ramsey County Emergency Management and Homeland Security can assist in coordination of fire protection assets and in securing additional resources outside of normal daily or mutual aid response.

### ASSUMPTIONS

- First priority will be to ensure the safety of the public.
- Fire departments within Ramsey County have existing mutual aid and “auto aid” (pre-designated circumstances in which neighboring fire departments are also dispatched to an incident) agreements that automatically come into effect when situations requiring large scale response occur



## 4-1: CONCEPT OF OPERATIONS

### 4-1.1: GENERAL POLICIES

- ESF #4 applies to all agencies and organizations with assigned emergency responsibilities as described in the CEOP.
- The ESF #4 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.
- Fire departments located in the County train their personnel in the Incident Command System (ICS) and the National Incident Management System (NIMS) to help ensure coordination during emergency situations.
- The basis for operations when this ESF has been activated will be the policies and procedures that are in effect for each jurisdiction / agency at the time of activations.

### 4-1.2: ORGANIZATION

The Fire Chief for each jurisdiction is responsible for coordination, planning, training and the development of fire fighting operational policy for that jurisdiction. Included is the coordination of fire services during an emergency/disaster occurring within the boundaries of that department's responsibility. Control over personnel and equipment will be retained within the given jurisdiction at all times. Providers of specialized equipment are responsible for ensuring the proper training and certification of equipment operators.

- ESF #04 is organized in accordance with the *National Incident Management System (NIMS)*.
- Tactical firefighting operations will be controlled by the Incident Commander(s) and the scene(s) ICS structure. The Incident Commander(s) will assess the need for additional resources and request that the EOC deploy assets to support field operations.
- Outside firefighting resources will be controlled by the procedures outlined in mutual aid agreements. These agencies will remain under the direct control of the sponsoring agency, but will be assigned by the Incident Commander and/or EOC to respond as necessary.

- The Ramsey County Emergency Operations Center (RCEOC) will serve as the central location for interagency coordination and executive decision-making, including all activities associated with ESF #4 during emergencies or incidents that require expanded cross-jurisdiction coordination.

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#### **4-1.2(A): FIRE DEPARTMENTS SERVING RAMSEY COUNTY**

Ten (10) Fire Departments provide service to Ramsey County. These are:

- Falcon Height Fire Department
- Lake Johanna Volunteer Fire Department
- Little Canada Fire Department
- Maplewood Fire Department
- New Brighton Department of Public Safety Fire
- St. Anthony Fire Department
- Saint Paul Fire and Safety Services
- Spring Lake Park-Blaine-Mounds View (SBM) Fire Department
- Vadnais Heights Fire Department
- White Bear Lake Fire Department

A map of the service areas of the respective departments is attached at the end of this ESF document.

**Dispatch Services** are provided by Ramsey County Emergency Communications Center (ECC) except:

- St. Anthony (Hennepin Sheriff's Office dispatch)
- SBM (Anoka County ECC)

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#### **4-1.2(B): CAPITOL CITY MUTUAL AID SYSTEM**

All departments signatory to the Ramsey County Emergency Operations Plan have signed on to the Capitol City Mutual Aid System agreement. In addition to the applicable sections of Minnesota Statutes Chapter 12, the mutual aid agreement provides for assistance and financial issues.

<b>Participating Departments</b>	<b>Contact Agency</b>
Bayport	Washington County Sherriff
Centennial	Anoka County Dispatch
Hugo	Washington County Sheriff
Forest Lake	Washington County Sheriff
Lake Elmo	Washington County Sheriff
Lake Johanna	Ramsey County Emergency Communications Center (ECC)
Lexington	Anoka County Sheriff
Little Canada	Ramsey County ECC
Lower St. Croix	Washington County Sheriff
Mahtomedi	Washington County Sheriff
Maplewood	Ramsey County ECC
Moundsvew (SBM)	Anoka County Sheriff
North St Paul	Ramsey County ECC
Oakdale	Washington County Sheriff
St. Anthony	Hennepin County Sheriff
Spring Lake Park	Anoka County Sheriff
Vadnais Heights	Ramsey County ECC
White Bear Lake	White Bear Lake ECC
Woodbury	Washington County Sheriff

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#### **4-1.2(C): EMERGENCY RESPONSE TRAINING RECORDS**

Directors and Chiefs of all departments and organizations cited in this plan are aware and responsible for maintain current SOP'S, resource lists, training programs, and schedules of training for departmental personnel. Persons interested in information regarding the training records of firefighters should contact the individual fire departments for this information.

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#### 4-1.2(D): GENERAL RESPONSIBILITIES OF ALL FIRE DEPARTMENTS

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Provide ongoing status reports as requested
- When requested, deploy a representative to the County EOC to assist with ESF #4 activities
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work in the event that reimbursement from State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Perform other emergencies responsibilities as assigned

##### 4-1.2(D)1: Preparedness

- Maintain this ESF Annex as well as supporting operating procedures and guidelines.
- Ensure fire personnel receive appropriate emergency operations training.
- Ensure fire mutual aid agreements with surrounding jurisdictions are current.
- Develop and maintain mutual aid agreements with private area resources that could be useful for fire prevention or suppression.
- Develop and maintain standard operating guides and checklists to support emergency firefighting operations.
- Ensure emergency call-up and resource lists are current.
- Ensure the availability of necessary equipment to support firefighting activities.
- Participate in emergency training and exercises.

##### 4-1.2(D)2: Response

- Respond as required on a priority basis.
- Activate mutual aid if needed.
- Coordinate activities with other responding agencies.
- Coordinate outside fire resources.
- Alert or activate off-duty and auxiliary personnel as required by the emergency.
- Conduct other specific response actions as dictated by the situation.

#### 4-1.2(D)3: Recovery

- Support clean up and restoration activities.
- Review plans and procedures with key personnel and make revisions and changes.
- Replenish supplies and repair damaged equipment.
- Continue all activities in coordination with the EOC based on the requirements of the incident.
- Participate in after-action briefings and develop after-action reports.
- Make necessary changes in this ESF Annex and supporting plans and procedures.

#### 4-1.2(D)4: Prevention

- Participate in hazard identification process and identify and correct vulnerabilities in the firefighting function.
- Develop fire safety programs that include disaster situations and present them to the public.

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### 4-1.2(E): ADDITIONAL CRITICAL CAPABILITIES

**4-1.2(E)1: Rescue** Local fire departments are trained in auto extrications. The Twin Cities Metropolitan area has Heavy Rescue response

**4-1.2(E)2: Medical** The majority of fire districts/departments that serve Ramsey County have medically trained First Responders. These personnel will act as Medical Control and begin initial treatment and triage for the eventual transportation to a medical facility until medical control takes over.

**4-1.2(E)3: Mass Care** Fire departments/districts serving Ramsey County can assist with the delivery of non-potable water for critical facilities in the event of a disaster.

**4-1.2(E)4: Damage Assessment/Inspections** During the initial stages of a disaster, the fire department/districts serving Ramsey County can assist in the preliminary damage assessment. During the recovery phase, local fire departments can assist in fire safety inspections of post disaster housing, sheltering, and feeding facilities as required.

**4-1.2(E)5: Hazardous Materials Incidents/Accidents** Local fire departments are responsible for the initial response and, if possible, containment of hazardous materials. If the scope of the problem is beyond the capabilities of the local fire

department, the Incident Commander may call for the response of the State Hazardous Materials Team through the State Duty Officer or the Incident Commander.

The Incident Commander will determine the hazard level of the incident, identification of the material, and direct the activities of responders and affected population. All fire department personnel in Ramsey County are trained to at least the Awareness Level for hazardous materials in accordance with 29CFR 1910.120.

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#### **4-1.2(D): NOTIFICATIONS**

The Incident Commander will keep the Emergency Management Agency informed of escalating fire situations with the potential to require activation of the County EOC. Once notified, the Emergency Management Director, or designee, will activate the EOC.

Once activated, the Emergency Management Director, or designee, will request that an appropriate Fire Department representative report to the EOC to serve as the ESF #4 Coordinator. As additional EOC staffing needs become apparent, other department and support agency representatives may be asked to report to the EOC.

### **4-1.3: ADMINISTRATION AND SUPPORT**

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#### **4-1.3(A): SUPPORT**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center, and as required to other states or the federal government for assistance support.

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#### **4-1.3(B): AGREEMENTS AND UNDERSTANDING**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

A proclamation of a local disaster/Emergency issued by the Ramsey County Board of Commissioners or a State Disaster issued by the Governor of Minnesota may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF coordinator.

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#### **4-1.3(C): STATUS REPORTS**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

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#### **4-1.3(D): EXPENDITURES AND RECORDKEEPING**

Each ESF agency is responsible for establishing administrative controls necessary to manage expenditures of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

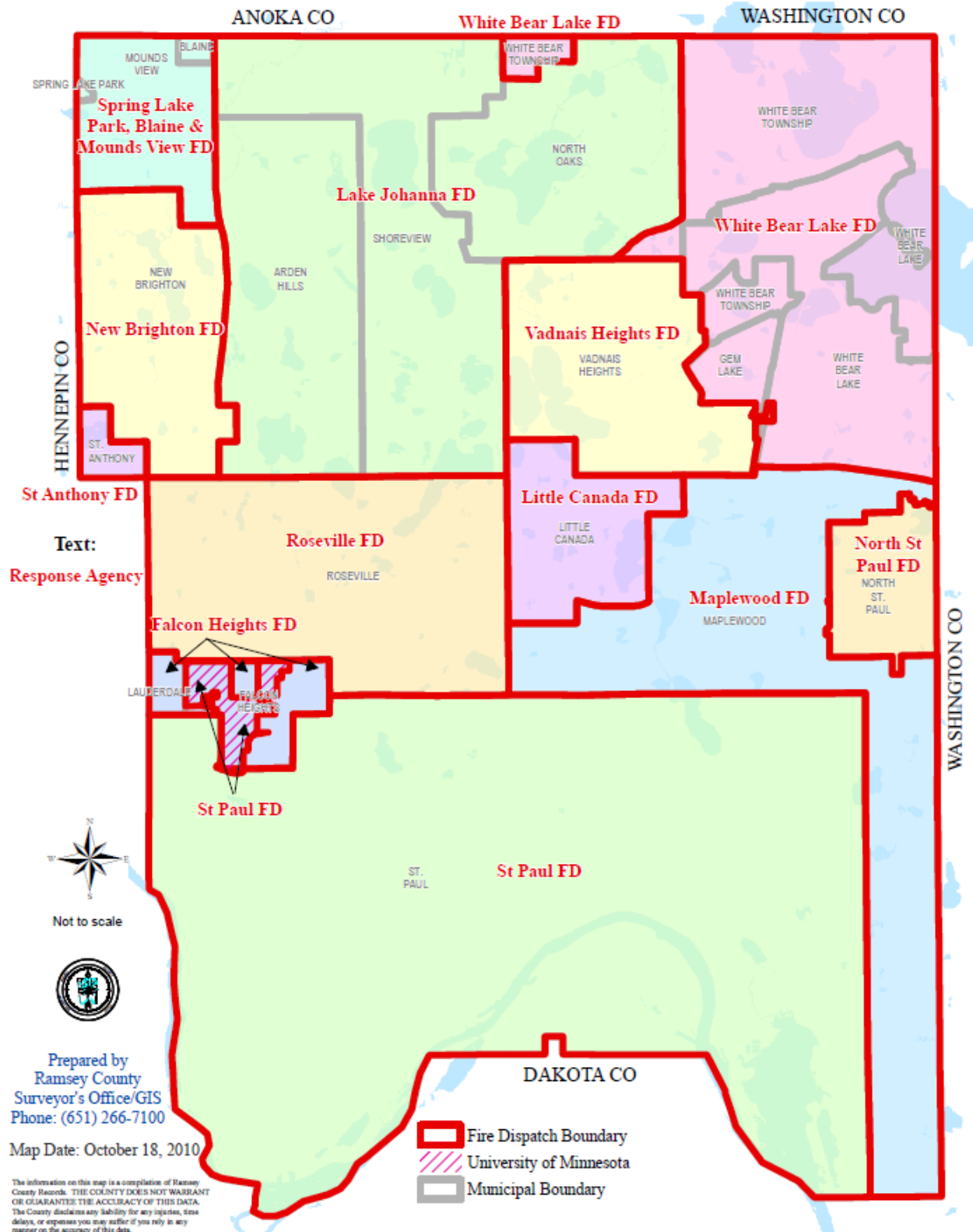
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#### **4-1.3(E): CRITIQUES**

Following the conclusion of any significant emergency/disaster, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Ramsey County Emergency Management and Homeland Security Director.

# Fire Response in Ramsey County





## EMERGENCY SUPPORT FUNCTION #5 – EMERGENCY MANAGEMENT

<b>ESF Coordinator:</b>	Ramsey County Emergency Management and Homeland Security (EMHS)
<b>Primary County Agency:</b>	EMHS
<b>Primary Municipal Agencies:</b>	Jurisdiction Emergency Management Agency (EMA)
<b>Support Agencies:</b>	Ramsey County Sheriff's Office Municipal Public Safety Agencies Ramsey County Director of Communications

## INTRODUCTION

### PURPOSE

ESF #5 – Emergency Management is responsible for supporting overall activities of the local (county and municipal) government for incident management. ESF #5 provides the core management and administrative functions in support of the chief elected and appointed officials; the on-scene incident commanders; the County and Municipal Incident Managers; and the Emergency Operations Centers. Both Ramsey County and jurisdictional governments have requirements in this realm and have established ESF #5 to provide the core management and administrative functions in support of preparedness, response, recovery and mitigation efforts at the overall county level and within each jurisdiction

ESF #5 is responsible for emergency and disaster support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring actions by multiple agencies or jurisdictions.

This includes alert and notification; staffing and deployment of a duty officer (County level only) and of response teams, as well as facilitating the requests for and operations of response teams from other departments and agencies; incident action planning; coordination of operations; logistics management; direction and control; information collection, analysis, and management; facilitation of requests for Federal assistance; resource acquisition and management; worker safety and health; facilities management; financial management; and other support as required.

## SCOPE

During the post-incident response phase, ESF #5 is responsible for the support and planning functions. ESF #5 activities include those functions that are critical to support and facilitate multiagency planning and coordination for operations involving incidents requiring governmental coordination. This includes alert and notification; staffing and deployment of emergency services response teams, as well as coordinating response teams from other county departments and agencies; incident action planning; coordination of operations; logistics management; direction and control; information collection, analysis, and management; facilitation of requests for State and Federal assistance; resource acquisition and management; and other support as required.

**Ramsey County Level:** ESF #5 serves as the coordination ESF for all Ramsey County departments and agencies across the spectrum of incident management from pre-emergency planning, to hazard mitigation and preparedness to response and recovery. ESF #5 will identify resources for alert, activation, and subsequent deployment for quick and effective response, and will coordinate response and recovery activities between individual scenes of action and County elected officials, senior management and policy makers. ESF #5 applies to the relationship and support between the counties of Minnesota, Ramsey County and its jurisdictions, mutual aid out-of-state, and situations within Ramsey County business activities.

**County/Jurisdiction Interface:** As the ESF #5 coordinating entity, EMHS will develop, implement, and maintain the Countywide Emergency Operations Plan and the Countywide Pre-Disaster Hazard Mitigation Plan. EMHS will coordinate the integration of county departmental emergency procedures, and jurisdictional department emergency procedures with these plans and each other to assure unity of purpose.

**Jurisdiction Level:** Similarly, for each jurisdiction, ESF #5 serves as the coordination ESF for all jurisdictional departments and agencies across the spectrum of incident

management from pre-emergency planning, to hazard mitigation and preparedness to response and recovery. ESF #5 will identify resources for alert, activation, and subsequent deployment for quick and effective response, and will coordinate response and recovery activities between individual scenes of action and Jurisdictional elected officials, senior management and policy makers.

## SITUATION AND ASSUMPTIONS

### SITUATION

Emergencies require cooperation between agencies and jurisdictions. While all emergencies are local, the planning, response, recovery, and mitigation efforts needed to cope with them must be regional. •

Resources are always limited. Careful planning and close cooperation are needed to set priorities and assign resources.

### ASSUMPTIONS

This plan makes the following assumptions:

Affected jurisdictions' public safety agencies will notify the Ramsey County Duty Officer of all major incidents either by contacting their PSAP or directly via the 24 hour Duty Officer Pager.

- Ramsey County Department and agency heads will notify the County Duty Officer of all major incidents that actually or threaten to cause a significant interruption in County business services.
- In some situations, the RCEMHS Duty Officer might be the first County official to learn of an emergency situation. In many other scenarios, the RCEMHS Duty Officer will learn of emergencies from other agencies. In either case, the Duty Officer will assure the notification of senior county management by notifying the County Manager as appropriate.
- RCEMHS will often send personnel to the scene of an emergency occurring in one of the municipalities of the county. In this liaison role, the RCEMHS duty

officer will make a determination as to the time at which other county officials should be notified, if they have not already been called.

- There will be some means of communication available
- Adequate personnel are available to take some action
- Catastrophic incidents that make concerted action on behalf of the County or one or more communities impossible could occur

## **5-1: CONCEPT OF OPERATIONS**

### **5-1.1: GENERAL POLICIES**

ESF #5 ensures that trained and experienced staff are ready to fill appropriate positions at the EMHS DOC, RCEOC, Jurisdictional EOC, SEOC or on-scene command post when activated or established.

Whichever facility is staffed by ESF #5 and other ESFs when activated, monitors potential or developing incidents and supports the efforts of countywide, local, and field operations. In the event of a no-notice event, the Director of Emergency Management and Homeland Security or his or her designee may direct execution of this Emergency Operations Plan in whole or part depending on the size of the incident. If at any time, ESF #5 is activated, the RCEMHS DOC will also be activated.

ESF #5 supports the activation and deployment of teams to assess to assess and monitor the incident.

The EMHS DOC, staffed by ESF #5 and other ESFs as required, coordinates operations and situational reporting to the County Manager and affected communities until affected jurisdictional EOC's are operational. Once the EOC's are operational, the RCEMHS DOC assumes a monitoring role and serves as a central point for tracking activities in the affected jurisdictions and for coordinating Ramsey County assets deployed to assist.

ESF #5 operations transition from the RCEMHS DOC to the RCEOC when the RCEOC becomes established. When the RCEOC begins to stand-down operations, ESF #5 operations transition back to the EMHS DOC as required.

ESF #5 is responsible for coordinating emergency response plans at its level of government. ESF #5 facilitates information flow in the pre-incident phase and coordinates intergovernmental planning, training, and exercising in order to prepare assets for deployment. For example, at the County level, RCEMHS has the lead; at the Jurisdiction level, the jurisdiction's emergency management agency (EMA) has that responsibility.

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### 5-1.1(A): NOTIFICATION AND ACTIVATION POLICY

In addition to the normal processes followed by the Ramsey County ECC and the White Bear Lake ECC, the RCEMHS Departmental Operations Center (DOC) is responsible for notifying the County Manager's office, as well as local emergency management agencies, (EMA) of potential threats to enable the elevation of operational response postures or the pre-positioning of assets. Jurisdictional EMA are responsible for notifying departments and agencies in their respective jurisdictions, and for notifying RCEMHS.

As a key part of their day-to-day ESF#5 role, RCEMHS and jurisdiction EMA staff share responsibility for maintaining overall situational awareness between and during incidents. If circumstances develop which logically pose the probability of need for use of any section or concept of the RCEOP, ESF #5 will be formally activated. This does **NOT** constitute the declaration of a state of emergency.

- The activating jurisdiction EMA will notify its local government agencies that have ESF #5 duties in accordance with the Concept of Operations.
- The activating jurisdiction EMA will notify RCEMHS via the County Duty Officer
- RCEMHS will assess the situation and either
  - Respond to the scene or
  - Activate the RCEMHS DOC
- RCEMHS will notify Ramsey County Sr. Management that ESF #5 is in use, and why
- The activating jurisdiction will open an incident in the COP system, or request that an incident is created by RCEMHS.
- In many cases, RCEMHS will learn of the incident first, and will open the incident in the COP system.

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### 5-1.1(B): OPERATIONAL POLICY

ESF #5 is responsible for establishing and coordinating the support infrastructure in Ramsey County and in and between the affected jurisdictions in anticipation of requirements for hazard mitigation, response, and recovery assistance.

ESF #5 for each individual jurisdiction has the lead in these efforts for that jurisdiction (with the assistance of RCEMHS as requested). Should incidents span more than one jurisdiction, or threaten to overwhelm the resources of any given jurisdiction, RCEMHS will - at the request of the affected jurisdiction(s) - assume the lead for ESF #5 activity. In large-scale events, RCEMHS will request assistance from, and coordinate with, the State of Minnesota and/or the Federal government in accordance with MN Stat. Chapter 12.

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### 5-1.1(C): RESOURCE POLICY

Resource allocation and tasking are coordinated through the appropriate multiagency coordination center using a formal mission assignment process and other procedures outlined in the activities for ESF #7. For catastrophic incidents, RCEMHS will monitor implementation of individual department/agency mutual aid and other assistance efforts and the deployment of staff and emergency response teams.

For all incidents, RCEMHS staff and local EMA staff, working with partner agencies, identify and resolve resource allocation issues identified at the multiagency coordination centers.

- **County Level:** In the event that the total requirement for a specific resource is greater than the amount available, the decision regarding allocation to each requesting entity will be referred to the RCEOC for adjudication. In the event the incident is such that existing mutual aid agreements may not suffice, the request will be forwarded to the SEOC.
  - The County Manager is empowered to send County assets in support of emergency (other than Sheriff's Office assets)

- The County Sheriff is empowered to send Sheriff's Office assets in support of emergency.
- **Jurisdiction Level:** In the event that the total requirement for a specific resource is greater than the amount available, the decision regarding allocation to each requesting entity will be referred to the local EOC for adjudication. Requests for assistance will be directed first through existing mutual aid agreements. In the event the incident is such that existing mutual aid agreements may not suffice, the request will be forwarded to RCEMHS.
  - Each jurisdiction has established by Resolution that who is empowered to send jurisdiction assets in support of emergencies

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#### 5-1.1(D): INCIDENT INTELLIGENCE POLICY

ESF #5 staff provides an informational link between the jurisdictions' various departments in support of the emergency situation. ESF #5 staff also serve as an informational link between jurisdictions (local, county, state, and/or federal) department and agency operations centers and command posts. ESF #5 serves as the centralized conduit for situation reports from the various ESFs.

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#### 5-1.1(E): PLANNING POLICY

Departments and agencies participate in the incident action planning process coordinated by the Planning Section at each multiagency coordination center.

Planning Section staff provides, manages, and organizes geospatial data.

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#### 5-1.1(F): FACILITY POLICY

ESF #5 ensures the establishment of required field facilities and arranges for supplies and equipment to support activities related to the management of an

incident. These facilities include but are not limited to a Joint Information Center; Mobilization centers and operational staging areas; EOCs, Command Posts and the Mobile Incident Command Center. In the event of multiple incidents, multiple field facilities may be established at the discretion of the affected jurisdiction(s).

RCEMHS maintains an on-call workforce of trained and skilled volunteers to provide capability to perform essential emergency management functions on short notice and for varied duration.

## 5-1.2: ORGANIZATIONAL STRUCTURE

ESF #5 is organized in accordance with the *National Incident Management System (NIMS)*. ESF #5 supports the general staff functions contained in the *NIMS* at all multiagency coordination centers (e.g., RCEOC and jurisdictional EOCs). See the applicable element standard operating procedure for detailed descriptions of staff positions of each multiagency coordination center.

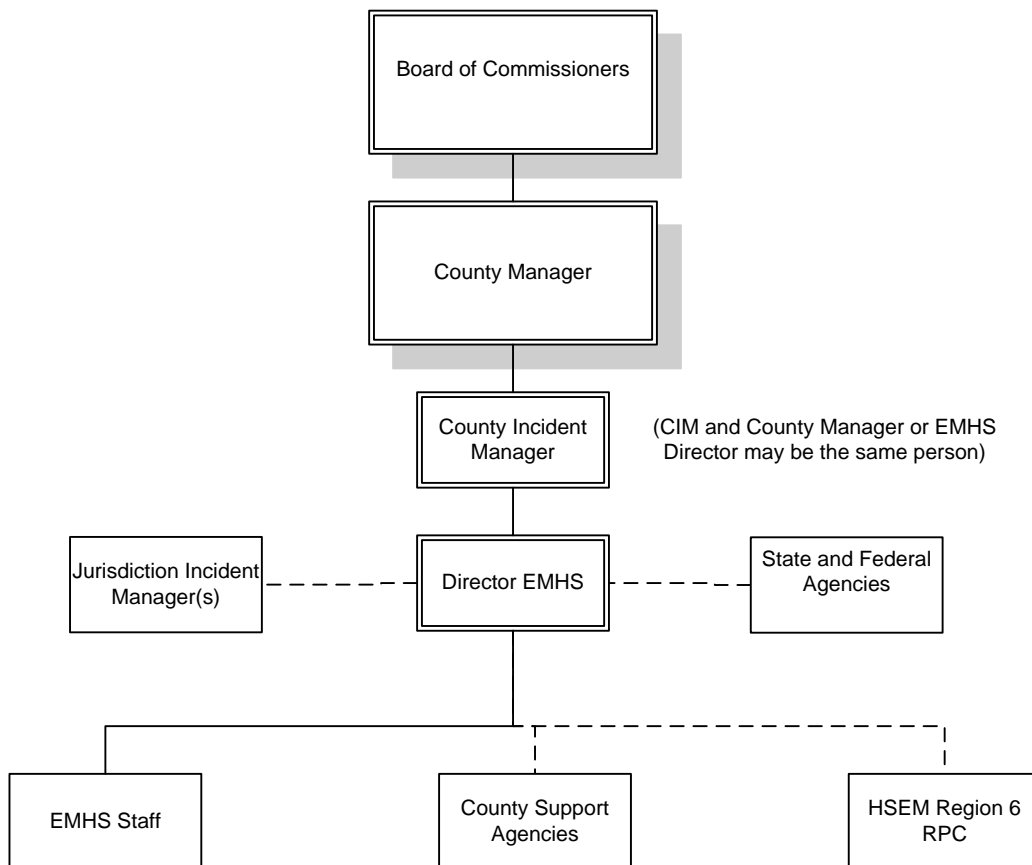


Figure 1 Reporting Structure for County ESF #5



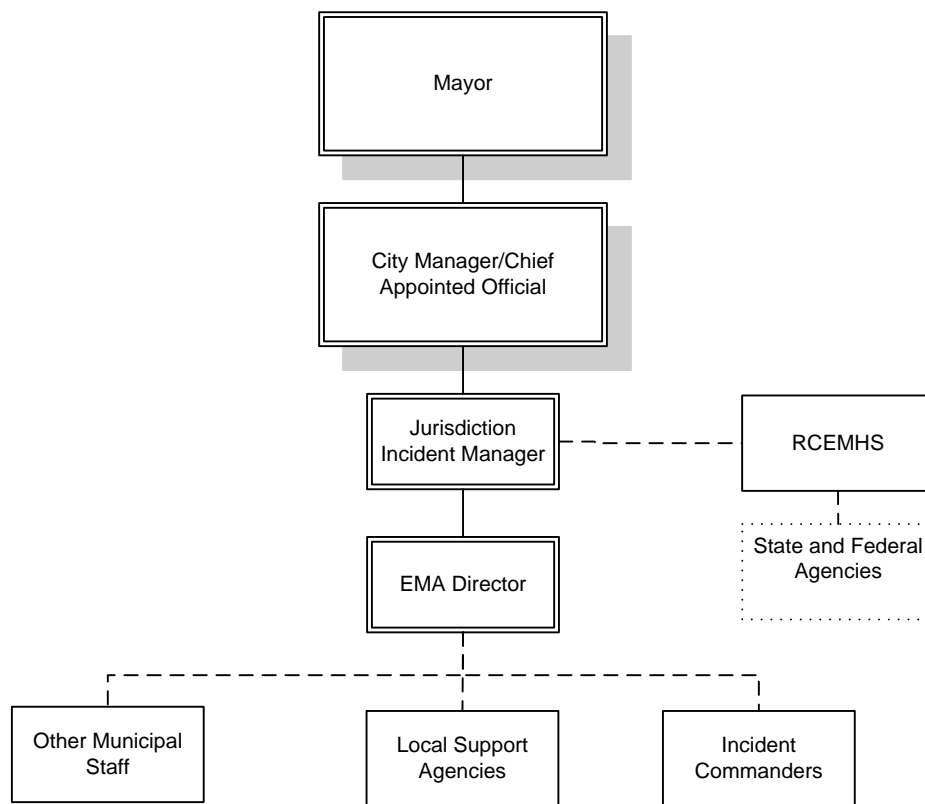


Figure 2 Jurisdiction ESF #5 Structure

## 5-1.3: ROLES AND RESPONSIBILITIES

### 5-1.3(A): EMHS:

Ramsey County Emergency Management and Homeland Security

- Conducts operational planning, coordinating with other emergency management agencies at the national, state, regional, and jurisdiction levels. The regional offices coordinate with their respective communities and the State to develop unified Federal Local-Regional-State response plans.

- Activates and convenes County and regional emergency assets and capabilities to prevent and respond to incidents that may require a coordinated countywide response, and coordinates with Federal, State, regional, and jurisdiction emergency management organizations.
- Coordinates County preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning.
- Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the communities in the county.
- Coordinates the use of situational awareness, common operating picture, and geospatial and geographic information system support needed for incident management.
- Coordinates overall staffing of emergency management activities at multiagency coordination centers, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required

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### **5-1.3(B): LOCAL EMA:**

#### **Local Emergency Management Agency**

- Conducts operational planning for the jurisdiction, coordinating with emergency response agencies serving the jurisdiction and RCEMHS. The jurisdiction EMA also coordinates with mutual aid agencies to develop local response procedures.
- Maintains the jurisdiction's specific portions of the RCEOP and the jurisdiction's procedures for emergency preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning
- Activates and convenes jurisdiction emergency assets and capabilities to prevent and respond to incidents that may require a coordinated countywide response.
- Coordinates preparedness, response, recovery, and mitigation planning activities including incident action, current, and future operations planning between the communities in the county.
- Coordinates overall staffing of emergency management activities at the jurisdiction's EOC and/or on0scene command posts, including which ESFs are activated, the size and composition of the organizational structure, the level of staffing at the above facilities, and the key personnel required.

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### 5-1.3(C): SUPPORT AGENCIES

Support agencies provide expert personnel to the multiagency coordination centers, as requested, to assist with the delivery of resources and provide reports to the respective Planning Section. All agencies, as appropriate identify staff liaisons or points of contact to provide technical and subject-matter expertise, data, advice, and staff support for operations that fall within the domain of each agency. Support capabilities of other organizations may be used as required and available.

All Ramsey County and community departments and agencies maintain comprehensive and current plans and procedures identifying how they will execute the support functions for which they are responsible.

### 5-1.4: ACTIVATION PROTOCOLS

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#### 5-1.4(A): RAMSEY COUNTY ACTIVATION LEVEL

ESF #5 may be activated by the County Duty Officer, the Chair of the Ramsey County Board of Commissioners; the County Manager; the Ramsey County Sheriff; or the Director of Emergency Management and Homeland Security. ESF #5 helps maintain situational awareness of the threat or incident. It coordinates and represents the County's interest in the County-State operational partnership and the jurisdiction-county partnership. ESF #5 ensures that communities and individuals receive timely, equitable, and comprehensive assistance as provided for in State and Federal statutes and directives.

ESF #5 functions in one of four operational levels:

**Level 0:** *Routine day to day operations.*

- RCEMHS Staff and engaged in pre-incident activities and planning
- County Duty Officer assigned 24x7
- Maintain situational awareness of public safety assets, risks, threats, and vulnerabilities

- County Duty Officer may respond to emergency scenes as per the RCEMHS Field Operations Guide protocols, and serves as CIM.

**Level 1:** *Emergency incidents/potential incidents requiring close monitoring of the situation by RCEMHS staff, jurisdictional EMAs and/or other ESF #5 elements;*

**Level 2:** *Emergency incidents/potential incidents requiring input from personnel in leadership roles to effectively manage the demands of the incident. May require coordination with State and/or federal agencies; and*

**Level 3:** *Emergency incidents/disasters requiring close coordination between elected officials, Senior Management, RCEMHS staff, emergency services and support agencies.*

#### **5-1.4(A)1: Procedure for Formal Activation of County ESF#5 Elements above Level 0:**

When an incident occurs (or has the potential to occur) that is outside of the normal activity for RCEHMS, ESF #5 is formally activated to Level 1, 2, or 3 by:

1. Notifying ESF #5 personnel and teams (email, pager, phone, radio)
2. Notifying the County Manager (email, phone)
3. Notification to other county agencies and to jurisdictional EMA
4. Creating an incident in the Common Operating Picture (COP) system
5. RCEMHS increases staffing and/or the operational tempo at the RCEMHS DOC and other DOC's, as necessary. Actions include alert, notification, and situation reporting in coordination with Ramsey County senior management, the local EMA and other appropriate jurisdiction, County, State, private-sector, or nongovernmental partners.

**Level 1:** *Emergency incidents/potential incidents requiring close monitoring of the situation by RCEMHS staff, jurisdictional EMAs and/or other ESF #5 elements.*

Typically includes severe weather watches and warnings; threat notifications from the National Terrorism Alerting System (NTAS) without confirmed threat to Ramsey County; business continuity/continuity of government threats; requests for assistance in other Minnesota counties when there is no direct risk to Ramsey

County; confirmed act of terrorism occurring in the United States (without known threat to Ramsey County); major non-terrorism emergency or disaster occurring in the United States without probable risk to Ramsey County.

- EMHS DOC is activated (serves as partial activation of RCEOC)
- RCEMHS staff may be assigned to scene/affected jurisdiction as requested (Permission to render such assistance is delegated to the Director of RCEMHS by the County Manager. See Resolution 2005-349)
- The RCEMHS Director will serve the functions of CIM unless otherwise directed by the County Manager.
- County Senior Management or other staff may be requested to assist in lieu of Level 2 activation
- One or more other Ramsey County DOC's may be activated
- One or more Jurisdiction EOC's may be partially activated
- County or Jurisdiction COOP plans may be activated in part or in full

**Level 2:** *Emergency incidents/potential incidents requiring input from personnel in leadership roles to effectively manage the demands of the incident. May require coordination with State and/or federal agencies.*

Typically includes situations in which there is need for Senior Management and/or other subject matter experts to work together to coordinate County-based activity; incidents in one or a few communities without impact to County governmental or business processes; incidents in other Minnesota counties which have the potential to impact Ramsey County and bear close monitoring of the situation by RCEMHS staff; NTAS alerts with possible threat to Ramsey County; acts of terrorism occurring in Minnesota.

- EMHS DOC is activated (serves as a partial activation of the RCEOC)
- County Senior Management or other staff may be requested to assist in lieu of full Level 3 EOC activation
- One or more other Ramsey County DOC's may be activated
- One or more Jurisdiction EOC's may be activated
- RCEMHS staff may be assigned to functional staff in jurisdictional EOC
- County or Jurisdiction COOP plans may be activated in part or in full
- County Manager will designate or serves as CIM

**Level 3:** *Emergency incidents/disasters requiring close coordination between elected officials, Senior Management, RCEMHS staff, emergency services and*

*support agencies. Will also require close coordination between Ramsey County and other political subdivisions of Minnesota and/or State and Federal agencies.*

Typically includes situations in which the demands of the incident have or threaten to overwhelm the resources of Ramsey County. There is need for Ramsey County officials to work with other counties/communities to effectively cope with the incident; incidents in multiple jurisdictions and/or which impact County governmental or business processes; incidents in other Minnesota counties which directly impact Ramsey County; act of terrorism in any Twin Cities Urban Area Security Initiative jurisdiction; NTAS alert of likely threat to Ramsey County; intensive long term jurisdiction recovery operations required.

- EMHS DOC is activated (serves as a partial activation of the RCEOC)
- Multiple DOC's and/or jurisdiction EOC's activated
- Primary RCEOC placed on stand-by and/or activated as necessary
- County Manager designates or serves as CIM
- County Senior Management or other staff will be requested to assist as determined by the CIM.
- County or Jurisdiction COOP plans activated in part or in full

#### **5-1.4(A)2: General Role (County Level) of ESF #5 When Activated:**

- Director of EMHS or designee assumes initial CIM role until that role is formally assigned elsewhere by the County Manager.
- County Duty Officer serves as the initial Operations Section chief (until the formal appointment of an Ops Chief by the CIM), appoints a Planning Section, and maintains continuous communications with the affected jurisdiction, on-scene command post, and/or EOC, and convenes periodic teleconferences and/or videoconferences with all appropriate parties to coordinate County, jurisdiction, and State operations.
- The County ESF #5 component provides situation reports and other information as requested to the County Manager in accordance with standard operating procedures and protocols.
- RCEMHS or the County Manager activates other ESFs required to handle the threat or incident
- RCEMHS issues initial activation mission assignments, and establishes reporting and communications protocols with and between the activated agencies.

- The Planning Section, in consultation with subject matter experts and county senior management, and working with other staff sections develops the initial county-level Incident Action Plan outlining county operations priorities and coordinates with other sections and associated staff to implement the plan
- RCEMHS staff members make initial contact with the affected jurisdiction(s) and identify capabilities and shortfalls as a means of determining initial response requirements for County or State support. The EMHS DOC/RCEOC coordinates the resourcing and delivery of required resources.
- Ramsey County activates and deploys a Liaison Officer and other emergency assistance teams, including representatives of other ESFs as necessary. ESF #5 initiates actions to staff multiagency coordination centers.
- EMHS establishes communications with the State Regional Program Coordinator (RPC) to coordinate initial requests for State or Federal assistance, including coordination of the initial response resources.
- ESF #5 coordinates the writing of any declaration of local State of Emergency for signature by the Chair of the Board of County Commissioners.

#### *5-1.4(A)3: Jurisdictional EMA Levels of Operation*

When an incident occurs or has the potential to occur; affected communities activate their Emergency Management Agency (EMA) components of ESF#5, and increase the operational tempo of the jurisdiction EOC. This includes alert, notification, and situation reporting to other appropriate jurisdiction, County, State, private-sector, or nongovernmental partners.

The jurisdiction EMA director serves as the initial Municipal Incident Manager (MIM) until the chief administrative officer of the jurisdiction formally designates a MIM.

ESF #5 may be activated by the Mayor; the City Manager/Administrator (or Chief Operating Official of the jurisdiction); the jurisdiction's Chief Law Enforcement Officer (or Ramsey County Sheriff for the contracted cities); the jurisdiction's Fire Chief; the Director of the jurisdiction's Emergency Management Agency.

ESF #5 helps maintain situational awareness of the threat or incident. It coordinates and represents the jurisdiction's interests in the County-Jurisdiction operational partnership and ensures that jurisdiction, and individual applicants receive timely, equitable, and comprehensive assistance as provided for in State and Federal statutes and directives.

The MIM makes the decision to activate the jurisdiction EOC or work at the on-scene command post and to summon additional jurisdiction management staff, including representatives of other ESFs as necessary.

The Planning Section develops and issues the appropriate operational orders, issues initial activation mission assignments or reimbursable agreements, and establishes reporting and communications protocols with the activated agencies.

The Planning Section, working with other staff sections, develops the initial Incident Action Plan for the jurisdiction based on objectives established by the MIM in consultation with subject matter experts and jurisdiction senior management, and coordinates with other staff sections to implement the plan.

Jurisdiction EMA staffs and operates the EOC (if activated) along with representatives of other ESFs.

ESF #5 coordinates the writing of any declaration of local State of Emergency for signature by the chief elected official.

ESF #5 helps maintain situational awareness of the threat or incident. It coordinates and represents the jurisdiction's interest in the jurisdiction-County operational partnership.

For each jurisdiction signatory to this plan, ESF #5 functions in one of four operational levels:

**Level 0:** *Routine day to day operations and Public Safety agency response.*

- EMA and Public Safety agencies' staff engaged in pre-incident activities and planning
- Maintain situational awareness of public safety assets, risks, threats, and vulnerabilities
- Routine mutual aid to/from other jurisdictions.

**Level 1:** *Emergency incidents/potential incidents requiring close monitoring of the situation by the jurisdiction's EMA and/or other ESF #5 elements;*



**Level 2:** *Emergency incidents/potential incidents requiring input from personnel in leadership roles to effectively manage the demands of the incident. May require coordination with County and/or State agencies; and*

**Level 3:** *Emergency incidents/disasters requiring close coordination between elected officials (perhaps in multiple jurisdictions), Senior Management; EMA staff; RCEMHS staff, emergency services and support agencies.*

#### **5-1.4(A)4: Procedure for Formal Activation of a Jurisdiction's ESF#5 Elements above Level 0:**

When an incident occurs or has the potential to occur that is outside of the normal day-to-day activity for the jurisdiction, ESF #5 is formally activated to Level 1, 2, or 3 by:

1. Notifying the City Manager/Administrator (or Chief Appointed Executive) (email, phone)
2. Notifying the Mayor (email, phone)
3. Notifying the County Duty Officer
4. Notifying the jurisdictions ESF #5 personnel and teams (email, pager, phone, radio)
5. Notification to other agencies of the jurisdiction
6. Creating an incident in the Common Operating Picture (COP) system
7. The jurisdiction's EMA Director may increase staffing and/or the operational tempo at the jurisdiction EOC and other agencies as necessary. Actions include alert, notification, and situation reporting in coordination with the jurisdiction's senior management, RCEMHS, County, private-sector, or nongovernmental partners.

**Level 1:** *Emergency incidents/potential incidents requiring close monitoring of the situation by the jurisdiction's EMA and/or other ESF #5 elements.*

Typically includes large scale public events (concerts, fairs, festivals, conventions, etc.); severe weather watches and warnings; potential or actual NTAS alerts without confirmed threat to the jurisdiction; business continuity/continuity of government threats; confirmed act of terrorism occurring in the United States (without known threat to the jurisdiction); major non-terrorism

emergency or disaster occurring in the United States without probable risk to the jurisdiction.

- Jurisdiction EOC is placed on stand-by or actually activated (may use DOC instead)
- RCEMHS staff may be requested to scene/jurisdiction/EOC
- Jurisdiction EMA or other jurisdiction public safety staff may assist in other jurisdiction EOC's (or the RCEOC) as requested
- The Jurisdiction EMA Director will serve the functions of MIM unless otherwise directed by the City Manager/Chief Appointed Executive.
- Senior Management or other staff may be requested to assist in lieu of Level 2 activation
- One or more other jurisdiction department DOC's (and/or Ramsey County department DOC's) may be activated
- Jurisdiction COOP plan may be activated in part or in full

**Level 2:** *Emergency incidents/potential incidents requiring input from personnel in leadership roles to effectively manage the demands of the incident. May require coordination with County and/or State agencies.*

Typically includes situations in which there is need for Senior Management and/or other subject matter experts to work together to coordinate jurisdiction-wide activity; incidents in other Ramsey County political subdivisions which have the potential to impact this jurisdiction and bear close monitoring of the situation by staff; potential or actual NTAS alerts with possible threat to Ramsey County; acts of terrorism occurring in Minnesota.

- Jurisdiction EOC is at least partially activated (potentially, a large scale incident *may* be coordinated from an on-scene command post, however)
- Senior Management or other staff may be requested to assist in lieu of full Level 3 EOC activation
- One or more other DOC's may be activated
- The RCEOC may be activated
- Jurisdiction staff/volunteers may be assigned to functional roles in EOC
- COOP plans may be activated in part or in full
- City Manager/Chief Appointed Official will designate or serve as MIM

**Level 3:** *Emergency incidents/disaster requiring close coordination between elected officials (perhaps in multiple jurisdictions), Senior Management; EMA*

*staff; RCEMHS staff, and emergency services and support agencies. Will also require close coordination between Ramsey County and other political subdivisions of Minnesota and/or State and Federal agencies.*

Typically includes situations in which the demands of the incident have or threaten to overwhelm the resources of the jurisdiction. There is need for officials to work with other communities and the County to effectively cope with the incident; incidents in multiple jurisdictions and/or which impact the jurisdiction's governmental or business processes; incidents in other jurisdictions which directly impact the jurisdiction; act of terrorism in any Twin Cities Urban Area Security Initiative jurisdiction; NTAS alert of actual or likely threat to the jurisdiction; intensive long term jurisdiction recovery operations required.

- Jurisdiction EOC is activated.
- Primary RCEOC placed on stand-by and/or activated as necessary.
- City Manager/Chief Appointed Executive designates or serves as MIM.
- Jurisdiction's Senior Management or other staff will be requested to assist as determined by the CIM.
- County or Jurisdiction COOP plans activated in part or in full.

#### **5-1.4(A)5: General Role (Jurisdiction Level) of ESF #5 When Activated:**

- EMA Director serves as the initial Operations Section chief (until the formal appointment of an Ops Chief by the MIM), appoints a Planning Section, and maintains continuous communications with the County Duty Officer, on-scene command post, and/or EOC, and convenes periodic teleconferences and/or meetings with all appropriate parties to coordinate jurisdiction operations with those of the County and other affected communities.
- The ESF #5 component provides situation reports and other information as requested to the leadership of the jurisdiction in accordance with standard operating procedures and protocols.
- EMA Director, City Manager/Chief Appointed Executive, or the MIM activates other ESFs required to handle the threat or incident
- EMA Director issues an initial activation mission assignment(s), and establishes reporting and communications protocols with and between the activated agencies.
- The Planning Section, in consultation with subject matter experts and senior management, and working with other staff sections develops the initial

- Incident Action Plan outlining priorities and coordinates with other sections and associated staff to implement the plan
- MIM makes initial contact with the RCEMHS and identifies capabilities and shortfalls as a means of determining initial response requirements for County or State support. The EOC coordinates the resourcing and delivery of required resources.
  - Ramsey County activates and deploys a Liaison Officer and other emergency assistance teams, including representatives of other ESFs as necessary.
  - ESF #5 initiates actions to staff multiagency coordination centers.
  - RCEMHS establishes communications with the State Regional Program Coordinator (RPC) to coordinate initial requests for State or Federal assistance, including coordination of the initial response resources.
  - ESF #5 coordinates the writing of any declaration of local State of Emergency for signature by the Mayor or Chief Appointed Executive.

## 5-2: ACTIVITIES TO SUPPORT PREPAREDNESS

### 5-2.1: PLANNING ACTIVITY

**National Level:** RCEMHS develops and provides coordinated planning and preparedness activities in response to strategic planning guidance and direction from DEHS/FEMA.

**State Level:** DHS/FEMA regional offices work with their regional interagency partners to develop coordinated interagency operational plans focused on specific threats/risks within FEMA region V. The State of Minnesota Division of Homeland Security and Emergency Management (HSEM) maintain the state Emergency Operations Plan and other supporting documents and is the State Administrative Agency for special projects. HSEM sets requirements for county emergency planning. Within this construct, RCEMHS is involved in the Twin Cities Urban Area Security Initiative, the Metropolitan Region Homeland Security and Emergency Management Joint Powers Agreement and is actively involved in statewide, regional and other emergency management planning activities.

**Local Level:** The emergency management organizations within Ramsey County meet on a regular basis to discuss issues of importance across jurisdictions. Common Countywide planning efforts ensure unity of purpose. RCEMHS authors,

updates, maintains, and hosts the Common Countywide Emergency Operations Plan and supporting plans and documents.

## **5-2.2: TRAINING ACTIVITY**

### **5-2.2(A): NATIONAL LEVEL:**

DHS/FEMA ensures that there are training standards for persons and agencies with a role in emergency response.

### **5-2.2(B): STATE LEVEL:**

Minnesota's Division of Homeland Security and Emergency Management (HSEM) sets standards and requirements for emergency management programs and for emergency management personnel in the state.

### **5-2.2(C): LOCAL LEVEL:**

RCEMHS appoints a training and exercise officer to create and conduct training of all levels for Ramsey County agencies, and to assist and coordinate training of all levels for the Jurisdictions. Each agency with a role in this plan maintains their own training officer(s); training calendars; and training records. Such information is available from the specific agency by written request.

## **5-2.3: EXERCISE ACTIVITY**

### **5-2.3(A): NATIONAL LEVEL:**

DHS develops and manages the National Exercise Schedule and the Homeland Security Exercise Evaluation Program to ensure that exercises meet standards and identified local needs.

### **5-2.3(B): STATE LEVEL:**

HSEM works with DHS/FEMA to maintain the exercise calendar for Minnesota.

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### **5-2.3(C): LOCAL LEVEL:**

RCEMHS appoints a training and exercise officer to create and conduct exercises of all levels for Ramsey County agencies, and to assist and coordinate exercises of all levels for the Jurisdictions. RCEMHS reports scheduled exercises to HSEM for inclusion in the calendar, and to create After Action and Corrective Action reports. When practicable, exercises in Ramsey County are conducted in accordance with the Homeland Security Exercise and Evaluation Program.

## **5-3: POST-EVENT ACTIONS**

As the operation progresses from the pre-incident phase through response and recovery, the Planning Section continues to provide incident action, current, and future planning functions in coordination with the other ESFs engaged in the operation and with those who are operating under agency statutory authorities.

### **Ramsey County Level**

As the affected jurisdiction assumes greater responsibility for the recovery operation, ESF #5 coordinates the demobilization of County assistance. Each involved County agency continues to execute its responsibility until the County presence is no longer required by the jurisdiction and the operation is terminated.

### **Jurisdiction Level**

ESF #5 coordinates the transfer of incident management from response entities to recovery entities. ESF #5 remains active during the recovery to plan and facilitate the demobilization of jurisdiction emergency support activities. Each involved jurisdiction agency continues to execute its responsibility until the emergency activities is no longer required by the jurisdiction and the operation is terminated.

## 5-4: IMPORTANT ACRONYMS AND ABBREVIATIONS:

- **CIM** - County Incident Manager
- **COP** – Common Operating Picture – a process designed to share information regarding the county and the region’s status and response. A major part of COP is achieved through a secure COP technology solution used throughout the metro area.
- **DOC** - Department Operations Center - Designated facility used by a specific ESF, or governmental department or agency to coordinate their activities specific to impending or actual events. In essence, a DOC is a small emergency operations center, used to coordinate the activities within a single ESF or agency and between that agency and others.
- **EOC** - Emergency Operations Center.
- **EMA** – Emergency Management Agency (typically refers to the emergency program management of each jurisdiction in the county)
- **EMHSDOC** - Ramsey County Emergency Management and Homeland Security Department Operations Center. Located at 90 West Plato Blvd, Suite 220, St. Paul, MN. The EMHS DOC also serves as one of the two designated Ramsey County secondary EOC's. IT is fully equipped with emergency communications (landline, cellular, wired and wireless data, video conferencing, teleconferencing, and interoperable two-way radio - 800 MHz, vHf, UHf, and amateur bands).
- **MIM** – Jurisdiction/Municipal Incident Manager
- **NIMS** - National Incident Management System
- **RCEOC** - Ramsey County Emergency Operations Center. Located at 1425 Paul Kirkwold Blvd, Arden Hills, MN. Full function primary EOC. Serves as back-up EOC for all jurisdictions in the county. There are two back-up County EOC facilities: The EMHS DOC and at the Maplewood Fire Station #2.

## EMERGENCY SUPPORT FUNCTION #6- MASS CARE AND HUMAN SERVICES

<b>ESF Administrator</b>	Ramsey County Emergency Management and Homeland Security (RCEMHS)
<b>Primary County Agency:</b>	Ramsey County Department of Human Services (CHS)
<b>Primary Municipal Agency:</b>	Municipal Emergency Management
<b>Support Agencies:</b>	Twin Cities Area Red Cross (TCARC) Ramsey County Parks and Recreation (RCPR) Municipal and Ramsey County Community Emergency Response Teams (CERT) Ramsey County Public Works (RCPW) Ramsey County Sheriff's Office (RCSO) Municipal Law Enforcement Municipal Public Works St Paul Ramsey County Department of Health (SPRCDPH) Salvation Army Minnesota Voluntary Agencies Active in Disasters (MN VOAD) Ramsey County Medical Reserve Corps (RCMRC)



# INTRODUCTION

## PURPOSE

ESF#6 – Mass Care and Human Services coordinates the delivery of mass care, emergency assistance, housing, and human services when response and recovery needs exceed the capabilities of local municipalities, or need to be coordinated across multiple jurisdictions. ESF #6 also coordinates the provision of mass care to emergency and disaster responders.

## SCOPE

ESF #6 services and programs are implemented to assist individuals and households impacted by potential or actual disaster incidents. ESF #6 is organized into four primary functions: Mass Care, Emergency Assistance, Housing, and Human Services.

**Mass Care:** Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members.

**Emergency Assistance:** Assistance required by individuals, families, and their communities to ensure that immediate needs beyond the scope of the traditional “mass care” services provided at the local level are addressed. These services include: support to evacuations (including registration and tracking of evacuees); reunification of families; provision of aid and services to special needs populations; evacuation, sheltering, and other emergency services for household pets and services animals; support to specialized shelters; support to medical shelters; nonconventional shelter management; coordination of donated goods and services; and coordination of voluntary agency assistance.

**Housing:** Includes working with other agencies to coordinate housing options such as rental assistance, repair, loan assistance, replacement, factory-built housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance. This assistance is guided by the National Disaster Housing Strategy. In Ramsey County, most emergency housing needs are coordinated by the Red Cross, Salvation Army, and other voluntary agencies active in disasters (VOADs).

**Human Services:** Includes the coordinating access to disaster assistance programs to help disaster victims recover their non-housing losses, including programs to replace destroyed personal property, and help to obtain disaster loans, food stamps, crisis counseling, disaster unemployment, disaster legal services, support and services for special needs populations, and other Federal and State benefits; as well as referral to victims' services, and mental health counseling for victims and responders.

ESF #6 assets can be activated prior to or during an emergency to meet existing or anticipated needs. ESF #6 may also be activated to offer its shelters to victims of disasters outside the County's jurisdiction.

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## SITUATION

- While the County does face situations where slow developing and catastrophic disasters could present situations where long-term and widespread mass care operations would need to be implemented, most hazards faced by the County and its municipalities are sudden in nature and require limited, short-term mass care if any.
- ESF# 6 operations may extend into the recovery stage of the disaster and will likely require many facilities, large logistical efforts and resources, and a significant amount of disaster workers that will also require their own logistical support/mass care.
- Ramsey County and its municipalities will utilize their available resources as needed to provide for the care needs of its residents and will call upon mutual aid assistance should those resources be exceeded.
- Because of the resource intensive and complex nature of mass care, the county and its municipalities will rely upon a combination of government, voluntary, and private organizations working in coordination under the existing Incident Command.
- The County and its municipalities have designated additional public facilities to serve as back-up public disaster shelters to supplement the Twin Cities Area Red Cross designated shelter facilities. Authorized individuals can reference these locations in the Planner library under [Ramsey – Emergency Operations Plan – ESF 6 supporting documents – Ramsey Shelters](#).

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## ASSUMPTIONS

- Some emergencies will be so catastrophic that establishing adequate shelters, systems, and meeting needs will be delayed
- Most short-notice/no-notice situations will require limited mass care and other human services activities (or require these activities for a short time)
- Ramsey County Community Human Services (CHS) staff will be available and able to assist.
- Ramsey County may be called upon to shelter and provide other mass care services to people evacuating other jurisdictions.
- The effects of sheltering large numbers of people will be a significant strain on the County and require a great deal of coordination and resources.
- The **Twin Cities Area Red Cross (TCARC)** personnel, facilities and shelters will be overwhelmed.
- The TCARC will call on mutual aid from other chapters as needed, but it may take several days for assistance from outside chapters to arrive.
- Disaster workers will require mass care services including food and drink, restroom and sanitation facilities, mental health counseling, and occasionally formal Relief Areas and temporary housing.
- Approximately 12% of a disaster-affected population will require some form of mass care sheltering.
- Most people in our area have the option to and will choose to use vacation homes/cabins, friends or relatives, or hotels.
- Disaster-affected populations seeking shelter will be bringing their pets with them
  - American Red Cross facilities do not accept pets and public Health laws prohibit sheltering pets in human habitation areas (service animals are the exception to both rules). Additional accommodation must be made for the companion animals of disaster victims. See ESF #17 – Animal Services.

## 6-1: CONCEPT OF OPERATIONS

### 6-1.1: POLICIES

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#### AUTHORITIES AND STATUTES

- Robert T. Stafford Disaster Relief and Emergenc Assistance Act (PL 93-288) as amended
- U.S.C. 36 mandates that the American Red Cross provide disaster mass care (provide disaster “relief” and “mitigate suffering”) as part of its mission.
- [Title II of the Americans with Disabilities Act \[ADA\] \(42 U.S.C\)](#) prohibits discrimination on the basis of disability in public services, programs, or activities
- [Title III of the ADA \(42 U.S.C\)](#) prohibits discrimination on the basis of disability in private services, programs, or activities
- [Minnesota Statutes 12A.08](#) – charges the Commissioner of Health with evaluation and assessment of facilities including nursing homes and mass care facilities; food safety, lodging and shelter; public swimming pools; community and other drinking water systems; and private drinking water supply wells in times of natural disaster.

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#### GENERAL POLICIES

ESF #6 will assist in coordination with impacted local governments and communities without regard to race, color, national origin, religion, nationality, sex, age, disability, limited English proficiency, or economic status.

Duplication of effort and benefits will be reduced to the extent practicable.

ESF #6 will support local agencies, voluntary agencies and nongovernmental organizations, and ESF #8 – Public Health and Medical Services, in addressing the functional needs of affected populations, as defined in the National Response Framework (NRF). Functional needs may be present before, during, or after an incident in one or more areas, including but not limited to:

- Maintaining independence.
- Communication.

- Transportation.
- Supervision.
- Medical care.

The response community recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent practicable during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act (ADA) of 1990).

The response community recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed, and that children will remain with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services.

## **6-1.2: ACTIVATION**

ESF #6 is activated when any of the following indicators are noted (see the Mass Care Decision Matrix at the end of this document and in the Planner library under [Ramsey – Emergency Operations Plan – ESF 6 supporting documents – Sheltering Decision Matrix](#) for more detailed guidelines on shelter decision making and activation). CHS is a Ramsey County department with countywide responsibility in every municipality. As the primary agency, CHS activation – and therefor ESF #6 activation – must be authorized by the County Manager (or designee).

- Activation of ESF #6 is requested by the County or Municipal Incident Manager, or the Operation Section Chief of the affected municipal Emergency Operations Center (EOC) or the Ramsey County EOC (RCEOC) for complex expanding incidents
- Local government/response or voluntary agencies indicate to the EOC or Incident Command that they are getting overwhelmed with disaster related mass care issues
- A jurisdiction outside the county requests mutual aid for disaster related mass care issues

## 6-1.3: COUNTY ROLES AND RESPONSIBILITIES

### 6-1.3(A): COUNTY DIRECTION AND CONTROL

Once ESF #6 is activated, the director of CHS will assign personnel to the incident, including a “lead” person for the ESF #6 activities. The CHS ESF#6 lead will report to the Operations Section Chief in the affected municipal EOC. In the event the emergency spans multiple jurisdictions, the RCEOC will be activated and the ESF lead will report to the Operations Section Chief there, and assign ESF #6 liaisons to the affected municipal EOC(s).

The ESF #6 Lead will coordinate with any ESF #6 municipal Liaisons working in their city’s EOC/command posts and the mass care voluntary agency liaisons. The ESF #6 Lead may assign subordinates as needed.

Initial response activities will focus on the immediate needs of victims. Recovery efforts will begin concurrently with response activities.

Responder mass Care falls under the Logistics Section. ESF #6 will coordinate with the Logistics Section on any needs in that area.

### 6-1.3(B): CHDS

#### 6-1.3(B)1: Responsibilities as ESF #6 Primary Agency

- Coordinate with the American Red Cross (ARC), EMHS, and affected EMAs:
  - to determine the need to open, consolidate, or close shelters.
  - on the tasking of all sheltering activities during a disaster to include the sheltering of people with functional needs.
  - on the provision of food to individuals not in shelters and unable to attend mass feedings. The need for these services will be established ad hoc by local disaster responders identifying people with these needs and informing ESF #6 agencies
  - to activate/establish a system to provide shelter registration data to the appropriate authorities
- Coordinate with the ARC, EMHS, affected EMAs and with volunteer organizations supporting mass care functions.
- ARC), EMHS, and affected EMAs and other ESF #6 agencies.

- Coordinate with the American Red Cross (ARC), EMHS, affected EMAs, ESF #12 – Energy and Utilities, and ESF 11 – Natural Resources, to ensure that each mass care facility has power, sanitation facilities, clean water, and food supplies to support the health and well being of its clients.
- Coordinate with the National Shelter System (a secure online system that can provide basic shelter registration and occupancy tracking data to the EOC). All shelters in Ramsey County are registered with this system.

#### **6-1.3(B)1: Other CHS Departmental Responsibilities**

Assist in locating mental health, social service, and welfare workers to staff shelters and care facilities.

Coordinate with ESF #6 agencies on the status of and provision of care to persons in its service registry such as individuals on feeding assistance, or in assisted living facilities etc.

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#### **6-1.3(C): EMHS**

- Assist the TCARC, CHS, and the affected municipal Emergency Manager(s) on their mass care activities as needed.
- Maintain a list of all County and Municipal shelters.
- Coordinate with CHS on the maintenance of this document

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#### **6-1.3(D): ST. PAUL RAMSEY COUNTY DEPARTMENT OF PUBLIC HEALTH**

Public Health will coordinate ESF #8 – Public Health and Medical support to ESF #6 activities. Specific tasks include:

- Upon request from the Incident Manager, on-scene Incident Commander, Operations Section Chief, ESF #6 lead, or EMHS, activate the Ramsey County Medical Reserve Corps
- Provide technical assistance for shelter, feeding, and storage operations related to food, vector control, water supply, and waste disposal
- Assist in the provision of medical and first aid supplies for shelter and first aid stations
- Assist in locating mental health and welfare workers to staff shelters and care facilities

- Assist with locating and coordinating shelter client prescription medication issues (if the prescriptions resupply resources available to the shelter and ESF #6 agencies are exhausted/unavailable).
- Coordinate the provision of medical aid beyond that required for standard first aid, and for the prevention of communicable disease related to mass care.
- Inspect facilities during shelter and/or mass feeding operations to ensure compliance with local health codes

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### **6-1.3(E): RAMSEY COUNTY SHERIFF'S OFFICE (RCSO)**

Coordinate all ESF #13 – Law Enforcement activities in support of ESF #6 including:

- Provide or arrange for shelter security and traffic control
- Request the assistance of the National Guard as necessary.

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### **6-1.3(F): RAMSEY COUNTY PARKS AND RECREATION**

- Coordinate with EMHS on maintaining a list of all Parks and Recreation facilities designated as potential mass care shelters.
- Provide personnel as available and appropriate to manage, staff and/or assist operations in any Parks and Recreation facility activated as a shelter
- Coordinate with County Public Works for post disaster structural inspection of any of their facilities that are being considered for use as shelters at the time.
- Coordinate with St. Paul Ramsey County Department of Public Health for health inspection of their shelters during shelter operations.
- Coordinate with the ESF #6 Lead and any Parks and Recreation vendors for the use of vendor services in shelter activities within Parks and Recreation facilities (such as food and sanitation vendors).

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### **6-1.3(F): RAMSEY COUNTY PUBLIC WORKS**

- Prior to opening a shelter site, work with appropriate building officials to coordinate the inspection of shelters for structural integrity
- Work with appropriate building officials to coordinate the inspection of shelters for structural integrity, code compliance, and general safety during operation
- Install or arrange for temporary barricades and signage to assist with shelter traffic management



## **6-1.4: MUNICIPAL ROLES AND RESPONSIBILITIES**

Municipalities involved with the incident maintain their local jurisdictional control.

When the County is requested to assist an affected municipality or activates on its own due to the situation, the County and the affected municipalities will coordinate on any ESF #6 efforts.

If activated, the ESF #6 Lead will be the coordination point for these issues.

Municipalities should assign an ESF #6 Liaison to coordinate mass care issues, make decision for their jurisdiction with the agencies providing mass care services, and allocate their jurisdiction's resources as appropriate for those efforts.

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### **6-1.4(A): MUNICIPAL EMERGENCY MANAGEMENT AGENCY (EMA)**

- Share situational awareness for a common operating picture in the regional Knowledge Center
- Assign a municipal ESF #6 liaison from their jurisdiction
- Liaison has the following responsibilities:
  - Coordinate with their local safety and inspections office to ensure the structural integrity of any shelters opened in their jurisdiction for an event, and the licensing of any shelter food and sanitation services and workers as necessary.
  - Coordinate with St. Paul Ramsey County Department of Public Health for the health inspection of any shelter facilities opened in their jurisdiction
  - Maintain a list of all municipal facilities designated as potential mass care
  - Coordinate with local law enforcement for the provision of security at any shelter opened in their jurisdiction shelters
- Arrange for additional transportation assets and personnel to assist with shelter operations. An example would be Parks and Recreation or Public Works pick-ups to transport barricades for use at the shelter.

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### **6-1.4(B): LOCAL LAW ENFORCEMENT**

- Coordinate with their municipal EMA and EMHS for the development of shelter operations security plans for any facilities designated as potential mass care shelters in their jurisdiction.
- Coordinate with ESF #13 and the Municipal ESF #6 Liaison for the provision of security at any shelter opened in their jurisdiction

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### **6-1.4(C): LOCAL EMERGENCY MEDICAL SERVICES**

As part of ESF #8 – Public Health and Medical, assist in coordinating transport of persons requiring medical care to the proper medical or alternative care facility when necessary

## **6-1.5: OTHER ROLES AND RESPONSIBILITIES**

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### **6-1.5(A): TCARC**

- Coordinate with Ramsey County and the numerous public and voluntary agencies to provide assistance to disaster victims.
- Provide several types of assistance in the event of a disaster/emergency:
  - Local mass care facilities and registration points.
  - Shelter managers for mass care facilities.
  - Personnel to handle disaster welfare inquiries
  - Personnel to prepare meals at mass care facilities and for emergency workers.
  - Nurses for mass care facilities and registration points.
  - Personnel to provide counseling for disaster victims.
  - Assistance with emergency needs of families

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## 6-1.5(B): DISASTER INTELLIGENCE

Intelligence needs in mass care situations will vary depending on the disaster, but will include

- the number of people requesting and receiving mass care services. This includes sheltering, feeding, and emergency assistance
- general locations of the facilities involved
- any intelligence coordinated with any evacuations or search and rescue related to the mass care situation.

Jurisdictions participating in the incident will share all critical information related to the response using the regional Knowledge Center. The ESF #6 Lead and the liaisons will take all practicable steps to ensure that the information reaches all necessary ESF #6 activities, and procedures are followed for the securing and sharing of any sensitive or security intelligence.

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## 6-1.5(C): COMMUNICATIONS

**Communications Technology:** General disaster communications coordination between participating agencies, including any ESF #6 entities, is the purview of ESF #2 - Communications

**Release of information to others:** The coordination and release of information to the public, media, etc. is the purview of ESF #15 – Public Information and External Communications

## 6-2: PROCEDURES

### 6-2.1: MASS CARE: SHELTERING

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#### 6-2.1(A): SHELTER TYPES/FUNCTIONS:

##### 6-2.1(A)1: Service Center

Service Centers have no dormitory functions and provide only limited mass feeding (mainly snacks and hydration). They provide an initial gathering space for

victims immediately after an event and “one-stop-shop” for subsequent disaster services and information including:

- Registration and referral to disaster services.
- Psychological first aid
- Briefings from officials on progress and issues in response and recovery.

#### **6-2.1(A)2: Family Assistance Center (FAC)**

Provides a gathering space for family and loved ones of victims immediately after an event, and “one-stop-shop” for subsequent disaster services and information including:

- Official updates and information on the status of their loved one.
- Official updates and information on the status of the disaster response and recovery.
- Psychological first aid
- Registration and referral to disaster services.

An FAC provides no Dormitory function and limited Mass Feeding depending on the amount of time that clients may need to spend at the FAC.

#### **6-2.1(A)3: Heating/Cooling Center**

Provides a climate-controlled environment as respite for effected persons during the hottest or coldest part of a day. They have limited mass feeding, mainly snacks and hydration.

- Cooling centers generally provide services during the mid to late afternoon and have no dormitory function

Heating centers generally operate overnight but not during the day and may have a dormitory function

Provides 24 hour living accommodations to people whose residence has been rendered uninhabitable due to a disaster and who have no other relocation option. **Ramsey County will encourage the disaster affected public to use disaster shelters only as a last resort** and only until they can find other sheltering options or return home.

Through public messaging the County will recommend that persons requiring temporary housing first seek out relatives, friends, vacation homes/cabins, hotels etc. outside the affected area with which to shelter until they are able to return home. The County has approximately 4100 hotel rooms.

The County will use its Joint Information System to reach as many people in the affected area as possible to inform them of the locations of public disaster shelters and transportation methods to reach those shelters.

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## **6-2.1(B): SHELTERING OPERATIONAL GUIDELINES:**

### **6-2.1(B)1: Primary Shelter Coordination Agencies:**

CHS will be responsible for coordinating shelter activities with the American Red Cross, other departments and agencies, and private and voluntary organizations participating in the shelter effort.

- ESF #6 activities will be coordinated through the EOC. Primary agencies for this ESF will provide staff to the EOC during all hours of operations for the duration of their participation in activities of this ESF.
- Support agencies may be called upon to staff some ESF #6 positions in the EOC as appropriate and available. As needed they may also provide an EOC Liaison

### **6-2.1(B)2: Incident Command System (ICS) in shelter operations**

All mass care facilities operating in the County will establish an ICS and a direct liaison to the EOC.

- A shelter manager (trained in American Red Cross sheltering operations) will act as Incident Commander for the facility.
- Municipal and County staff and volunteers are undergoing American Red Cross shelter operations certification to fill this role

### **6-2.1(B)3: Public Transportation-dependant populations**

Some affected people may have limited access to reliable transportation or rely on public transportation. They may require additional assistance from the County for transportation to shelters. [Appendix C – Evacuation, Shelter-In-Place, and Reentry](#) covers evacuation and transportation assistance requests and hotlines.

**6-2.1(B)4: Homeless populations** may not have access to specific disaster information including the location of disaster shelters and shelter transportation. Additional measures may be necessary to provide them with the needed information, including:

- Coordination with County and voluntary homeless population service organizations to include disaster related information.
- The use of vehicles with public address systems (such as law enforcement vehicles) to broadcast disaster shelter information in areas with high homeless populations.

### 6-2.1(B)5: Heating and Cooling Centers

During extreme temperature events, particularly with resulting power outages, it may be necessary to open heating or cooling centers to provide effected persons a respite from the worst of the temperatures.

The appropriateness of a facility will depend on the nature, scope, and geography of the disaster and the status of the facilities at that time. Arrangements with facility owners/operators will need to be made at the time for their use. Prior to public messaging, it is imperative that the owner/operator of the facility that is going to be recommended as a heating or cooling has formally consented to such use.

Some facilities may have a regular fee for use (such as fitness centers, movie theaters, swimming pools etc) and an agreement with the owners may be necessary to temporarily waive or reduce fees for the purpose.

Heating and cooling centers may need help with staffing, traffic and parking issues, and/or security to handle the surge in visitors. Issues surrounding companion animals are addressed by [ESF #17 – Animal Services](#).

**Cooling Centers:** These facilities will mainly be necessary during the early to late afternoon when temperatures are hottest. Many public facilities are already open at those times and if power is available to them they can serve as a cooling center. Examples include:

- Public Libraries
- Parks and Recreation facilities
- Some schools (if cooling center operations will not interfere with students and if they facility has air condition).
- Private facilities may also be good options
- Shopping malls

Limited mass feeding- specifically hydration and possible small snacks may be appropriate.

**Heating Centers:** Because the most dangerous cold temperatures often occur at night, heating centers will likely be open overnight but not during the main part of the day. Limited dormitory functions will be necessary, as may some mass feeding. Though its hours of operation are limited, during the times they are open they will use the same operational procedures and facilities as a Public Disaster Shelter. See the following sections for operational procedures.

### 6-2.1(B)6: Service Animals

Service animals remain with their owners at all times and will be allowed in to all public areas of mass care facilities in accordance with the [American's with Disabilities Act standards](#).

For companion animals, animal rescue requests can be made at any shelter facility. Pet owners who were unable to evacuate with their pet should be encouraged to fill out the form during their shelter registration. Registration personnel will pass the form on to the appropriate ESF #17.

#### **6-2.1(B)7: Sharing of Shelter Client Information**

In accordance with confidentiality considerations and data privacy laws, personal information about shelter client will not be released to the public. Information about shelter operations and clients will be handled via American Disaster Welfare Inquiry procedures. General information about the numbers of clients and other information allowable under American Red Cross, local, state and national privacy rules and deemed necessary to operations will be shared with the EOC and ESF #15.

#### **6-2.1(B)8: Medical care at public disaster shelters**

Only the most basic first aid is provided in shelters. Persons requiring more extensive medical care will be transferred to a medical facility. See the [Registration Screening](#) section for additional information and guidance in this area.

ESF #8 staff will provide basic surveillance and prevention assistance for communicable diseases.

When possible, ESF #8 public health staff will be present at registration to provide secondary health screenings as indicated via the [American Red Cross/Department of Health and Human Services assessment tool](#)

See the [Resource section](#) for local sources of shelter medical staff.

In large scale or long-term events assistance from federal Disaster Medical Assistance Teams (DMAT) or Emergency Management Assistance Compact (EMAC) requests for medical personnel may need to be considered.

#### **6-2.1(B)9: Psychological First Aid and Mental Health in Shelters**

Shelter Medical staff will monitor clients for signs of mental health concerns.

A mental health specialist, if not on staff, should be on-call and available to the shelter at all times.

In addition, shelters should provide other services, including but not limited to:

- Regular briefings and information on the disaster situation.
- Access to the American Red Cross's Safe and Well service. See the [Reunion section](#) for more information.

- On-site day care for young children.
- Activities, including assisting in appropriate shelter tasks.

Public disaster shelters and medical Alternate Care facilities should be in separate facilities.

#### **6-2.1(B)10: Registration screening**

The American Red Cross maintains its own registration screening protocols. Ramsey County will use the [American Red Cross/Department of Health and Human Services intake and assessment tool](#) and its procedures to register and screen clients.

Screening must meet [HIPAA](#) requirements for the protection and handling of client medical information

The Intake and assessment tool records the following information:

- Full name and address, number of persons in their party.
- Ramsey County shelters will not request proof of residency documentation from clients registering at its public disaster shelters.
- Any functional, dietary, communication, religious, cultural needs the evacuee may have during their stay

Ramsey County will make every effort available to accommodate all disaster affected persons seeking shelter and their functional needs within its public disaster shelters. Persons with functional needs will be evaluated on a case-by case basis to determine if the shelter facility can provide them the services they need. Evaluation criteria will include:

- The functional status of the client at the time of registration. If the client presents with an issue that may mean that the facility is not appropriate to their needs, additional registration screening by shelter Medical Staff is recommended to ensure an accurate assessment
- The status of the local medical system and its ability to support the facility or to take non-emergency clients.
- The resources existing in the facility at the time, including:
  - Accessibility of facility entrance/exit, client service areas such as the dormitory, bathroom, feeding areas etc
  - Level of training of the shelter staff, particularly medical and specialty care staff.
  - The external resources available to the facility, including:
  - Adaptive assistance equipment (see the [Resources section](#) for information on the UASI Special Needs Sheltering Cache)
  - Specially trained staff



Persons requiring high level supportive medical care (who cannot care for themselves or do not have personal care providers with them when entering the shelter, and whose needs require resources unavailable to the shelter facility at the time) will be transferred to an appropriate medical care or Alternate Care facility.

ESF #6 will coordinate with ESF 1 Transportation and ESF 8 Health and Medical- for the transfer of individuals requiring supportive medical care to appropriate health care sites to meet their needs

Emergency medical transports will be handled directly through 911 dispatch

Some transfers from public disaster shelters to medical care sites may require ambulance level care. These transfers will be coordinated with the EMS unit of ESF #8

Family staying at the shelter with a client who is being transferred to a medical facility will be moved to the public disaster shelter nearest that medical care facility. Regular transportation to and from the alternate care facility will be provided if available.

#### **6-2.1(B)11: Mass Care feeding in shelters**

Feeding in shelters includes the provision of regular meals and snacks to shelter clients. Feeding in shelters should be coordinated with the overall Mass Care Feeding effort and ESF #8 Health and Medical to ensure the nutrition quality and safety of feeding operations.

The County will make every practicable effort to accommodate dietary needs of shelter clients. The County will coordinate with [mass feeding service providers](#) and other available [resources](#) to provide dietary items such as non-pork products, meatless products, low sugar products etc, where possible

#### **6-2.1(B)12: Security at shelters**

Ramsey County will employ a combination of security measures as appropriate and available.

Security for shelters is coordinated by ESF #13 – Law Enforcement and be provided 24 hours a day throughout the shelter operations of the facility. Security measures should include

- A shelter client and staff identification system, such as wrist bands
- A single non-emergency entrance/exit for all shelter clients
- All other doors should be locked from the inside to prevent unsupervised access into the shelter.
- A staffed position located at the shelter entrance/exit employing a check-in/check-out system for all clients and staff

- Security personnel (law enforcement if available). If 24 hour security staff is not available regular law enforcement patrols in the facility and on the shelter grounds are recommended. Additional staff positions may be necessary to monitor areas of concern such as the restrooms.
- Unaffiliated volunteers, if used, should not have access to or direct contact with shelter clients.

#### **6-2.1(B)13: Serving client's functional needs**

All policies and procedures listed in this ESF will be adhered to in the case of sheltering people with functional needs. To the extent practicable, the county will:

- Make every effort to provide for the cultural and religious needs of persons staying in its shelters with what resources are available.
- Provide, as available, language/sign-language interpreters as needed.
- Leverage available adaptive communication tools, services, and equipment to make communications and information available to as many shelter clients as possible.

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#### **6-2.1(C): SHELTER STAFFING**

The TCARC can provide its trained sheltering staff, if available, to manage and operate a municipal or county shelter or assist municipal or county staff at the request of Incident Command

Other private and voluntary organizations, including several MN VOAD groups have staff trained in general or specialized sheltering functions.

The county and its municipalities have staff and volunteers trained in American Red Cross sheltering methods. The use of these staff is intended to supplement or temporarily stand in for American Red Cross shelter staff as needed. See the [Resource Section](#) for contact information and the County Trained Shelter Staff list.

The [American Red Cross Shelter Staffing Tool](#) can assist in determining staffing levels needed based on the number of expected shelter clients.

Wherever possible the County will use trained staff and volunteers in any shelter position that has direct contact with shelter clients.

See the [Resources Section](#) for specific staffing resources including shelter medical care and security staff.

All County and municipal trained shelter staff will be undergoing "Disability Awareness" training. However, some shelter clients may require functional assistance from specially trained and experienced staff. CHS will attempt to locate and procure such trained staff. See the [Resources Section](#) for sources.

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## 6-2.1(D): PRE-DESIGNATED SHELTER FACILITIES: (FOR HEATING CENTERS, SERVICE CENTERS, FAMILY ASSISTANCE CENTERS AND PUBLIC DISASTER SHELTERS)

There are many pre-designated shelters facilities within the County limits. These shelters are either private facilities that have agreements with the American Red Cross, or are municipal or county facilities that have been designated as public disaster shelters.

- All Twin Cities Area Red Cross and Municipal/ Ramsey County pre-designated disaster shelters are [American's with Disabilities Act](#) compliant for accessibility.
- When a pre-designated facility is not an option for an event, ADA compliance/accessibility will be a priority factor in potential shelter facility evaluations
- ARC Shelters will be managed by the ARC under their procedures and in coordination with the county and the affected and/or host municipality(s)

The use of any municipal/county facility will need to be coordinated with Property Management and the emergency manager for the municipality the facility is located in.

- St. Paul: The City of St. Paul maintains its own Mass Care Plan, facilities, and resources. St. Paul Emergency Management should be contacted for related inquiries.
- The Xcel Energy Center in downtown St. Paul is designated by the Hospital Compact as the Primary Alternate Care Facility in the County for Public Health related events. For this reason it is not recommended that the Xcel Energy Center be considered for disaster sheltering. If necessary under extreme circumstances, the Xcel Energy Center Alternate Care Site plans can be converted to general sheltering in coordination with Xcel Energy Center management and City of St. Paul Emergency Management.

The Incident Commander (IC) or, if established, the Emergency Operations Center (EOC), will designate the use of these sites in coordination with Property Management and the agency providing shelter management, and select appropriate additional sites if needed based in part on the following considerations:

- Size and location of the facility as appropriate to the location and number of victims
- Dormitory functions will require a large open space such as a gymnasium. Because of security and safety concerns, housing shelter clients separately in individual rooms is not recommended.
- Transportation assets needed to bring people to the facility
- Security needs of the facility
- Access to the facility and its amenities for the disabled
- Availability of emergency electrical power at the facility
- Amenities afforded by the facility: specifically kitchen, shower, and restroom facilities.
- Ability to provide co-located animal shelters (at the facility or within walking distance) where shelter client's pets can receive care.

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### **6-2.1(E): REUNION**

Ramsey County will make every effort to keep families together in Mass Care situations, and to reunite families who are separated.

A potential resource for reunification efforts is the American Red Cross, who utilizes several reunification systems. They will serve as the main agency responsible for reuniting family members during a disaster. See the Resource section for information on their Safe and Well service.

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### **6-2.1(F): DISASTER SERVICES REGISTRATION**

CHS, the ARC, and several other VOADs, can assist with case management for disaster victims. VOADs such as the American Red Cross and United Way can assist with information and assistance referrals. See the VOAD contact and matrix list.

Disaster Service information and registration should be made available as early as possible to clients in public disaster shelters

Disaster Service Centers should be established to provide a centralized location where disaster victims who are not staying in a public disaster shelter can register for disaster services and receive official information on the disaster effort. Information on Service Center locations and operations should be released to the public through the Joint Information System in coordination with ESF 15

The Twin Cities Area Red Cross maintains lists of pre-designated Disaster Service Centers.

County and municipal pre-designated shelter facilities may also be used as Disaster Service Centers

See the Resource section for links to these lists.

## 6-2.2: MASS CARE: FEEDING

The section covers mass care feeding for disaster victims outside of public disaster shelters. Mass Feeding service delivery can be fixed and/or mobile as needed.

Mass feeding operations should include the following determinations:

- Whether to use fixed or mobile feeding, or a combination of both
- how many meals to provide per day
- how long a time period to provide meals for
- determination of potential at-risk victims who may require additional or timely feeding services beyond what is being provided generally

### 6-2.2(A): FEEDING SHELTER-IN-PLACE/ LOW-MOBILITY RESIDENTS

Coordinate with Ramsey County Human Services and other ESF #6 agencies (Meals on Wheels etc) on the provision of food to individuals not in shelters and unable to attend mass feedings. Disaster victims with this need may be identified in coordination with County Human Services who maintains its own lists and service number for its clients who received meal assistance pre-disaster, through hotlines established for the disaster, or by local disaster responders encountering people with these needs and informing ESF #6 coordinators.

During large scale shelter-in place events it is recommended to set up a hotline through services such as United Way 211 to allow persons requiring this disaster service to call and request assistance.

Also see ESF 13 Evacuation and Shelter-in-place for more information.

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## **6-2.2(B) FIXED LOCATION FEEDING SERVICES**

Many persons impacted by disaster are able to travel to the facility to receive the service. These facilities can be either buildings with appropriate kitchen/food service amenities, or parked specialized vehicles such as the Salvation Army's Canteens.

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## **6-2.2(C): MOBILE FEEDING SERVICES**

Mobile Feeding delivers food to a disaster victim's location- frequently at their residence. This can be done using mobile kitchens or by preparing meals at a fixed site and transporting them to other sites.

## **6-2.3: EMERGENCY ASSISTANCE**

Information regarding emergency support to evacuations/evacuees is found in Appendix C – Evacuation. Assistance to persons with companion animals is addressed by ESF #17 – Animal Services.

Post-disaster financial and other support assistance from the federal government (as established in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) is coordinated by the EMA and EMHS through the State of Minnesota and the Federal Emergency Management Agency (FEMA).

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## **6-2.3(A): VOLUNTARY AGENCY COORDINATION**

ESF #6 works in concert with the local and State governments, VOADs, faith-based organizations, and the private sector to facilitate an inclusive, multiagency, communitywide, and coordinated response and recovery effort.

ESF #6 works with local officials, private nonprofit organizations, the State, and others to establish a long-term recovery strategy to address the unmet needs of individuals and families, including those with functional needs. ESF #6 may also coordinate with National Voluntary Organizations Active in Disaster (National VOAD) and international relief organizations to support the efforts of local voluntary agencies and faith-based organizations.

ESF #6 coordinates among nontraditional and newly formed voluntary agencies, existing social service agencies, and other government agencies with formal coalitions such as VOAD and Long-Term Recovery Committees. Nontraditional

voluntary agencies include disaster response or recovery service providers that have not been involved with the planning and coordination efforts prior to a particular event. New voluntary agencies include groups that form in response to a particular event

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### **6-2.3(B): BULK DISTRIBUTION OF EMERGENCY RELIEF SUPPLIES**

Emergency Relief Supplies are those items such as clothing, bedding, basic hygiene supplies, etc needed to meet victim's basic needs immediately after a disaster. Many Volunteer Organizations Active in Disaster (VOAD), specialize in this resource area and can provide both the supplies and systems for transporting and distributing them. See the [Resource section](#) for sources of emergency relief supplies and bulk distribution of those supplies. Donated goods distribution is covered in [Annex B Volunteer and Donations Management](#).

Bulk Distribution can occur within public disaster shelters or from fixed distribution sites that disaster victims travel to after registering for the service.

To prevent fraud and ensure that victim's needs are met it is recommended that victim's registering for emergency relief supplies receive a credit for the supplies they need that can be redeemed specifically for those items at the bulk distribution site.

### **6-2.4: HOUSING**

Disaster damage to residential structures can leave large numbers of citizens homeless. Disaster shelters are meant to be short-term solutions to housing needs, and repairing or rebuilding damaged homes takes much longer. Once disaster shelters close, some affected persons still may not have homes to return to and no other means of sheltering themselves till they can repair or rebuild their previous home or find new housing.

The availability within the County of long-term temporary housing on a short notice is a recognized gap. County wide, there already exists a large backlog for housing assistance outside of any disaster events. Assistance from charitable organizations, private businesses including hotels and housing complex owners with available space, are potential solutions, but availability will vary greatly and be at the discretion of the organizations or businesses. MNVOAD maintains a list of charitable organizations that assist in disaster response and recovery. Some of these organizations specialize in long

term recovery assistance, grants to victims, and assistance with home repair and rebuilding, which may allow victims to return home sooner.

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## 6-2.4(A): NATIONAL DISASTER HOUSING STRATEGY

In significant disasters, EMHS will facilitate the request to the Governor for a Presidential Declaration of disaster. In these cases, affected persons may be eligible for federal assistance under the National Disaster Housing Strategy.

The National Disaster Housing Strategy defines the full scope of options for disaster housing assistance, including:

- **Temporary Roof Repair:** Quick repairs to damaged roofs on private homes. This assistance allows residents to return to and remain in their own homes while performing permanent repairs.
- **Repair Program:** Financial assistance to homeowners for repair of their primary residence, utilities, and residential infrastructure.
- **Replacement Program:** Financial assistance issued to victims to replace their destroyed primary residence.
- **Existing Housing Resources:** A centralized location for identified available housing resources from the private sector and other Federal agencies (i.e., Department of Housing and Urban Development (HUD), Department of Veterans Affairs (VA), and USDA properties).
- **Rental Assistance:** Financial assistance issued to individuals and families for rental of temporary accommodations.
- **Noncongregate Facilities:** Facilities that provide private or semiprivate accommodations, but are not considered temporary housing (e.g., cruise ships, tent cities, military installations, school dorm facilities, or modified nursing homes).
- **Transportation to Other Locations:** Assistance to relocate individuals and families outside of the disaster area where short- or long-term housing resources are available. Transportation services may include return to the pre-disaster location.
- **Permanent Construction:** Direct assistance to victims and families of permanent or semipermanent housing construction.
- **Direct Financial Housing:** Payments made directly to landlords on behalf of disaster victims.
- **Hotel/Motel Program:** Temporary accommodations for individuals and families in transition from congregate shelters or other temporary environments, but unable to return to their pre-disaster dwelling.



- **Direct Housing Operations:** Provision of temporary units, usually factory-built. This option is utilized only when other housing resources are not available. Units will be appropriate to the community needs and include accessible units.
- **Housing Resources** are available from the private sector, FEMA, and other Federal agencies (as described below).
  - **Small Business Administration (SBA) Disaster Loan Program**
    - Provides low-interest, long-term disaster loan assistance for qualified homeowners and renters, nonagricultural businesses of all sizes, and nonprofit organizations to fund the repair and replacement of disaster-damaged property.
    - Provides loan funds that also may include money for such things as relocation, mitigation, refinancing of existing liens, code-required upgrades, and one-year insurance premiums.
  - **Department of Housing and Urban Development (HUD)**
    - Provides access to and information on available habitable housing units, including housing units accessible to individuals with disabilities, owned, or in HUD possession, within or adjacent to the incident area for use as temporary housing.
    - Ensures that disaster victims who were receiving Section 8 Rental Assistance vouchers prior to the disaster are reintegrated into that program.
    - Provides available HUD staff to assist when needed with mass care and housing operations.
    - When requested and funded by FEMA, administers the Disaster Housing Assistance Program for eligible applicants.
    - Provides housing resources for individuals certified as eligible for long-term housing.
    - Provides access to housing counseling services.
    - Provides enforcement of the Fair Housing Act and compliance with other civil rights statutes.
  - **USDA – Rural Development (RD)** as part of the National Disaster Housing Strategy:
    - Provides information (location, type, owners, and/or management service) on USDA-financed, currently available, habitable housing units that are not under lease or under agreement of sale.
    - Provides available USDA (RD) staff to assist when needed with ESF #6.
    - Provides Letters of Priority Entitlement allowing the holder of the letter (identified evacuee and/or victim) to go to the top of any

USDA MF 515 or 514 waiting lists for placement in USDA-financed housing.

- Assists eligible recipients to meet emergency housing assistance needs resulting from Presidentially declared emergencies or major disasters.

## **6-2.5: HUMAN SERVICES**

Human Services provides assistance to address the non-housing needs of individuals and families.

### **6-2.5(A): BEHAVIORAL HEALTH AND PSYCHOLOGICAL FIRST AID**

The Metro Behavioral Health response plan is currently being developed and will provide a resource for Ramsey County once completed.

Ramsey County CHS will coordinate with the TARC, Salvation Army, and local Psychological First Aid providers for the provision of behavioral health and counseling services to disaster victims and shelter clients.

ESF #8 will assist with this task, including providing Ramsey County Medical Reserve Corps counseling professionals. Several municipal school districts can also provide Crisis counselors. See the Resource section for contact information.

Family Assistance Centers assist the family and loved ones of missing, injured or deceased disaster victims with finding information pertaining to the victim and receiving counseling. A draft Family Assistance Center Plan is available through the Ramsey County Sheriff's Office. The plan is available to authorized personnel on the Planner library at [Ramsey—Emergency Operations Plan—ESF 6 supporting documents---FAMILY ASSISTANCE CENTER PLAN RCSO](#).

### **6-2.5(B): RESPONDER MASS CARE**

Mass Care for response personnel is generally the concern of the Logistics Section though they may coordinate with the ESF #6 Mass Care on the provision of responder mass care services.

Disaster responders, whether on scene or at an off-site facility performing work for the disaster response or recovery, will be provided appropriate breaks during their shifts, and briefing and debriefing time prior to and after their shifts in which they can receive an necessary and desired mass care services.

#### **6-2.5(B)1: Feeding**

The American Red Cross, and Salvation Army, along with other VOADs etc, can provide feeding services to disaster responders on scene or at relief/staging areas.

#### **6-2.5(B)2: Sanitation**

In disaster work areas without bathroom facilities available to responders, such facilities can be provided in whole or in part through existing local/county contracts with sanitation vendors.

#### **6-2.5(B)3: Relief areas**

Relief areas will be located near disaster work zones to provide shelter, feeding, rest, and various counseling services to all disaster workers participating in the disaster response and recovery effort.

Municipal/Ramsey County Emergency Management will coordinate with other ESF #6 providers on the decision to open up Relief Areas.

#### **6-2.5(B)4: Responder Housing**

Temporary lodging should be provided for emergency responders who do not live within easy commuting distance, such as mutual aid responders.

Municipalities/Ramsey County may be able to use unoccupied pre-designated shelters or additional facilities to house responders while they assist in response and recovery.

#### **6-2.5(B)5: Critical Incident Stress Management (CISM)**

Critical Incident Stress Management can be provided through mental health counselors and religious counselors trained in disaster psychology.

CISM counselors should be available to responders at relief areas. Additionally, CISM services may be needed at responder lodging facilities, the EOC, and on or near the incident scene such as at the staging or briefing areas.

CISM personnel should be involved with any debriefings and after action briefings to assist with and educate responders on the mental health effects of disaster work.

Mental health effects of disaster work can take a long time to appear and a long time to heal. CISM services should be made available to responders throughout the response and recovery effort.

Local and regional CISM professionals can be requested through the County Dispatch, and through the State Duty Officer. Additional sources of CISM services are listed in the Resource section.

## 6-3: RESOURCES

This resource listing is intended to provide examples of common resources for mass care services.

### 6-3.1: SHELTERING RESOURCES

#### 6-3.1(A): SHELTER FACILITIES

**Twin Cities Area Red Cross**- 24 hour Duty Officer

##### **County Facilities**

Capacity: approx. 236 overnight

**Municipal facilities** (individual facility plans are in process at this time, capacities for each facility will be determined as a part of that process)

##### **St. Paul**

The City of St. Paul maintains its own Mass Care Plan, facilities, and resources. St. Paul Emergency Management should be contacted for related inquiries.

#### 6-3.1(B): SHELTER STAFFING

##### **6-3.1(B)1: General staff**

**Twin Cities Area Red Cross**- 24 hour Duty Officer

##### **Salvation Army**

##### **CERTs**

Ramsey County ECC can request CERT volunteers from any and/or all programs in the county

Current CERT programs in the County are:

Ramsey County Sheriff's Department:

Falcon Heights CERT

New Brighton CERT

North St. Paul CERT

Vadnais Heights CERT  
Roseville CERT  
**MN National Guard**, via the Sheriff's Office

#### **6-3.1(B)2: Medical Staff**

**Twin Cities Area Red Cross-** 24 hour Duty Officer (612) 871-7676

**St. Paul Ramsey County Public Health- Ramsey County Medical Reserve Corps:** Medical and Behavioral Health volunteers

##### **Contact**

Assistant to the Director of St. Paul Ramsey County Public Health  
richard.d.ragan@co.ramsey.mn.us  
Medical Reserve Corps Secretary

**Twin Cities Metropolitan Medical Resource Control Center (MRCC)**

#### **6-3.1(B)3: Security Staff**

**Local law enforcement agencies** contact ECC

##### **CERTs**

Current CERT programs in the County are:

Ramsey County Sheriff's Department:

Falcon Heights CERT

New Brighton CERT

North St. Paul CERT

Vadnais Heights CERT

Roseville CERT

**MN National Guard**, via the Sheriff's Office

#### **6-3.1(B)4: Interpreters**

**County Human Services** contracts with interpreter services.

#### **6-3.1(B)5: Functional Needs Client Services**

**Care Center/Lake Owasso.** May have staff that can provide care services to functional needs clients in public shelters. Contact Human Services to see about

availability.

**Local Centers for Independent Living.** May have staff that can provide care services to functional needs clients in public shelters. See the below listing of centers in the county. Staff availability should be checked with each center at the time of need.

#### **6-3.1(B)6: Supplies and specialty services**

**UASI Functional Needs Sheltering Caches**, via the State Duty Officer , or Minneapolis Emergency Preparedness

#### **6-3.1(B)7: Waste Management**

The County and its municipalities contract with various waste management services. See [ESF 7 Resources](#) for information on using county vendors.

#### **6-3.1(B)8: Child Care**

MN VOAD has volunteer services that can provide Child Care.

#### **Sheltering Operations forms and management tools**

##### **American Red Cross forms**

Copies available through Ramsey County Emergency Management or via the Twin Cities American Red Cross.

**Ramsey County Human Services** uses the Homeless Management Information System in its non-emergency shelters. This system could be used for registration of disaster shelter clients. The ability to export this system to an operating disaster shelter is under investigation at the time of this writing.

#### **6-3.1(B)9: Mass Feeding**

**Salvation Army**

**Twin Cities Area Red Cross 24 hour Duty Officer**

[Other MN VOAD feeding resources](#)

#### **6-3.1(B)10: Emergency Relief Supplies/ Bulk Distribution**

**Salvation Army**

**Other MN VOADS** specialize in or have bulk distribution capabilities.

#### **6-3.1(B)11: Disaster Services Referral**

**Twin Cities Area Red Cross- 24 hour Duty Officer**

**Ramsey County Human Services**

Staff who specializes in crisis phone line operation, phone triage, and referral.

**6-3.1(B)12: Victim Reunion Services**

**Twin Cities Area Red Cross- 24 hour Duty Officer**

The American Red Cross uses their Safe and Well website to assist in client reunion. It is available for our use through the Twin Cities American Red Cross.

24 hour Duty Officer

**6-3.1(B)13: Behavioral Health (Victim Counseling)**

**Salvation Army**

**Twin Cities Area Red Cross- 24 hour Duty Officer**

**Ramsey County Human Services** can assist in providing and locating mental health and social service workers to counsel disaster victims.

**School District counselors** are available through several municipal districts. Their availability should be checked with each district itself.

**Ramsey County Human Services**

CHS has staff that specializes in crisis phone line operation, phone triage, and referral. To request contact:

**6-3.1(B)14: Critical Incident Stress Management (Responders counseling)**

**County ECC-** to request local Law Enforcement and Fire Department Chaplains trained in CISM.

**The Ramsey County Medical Reserve Corps (MRC)** - for members who are trained CISM personnel.

**The Metro Region EMS Program Metro CISM service-** available through the State Duty Officer

**Disaster Massage** for First Responders and disaster workers-excellent relief area resource: Emergency Response Massage International- MN Coordinator

**6-3.1(B)15: Disaster Housing**

**Twin Cities Area Red Cross- 24 hour Duty Officer**

**County Human Services** may be able to assist, but its public housing roles are normally full already.

### **6-3.1(B)16: Other Disaster Human Services**

**Disaster Legal Services-** for low income victims requiring legal aid (via FEMA).

**Disaster Unemployment Assistance-** *through the US Department of Labor*, administered by the State, for those who have become unemployed because of the disaster and do not have unemployment insurance.

## **6-4: ADMINISTRATION AND SUPPORT**

### **6-4.1: SUPPORT**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **6-4.2: AGREEMENTS AND UNDERSTANDINGS**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### **6-4.3: STATUS REPORTS**



The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

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#### **6-4.3(A): EXPENDITURES AND RECORD KEEPING**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

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#### **6-4.3(B): CRITIQUES/AFTER ACTION REPORTS**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

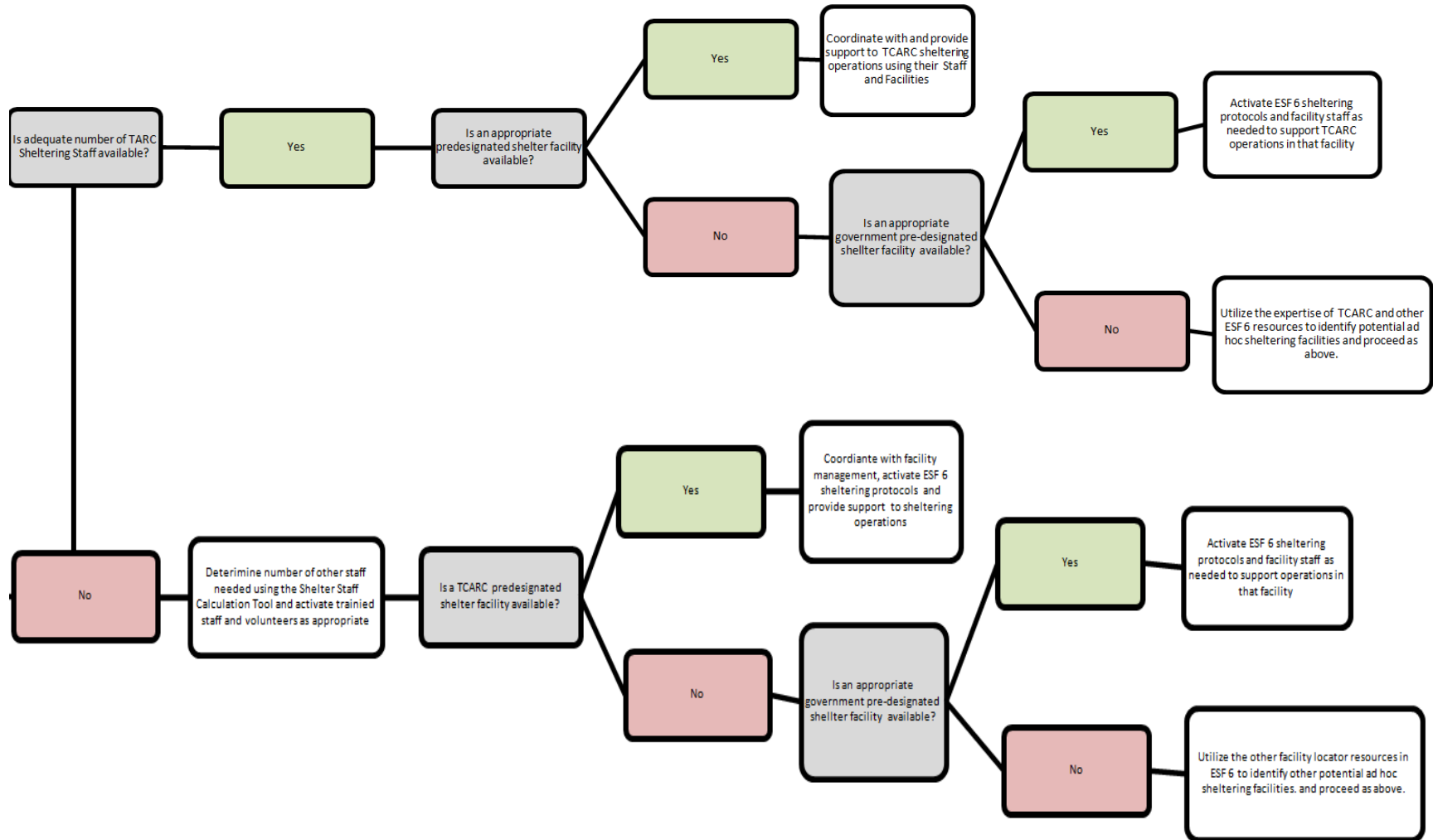
### **6-5: GLOSSARY**

<b>Bulk Distribution</b>	The mass distribution of emergency Relief Supplies are those items such as clothing, bedding, basic hygiene supplies, etc needed to meet victim's basic needs immediately after a disaster
<b>Critical Incident Stress Management (CISM)</b>	a system for managing the stress and psychological impact on responders during and after an incident.
<b>Disaster Human Services</b>	includes registration and referral to victims' services, and mental health counseling for victims and responders
<b>Disaster Shelter</b>	a facility that will serve as a temporary refuge and housing for disaster victims
<b>Family Assistance Center</b>	initial gathering space for family and loved ones of victims immediately after an event and one-stop-shop for subsequent disaster services and information

<b>Functional Needs</b>	Members of the community who may have difficulty before, during, or after a disaster with maintaining independence, understanding communication, getting transportation, and keeping adequate supervision or medical care. Persons with a functional need many include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged.
<b>Heating/Cooling Center</b>	A mass care facility that is used to provide temporary respite from extreme temperatures.
<b>Mass Care</b>	Includes sheltering, feeding operations, emergency first aid, bulk distribution of emergency items, and collecting and providing information on victims to family members
<b>Mass Feeding</b>	The provision of food and/or hydration to the disaster affected public (and/or disaster responders)
<b>Psychological First Aid (PFA)</b>	A system designed to manage the psychological affects and stress of a disaster on the public (disaster victims).
<b>Reception/Service Center</b>	A Mass care facility that provides an initial gathering space for victims immediately after an event and one-stop-shop for subsequent disaster services and information
<b>VOAD</b>	Voluntary Organizations Active in Disaster

# SHELTER DECISION MATRIX

For any event resulting in the need to consider public sheltering issues contact the Twin Cities Area Red Cross (TARC) Duty Officer to request assistance. Once in contact with TARC determine if TARC can supply adequate numbers of trained staff:



## ESF #7 RESOURCES AND LOGISTICS MANAGEMENT

**Lead County Agency:** Ramsey County Budgeting and Accounting (Primary)

**Lead Municipal Agency:**

**Support Agencies:** Contract & Analysis Services (Saint Paul/Ramsey County)  
Ramsey County EMHS  
Ramsey County Sheriff's Office  
Ramsey County Department of Public Works  
St. Paul Ramsey County Dept of Public Health  
Ramsey County Corrections  
Municipal Emergency Management Agency (EMA)

## INTRODUCTION

### PURPOSE

Effective response to any emergency or disaster requires the ability to find, obtain, allocate, and distribute resources to meet the needs of the event. ESF #7 – Resources and Logistics Management assists Ramsey county and/or affected municipalities by:

- Coordinating the plans, procedures, and protocols for resource management and logistics in accordance with the National Incident Management System (NIMS) to efficiently and effectively respond to an emergency or disaster
- Provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities and services to support emergency operations including
  - Resource identification
  - Resource procurement
  - Resource coordination
  - Facilities acquisition and logistics
  - Personnel augmentation
  - General logistics management

The overall goal is to support governmental agencies and work in close coordination with non-governmental and private sector organizations to obtain and deploy resources to meet the needs of disaster victims and responders.

## SCOPE

ESF #7 provides centralized management and tracking of assets, procurement of assets, and support of assets in the field including durable and expendable goods, physical facilities, and personnel needs. Additionally the ESF #7 scope includes

- Procedures to activate the resource management system
- Ability to acquire and manage critical equipment, supplies, services and other resources;
- Applicable communications procedures and requirements associated with effective resources acquisition and management;
- Plans, procedures, and systems to pre-position resources for an efficient and effective response in the event of an incident;
- Systems and methods for tracking and recording resource acquisition;
- Procurement, contracting and payment processes and procedures to ensure that resource providers are identified in accordance with applicable rules and laws, and reimbursed in a timely manner

Many county and city departments and participating private agencies involved in resource support activities have existing emergency plans and procedures. ESF #7 is not designed to take the place of these plans, rather it is designed to complement and support the departmental resource management guidelines already in place.

## SITUATION AND ASSUMPTIONS

### SITUATION

Authority for emergency purchasing is found in the Ramsey County Charter

In a major emergency or disaster, the resources of individual municipalities will be quickly overloaded. In foreseeable situations, the resources of multiple jurisdictions will be overloaded and assistance from County, State and Federal agencies will be needed.

County government provides certain key services to the populace.

The County and the City of Saint Paul operate a cooperative and integrated purchasing agency.

## SITUATION AND ASSUMPTIONS

Ramsey County Budgeting and Accounting (B & A) is responsible for overseeing all financial transactions through the full “procure to pay” cycle. Accordingly, B & A staff has developed appropriate procedures and systems to address a wide range of purchasing and payment needs.

In particular, the Contract and Analysis Services (CAS) staff routinely identifies and/or develops Master Contracts covering different kinds of supplies, equipment, materials, and services used by County departments in the normal course of business. Such contracts are established pursuant to all Minnesota and County laws ordinances, and policies, and provide an efficient way to order and pay for needed items

For those items where it is not possible to establish a Master Contract, CAS staff solicits pricing and other information to set up contracts through a public, competitive process.

Because of the mandate for an open and public competitive contracting process, the County contracts with many different suppliers each year. These suppliers vary in both size and “scope,” though the majority are located within the Twin Cities metro area. The municipalities are able to purchase off of county contracts.

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### ASSUMPTIONS

- First priority will be to ensure the safety of the public and responders
- County personnel will be able to provide assistance to their own areas of expertise and employment at some level.
- The level of services offered by County and municipal agencies will be degraded by a disaster or major emergency
- Historically, most of the emergencies faced by the County and the municipalities signatory to this Plan arise suddenly and are fairly limited in scope. Responders are usually able to address and manage these incidents using resources on hand or made available from partner agencies. Therefore the need for actual “emergency purchasing” is minimal.
- When there are specialized emergency needs, Contracts and Analysis Services (CAS) staff typically direct departments to the appropriate Master Contracts or establish additional contracts using expedited procedures. Similarly, B & A staff are often able to process emergency payments by simply expediting requests. Thus, in many situations, emergency resource and payment needs can be met with no or just a few adjustments to standard procedures.
- Although contracts may exist for key emergency resources, not all vendors have the capacity to respond effectively to County requests under all types of emergencies.

## 7-1: CONCEPT OF OPERATIONS

### 7-1.1: POLICIES

- Emergency purchasing policies for the county are included in Purchasing Manual 3-306. Pursuant to Administrative Code Section 3.40.33b, the County Manager has the authority to approve emergency purchases of supplies, equipment and services up to \$100,000 without formal competitive solicitations.
- All emergency transactions shall be completed in accordance with applicable Minnesota law and local procedures.
- Wherever possible, competitive bids or proposals will be sought – even in cases where the usual timelines for such processes are compressed. The use of pre-approved Master Contracts is acceptable, as such contracts are publically and competitively sought out.
- Municipalities who purchase under their own contracts will make the process for such contracting available for inspection.
- Ramsey County CAS staff shall assess all emergency purchases for Ramsey County agencies unless specifically delegated to other County staff.
- Ramsey County staff who are assigned responsibility for emergency purchasing are required to document all transactions in writing using the forms provided by B & A in accordance with Section V of this ESF.
- Municipal purchasing agents will follow guidelines that comply with applicable laws

### 7-1.2: ACCOUNTING CODES

In view of past City/County experiences and supplier variations, this ESF provides a “tiered” approach to emergency resource acquisition and management.

Table 1: Emergency Levels and Acquisitions

Emergency Level	Description	Acquisition Method
Level 0	No ESF Activation Anticipated (Routine)	Routine contracting and purchasing processes

Level 1	Significant Incident or Potential Emergency	Routine contracting and purchasing where possible. Emergency Incident Accounting Codes established
Level 2	Local Emergency or Continuity of Government issue	Emergency Incident Accounting Codes established. Master contracts or emergency contracts
Level 3	Major Emergency/Disaster or Countywide Impact	Emergency Incident Accounting Codes established. Master contracts or emergency contracts

Purchases under Emergency Level 0 operations are conducted following the jurisdictions' routine purchasing and accounting procedures.

Whenever the local Emergency Management Agency (EMA) or the Ramsey County Emergency Management and Homeland Security (EMHS) determines that level 1 is in place, the accounting authority for the jurisdiction and Ramsey County Budgeting and Accounting (B&A) will establish a special accounting code for tracking expenses for that specific emergency.

All emergency purchases and activity are matched to these codes, including purchases made from existing department/office budgets and personnel time in support of the emergency.

Purchasing policies for each municipality, including policies for purchasing in an emergency are included in the purchasing policies available at each municipality.

Figure 1 Sample emergency accounting codes

<a href="#">ER03A</a>	Spr 10 Flood - Debris Removal
<a href="#">ER03B</a>	Spr 10 Flood - Protective
<a href="#">ER03C</a>	Spr 10 Flood - Roads & Bridges
<a href="#">ER03D</a>	Spr 10 Flood - Water Facility
<a href="#">ER03E</a>	Spr 10 Flood - Bldgs & Equip
<a href="#">ER03F</a>	Spr 10 Flood - Rep Water Trtmn
<a href="#">ER03G</a>	Spr 10 Flood - Parks/Rec/Other
<a href="#">ER03X</a>	Spr 10 Flood - General
<a href="#">ER04A</a>	Fall 10 Flood - Debris Removal
<a href="#">ER04B</a>	Fall 10 Flood - Protective
<a href="#">ER04C</a>	Fall 10 Flood - Roads & Bridge
<a href="#">ER04D</a>	Fall 10 Flood - Water Facility
<a href="#">ER04E</a>	Fall 10 Flood - Bldgs & Equip
<a href="#">ER04F</a>	Fall 10 Flood - Rep Water Trtmn
<a href="#">ER04G</a>	Fall 10 Flood - Parks/Rec/Othe
<a href="#">ER04X</a>	Fall 10 Flood - General

Local (county, city and mutual aid) resources must be exhausted before state or federal assistance is available through a Governor's or Presidential declaration. The state is able to provide physical assistance through the various state agencies, but provides no funds to reimburse local governments during emergencies/disasters. Federal



declarations activate both physical as well as monetary resources; however, state & local cost sharing is normally required.

### **7-1.3: RESPONSIBILITIES**

Ramsey County and all municipalities within the county will operate under the tenets of the National Incident Management System.

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#### **7-1.3A: COUNTY RESPONSIBILITIES**

- Take all reasonable steps to ensure the continuation of county services and agencies, and to offer assistance to local units of government during emergencies and crises.
- Assist local units of government in coordinating with County, State and Federal agencies.
- Facilitate resource support for purchasing that affects multiple jurisdictions and/or the continuity of Ramsey County government.

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#### **7-1.3B: MUNICIPAL RESPONSIBILITIES**

- During all emergency incidents, each municipality within Ramsey County maintains specific policies and procedures relating to emergency operations. The communities also adopt this countywide plan as a strategic overview.
- As required by law and standard, the municipalities have procedures to provide for emergency purchasing.

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#### **7-1.3C: PROCUREMENT STAFF**

- CAS staff in coordination with B&A staff will work closely with other internal and external agencies and partners to acquire and manage priority resources.
- In carrying out this mandate, a general strategy will be to use well established, standard procedures and protocols and make use of existing agreements and relationships whenever possible. As the level of emergency increases significance and complexity, stronger controls and extraordinary procedures will be put into operation (Emergency Purchasing Framework).
- A key purpose of the Emergency Purchasing Framework is to ensure clear and effective communications with and among vendors, suppliers, and other partners. The Framework will help to minimize conflicts, assure that essential

resources are allocated quickly and in accordance with established priorities. It will also assure the likelihood of receiving any allowable reimbursement for costs

- At all times, staff associated with implementing this ESF will work in conjunction with and under the direction of the designated Emergency Management official.

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### 7-1.3D: ALL TASKED AGENCIES

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Deploy a representative to the County EOC to assist with ESF #7 activities
- Provide ongoing status reports as requested by the ESF #7 Resource Support Coordinators
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Participate in Emergency Management training and exercises
- Perform other emergency tasks as assigned

## 7-1.4: KEY STAFF POSITIONS

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### 7-1.4A: OFFICE OF BUDGETING AND ACCOUNTING

Accounting Manager	Expense Tracking, Documentation
Accounting Manager Backup	
Procurement Card Coordinator	Coordinate use of purchasing cards
Procurement Card Coordinator Backup	
Budget Manager	Emergency Funds/Cash Management
Budget Manager Backup	
Investments/Banking	Investments Manager
Investment Manager Backup	

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## 7-1.4B: CONTRACT & ANALYSIS SERVICES


## 7-2: ADMINISTRATION AND SUPPORT

### 7-2.1: SUPPORT

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### 7-2.2: AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### 7-2.3: STATUS REPORTS

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### 7-2.4: EXPENDITURES AND RECORDKEEPING

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from local funds first (application for disaster assistance will be made when appropriate).

## 7-2.5: CRITIQUES

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## 7-3: PURCHASING AND LOGISTICS FRAMEWORK

Level 1: Significant Incident / Potential Significant Incident (“green”)			
Priority Commodities/Services	Likely User	MC	Other
Cleanup of property	Parks, Public Works		
Debris management and removal	Parks, Public Works		
Structural assessments	Property Management, Public Works, Parks		
Equipment and equipment with operator	Parks, Public Works		
Barriers, barricades	Public Works, Parks, Sheriff		
Signs			
Light meals for emergency responders			
Gloves			
Note: Mutual aid and joint powers agreements with other governments for resource sharing			

<b>Level 2: Local Emergency or Continuity Issue (“blue”)</b>			
<b>Priority Commodities/Services</b>	<b>Likely User</b>	<b>MC</b>	<b>Other</b>
Protective clothing	Emergency responders, volunteers		
Specialized equipment	Emergency responders		
Medical supplies	Emergency responders		
Barriers, traffic management	Public works, Sheriff		
Signs			
Buses, emergency transportation			
Food and beverages for EOC staff	EOC teams – multiple shifts		
Light meals, water, beverages	Emergency responders		
Disposal of waste and hazardous materials			
Debris management and removal			
Structural assessments			
Equipment and equipment with operator			
Cleanup of property			
Boarding of buildings			

Trash removal at EOC			
Portable toilets			
Food and beverages for EOC staff	EOC team, multiple shifts		
Light meals, water, beverages	Emergency responders		
Trash removal at EOC	EOC		
Backup communications equipment	EOC, emergency responders		
Backup power (generators, batteries, etc.)			
Protective clothing	Emergency responders		
Specialized equipment	Emergency responders		
Medical supplies	Emergency responders		
Barriers, fencing, traffic management	Parks, Public Works, Sheriff		
Signs	All		
Buses and emergency transportation			
Disposal of waste and hazardous materials	Emergency responders, Fire		
Debris management and removal	Parks, Public Works		
Equipment and equipment with operator	Parks, Public Works		
Drinking water	All		



Damage assessment experts	Parks, Public Works		
Pumps, saws, other small tools	Parks, Public Works		
Portable toilets	Emergency workers, responders		
Ice			
Temporary/portable storage			
Gloves and masks	Emergency responders, volunteers		
Animal care			
Animal shelter			
Note: Mutual aid and joint powers Agreements with other governments for resource sharing			

<b>Level 3: Countywide Emergency (“orange”)</b>			
<b>Priority Commodities/Services</b>	<b>Likely User</b>	<b>MC</b>	<b>Other</b>
Food and beverages for EOC staff	EOC team, multiple shifts		
Light meals, water, beverages	Emergency responders		
Trash removal at EOC	EOC		
Backup communications equipment	EOC, emergency responders		
Backup power (generators, batteries, etc.)			
Protective clothing	Emergency responders		
Specialized equipment	Emergency responders		
Medical supplies	Emergency responders		
Barriers, fencing, traffic management	Parks, Public Works, Sheriff		
Signs	All		
Buses and emergency transportation			
Disposal of waste and hazardous materials	Emergency responders,		
Debris management and removal	Parks, Public Works		
Equipment and equipment with operator	Parks, Public Works		
Drinking water	All		

Damage assessment experts	Parks, Public Works		
Pumps, saws, other small tools	Parks, Public Works		
Portable toilets	Emergency workers, responders		
Ice			
Temporary/portable storage			
Gloves and masks	Emergency responders, volunteers		
Animal care			
Animal shelter			
Fuel, oils, lubricants			
Food and beverages for EOC staff	EOC team, multiple shifts		
Light meals, water, beverages	Emergency responders		
Trash removal at EOC	EOC		
Backup communications equipment	EOC, emergency responders		
Backup power (generators, batteries, etc.)			
Protective clothing	Emergency responders		

Specialized equipment	Emergency responders		
Medical supplies	Emergency responders		
Barriers, fencing, traffic management	Parks, Public Works, Police		
Signs	All		
Buses and emergency transportation			
Disposal of waste and hazardous materials	Emergency responders, Fire		
Debris management and removal	Parks, Public Works		
Equipment and equipment with operator	Parks, Public Works		
Drinking water	All		
Damage assessment experts	Parks, Public Works		
Pumps, saws, other small tools	Parks, Public Works		
Portable toilets	Emergency workers, responders		
Ice			

## 7-4: GLOSSARY

B & A (B and A)	Ramsey County Budgeting and Accounting
CAS	Contract Analysis Services (refers both to the Ramsey County/St. Paul department and to the analogous municipal departments responsible for contracts and purchasing)
EMA	Emergency Management Agency
EMHS	Ramsey County Emergency Management and Homeland Security
NIMS	National Incident Management System

## ESF #8 PUBLIC HEALTH AND MEDICAL

**ESF Administrator:** Saint Paul-Ramsey County Department of Public Health (SPRDPH)

**Primary County Agencies:** Municipal Fire Departments  
Public and Private EMS Agencies  
Ramsey County Medical Examiner  
Ramsey Count EMHS

**Support Agencies:** Minnesota Department of Health (MDH)  
Regions Hospital  
United Hospital  
St. Joseph Hospital  
Children's Hospital  
Gillette Hospital  
Bethesda Hospital  
American Red Cross

## INTRODUCTION

### PURPOSE

ESF #8 - Health and Medical Services (ESF #8) provides the organization, mobilization, and coordination of public health and medical services in a health emergency (imminent or ongoing) or during other emergencies or disasters that require the involvement of or activation of ESF #8.

The primary agency and each support agency maintain their own emergency plans and are integrated into this ESF describing additional policies and operations specific to Ramsey County.

### SCOPE

The health and medical services of ESF #8 include Saint Paul/Ramsey County Department of Public Health (SPRCDPH), local hospitals, local Fire Department EMS Divisions (FDEMS), and the Ramsey County Medical Examiner. Health and medical

services are supported by key community response agencies. Activities within the scope of health and medical services include:

- Organizing, mobilizing, coordinating, and directing health and medical services in the event of an emergency or disaster.
- Supporting the delivery of mass care to trauma victims consistent with the Central Region EMS and Trauma Council Plan.
- Coordinating or providing medical and environmental surveillance and monitoring activities with other medical service providers and support agencies.
- Coordinating the surveillance for and treatment of communicable or other diseases in an emergency or disaster.
- Implementing measures designed to prevent the spread of disease or environmental contamination.
- Coordinating the recovery of fatalities, conducting forensic investigations, and determining the cause and manner of death.
- Establishing and maintaining effective and reliable means of communication with health services agencies, health care providers, support agencies, the general public, and the media.
- Assisting with crisis intervention and mental health services during and following an emergency or disaster event.
- Coordinating care of people with special needs and assuring that they are referred to the most appropriate services.

## **8-1: CONCEPT OF OPERATIONS**

### **8-1.1: POLICIES**

Guiding policies for health and medical services responding to a health emergency or a disaster in Ramsey County include:

- ESF #8 will be activated when an emergency or disaster occurs within or affecting Ramsey County and a coordinated response of health and medical services agencies is required.
- Health and Medical services agencies will assign appropriate staff to ESF #8 activities in the Ramsey County Emergency Operations Center (RCEOC), St. Paul Ramsey County Department Operations Center (DOC), municipal EOC's, and incident command posts.
- ESF #8 agencies will commit resources, expertise, and experience as needed.

- ESF #8 agencies will collaborate with local, county, state, federal agencies, and local community based organizations to assure an effective and efficient response to health, medical, and environmental emergencies or disaster.
- The SPRCDPH will assist with coordination of community mental health needs in an emergency or disaster according to the SPRCDPH All Hazards Response and Recovery Plan. The Ramsey County Department of Human Services, American Red Cross and other disaster assistance agencies will provide additional resources needed to address community mental health needs.
- SPRCDPH will be the primary local source of public information regarding health, medical, and environmental response to emergencies and disasters in city. SPRCDPH will work with the Joint Information Center (JIC) in the RCEOC to coordinate all releases of public information with the public, media, and with appropriate response partners.

The Ramsey County Medical Examiner's Office will be lead agency for planning and responding to fatalities resulting from an emergency or disaster. The Ramsey County Medical Examiner's Office is the lead agency in determining and certifying the cause of deaths in Ramsey County (confirming disaster related deaths) and for coordinating the final disposition of the victims of an emergency or disaster.

## **8-1.2: ROLES AND RESPONSIBILITIES**

### **8-1.2A: GENERAL RESPONSIBILITIES – ALL ESF AGENCIES**

- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the EOC to assist with public health and medical activities.
- Provide ongoing status reports as requested by the Public Health and Medical Coordinator.
- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities.
- Perform other emergency responsibilities as assigned.



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### **8-1.2B: HOSPITALS**

- Implement internal and external hospital disaster plans.
- Advise the Health and Medical Services Coordinator in the EOC of conditions of the hospital and number and type of available beds.
- Establish and maintain field and inter-hospital medical communications.
- Provide a representative to the county EOC.
- Provide medical guidance as needed to Emergency Medical Services.
- Coordinate with EMS, other hospitals and any medical response personnel at the scene to ensure that casualties are transported to the appropriate medical facility.
- Distribute patients to hospitals both inside and outside the area based on severity and types of injuries, time and mode of transport, capability to treat, bed capacity and special designations such as trauma and burn centers.
- If necessary, coordinate the use of clinics to treat less than acute illnesses and injuries.
- Coordinate with local emergency responders to isolate and decontaminate incoming patients to avoid the spread of chemical or bacterial agents to other patients and staff.
- Coordinate with other hospitals and EMS on the evacuation of patients from affected hospitals, and specify where patients are to be taken.
- Depending on the situation, deploy medical personnel, supplies, and equipment to the disaster site(s) or retain them at the hospital for incoming patients.
- Establish and staff a reception and support center at each hospital for the relatives and friends of disaster victims who may converge there in search of their loved ones.
- Provide patient identification information to the American Red Cross.

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### **8-1.2C: LAW ENFORCEMENT AGENCIES**

- Provide security at or around health and medical facilities or at mass casualty sites.
- Provide security assistance to medical facilities and to health and medical field personnel upon request.
- Provide communications support for health and medical activities, if necessary or needed.
- If necessary, provide traffic flow and parking assistance around health and medical facilities.

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### **8-1.2D: PUBLIC WORKS DEPARTMENTS (RAMSEY COUNTY AND MUNICIPAL)**

- When deployed, assume an appropriate role in the Incident Command System (ICS). If the ICS has not been established, initiate ICS procedures until relieved by other first responder service (i.e., fire, police).
- Assist with the movement of people and resources to support health and medical services operations.
- Assist with staging and if necessary, heavy equipment to support health and medical operations.
- Provide support and technical assistance in preventing or containing ground/soil pollution.

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### **8-1.2E: VOLUNTEER AGENCIES**

- Provide food for emergency medical workers, volunteers and patients, if requested.
- Maintain a Disaster Welfare Information (DWI) system in coordination with hospitals, EMS, aid stations, and field triage units to collect, receive, and report information about the status of victims. Provide DWI to the ESF #8 Coordinator for appropriate dissemination.
- Assist in the notification of the next of kin of the injured and deceased.
- Assist with the reunification of the injured with their families.
- Provide first aid and other related medical support (within capabilities) at temporary treatment centers.
- Provide supplementary medical and nursing aid and other health services, when requested and within capabilities.
- Provide assistance for the special needs of the disabled, elderly and children separated from their parents.
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## **8-1.3: SITUATIONS AND ASSUMPTIONS**

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### **8-1.3A: SITUATION**

A significant natural disaster or manmade event that overwhelms Ramsey County would necessitate State and/or Federal public health and medical care assistance. Hospitals,

clinics, pharmacies, and other facilities for medical/healthcare may be severely damaged structurally or destroyed. Facilities that survive with little or no structural damage may be rendered unusable or only partially usable because of a lack of utilities (power, water, sewer) or because staff are unable to report for duty as a result of personal injuries and/or damage/disruption of communications and transportation systems.

Medical and healthcare facilities that remain in operation and have the necessary utilities and staff will probably be overwhelmed by the “walking wounded” and victims who are transported there in the immediate aftermath of natural or man-made disaster. In the face of considerable increases in demand and the damage sustained, medical supplies (including pharmaceuticals) and equipment will probably be in short supply. Disruptions in local communications and transportation systems could also prevent timely re-supply.

A major medical and environmental emergency resulting from weapons of mass destruction (WMD) could produce a large concentration of specialized injuries and problems that could overwhelm the city, local public health and the medical care system.

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### 8-1.3B: ASSUMPTION

Resources within the affected disaster area will be inadequate to clear casualties from the scene or treat them in local hospitals. The ability of ESF #8 health and medical services agencies to respond to an emergency or disaster is based on the knowledge that:

- SPRDPH, regional hospitals, EMS and the other supporting agencies have the capability to respond to an emergency 24 hours a day, 7 days a week.
- Health care providers and facilities that do not have 24 hour a day, 7 day a week response capabilities will be incorporated into an emergency response as needed.
- ESF #8 agencies have planned and prepared to maintain emergency response capability under emergency or disaster conditions.
- SPRCDPH, medical services, and emergency response agencies will collaborate to assure a coordinated response within ESF #8.
- A significant emergency of natural or man-made origin has the potential to impact the county in a manner in which a county or region-wide coordination of health,

medical, and environmental activities is required to assure an efficient and effective response.

- Health and medical emergencies may involve casualties requiring varying levels of treatment.
- Health care facilities may be over taxed, over utilized or inaccessible. Hospitals and other medical facilities may be taxed to their maximum capacity and ability to receive patients.
- Health care related supplies may be over utilized or unavailable.
- Support agencies will provide emergency services to the best of their abilities. Personnel available to provide full support functions may be limited by injury, illness, personal concerns/needs, or by limited access to or compromise of the facilities where they work.
- Infrastructure supporting health care facilities may be interrupted, causing water, power, gas, food and other supplies and services to be impaired.
- An emergency may require the triage and treatment of large numbers of individuals, which will have a direct impact on regional hospitals and health care facilities.
- An emergency may require the isolation or quarantine of individuals in their home or in temporary facilities.
- An emergency may require implementation of public health measures to contain and control a communicable disease or spread of environmental hazard.
- Each agency responding to emergencies under ESF #8 will contribute to the overall response capability but will retain control over its own resources and personnel.

### **8-1.3: ACTIVATION PROTOCOLS**

While incidents may vary in size and significance, the population density of Ramsey County can expand the potential impact of an event. Effective and efficient response to an event in the county requires coordination among health, medical services, and supporting agencies. SPRCDPH is the central point for notification of an event requiring response by ESF #8 agencies. As needed, SPRCDPH will conduct a situation assessment, initiate surveillance and monitoring activities as needed, and notify appropriate ESF support agencies. When the Ramsey County EOC is activated, SPRCDPH and supporting agencies will coordinate staffing by appropriate ESF 8 representatives. SPRCDPH will coordinate with ESF agencies to assure the effective use of local medical resources and determine additional medical resource requirements. If needs cannot be met locally, SPRCDPH and/or supporting agencies will transmit a

request for assistance through Ramsey County EOC or Metro Multi-Agency Coordination Center if activated. If necessary, state government, private and non-profit organizations will be requested to support the medical health, mental health and environmental emergency response by providing resources and support consistent with their capabilities.

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### 8-1.3A DIRECTION AND CONTROL

ESF #8 activities will be coordinated through the EOC that will serve as the source of all direction and control.

SPRDPH is responsible for coordinating public health activities within Ramsey County.

The Ramsey County Medical Examiner is responsible for the overall coordination of activities related to a mass fatality incident. The Medical Examiner will consult with and rely heavily upon the assistance of various response agencies, including law enforcement, fire service, emergency medical support, and even outside agencies in carrying out this coordination responsibility.

## 8-1.4: OPERATIONAL PROCEDURES

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### 8-1.4A: OUTBREAK INVESTIGATION:

This Section describes which entities conduct the infectious disease outbreak investigation and references the SPRCDPH All Hazards and Recovery Plan.

Hospitals, clinics and their labs are required by State law to report cases of specified infectious diseases, or certain symptoms that may indicate exposure to an agent of biological terrorism. SPRCDPH reports to Minnesota Department of Health (MDH), which maintains 24/7 staffing to evaluate clinical data and case reports. MDH assesses the incoming Information. The assessment will consider the following:

#### 8-1.4A.1: Source of the signal

- Level of testing, and competency of the testing, done prior to the signal received by MDH;
- Existing intelligence regarding the signal, potential or known threat;
- Risk communication to the public regarding a confirmatory analysis of the signal.

The MDH assessment will conclude that the information is not significant, the information is potentially significant and needs more data and analysis, or the information is a significant event and requires activation of a public health response.

If MDH determines that the health data may represent a possible public health emergency, it will notify SPRCDPH and other local public health departments. Notification to SPRCDPH will initiate a response under this Plan.

Sources of a signal that may trigger an Environmental Health response include MDH, Minnesota Department of Agriculture, Minnesota Pollution Control Agency and US Food and Drug Administration.

#### 8-1.4A.2: Mass Dispensing

This Section describes mass dispensing, which includes the distribution of preventive or treatment medication (antibiotics, vaccinations etc) to large numbers of first responders, county officials and employees, and citizens.

Mass dispensing is performed at pre-identified sites using distribution plans customized for delivery to the at-risk population. Distribution sites include hospitals, fire stations, and schools. Sites are documented in the SPRCDPH All Hazards Response and Recovery Plan. Due to the evolving nature of planning and the need to ensure knowledge of the site locations is maintained on a “need to know” basis this information is restricted to those involved with EOC operations.

The Notification Protocol is within the SPRCDPH All Hazards Response and Recovery Plan Annexes will be implemented upon receipt of the signal, regardless of how it comes into SPRCDPH. The notification options are:

- Phone call or email via the Health Alert Network from MDH regarding a suspect clinical sample from an external source.

- Phone call from a first responder or Ramsey County Emergency Management regarding a suspect chemical or radiological sample from an external source.
- Phone call from a first responder in the field (i.e., Ramsey County Sheriff Office) regarding a suspect incident to a SPRCDPH staff person.
- Phone call from a clinician to a SPRCDPH epidemiologist regarding a suspect case or incident.

As stated in the Minnesota Metro Region Pharmaceutical Cache Plan (MPC), the goal of the MPC is to rapidly and efficiently distribute pharmaceuticals to essential at-risk personnel to minimize the disruption of essential services and allow Local Public Health (LPH) staff to focus on the implementation of emergency response plans, including prophylaxis of other exposed or potentially exposed populations. The Minnesota Department of Health (MDH) is the lead agency in Minnesota for the prevention and control of disease and will provide guidance on prophylaxis based on exposure or the potential for exposure. Reference the MPC for activation and distribution policies and procedures.

#### 8-1.4A.3: Isolation/Quarantine (I/Q)

This Section discusses how SPRCDPH uses community based isolation and quarantine (I&Q) as public health tools used to control the spread of an infectious disease. The Minnesota Department of Health (MDH) will determine the need for implementation of voluntary isolation and/or quarantine, or court-ordered isolation and/or quarantine.

**Isolation** is separation of an ill person with an infectious, communicable disease for the duration the disease is communicable. Isolation typically occurs in a hospital.

**Quarantine** is separation of one or more persons exposed to, or believed to have been exposed to an individual with an infectious disease. The duration of the separation is for the period of the disease's communicability, typically up to 10 days.

SPRCDPH is responsible for assuring that persons placed in quarantine have essential items such as food, shelter, medicines, access to a telephone, and transportation to a clinic if necessary. SPRCDPH will make scheduled monitoring contacts to those in quarantine to assure compliance, evaluate symptoms, provide support, and determine service needs according to the SPRCDPH All Hazards Response and Recovery Plan.

#### 8-1.4A.4: Health Risk Information

As stated in the SPRCDPH Crisis Communication Plan, public information focuses on a specific event-related crisis (natural or planned attack). To ensure public information is accurately presented in a timely matter, it is essential all communication activities follow the operational direction of the lead agency. Once a lead agency is determined be it a local, regional, state (MDH) or federal (CDC) agency, the Public Information Officer (or designate) *employed by the lead agency* will assume responsibility for the release of public information in response to the “event” or crisis. It is also recommended that this jurisdictional or lead agency decision be made swiftly once the health crisis has been verified.

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### 8-1.4B: PRE-HOSPITAL CARE AND EMERGENCY MEDICAL SERVICES (EMS) TRANSPORT

There are three main responding agencies for 9-1-1 calls within Ramsey County. They are Saint Paul Fire Department, Allina, and Hennepin County Medical Center. Each of these responding agencies are the Primary Service Area (PSA) provider for the cities stated below:

#### 8-1.4B1: Saint Paul Fire Department (SPFD):

The Primary Service Area (PSA) where the incident occurs, i.e.; in Saint Paul and/or the City of Falcon Heights, Saint Paul Fire Department (SPFD) will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, The Ramsey County agency responsible for the jurisdiction will respond by following its appropriate Standard Operating Procedures (SOPs), specifically:

- 402.1 EOC Significant Incident
- 601.1 Command Procedure
- 601.2 Staging
- 601.4 Company Operations
- 803.4 Reserve Medic Fleet In a Mass Casualty incident
- 605.4 MCI/Mutual Aid

Other SOPs may be added and/or utilized as appropriate and necessary.

SPFD staffs 11 Advanced Life Support (ALS) ambulances every day for 24 hours a day. There are no Basic Life Support (BLS) ambulances; 2 reserve ALS ambulances are ready with staff within 24 hours a day; and 1 reserve BLS ambulances that are ready with staff within 2 hours.



Ambulances are equipped with red MCI bags. Also each ambulance is equipped with an initial Incident Response Plan (IRP) kit that allows for initial command of an incident. The plan accounts for victims in an MCI using Green, Yellow, and Red triage designations. All metro area EMS agency ambulances have the same kit for the first arriving unit to initiate the plan and expand to mutual aid if necessary.

#### **8-1.4B2: Allina Medical Transportation**

The Primary Service Area (PSA) where the incident occurs, i.e.; in City of Vadnais Heights, City of New Brighton, Allina will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, The Ramsey County agency responsible for the jurisdiction will respond by following its appropriate Standard Operating Procedures (SOPs), specifically:- MCI Protocol, West Metro / Hennepin County Medical Protocols 2010

In a Mass Casualty incident, other SOPs may be added and/or utilized as appropriate and necessary.

Allina EMS staffs 13 Advanced Life Support (ALS) ambulances at peak volume every day , and a minimum of 7 ALS units for 24 hours a day); 6 Basic Life Support (BLS) ambulances at peak volume every day and a minimum of 2 BLS Units for 24 hours a day; 12 reserve ALS ambulances are ready with staff within 30-60 minutes; 4 reserve BLS ambulances are ready with staff within 30-60 minutes.

Each ambulance is equipped with an initial Incident Response Plan (IRP) kit that allows for initial command of an incident. The plan accounts for victims in an MCI using Green, Yellow, and Red triage designations. All metro area EMS agency ambulances have the same kit for the first arriving unit to initiate the plan and expand to mutual aid if necessary.

**NOTE:** The following statement applies to Saint Paul Fire Department and Allina:

Coordination of EMS transports is accomplished through East Metro Medical Response Control Center (MRCC) or West Metro Medical Response Control Center (WMRCC) MRCC will keep track of the number of victims and where they are transported as part of the standard plan. MRCC uses the MN system for Tracking Resources, Alerts, and Communication (MNTRAC) as the method to determine the number of patients each hospital is able to accommodate during the incident. Red, Yellow and Green triage designations are consistent with the MNTRAC and the availability of hospital resources to handle patients.

#### **8-1.4B3: Hennepin County Medical Center (HCMC) EMS**

The Primary Service Area (PSA) where the incident occurs, i.e.; in City of Saint Anthony, HCMC will be the lead EMS agency in all multiple unit responses, i.e., major incidents. In that case, The Ramsey County agency responsible for the jurisdiction will respond by following its appropriate Standard Operating Procedures (SOPs), specifically:

Ambulances are equipped with special kits, vests, procedures, etc for MCI.

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#### **8-1.4C: HOSPITAL CARE**

This Section discusses the role of hospitals in Ramsey County and the surrounding area as first receivers. Plans for triage, treatment, transport, and medical care of extraordinary numbers of ill or injured patients in the metro area will affect all hospitals, EMS, emergency management, and public health agencies.

Hospital surge capacity is dependent on daily census (monitored by MNTrac) with additional capacity generated using a combination of tactics including deferral of elective cases, early discharges, use of flat-space areas for patient care, conversion of single to double rooms, etc. An assessment of census and hospitals affected will be made by the Regional Hospital Resource Center (RHRC) early in the event to assist with resource and staffing requests from outside the region if necessary.

Approximately 15% of total system capacity should be available within 3 hours of an emergency being declared. Upon notification of an emergency, facilities should mobilize resources and make arrangements to accommodate 'surge' patients per their hospital emergency operations plan including activation of their incident management plan. Should patient care requirements exceed available resources, immediate requests to MDH will be made for inter-regional and inter-state transfer and a request made via Ramsey County Emergency Management to the State EOC for a Federal Declaration of Disaster and activation of the National Disaster Medical System (NDMS).

RHRC will determine workforce needs and initially will look at Metro Compact Hospitals and Metro Clinics for assistance. If these sources are inadequate, based on the event, and if the Governor has proclaimed an Emergency Declaration, the Ramsey County Medical Reserve Corps will be activated. If Ramsey County MRC is unable to meet surge staffing needs, MRC coordinators for the metro area and the University of MN will be contacted and/or MDH to activate the state MN Responds system. Also available to the metro RHRC are other regional RHRC's to help coordinate metro compact resources during a disaster event. If these resources are inadequate, a call may be made via the media for volunteers and a central credentialing point established

#### 8-1.4C.1: Mass Fatality Management

The Ramsey County Medical Examiner will coordinate with Ramsey County's Department of Emergency Management and Homeland Security to assure cooperation between the agencies and other public safety agencies, such as Fire, Police, Public Health, as well as state and federal agencies and organizations such as the American Red Cross. For the Medical Examiner's emergency plan, see Appendix D: Mass Fatalities.

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#### 8.14D: SECURITY

Health and Medical services provide security that is identified in their respective plans. However, local law enforcement should:

- Be responsible for assuring the safety and security of SPRCDPH field operations including EMS and community based dispensing and vaccination activities.
- Provide crowd control at scene of an emergency or at the site of health and medical field operations.
- Provide emergency traffic routing information and establish a traffic control plan at the scene of an emergency or site of health and medical field operations.
- Coordinate with the Ramsey County Medical Examiner's Office regarding incident site preservation, crime scene investigation, and remove of victims and remains.

#### 8-1.5: NOTIFICATIONS

In instances originating as a health and medical emergency, the St Paul/Ramsey County Department of Public Health will keep the Emergency Management Department informed of situations with the potential to require activation of the County EOC.

The Emergency Management Director will notify the ESF #8 Coordinator EOC activation and request that representatives report to the EOC in order to coordinate ESF #8 activities. Radio broadcast, digital pager or telephone contact typically accomplishes EOC activation messaging.

As additional EOC staffing needs become apparent, other support and partnering agency personnel may be asked to report to the EOC to assist with transportation activities. Depending on the nature and location of the emergency, state and federal officials may also become critical members of the ESF #8 team.

## Actions

Tasked agencies will complete preparedness, response, recovery, and prevention actions according to their area of responsibility.

## 8-2: RESOURCES

The following documents were used as references:

- SPRCDPH All Hazards Response and Recovery Plan
- City of Saint Paul Fire Department Standard Operating Procedures
  - 402.1 EOC Significant Incident (to be updated)
  - 601. 1 Command Procedures;
  - 601.2 Staging;
  - 601.4 Company Operations.
- Metro Region Hospital Annex L
- Minnesota Metro Region Pharmaceutical Cache Plan
- MCI Protocol, West Metro / Hennepin County Medical Protocols 2010

## 8-3: ADMINISTRATION AND SUPPORT

### 8-3.1: SUPPORT

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### 8-3.2: AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures. The Declaration of a Local Disaster Emergency by the County Board Chair or a State Disaster issued by the Governor may suspend selected rules and regulations

that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### **8-3.3: STATUS REPORTS**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **8-3.4: EXPENDITURES AND RECORDKEEPING**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds from local sources (i.e. general fund for the city, etc.).

### **8-3.5: CRITIQUES/AFTER ACTION REPORTS**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the Ramsey County Emergency Management Director.

## **8-4: GLOSSARY**

<b>ALS</b>	Advanced Life Support (ambulance)
<b>BLS</b>	Basic Life Support (ambulance)
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear, and Explosive
<b>DOC</b>	Department Operations Center

<b>EMHS</b>	Ramsey County Emergency Management and Homeland Security
<b>EMS</b>	Emergency Medical Services
<b>EOC</b>	Emergency Operations Center
<b>HCMC</b>	Hennepin County Medical Center
<b>ICS</b>	Incident Command System
<b>I/Q</b>	Isolation/Quarantine
<b>JIC</b>	Joint Information Center
<b>MCI</b>	Mass Casualty Incident
<b>MDH</b>	Minnesota Department of Health
<b>MPC</b>	Minnesota Metro Region Pharmaceutical Cache Plan
<b>NIMS</b>	National Incident Management System
<b>PSA</b>	Public Safety Area
<b>RCEOC</b>	Ramsey County Emergency Operations Center
<b>SPFD</b>	St. Paul Fire Department
<b>SPRDPH</b>	St. Paul Ramsey County Department of Public Health
<b>WMD</b>	Weapon(s) of Mass Destruction

## ESF #9 SEARCH AND RESCUE

**ESF Coordinator:** Ramsey County EMHS

**Primary County Agency:** Ramsey County Sheriff's Office (RCSO)  
Jurisdiction Fire Department  
Minnesota Task Force 1 and Collapse Structure Rescue (comprised of the Minneapolis, St. Paul and various other fire departments in the area)

**Primary Municipal Agencies:** Jurisdiction Law Enforcement Agency  
Jurisdiction Fire Department  
Minnesota Task Force 1 and Collapse Structure Rescue (comprised of the Minneapolis, St. Paul and various other fire departments in the area)

**Support Agencies:** EMHS  
Emergency Communications Center  
GIS  
MN State Patrol  
Jurisdiction Emergency Medical Services  
Jurisdiction and County Parks and Recreation  
MN Homeland Security and Emergency Management  
MN National Guard  
United States Coast Guard  
Federal Urban Search and Rescue (USAR) Teams  
Voluntary Agencies Active in Disaster (VOAD)

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# INTRODUCTION

## PURPOSE

ESF #9 rapidly deploys and coordinates search, rescue, and recovery in Ramsey County following a disaster. Specifically, this document discusses:

- Specialized search and rescue resources
- Agency roles and responsibilities
- State and Federal search and rescue resources
- Local coordination and liaison activities

The goal of search and rescue operations is to save the lives of people who are unable to ensure their own survival without assistance. Search and rescue activities include, but are not limited to:

- Locating, extricating and providing immediate medical assistance to victims trapped in collapsed or damaged structures
- Locating and assisting missing or trapped persons, vehicles, boats, and downed aircraft
- Recovery of human remains

## SCOPE

In most cases, so-called “missing persons” issues are investigated by the jurisdiction’s law enforcement agency. In other cases, the local emergency response organizations (fire and Emergency Medical Services [EMS]) perform small area, localized searches.

However, during incidents or potential incidents requiring a unified response, search and rescue (SAR) responsibilities reside with ESF #9 primary agencies that provide timely and specialized SAR capabilities. Support agencies provide specific capabilities or resources that support ESF #9.

Ramsey County response operational environments include:

- Collapsed Structure Rescue
- Water Rescue and Recovery (lakes, streams, rivers)
- Land search and rescue

Federal SAR response operational environments are classified as:



- Structural Collapse (Urban) Search and Rescue (USAR)
- Maritime/Coastal/Waterborne Search and Rescue
- Land Search and Rescue

SAR services include distress monitoring, incident communications, locating distressed personnel, coordination, and execution of rescue operations including extrication and/or evacuation, along with providing medical assistance and services through the use of public and private resources, to assist persons and property in potential or actual distress

## SITUATION AND ASSUMPTIONS

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### SITUATION

Emergencies and disasters may result in significant damage to structures and infrastructure. The result is a demonstrable need for the capacity to effectively and efficiently search large areas for entrapped, possibly injured, people.

No provision of this document is to be construed as an obstruction to prompt and effective action by any agency to assist persons in distress.

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### ASSUMPTIONS

- First priority will be to ensure the safety of the public and responders
- Individual fire and law enforcement department assets will be available to conduct and coordinate searches in varying conditions.
- Specific training is required to conduct structural SAR operations.
- Other County or municipal staff will be “pressed” into service to conduct area searches in otherwise safe situations.
- State and federal assets will be available and can be requested through the Minnesota Duty Officer
- Area searches that do not result from disasters (e.g. lost child) will be carried out as part of the routine provision of community public safety services and are not addressed in this plan.

## 9-1: CONCEPT OF OPERATIONS

### 9-1.1: GENERAL POLICIES

Local SAR assets respond from the affected jurisdiction in accordance with that jurisdiction's standard operating procedures (SOPs). For most incidents, this is sufficient. If the regular local agency assets are insufficient for the incident, the on-scene Incident Commander (IC) will contact the Ramsey County Duty Officer and also request necessary local assistance by contacting the Minnesota Duty Officer.

This action constitutes the "activation" of ESF #9 – Search and Rescue assets.

In the event that locally available mutual aid assets are unavailable, overwhelmed, or insufficient, EMHS will – at the request of the affected jurisdiction IC – make request for federal USAR and other assets. The Sheriff may also request assets from the Minnesota National Guard.

Many of the agencies with ESF #9 responsibilities have existing emergency plans and procedures. ESF #9 is not designed to take the place of these plans, rather it is designed to complement and support the departmental staffing and procedures already in place.

### 9-1.1: ORGANIZATION

In all operations, including SAR operations, all public safety agencies in Ramsey County utilize all aspects of the National Incident Management System (NIMS). Specifically, this includes utilization of the Incident Command System (ICS). Whenever multiple jurisdictions are involved in any emergency operation, Unified Command is established and formal planning elements are utilized to ensure unity of command.

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#### 9-1.1A: MUNICIPAL PRIMARY AGENCY RESPONSIBILITIES

##### 9-1.1A(1): Capabilities

**Collapsed Structural SAR:** The affected jurisdictions' Fire service is responsible for initial structural SAR operations within their jurisdiction. When necessary, that agency will activate mutual aid agreements (as identified in the ESF #4 – Fire Services document). The metropolitan region through the Minneapolis and St. Paul

fire departments as well as other area departments operate a certified Collapsed Structure Rescue Team. The White Bear Lake Fire Department has also developed limited technical rescue capabilities. These services are available through existing mutual aid agreements

If local and routine mutual aid is unavailable, insufficient, or overwhelmed, the on-scene incident commander will request state and/or federal assets via EMHS and the State Duty Officer.

**Water Rescue and Recovery:** The RCSO is statutorily responsible for water operations in the county. Most fire departments also have some water capability which they will use while awaiting the RCSO assets. RCSO will coordinate water rescue and recovery activities, including those on rivers.

If necessary, existing mutual aid agreements will be used to obtain local assistance from other Sheriff's offices.

In the event of activity on the Mississippi River, the City of St. Paul Fire Department and Police Department, as well as the United States Coast Guard have assets and capabilities which will respond.

In addition, private agencies have significant assets available on the Mississippi and Minnesota Rivers. These can be requested via the Emergency Communications Center (ECC).

**Land SAR:** Law enforcement is generally responsible for land SAR operations within their jurisdiction. The jurisdiction's fire and EMS services will assist. Additional support is available from the jurisdiction and Ramsey County Parks and Recreation departments, Public Works departments, VOADs, and private individuals. EMHS will assist in the coordination of large area SAR and in communications support for these efforts.

Local Law Enforcement agencies may request SAR trained dogs as necessary by contacting the Minnesota Duty Officer or requesting such contact through the Ramsey County Duty Officer

#### [9-1.1\(2\): Training and Records:](#)

Records of formal adoption of NIMS for incident response are available from the clerk of the jurisdiction's city council.

Specialized training for search, rescue and recovery is carried out by the local fire departments. Training is provided monthly, and specific schedules are available from the jurisdiction fire chief.

Water rescue training is carried out monthly by the Ramsey County Water Patrol. Records and specific schedules are available from the Ramsey County Sheriff's Office.

Training for the regional collapsed structure rescue team is conducted at the member organizations and in special team-wide trainings. Information regarding the collapsed structure team training records and detailed schedule may be requested from the Minneapolis Fire Chief.

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## 9-1.1B: COUNTY PRIMARY AGENCY RESPONSIBILITIES

### 9-1.1B(1): Capabilities

**Structural SAR:** County agencies possess no specific capability for collapsed structure training beyond the routine training for RCSO deputies.

**Water Rescue and Recovery:** The RCSO is statutorily responsible for water operations in the county. Most fire departments also have some water capability which they will use while awaiting the RCSO assets. RCSO will coordinate water rescue and recovery activities, including those on rivers.

If necessary, existing mutual aid agreements will be used to obtain local assistance from other Sheriff's offices.

In the event of activity on the Mississippi River, the City of St. Paul Fire Department and Police Department, as well as the United States Coast Guard have assets and capabilities which will respond.

In addition, private agencies have significant assets available on the Mississippi and Minnesota Rivers. These can be requested via the Emergency Communications Center (ECC).

**Land SAR:** The RCSO is responsible for land SAR in the jurisdictions to which it provides local law enforcement services. The jurisdiction's fire and EMS services will assist. Additional support is available from the jurisdiction and Ramsey County Parks and Recreation departments, Public Works departments, VOADs, and private individuals. EMHS will assist in the coordination of large area SAR and in communications support for these efforts.

In the event of a large-scale, multiple jurisdiction event, the RCSO will coordinate the overall efforts for Land SAR across the county via Unified Command.

### 9-1.1B(2): Training and Records

Records of formal adoption of NIMS for all county incident response are available from the clerk of the Ramsey County Board of Commissioners.

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## 9-1.1C: SUPPORT AGENCY RESPONSIBILITIES

### 9-1.1C(1): EMHS

EMHS will staff the County Duty Officer position and serves as the point of contact for plan activation. EMHS has several assets available countywide:

- **Mobile Incident Command Post (MICC) and ancillary equipment:** A fully equipped Type III command and communications vehicle.
- **Communications Support:** In addition to the vehicle-mounted radios in the MICC and back-up vehicle
- **EMHS-Emergency Services Unit:** Volunteers of the Emergency Services Unit assist in coordination and communications during Search and Rescue operations. They staff and operate the vehicles and ancillary equipment and provide communications, data entry, and logistical support as well as other duties.

In general, EMHS assists in coordinating efforts of various search and rescue capabilities and contacts or requests specialized services if asked to do so by the Municipal Incident Commander.

### 9-1.1C(2): Public Works and Parks and Recreation Departments

Municipal and Ramsey County Public Works departments provide or arrange for equipment and personnel in support of the SAR effort.

### 9-1.1C(3): GIS

Municipal and Ramsey County GIS personnel will develop mapping and similar support services for or in coordination with municipal, state and/or federal GIS efforts. Ramsey County GIS is available and equipped to respond to assist in any municipal EOC.

### 9-1.1C(4): Emergency Communications Center (ECC)

The Ramsey County ECC and the White Bear Lake ECC (in its jurisdiction) provide routine and SAR event communications support and dispatch. The ECC is the point of contact for reaching the MN or the County Duty Officer.

The Ramsey County ECC will assign dispatcher/radio operators to the MICC in support of large SAR incidents at the request of the incident commander. Dispatcher personnel are also available for service in the municipal EOC and/or RCEOC.

#### 9-1.1C(5): Emergency Medical Services (EMS)

Ramsey County does not operate EMS.

The EMS agencies serving the affected jurisdictions will supply EMS support to both the rescuers and the victims of the SAR operation as a function of ESF #8 – Public Health and Medical Services.

#### 9-1.1C(6): Minnesota State Patrol

The Minnesota State Patrol operates air assets including helicopters equipped with specialized equipment and other assets. State Patrol assistance is available on request through the Minnesota Duty Officer.

#### 9-1.1C(7): Minnesota National Guard

The National Guard may be available to assist in SAR details. Air assets, personnel, logistical support, security support, communications support, and specialized equipment are among the common missions for the guard. Requests for National Guard assets must be made by the Sheriff of the County or by the Mayor of St. Paul.

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### 9-1.1D: VOLUNTARY AGENCIES

The various Voluntary Agencies Active in Disaster (VOADs) and other volunteer agencies are available to assist when requested and available.

Agencies routinely involved in SAR activity include (but are not limited to):

- Salvation Army – mobile canteen and victim support
- American Red Cross – mass care, feeding, victim support, registration
- Minnesota Search and Rescue Dog Association – SAR-trained dogs
- Civil Air Patrol – fixed wing air support for wide area searches

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## 9-1.1D: FEDERAL ASSISTANCE

Federal responders assist and support State, tribal, and local SAR capabilities in incidents requiring a coordinated Federal response.

ESF #9 federal SAR operations are conducted following the NRF and NSP, and the U.S. National SAR Supplement (NSS), Catastrophic Incident SAR (CISAR) Addendum, and other addenda that define SAR responsibilities and provide guidance to the Federal departments and agencies with civil SAR mandates.

Non-Federal SAR resources are, as appropriate, incorporated into any coordinated SAR operations.

### 9-1.1D(1): Requesting federal SAR assets

In the event of a major disaster or catastrophe, and at the affected jurisdiction's incident command will make an official request for federal assistance through the EMHS County Duty Officer. The Duty Officer will forward the request to the State of Minnesota Homeland Security and Emergency Management Regional Program Coordinator (RPC). Federal SAR assistance is then requested by the state through the Emergency Management Assistance Compact (EMAC).

In the event that federal SAR capabilities are assigned, the affected jurisdiction will designate a SAR Coordinator to provide integration and coordination of all SAR services.

Federal responders assist and support State, tribal, and local SAR capabilities in incidents requiring a coordinated Federal response.

ESF #9 SAR operations are conducted following the NRF and NSP, and the U.S. National SAR Supplement (NSS), Catastrophic Incident SAR (CISAR) Addendum, and other addenda that define SAR responsibilities and provide guidance to the Federal departments and agencies with civil SAR mandates.

If an affected State, tribal, or local government publishes guidance or a plan for conducting unified SAR operations, that guidance or plan takes precedence.

Non-Federal SAR resources are, as appropriate, incorporated into any coordinated SAR operations.

In the event that federal SAR capabilities are assigned, the affected jurisdiction will designate a SAR Coordinator to provide integration and coordination of all SAR services..

## **9-2: DIRECTION AND CONTROL**

### **9-2.1: ESF #9 – SEARCH AND RESCUE COORDINATOR**

- Work with the EOC Team to rapidly assess the situation and take appropriate actions to support search and rescue operations at the scene(s)
- Assess the need to request specialized search and rescue resources from outside the County
- Serve as the liaison with search and rescue resources from outside the County, including State and Federal agencies
- Work with ESF #3 (Public Works and Engineering) to ensure heavy equipment support to search and rescue operations
- Coordinate with ESF #8 (Health and Medical Services) to help ensure the coordination of emergency medical assistance and victim transport
- Work with the Incident Commander(s) and the EOC Team to help ensure search and rescue personnel deployed to the disaster scene are appropriately outfitted with and trained to use personal protective equipment required by the presence of any potentially hazardous materials/substances

### **9-2.2: OTHER TASKED AGENCIES**

- Maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions
- Deploy a representative to the County EOC to assist with ESF #9 activities
- Provide ongoing status reports as requested by the Search and Rescue Coordinator
- Document all costs and expenses associated with response and recovery activities taking care to clearly separate disaster related work from daily work in the event that reimbursement from the State and Federal government becomes available
- Maintain up-to-date rosters for notifying personnel and 24-hour EOC staffing capabilities
- Participate in Emergency Management training and exercises.

### **9-2.3: RESOURCES**



The Sheriff's department maintains a current inventory of resources, including trained personnel, which could support search and rescue operations.

## **9-2.4: ADMINISTRATION AND SUPPORT**

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### **9-2.4A: SUPPORT**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

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### **9-2.4B: AGREEMENTS AND UNDERSTANDINGS**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

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### **9-2.4C: STATUS REPORTS**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

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### **9-2.4D: EXPENDITURES AND RECORDKEEPING**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds local jurisdictions.

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

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#### **9-2.4E: CRITIQUES**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

### **9-3: GLOSSARY**

<b>CAD</b>	Computer Aided Dispatch
<b>CISAR</b>	Catastrophic Incident SAR Addendum (to the NSS)
<b>DOC</b>	Departmental Operations Center (NOTE: The EMHS DOC is also the back-up EOC)
<b>GIS</b>	Geographic Information System

<b>IC</b>	On-scene Incident Commander
<b>ICS</b>	Incident Command System
<b>MICC</b>	Mobile Incident Command Post
<b>NIMS</b>	National Incident Management System
<b>NSS</b>	National SAR Supplement
<b>RCSO</b>	Ramsey County Sheriff's Office
<b>RCEOC</b>	Ramsey County Emergency Operations Center
<b>SAR</b>	Search and Rescue
<b>SOP</b>	Standard Operating Procedures
<b>USAR</b>	Federal Urban Search and Rescue (team)

## ESF #10 HAZARDOUS MATERIALS

<b>ESF Coordinator:</b>	Ramsey County EMHS
<b>Primary County Agency:</b>	Ramsey County EMHS
<b>Primary Municipal Agency:</b>	Jurisdiction Fire Department and Hazardous Materials (HazMat) Teams
<b>Support Agencies:</b>	State Hazardous HazMat Teams and Chemical Assessment Teams (CAT) St. Paul Ramsey County Department of Public Health (SPRCDPH) MN Pollution Control Agency (MPCA) MN Department of Natural Resources (DNR) US Environmental Protection Agency (EPA) US Coast Guard (rivers)

## INTRODUCTION

### PURPOSE

Emergency Support (ESF) #10 provides support activities in the prevention, preparedness, response and recovery actions resulting from actual or potential discharged and/or uncontrolled release of oil and hazardous materials response.

### SCOPE

ESF #10 provides for a coordinated response to actual or potential hazardous materials incidents. For purposes of this annex, “hazardous materials” is a general term intended to mean hazardous substances, pollutants, and contaminants as defined in the National Oil and Hazardous Substances Pollution Contingency Plan (NCP), 40CFR Part 300.

In part, these substances include:

- Extremely Hazardous Substances as described by the US Environmental Protection Agency (EPA) or MN Pollution Control Agency (PCA)
- Agents classified as Chemical Radiological, Nuclear, and Explosives (CBRNE) or Agents defines as Weapons of Mass Destruction (WMD)

- Chemicals improperly or illegally mixed to produce an explosion, poisonous compound, fire or noxious gas and require public safety response.
- Hazardous Waste, which are a danger to the environment when they are improperly disposed of, stored, or released and require that immediate protective measures have to be taken to protect life and property when discovered. (This includes the waste produced by illegal drug manufacture.)
- Radiological Material improperly or illegally stored, transported or released, or radiological material dispersed by accident or intentionally.
- Biological material or waste that is illegally stored, transported, or released, or is dispersed by accident or intentionally.
- Devices that contain flammable liquids and are used to commit Arson.

Most of the agencies with ESF #10 responsibilities have existing emergency plans and procedures for routine response to HazMat incidents. This annex does not take the place of these plans. Rather it is designed to ensure that specific hazardous materials planning requirements are met and mitigation, prevention, response, and recovery activities are coordinated across disciplines and between jurisdictions.

The scope of ESF #10 includes the appropriate actions to prepare for, respond to, and recover from a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate general actions can include, but are not limited to: actions to prevent, minimize, or mitigate a release; efforts to detect and assess the extent of contamination (including sampling and analysis and environmental monitoring); actions to stabilize the release and prevent the spread of contamination; analysis of options for environmental cleanup and waste disposition; implementation of environmental cleanup; and storage, treatment, and disposal of oil and hazardous materials.

Examples of specific actions may include: sampling a drinking water supply to determine if there has been intentional or accidental contamination; stabilizing the release through the use of berms, dikes, or impoundments; capping of contaminated soils or sludge; use of chemicals and other materials to contain or retard the spread of the release or mitigate its effects; decontaminating buildings and structures; using drainage controls, fences, warning signs, or other security or site-control precautions; removing highly contaminated soils from drainage areas; removing drums, barrels, tanks, or other bulk containers that contain oil or hazardous materials; and other measures as deemed necessary.

In addition, ESF #10 may be activated as appropriate to respond to actual or threatened releases of materials not typically responded to by jurisdiction fire departments or state or jurisdiction hazardous materials teams, but that pose a threat to public health or welfare or to the environment. Appropriate ESF #10 response activities to such incidents include, but are not limited to, household hazardous waste collection, monitoring of debris disposal, water quality monitoring and protection, air quality sampling and monitoring, and protection of natural resources.

ESF #10 is applicable to all Ramsey County and municipal departments and agencies with responsibilities and assets to support local response to actual or potential oil or hazardous materials incidents. In addition, this annex identifies certain requirements of the private sector.

## SITUATION AND ASSUMPTIONS

### SITUATION

Hazardous materials are commonplace throughout the County. These substances are routinely manufactured, used, and transported throughout the region by river, rail, road, and air. Such materials are also used for research and industrial purposes. As a result, there is a high likelihood of a release of these substances.

There are also various potential targets for acts of terrorism within the county. As a result, the public safety services of the County are prepared to respond to the distinct possibility of a release of a weapon of mass destruction (WMD) typically classified as Chemical, Biological, Radiological, Nuclear, or Explosives (CBRNE).

### ASSUMPTIONS

- First priority will be to ensure the safety of the public and responders.
- Public safety personnel will be willing and able to respond.
- There are several hazardous materials response resources within an hour of Ramsey County and we assume that at least one of these services will be able to respond.
- Hazardous Materials (HazMat) describes any one of the following:
- CBRNE includes

- All of the hazardous chemicals indicated above
- Chemical weapons including choking agents, nerve agents, blood agents, poisons, and toxic industrial chemicals used to injure persons, animals or the environment.
- Toxins
- Viruses, bacteria, Rickettsia (spotted fever, typhus and scrub typhus)
- Radioactive isotopes
- Nuclear explosives devices
- Conventional explosives materials including military material and improvised explosives devices.
- All HazMat incidents in Ramsey County are assumed to be criminal incidents until determined otherwise.
- Initial response activities by first response agencies including EMS and medical professionals will be orientated around protecting people from injury.
- During a HazMat incident the decision to evacuate, shelter in place or both for each incident rests with the incident command. After working to assure the safety of persons, the next priority is the protection of animals and the environment.
- Ensure notification of appropriate HazMat ensure notification of Appropriate Hazmat response unit and EMHS Duty Officer.

## **10-1: CONCEPT OF OPERATIONS**

### **10-1.1: POLICIES**

#### **10-1.1A GENERAL**

All HazMat incidents require that the local jurisdiction notify the MN State Duty Officer. Most HazMat responses do not require coordination by EMHS, SPRCDPH or other county agencies, and are undertaken by municipal fire departments and HazMat agencies consistent with their authorities.

Response (including state team responses) to oil and hazardous materials incidents that do not fall under the authorities of the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) and the Federal Water Pollution Control Act (FWPCA) and/or do not warrant EMHS, state, or federal coordination are conducted under the existing standard operating procedures (SOP) of the jurisdiction. The jurisdiction may still request EMHS to activate other NRF elements for such incidents, if needed, while still retaining overall leadership for the Federal response.

ESF #10 may be activated by EMHS or the affected jurisdiction for incidents requiring a more robust coordinated response, or state or federal assistance, such as:

- A major disaster or emergency which might require federal declaration under the Stafford Act;
- A suspected or confirmed intentional criminal or terrorist act;
- An actual or potential oil discharge or hazardous materials release to which the EPA and/or USCG respond under CERCLA and/or FWPCA authorities and funding.

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#### 10-1.1B: SPECIFIC POLICIES

When ESF #10 is activated, the Ramsey Countywide Emergency Operations Plan (RCEOP) typically serves as the basis for actions taken in support of the affected jurisdiction(s). RCEOP structures and response mechanisms, discussed further below, remain in place when ESF #10 is activated, but coordinate with local, county, state, and federal mechanisms as described in the Concept of Operations section.

ESF #10 applies to all agencies with assigned emergency responsibilities as described in the RCEOP.

Authorities and references specific to ESF #10 – Hazardous Materials Response:

- Title III of the Superfund Amendments and Reauthorization Act (SARA) of 1986 (Public Law 99.499)
- Ramsey County Resolution #2008-082.
- National Response Team (NRT) Hazardous Materials Emergency Planning Guide; updated 2002
- Emergency Planning and Community Right-to-Know Act (EPCRA) of 1986

The ESF #10 Coordinator and the support agencies are critical members of the EOC Team and will work within the EOC structure described in ESF #5 – Emergency Management.



## 10-1.2: RESPONSE ORGANIZATION TRAINING AND CAPABILITIES

### 10-1.2A: MUTUAL AID AGREEMENTS

- All public safety entities within the county maintain up-to date mutual aid agreements. These agreements provide mutual aid agreements. These agreements provide access to resources countywide for response to hazardous materials incidents. Each jurisdiction maintains records of these agreements with the chief officer.
- Each of the fire departments serving Ramsey County is a member of the Capitol City Mutual Aid organization and maintains lists of resources for use in response to fire, rescue, and HazMat emergencies. Copies of these listings are available from the individual fire departments

### 10-1.2B: EMERGENCY RESPONSE TRAINING

**10-1.2B(1): Responsible Party:** Directors and Chiefs of all departments and organizations cited in this plan are aware and responsible for maintaining current Standard Operating Procedures (SOP), resource lists, training programs, and schedules of training for department staff.

#### **10-1.2B(2): Basic Capability**

All ESF #10 agencies utilize the Incident Command System for all HazMat responses. Unified Command is typically established within one-minute of arrival at the scene.

- **Fire Department and Other Response Agency Capability:** Within Ramsey County all first response agency personnel have been trained to the Hazardous Materials Awareness Level (29 CFR 1910.120). This training is maintained as part of annual “Right to Know” training. Law enforcement, Emergency Medical Services and Fire Service personnel have also received training in WMD and Explosive Awareness.

Personnel authorized to enter contaminated by hazardous materials or unknown substances are trained at a minimum to the Hazardous Materials Technician level (29 CFR 1910.12)

- **North Suburban HazMat Team:** Four departments in Ramsey County have a joint powers agreement and form the North Suburban Hazardous Material Team (Falcon Heights, New Brighton, Lake Johanna and Vadnais Heights Fire Departments). That team will respond to any requested event in the

county. The request is placed through the Ramsey County Emergency Communications Center (ECC). Personnel are trained to the Hazardous Materials Specialist level (29 CFR1910.120)

- **Fire Department HazMat Teams:**
- **CAT Team Assistance:** All jurisdictions are able to request, at their own discretion, assistance from a State CAT team for assessment and identification of substances. This request is placed through the MN Duty Officer.
- **State HazMat Team Assistance:** All jurisdictions are able to request, at their own discretion, assistance from a State HazMat Response Team.
- **Private Sector Remediation:** Clean-up of releases beyond the capability of any jurisdiction is handled by a private contractor.
- **10-1.2B(3): Training Records:** The training records and other required records for emergency responders are maintained by the respective public safety agencies

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#### 10-1.2C: PROCESS FOR NOTIFYING THE PUBLIC OF A RELEASE

In addition to the systems described in the facility plans (see 10-1.3D below) first response agencies have limited capability for alerting the public. The primary methods include:

- Notification via broadcast media
- Emergency Alert System notification in conjunction with the National Weather Service and broadcast media
- Limited out-bound automatic dialing and messaging of community telephones
- World Wide Web Sites
- Facebook pages
- Use of Twitter (the Ramsey County Duty Officer uses the “tag” #RamseyCoEMHS)
- Physical notification door-to-door (which is often the most effective)
- Public Address via in-vehicle speakers
- Outdoor warning siren system (controlled at the Ramsey County ECC)

#### 10-1.3: HAZARDOUS MATERIALS FACILITY OPERATOR REQUIREMENTS

Most high-risk facilities and several lesser-risk facilities in Ramsey County have on-site, trained personnel and the appropriate emergency response tools and equipment, including specialized hazardous materials response equipment, necessary to respond

to an hazardous materials release at their own facility. Descriptions of these tools and equipment, with specific locations, are found in the various facility risk management plans and emergency response plans. The response tools and equipment in these facilities generally are not available or not immediately available for off-site use.

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### 10-1.3A: REPORTING OF RELEASE

#### 10-1.3A(1): Reporting of Extremely Hazardous (“Tier II”) Substances

Each facility is required by MN-EPCRA to report the average and maximum amounts of chemicals, as well as other data to the Local Emergency Program Committee (LEPC). In Minnesota, the Division of Homeland Security and Emergency Management (HSEM) administers MN-EPCRA and serves as the LEPC for the entire state.

Information and instruction for reporting is found on-line.

#### 10-1.3A(2): Systems and Training

Facilities within Ramsey County that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training employees as to effectively and appropriately identify and respond to a release of a hazardous material.

#### 10-1.3C(3): Emergency Coordinators

Each facility has appointed an emergency coordinator who ensures that appropriate local, state, and federal entities in a reliable, effective, and timely manner of a release of hazardous materials (consistent with the emergency notification requirements of SARA Title III, Section 304 and other state and federal regulations governing hazardous material incidents).

This coordinator also promptly provides information to the State of Minnesota Division of Homeland Security and Emergency Management (HSEM – acting as the state’s emergency planning committee) that may be needed for developing and implementing the emergency plans, and informs HSEM about any relevant changes taking place at their facility as the changes occur or are anticipated to occur.

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### 10-1.3B: REQUIRED EMERGENCY PLANS

Facilities within the county that manufacture, store, or use extremely hazardous materials are required to develop and maintain an Risk Management Plan (RMP) as specified in 29 CFR 1910.120(l) or Emergency Action Plan as specified in 29 CFR

1910.38(a). All employees at the facility are required to be trained to appropriately follow these plans in the event of a release of those materials.

At a minimum, the plans must contain:

- Pre-emergency planning
- Roles, lines of authority, training, and communication
- Prevention and recognition of spills
- Location, distance, and access to places of refuge
- Security and control of the site following the release and to prevent access
- Evacuation routes and procedures
- Decontamination
- Emergency medical treatment and first aid
- Procedures for alerting the jurisdiction's fire, police, and Emergency Medical Services (EMS)
- Personal protective equipment
- Other procedures for handling emergency incidents
- Contact information for the responsible personnel for the facility
- Other information as required by law

Facilities designated by Section 302 of SARA Title III maintain these plans and are required to submit a copy of their plan.

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### 10-1.3C: PROCEDURES FOR DETERMINING RELEASE

The detailed procedures for determining that a release of hazardous materials has occurred at a given facility are included in that facility's plan. However, all such plans at a minimum outline visual observation; gas and/or liquid alarm systems; pressure and/or flow alarm systems. These plans also detail what observation, monitoring, and safety procedures are to be taken during supply, removal, storage, and processing of hazardous substances.

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### 10-1.3D: PROCEDURES FOR ALERTING THE PUBLIC OF A RELEASE

The detailed procedures for alerting the public that a release of hazardous materials has occurred at a given facility are included in that facility's plan. However, all such plans at a minimum outline the type, automatic operation, manual operation, and control location for external alarms and horns.

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### 10-1.3E: PROCEDURES FOR NOTIFYING EMERGENCY RESPONSE AGENCIES

The detailed procedures for alerting the jurisdiction's emergency response agencies that a release of hazardous materials has occurred at a given facility are included in that facility's plan. However, all such plans include, at a minimum, notifying the Ramsey County ECC either by a voice call to 9-1-1 or by automatic alarm systems.



#### **10-1.4: RESPONSE AGENCY RESPONSIBILITIES**

##### **10-1.4A: INCIDENT COMMAND**

All ESF #10 agencies utilize the Incident Command System for all HazMat responses.

##### **10-1.4B: INITIAL ACTIVITIES**

Establish Incident Command.

Assess incident and request Hazardous Materials Response Teams as appropriate.

Identify and establish “zones of control” and need for downwind shelter/evacuation. Act accordingly.

Notify the County Duty Officer and the MN Duty Officer.

National Response Center

Request Mobile Incident Command Post if needed

Establish EMS triage areas, decontamination areas, and otherwise follow the SOPs for the response agencies in order to protect lives, property and the environment, mitigate the impact of the release; stop additional release and spread of material as quickly as practicable; and clean-up, decontaminate, and dispose of the material and affected property in a responsible fashion.

##### **10-1.4C: EVACUATION OR SHELTER-IN-PLACE**

The primary agency incident commander will make the initial decisions regarding isolation zones and the need to evacuate or shelter-in-place.

If the incident warrants response by CAT and/or state HazMat teams, the commander of the state team, working in unified command with the Incident Commander, may modify these decisions. It is likely that due to weather or other factors, persons in a larger area may be excluded or requested to evacuate or shelter in place.

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#### 10-1.4D: REMEDIATION AND CLEAN-UP

Even before the situation is declared contained and under control, clean-up can begin. The Primary Agency will contact their emergency spill and clean up contractor

The clean-up contractor will operate in accordance with state and federal law to remediate the spill in an environmentally responsible manner.

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#### 10-1.4E: RENTRY

Once the affected area has been remediated, and in consultation with agencies such as SPRCDPH, the MN and/or US EPA; the MPCA; or others, a decision to allow reentry will be made. The primary agency incident commander will make the final determination regarding reentry after consulting with subject matter experts.

### 10-1.5: OTHER ROLES AND RESPONSIBILITIES

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#### 10-1.5A: LEPC

HSEM administers MN-EPCRA requirements and serves as the Local Emergency Planning Committee. LEPC information can be obtained from:

Requirements are available on-line.

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#### 10-1.5B: STATE HAZMAT SUPPORT

In the event of a hazardous materials incident beyond the resources to Ramsey County, assistance may be requested from the State of Minnesota. This request may be made through the State Duty Officer at Minnesota Department of Public Safety.

Additionally, The Minnesota Department of Public Health (MDH) has personnel who can assist communities in the detection and monitoring of radiological materials; water and air sampling; laboratory services; etc.

The Minnesota Pollution Control Agency (MPCA) can assist with remediation of HazMat releases, regulatory oversight and inspection; and expertise.

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### 10-1.5B: FEDERAL SUPPORT

In the event of a hazardous materials incident that is beyond the resources of city, county, and state government, the National Regional Response Team can be requested through the Minnesota Pollution Control Agency (MPCA). Such requests should be submitted to the State Duty Officer at Minnesota Department of Public Safety.

Reimbursement of costs for a hazardous materials response may be available. To be eligible for reimbursement, contact the National Response Center, The MPCA within 24 hours of the incident, and subsequently submit an application for reimbursement.

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### 10-1.5C: MUNICIPAL AGENCIES

#### 10-1.5C(1): Municipal Emergency Management Agency (EMA)

Acts as the coordinator for the various local emergency organizations and as the local liaison to Ramsey County and State of Minnesota Emergency Management.

Participates in the development of training and exercise programs with the first response community.

Upon the declaration of a local disaster, coordinates resources to support emergency response efforts

#### 10-1.5C(2): Municipal Public Information Officer (PIO)

Coordinates information flow and the release of timely and factual information to the public

#### 10-1.5C(3): Municipal Public Works

Assists with planning, expertise, and equipment for large incidents

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### 10-1.5D: COUNTY AGENCIES

#### 10-1.5D(1): EMHS

Ramsey County's primary responsibility is to work with the municipalities to ensure that personnel are adequately trained and equipped. The lead agency for this effort is EMHS.

The second role of Ramsey County is to assist the municipalities in receiving aid and information as needed during a CBRNE or HazMat incident. Again EMHS is the lead agency for these efforts. EMHS has personnel who have been trained in HazMat and Radiological response and are available to assist with the planning for, response to, and recovery from Hazardous Materials incidents in Ramsey County. Each of them has access to CAMEO and sufficient GIS mapping capability to assist with emergency evacuation and/or shelter in place decisions.

As in all emergency situations, EMHS is available to assist the affected jurisdiction in coordination of response and recovery. Other EMHS activity falls under the auspices of ESF #5 – Emergency Management.

#### **10-1.5D(2): SPRCPH**

In the event of a biological agent release, the Director of St. Paul Ramsey County Public Health will likely be appointed as the County Incident Manager by the County Manager.

St. Paul Ramsey County Public Health licenses Hazardous Waste Generators in Ramsey County, through its environmental health division, and is available to assist with issues that involve recovery from HazMat incidents.

Other duties of SPRCPH fall under the auspices of ESF #8 – Public Health and Medical.

#### **10-1.5D(3): Ramsey County Sherriff's Office**

Coordinates the processing of intelligence data

Investigates potential terrorist activity within Ramsey County and in cooperation with state, federal and local agencies.

Can respond to any area within Ramsey County to assist in the investigation of potential CBRNE incidents.

Is involved in developing and delivering CBRNE and terrorism related training to public safety entities in Ramsey County.

### **10-3: HAZARDOUS MATERIALS RISK ANALYSIS**

In response to the requirements and recommendations contained in the Superfund Amendments and Re-authorization Act (SARA) of 1986, Title III, as well as other legislation, Ramsey County receives detailed reports of the types and quantities of regulated hazardous materials in the county.



EMHS staff analyze these inventories using the Department of Transportation Hazardous Materials Guidebook and the Computer Aided Management of Emergency Operations (CAMEO) suite of modeling products. Utilizing a worst case (and highly unlikely, and therefore conservative) release of chemicals from each facility, EMHS creates a buffer (a circular area on a map of the county) to determine the worst-case potential for impact to the community.

## 10-4: RESOURCES

- Each Fire department maintains a current inventory of resources, including trained personnel, which could support these ESF operations.
- NFPA 472: Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents, 2008 Edition

E-PLAN Emergency Response Information System

## 10-5: ADMINISTRATION AND SUPPORT

### 10-5A: SUPPORT

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### 10-5B: AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

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## 10-5C: STATUS REPORTS

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

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## 10-5D: EXPENDITURES AND RECORD KEEPING

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from funds the local jurisdiction.

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## 10-5E: CRITIQUES

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct an after action review of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## 10-6: GLOSSARY

<b>CAT</b>	Chemical Assessment Team
<b>CBRNE</b>	Chemical, Biological, Radiological, Nuclear and Explosives
<b>EAS</b>	Emergency Alert System
<b>EMS</b>	Emergency Medical Services
<b>EPA</b>	Environmental Protection Agency
<b>IC</b>	Incident Commander
<b>ICS</b>	Incident Command System
<b>MIMS</b>	Minnesota Incident Management System
<b>MN-EPCRA</b>	Minnesota Emergency Planning Community Right to Access
<b>MNHSEM</b>	Minnesota Homeland Security and Emergency Management
<b>MNSCU</b>	Minnesota State College and University System
<b>MPCA</b>	Minnesota Pollution Control Agency
<b>NIMS</b>	National Incident Management System

**SARA**  
**SOP**

Superfund Amendments and Reauthorization Act of 1986  
Standard Operating Procedure

## **10-7: ATTACHMENTS**

General Map of hazardous material facilities (detailed information available from MNEPCRA)  
List of facilities within the Emergency Planning District.



Tier II Facilities In Ramsey County      NOTE: Chemical Details are available from the State of MN



## EMERGENCY SUPPORT FUNCTION #11 – NATURAL RESOURCES

**ESF Coordinator:** Ramsey County EMHS

**Primary County Agency:** Ramsey County EMHS

**Primary Municipal Agencies:** Jurisdiction Emergency Management Agency (EMA)

**Support Agencies:**

- ESF #1 – Transportation agencies
- ESF #3 – Public Works and Damage Assessment agencies
- ESF #6 – Mass Care agencies
- ESF #7 – Resource Management and Procurement agencies
- ESF #8 – Public Health and Medical agencies
- ESF #14 – Long Term Recovery agencies
- ESF #15 – External Communications and Public Information agencies
- ESF #17 – Animal Services agencies
- Evacuation and Shelter agencies
- MN Department of Agriculture
- MN Board of Animal Health
- American Red Cross and other Voluntary Agencies Active in Disaster (VOADs)

# INTRODUCTION

## PURPOSE

Emergency Support Function (ESF) #11 – Natural Resources provides Ramsey County cooperation with state, federal, and local authorities to provide nutrition assistance; control and eradicate, as appropriate, any outbreak of a highly contagious or economically devastating animal/zoonotic (i.e., transmitted between animals and people) disease, or any outbreak of an economically devastating plant pest or disease; ensure the safety and security of the commercial food supply; protect natural and cultural resources and historic properties (NCH) resources during an emergency response or evacuation situation. ESF #11 is activated by the County Incident Manager for incidents requiring a coordinated county-state-federal response and the availability of support for one or more of these roles/functions.

## SCOPE

ESF #11 includes four primary functions:

**Coordinating nutrition assistance:** Includes working with State and federal agencies to determine nutrition assistance needs, obtain appropriate food supplies, arrange for delivery of the supplies – (Lead = ESF#6).

**Responding to animal and plant diseases and pests:** Includes cooperating with the implementation of integrated Federal, State, tribal, and local response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, or an outbreak of a harmful or economically significant plant pest or disease. ESF #11 ensures, in coordination with ESF #8 – Public Health and Medical Services, that animal/veterinary issues in natural disasters are supported – (Lead = ESF #8)

**Ensuring the safety and security of the commercial food supply:** Includes the execution of routine food safety inspections and other services to ensure the safety of food provided during emergencies. This includes the inspection and verification of food safety aspects of distribution and retail sites; foodborne disease surveillance – (Lead MN Dept of Agriculture; ESF #8)



**Protecting NCH resources:** Includes appropriate response actions to preserve, conserve, rehabilitate, recover, and restore NCH resources. This includes providing post-event baseline assessments of damages and providing technical assistance and resources for assessing impacts of response and recovery activities to NCH resources – (Lead = ESF #3)

## SITUATION AND ASSUMPTIONS

### SITUATION

Ramsey County is primarily an urban county, with limited agricultural production capability. As such, protection of the food supply, natural resources, etc. requires that the County and the municipalities cooperate with state and federal agencies. The St. Paul Ramsey County Department of Public Health (SPRCDPH) has capabilities and responsibility for commercial retail food service safety, mass feeding safety, etc., which lends itself well to some of these tasks.

Ramsey County is also in the ingestion pathway zone for the Prairie Island and Monticello nuclear power generation plants. In the event of incidents at either of these facilities, the MN Division of Homeland Security and Emergency Management (HSEM) may request activation of ESF #11 assets at least in anticipation of potential risk.

The majority of national food supply risk management and response falls under the auspices of the federal government through the National Response Framework (NRF) and the State through the auspices of the MN Emergency Operations Plan (MEOP – Annex F: Health and Safety Protection).

### ASSUMPTIONS

Most “typical” emergency situations affecting Ramsey County are smaller in scale, affecting one or a few jurisdictions. The affected jurisdictions’ regular operational staff (as assisted by Ramsey County and existing mutual aid agreements) will be sufficient for these situations.

Ramsey County agencies will seek expertise and assistance from state and federal agencies as appropriate – and such assistance will be made available.

Larger scale disasters will require assistance from the State of MN.

## 11-1: CONCEPT OF OPERATIONS

### 11-1.1: GENERAL POLICIES AND PRIMARY AGENCIES

#### 11-1.1A: POLICIES

Guiding policies for ESF #11 operations are found in:

- ESF Annexes to this Ramsey Countywide Emergency Operations Plan
- Minnesota Emergency Operations Plan (MEOP) - Particularly Annex F
- National Response Framework ESF #11 annex

#### 11-1.1B: EMHS

EMHS, as the coordinator for ESF #11, organizes the ESF staff and support agencies based upon the core functional areas described in the succeeding paragraphs. It organizes and coordinates the capabilities and resources of the Ramsey County Government to facilitate the delivery of services, technical assistance, expertise, and other support for incidents requiring a coordinated response.

EMHS provides (or seeks out and provides) information to the affected jurisdiction Emergency Operations Center (EOC) and the Ramsey County Emergency Operations Center (RCEOC) and provides advice and guidance to the County Incident Manager (CIM) regarding the impact of the incident and recommended protective actions.

#### 11-1.1C: INTEGRATION WITH OTHER ESF ACTIVITIES

- **ESF #1 – Transportation and ESF #7 – Resource Management and Procurement:** identifies, secures, and arranges for the transportation of food to affected areas and supports Mass Care.
- **ESF #3 – Public Works and Damage Assessment and ESF #14 – Long Term Recovery:** organizes and coordinates the capabilities and resources of the affected jurisdictions' to facilitate the delivery of services, technical assistance, expertise, and other support for the protection, preservation, conservation, rehabilitation, recovery, and restoration of NCH resources through all phases of an incident requiring a coordinated response

- **ESF #8 – Public Health and Medical and ESF #6 – Mass Care:** ensures the safety and security of the commercial supply of food (e.g., meat, poultry, and egg products) for incidents requiring a coordinated response.
- **ESF #15 – External Communications and Public Information:** works with all agencies at all levels of government to provide timely and accurate information and risk communication to affected populations.
- **ESF #17 – Animal Services:** ensures an integrated response that provides for the safety and well-being of household pets during natural disasters and other emergency events resulting in mass displacement of civilian populations

## **11-1.2: OPERATIONAL RESPONSIBILITIES**

### **11-1.2A: NUTRITION SUPPORT**

After “typical” smaller scale emergencies, CHS will coordinate mass feeding and work with SPRCDPH to ensure food safety (see ESF #6 – Mass Care for details).

### **11-1.2B: PLANT/ZOONOTIC DISEASES AND PESTS**

**11-1.2B(1): Plant Disease/Pests:** After “typical” smaller scale emergencies, the SPRCDPH will be the lead for ESF #8 and will coordinate and cooperate with the Minnesota Department of Agriculture and the board, as county resources for these situations are limited. The Department of Agriculture will operate in accordance with the MEOP – Annex F: Health and Safety Protection (see MEOP – Annex F; Section A)

**11-1.2B(2): Zoonotic/Animal Health Issues:** The Minnesota will be the lead agency for these events – coordinating local response with EMHS and SPRCDPH. (See MEOP – Annex F – Section B). Ramsey County and the municipalities have limited capabilities in this area, so State assistance is vital.

### **11-1.2C: FOOD SUPPLY SAFETY**

After “typical” smaller scale emergencies, the SPRCDPH will be the lead for ESF #8 and will handle inspections and other necessary activities to ensure food and

animal safety, seeking such assistance as the deem necessary (see ESF #8 – Public Health and Medical for details).

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#### **11-1.2D: NCH RESOURCES**

After “typical” smaller scale emergencies, the affected jurisdictions’ public works department, in conjunction with Ramsey County Public works when necessary, will lead local response to assess and secure NCH resources (See ESF # 3 – Public Works and Damage Assessment for details).

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#### **11-1.2E: COUNTY NATURAL RESOURCE RESPONSIBILITIES**

##### **11-1.2E(1): Ramsey County Public Works**

<http://www.co.ramsey.mn.us/pw/stormwater.htm>

The Ramsey County Public Works Department also monitors water quality of Surface water Ramsey County is responsible for the operation and maintenance of a storm water drainage system associated with its roads, buildings, and parks and open space property

##### **11-1.2E(2): Ramsey Conservation District**

##### **11-1.2E(3): Rice Creek Watershed District**

##### **11-1.2E(4): Vadnais Lake Water Management Organization**

##### **11-1.2E(5): Ramsey-Washington Metro Watershed District**

##### **11-1.2E(6): Capitol Region Watershed District**

##### **11-1.2E(7): Metropolitan Council Environmental Services**

## **11-2: GLOSSARY**

<b>CHS</b>	Ramsey County Community Human Services Department
<b>CIM</b>	County Incident Manager
<b>EMA</b>	Affected jurisdiction's Emergency Management Agency
<b>EMHS</b>	Ramsey County Emergency Management and Homeland Security
<b>EOC</b>	Affected jurisdiction's Emergency Operations Center
<b>HSEM</b>	MN Division of Homeland Security and Emergency Management
<b>MEOP</b>	Minnesota Emergency Operations Plan
<b>NCH</b>	Natural and Cultural resources and Historic properties
<b>NRF</b>	National Response Framework
<b>RCEOC</b>	Ramsey County Emergency Operations Center
<b>RCEOP</b>	Ramsey Countywide Emergency Operations Plan
<b>SPRCDPH</b>	St. Paul Ramsey County Department of Public Health

## ESF #12 ENERGY AND UTILITIES

<b>ESF Coordinator:</b>	Ramsey County Property Management
<b>Primary County Agency:</b>	Ramsey County Property Management
<b>Primary Municipal Agency:</b>	Municipal Facilities Managers
<b>Support Agencies</b>	Xcel Energy St. Paul Regional Water Services Other Local utility providers Other local energy services Ramsey County Public Works Municipal Public Works

## INTRODUCTION

### PURPOSE

The purpose of ESF #12 is to coordinate the provision of temporary emergency power (electrical, petroleum fuels etc) and the restoration of damaged energy and utilities (electrical, natural gas, water, sewer, telecommunications etc) within Ramsey County.

### SCOPE

ESF #12 collects, evaluates, and shares information on energy system damage and the impact of energy system outages within affected areas. Additionally, ESF #12 coordinates with providers on the energy restoration process. ESF #12 also provides expertise to the utilities regarding the impacts and critical needs of government and the affected private sector.

The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components. All energy systems are considered critical infrastructure, however most energy systems are not under the operation or control of governmental agencies in the county.

Utility and energy disruptions can be a result of any of the hazards to which the county is vulnerable.

**ESF #12:**

- Addresses significant disruptions in energy provision, whether caused by physical disruption of energy transmission and distribution systems, unexpected operational failure of such systems, or unusual economic or international political events.
- Addresses the impact that damage to an energy system in one geographic region may have on energy systems, and components in Ramsey County relying on the same system. Energy supply and transportation problems can be intrastate, interstate, and international.
- Performs coordination role for supporting the energy requirements associated with large special events.
- Is the primary point of contact with the energy industry for information sharing and requests for assistance.
- Maintains lists of energy-centric critical assets and infrastructures, and periodically assesses those resources to identify and mitigate vulnerabilities to energy facilities.

## **SITUATION AND ASSUMPTIONS**

### **SITUATION**

Ramsey County is served by multiple energy and utility companies. Some providers are public entities, but the majority are private service providers. Limited and/or short term energy disruptions are not uncommon, especially as a result of seasonal storms, scheduled repair outages, and small scale construction accidents (such as accidental severing of a utility pipeline or wire). Most energy disruptions are handled internally by the service provider or in coordination with local first response departments and do not trigger the activation of this ESF. Even moderately wide spread power outages, though very inconvenient for residents and businesses, do not normally cause life safety and property protection issues beyond what local resources can manage. The same holds true for other utility and power disruptions

such as fuel shortages or water use restrictions; they are managed by their service providers and require little government resources to support response and restoration.

A small scale utility or energy service disruption can have potentially serious consequences depending on the timing, location and facilities affected. ESF #12 may need to be activated when utility or energy disruptions have, or are expected to have significant impact on the county's capabilities or its population.

Significant impacts can include but are not limited to the need to provide heating, cooling or other mass care services during power outages in inclement weather; loss of power affecting other utilities and energy sources (such as lift stations not being able to adequately move storm, wastewater and potable water); and fuel pumps not working.

Loss of power and/or water may also have significant longer term and financial impact for businesses, particularly those that serve food. Residents who rely on powered in-home medical devices can have serious issues in longer term outages.

The following energy and utility situations in Ramsey County should be kept in mind for ESF 12 related activities during a disaster:

- Disasters can cause a variety of energy and utility issues, including:
  - Damage to utility and energy transmission sources
  - Increased demand that may strain or overload capacity
  - Disruption to sources/supplies of fuel
- Any of the hazards to which the County is vulnerable could result in Energy and/or Utility disruptions
- The loss of utilities, particularly over an extended time frame, could adversely affect the response and recovery to the disaster
- Public Health and business economic impacts are additional potential concerns under some utility loss situations
- Ramsey County Energy and Utilities are generally owned and operated by private companies who maintain their own emergency plans and procedures.
  - The City of North St. Paul owns and manages several of its utilities
  - St. Paul Regional Water Services is a joint powers entity that provides services to multiple Ramsey County municipalities.



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## ASSUMPTIONS

- Mutual aid and contracted vendor resources would be available
- Local response agencies have SOPs for alternate fuel sources for their response vehicles and equipment, and maintain contracts with vendors to provide those services
  - The county maintain contracts with vendors for generators, petroleum fuels (diesel and gasoline) etc. that can be used to provide temporary emergency power and fuel for its resources
  - These contracts may also be used to supplement municipal resources
- Local vendors may run out of locally available emergency power supplies (such as generators), in which case resources will be allocated to critical high priority needs as determined by the EOC (see the Priority restoration list in the Concept of Operations Section)
- Local energy and utility companies will work with the county and its municipalities to restore power to critical high priority locations/facilities first, which will free up any mobile generators etc from that duty to be reallocated to the next priority level and so on.
- Local energy and utility companies have their own internal plans and procedures, as well as contractor agreements and MOUs to supplement their own resources for emergency responses to disasters affecting their services
- Each energy or utility company will direct and control its own resources and carry out its own response operations, coordinating as necessary with local government and with other utilities.
- Local energy and utility companies will be able to assess the damage to their services and provide estimates of the number of homes and business effected as well as the timeframe for restoration.
- A major disaster or a disaster affecting a wide area may require extensive repairs and reconstruction of portions of utility systems that may take considerable time to complete.

## 12-1: CONCEPT OF OPERATIONS

### 12-1.1: POLICIES

ESF 12 can be activated for any energy and/or utility disruption that exceed the management capabilities of local service providers and response agencies.

The ESF #12 primary agencies are responsible for:

- The prioritization of energy and utility needs for response to and recovery from the event
- Arranging for provision of emergency power to critical infrastructure and disaster response facilities
- Coordinating with energy providers for the restoration of fuel (petroleum or heating) supply services to the public
- Coordinating with energy providers on issues of restoration of basic utility services (electricity, natural gas, communications, water, and sewer) to residences and businesses
- Coordination of the restoration of internal power and utilities in county owned and operated buildings for Continuity of Operations is covered in the County Continuity of Operations Plan (COOP).
- Damage assessment, including assessment of energy systems and utility damage is covered by ESF #3 – Public Works and Damage Assessment
- Emergency Telecommunications to support incident response is covered by ESF #2 – Communications.

Alternate fuel sources for critical response vehicles are covered in the SOPs of individual response departments.

Restoration of normal operations at energy facilities; restoration of transmissions lines, pipelines, and other fuel/energy transportation mode; restoration of systems to the private sector; and restoration of connectivity of the energy system to government facilities is the responsibility of the energy providers and owners.

## **12-1.2: ACTIVATION PROTOCOLS .**

### **12-1.1A: ACTIVATION AND NOTIFICATIONS**

ESF #12 – Energy and Utilities may be partially or fully activated, depending upon the needs of the disaster/emergency response operation.

#### **12-1.1A(1): Municipal ESF #12 Activation**

A jurisdiction may activate ESF #12 agencies without a declaration of emergency, and/or in order to support the needs of that jurisdiction even when other jurisdictions do not activate ESF #12 assets.

Affected jurisdictions' ESF #8 agencies are activated by the local Emergency Management Agency (EMA) director or designee at the request of (or in consultation with) an energy provider, the on-scene incident commander or Municipal Incident Manager (MIM), or in response to, or in anticipation of, a large scale incident affecting multiple jurisdictions, the entire county, the state, the region, and/or the nation.

The local EMA director will notify:

- The jurisdiction's facilities management director
- The Ramsey County EMHS Duty Officer
- The chief appointed administrative official of the jurisdiction (according to local protocol)
- The Chief law enforcement officer of the jurisdiction
- The Chief of the fire department serving the jurisdiction
- The Emergency Communications Center serving the jurisdiction
- The Mayor of the jurisdiction
- The Chair of the City Council (or other council members according to local protocol)
- The Director of Public Works for the jurisdiction
- Designated liaisons to the affected utility and/or energy provider

#### **12-1.1A(2): Ramsey County ESF #12 Activation**

Ramsey County's ESF #8 agencies are activated by the EMHS director or designee at the request of the MN Duty Officer; the request of (or in consultation with) an energy provider; the request of the Ramsey County Property Management Director; a local jurisdiction's EMA director, on-scene incident commander or Municipal

Incident Manager (MIM); or in response to, or in anticipation of, a large scale incident affecting multiple jurisdictions, the entire county, the state, the region, and/or the nation

The EMHS Director will notify:

- Ramsey County Property Management Director (or designee)
- County Manager
- County Disaster Recovery Team
- MN Division of Homeland Security and Emergency Management (HSEM) Metro Region Program Coordinator (RPC)
- The designated Liaison or Emergency Contact for the affected energy and/or utility service provider(s)

#### **12-1.1A(3): Activation in anticipation of need**

ESF #12 may be needed to facilitate a faster restoration of services as a mitigating step to reduce the impact of or prevent other related issues. For example: activating ESF #12 to respond to a power outage during an extreme temperature event may mitigate a potentially large number of mass care needs that would otherwise trigger ESF #6 – Mass Care activation

## **12-1.2: DIRECTION AND CONTROL**

### **12-1.2A: EMERGENCY OPERATIONS CENTER (EOC)**

The ESF #12 primary agency representative at a local EOC or the Ramsey County EOC (RCEOC) will be supervised by the incident EOC Operations Section Chief. The County ESF #12 primary agency representative will coordinate with any municipal ESF #12 Leads/Liaisons working in their jurisdictions' EOC/command posts and the liaisons of the private utility and energy service providers..

Private utility providers will normally direct the emergency response and recovery activities of their organizations from their own operations centers. When practicable, utility provider liaisons will work in the affected jurisdictions' EOC and the RCEOC. In large events, this may not be possible. Coordination in these cases will occur through the State EOC (SEOC).

Utility crews will generally be directed by their normal supervisors. Utility crews responding from other areas pursuant to a utility mutual aid agreement and contractors hired by utilities to undertake repairs will normally receive their work assignments from the utility which summoned or hired them. Organized crews will normally work under the immediate control of their own supervisors

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### **12-1.2B: SPECIFIC DIRECTION AND CONTROL**

ESF #12 provides the appropriate supplemental governmental assistance and resources to enable restoration in a timely manner. Collectively, the primary and support agencies that comprise ESF #12:

- Serve as the focal point within the government for receipt of information on actual or projected damage to energy supply and distribution systems and requirements for preparedness, restoration, recovery, and mitigation.
- Advise local authorities on priorities for energy restoration, assistance, and supply.
- Assist industry local authorities with requests for emergency response actions as required to meet the county's energy demands.
- Assist governmental agencies by locating fuel for transportation, communications, emergency operations, and national defense.

#### **12-1.2B(1): Municipalities**

Municipalities involved with the incident will maintain their local jurisdictional control.

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It is recommended that municipalities assign an ESF 12 Lead/Liaison in their Incident Command to coordinate energy and utility issues for their jurisdiction with the agencies providing those services and the county EOC, and allocate their jurisdiction's resources as appropriate for those efforts. See the Responsibilities Section for municipal ESF Lead/Liaison and additional municipal responsibilities.

### **12-1.2B(2): Ramsey County**

When the County is requested to assist an affected municipality, or if the County activates on its own due to the situation, the County and the affected municipalities will coordinate on any ESF 12 efforts.

If activated, the County ESF 12 Lead will be the coordination point for these issues

The county will ensure that it coordinates its efforts with the SEOC when it is activated for an incident involving Ramsey County

### **12-1.2B(3): State**

The Minnesota Emergency Operations Plan (MEOP) details state activity in Annex L: Public Works and Utilities Restoration. The MEOP also addresses energy supply emergencies: “The Minnesota Department of Commerce maintains an emergency conservation and allocation plan (Minnesota Energy Assurance Plan) in the event of an energy supply emergency. That plan provides a variety of strategies and staged conservation measures to reduce energy use and, in the event of an energy supply emergency, establishes guidelines and criteria for allocation of fuels to priority users” (See MEOP Appendix 4).

### **12-1.2B(4): Federal**

The National Response Framework (NRF) and federal ESF #12 (<http://www.fema.gov/pdf/emergency/nrf/nrf-esf-12.pdf> ) identify the federal coordination roles and responsibilities in the event of an energy emergency requiring federal coordination.

### **12-1.2B(5): Private Sector**

The private sector normally takes the lead in the rapid restoration of infrastructure-related services after an incident occurs. Appropriate entities of the private sector are integrated into ESF #12 planning and decision-making processes

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## **12-1.2C: OPERATIONAL PROCEDURES**

### **12-1.2C(1): Incident command and operational responsibilities**

All operations utilize the National Incident Management System (NIMS). Command and control of the incident is through the Incident Command System (ICS). Upon activation of ESF #12, the primary agency for the affected jurisdiction assesses the energy impacts of the incident, provides analysis of the extent and duration of energy shortfalls, and identifies repair priorities.

In large-scale national emergencies, the United States Department of Energy (DOE) and Department of Homeland Security coordinate with State, tribal, and local

governments, and DOE prioritizes plans and actions for the restoration of energy during response and recovery operations.

ESF #12 coordinates with other ESFs to provide timely and accurate energy information and recommends options to mitigate impacts,

Private sector utilities can provide subject-matter experts to assist in the restoration efforts. This support includes assessments of energy systems, latest technological developments in advanced energy systems, and best practices from past disruptions.

ESF #12 coordinates with ESF #3 – Public Works and Damage Assessment to develop preliminary damage assessments of the energy sector to determine the extent of the damage to the infrastructure and the effects of the damage on the county.

#### **12-1.2C(2): Post-incident operational responsibilities**

ESF #12 participates in post-incident hazard mitigation studies to reduce the adverse effects of future disasters.

ESF #12 assists EMHS in determining the validity of disaster-related expenses for which the energy industry is requesting reimbursement based upon the Stafford Act.

ESF #12 primary agencies lead and participate in various best practices and lessons learned forums to ensure future disruptions are addressed in the most efficient manner possible.

### **12-1.3: GENERAL COUNTY AGENCY RESPONSIBILITIES**

#### **12-1.3A: EMERGENCY MANAGEMENT AND HOMELAND SECURITY**

- Notify necessary ESF 12 personnel of an event affecting local utility services, and any ESF 12 activations that result
- Provide guidance to and facilitate coordination with the ESF 12 Lead and the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and county governmental authorities.

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### 12-1.3B: RAMSEY COUNTY PROPERTY MANAGEMENT

- Carry out its COOP plans for utility restoration at County Facilities
- Provide staff to the EOC to serve as ESF 12 Lead
- Assist in the maintenance of this ESF

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### 12-1.3C: RAMSEY COUNTY INFORMATION SERVICES AND TELECOMMUNICATIONS

- Be responsible for assessing damage to the County-owned telecommunications infrastructure and for carrying out repair and recovery of that infrastructure in accordance with the Ramsey County COOP Plan.

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### 12-1.3D: RAMSEY COUNTY PUBLIC WORKS

- Coordinate with ESF 12 during initial damage assessments to provide information on any utility outages discovered.
- Coordinate with ESF 12 during debris removal operations to establish appropriate prioritization of access clearing for utility restoration operations

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### 12-1.3E: RAMSEY COUNTY SHERIFF'S OFFICE

- Provide traffic management support to the municipalities it contracts with and on County Highways where utility damage has disrupted traffic signals.
- Provide scene security in the cities it contracts with for services at damaged utility sites to prevent public exposure to any present hazard

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## 12-1.4: GENERAL MUNICIPAL RESPONSIBILITIES

With the exception of the City of North St. Paul, the municipalities do not operate energy or utility infrastructure other than water.

- Provide a municipal ESF 12 Lead or Liaison to work with the County ESF 12 Lead to represent and coordinate resource support for utility restoration in that municipality
- Support may be necessary from municipal departments for utility providers working to restore services in an affected municipality. This may include:



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#### 12-1.4A: MUNICIPAL PUBLIC WORKS/PARKS AND RECREATION

- Damage assessment
- Route clearing and debris removal to facility utility provider access to damaged utilities
- Traffic management

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#### 12-1.4B: MUNICIPAL LAW ENFORCEMENT

- Traffic management
- Scene security at damage utility sites to prevent public exposure to any present hazards

### **12-1.5: UTILITY SERVICE PROVIDER RESPONSIBILITIES**

Since the County has no regulatory responsibilities over private utility providers, close coordination will be required to help ensure emergency response and recovery decisions regarding system restoration are based on shared information. Energy and utilities field personnel will work within the Incident Command System (ICS) structure. Although they will remain under the direct control of their sponsoring organization, they will be assigned by the Incident Commander and/or the EOC Team to respond as necessary.

- Maintain their SOPs, including any MOUs for external resources, for the performance of their functions and tasks during emergencies affecting Ramsey County Jurisdictions
- Provide regular updates to ESF 12 on the status of utility services, number of people affected, and restoration timelines in affected jurisdictions
- Coordinate with ESF 12 and other EOC staff on the prioritization of service restoration
- When warning times permit, take appropriate action to protect and preserve utility equipment, personnel, and infrastructure from the anticipated affects of a pending event.
- Coordinate public messages with the incident PIO and participate in the Joint Information System.
- Assist ESF 12 staff and the PIO in any guidance and public messaging regarding energy conservation measures necessary during the event

## 12-2: RESTORATION PRIORITIZATION

To the extent practicable, priority for restoration of electric service will be given to facilities providing life safety services at their location, disaster facilities providing emergency services for the disaster response at their location (such as the EOC), and critical continuity of government/ critical infrastructure facilities.

In general, electric services will be restored in the following order (the ESF #12 Lead will coordinate with service providers and the Operations and Logistics sections to establish incident specific priorities based on these guidelines):

- All affected hospitals and any facility providing medical care to disaster victims
- Critical Infrastructure facilities providing disaster communications
- Police, fire, and EMS facilities
- Critical water treatment and distribution facilities
- Critical sewage treatment and pumping facilities
- Buildings serving as Mass Care facilities (shelters, family assistance centers etc. See ESF #6 – Mass Care)
- Critical fueling facilities
- Storm water pumping stations
- Multi-unit dwellings housing vulnerable populations

## 12-3: SPECIFIC HAZARD RESPONSIBILITIES

### 12-3.1: WATER OR SEWER OUTAGE

- Coordinate with local water utilities to curtail general water service to residents to retain water in tanks for firefighting and for controlled distribution to local residents in containers.
- Arrange for supplies of emergency drinking water for the general public and for bulk water for those critical facilities that require it to continue operations.
- If sewer service is disrupted, arrange for portable toilets and hand washing facilities to meet sanitary needs.

### 12-3.2: ELECTRICAL OR NATURAL GAS OUTAGE

- Obtain emergency generators to power water pumping stations, water treatment facilities, sewage lift stations, sewage treatment facilities, fueling facilities, and other critical sites (see emergency generator request form. To be filled out by requesting facility/agency to help ensure that the proper generator is procured for their needs).
- During periods of cold weather, establish public shelters for residents who lack heat in their homes in coordination with ESF 6
- During periods of extreme heat, establish “cooling sites” for residents who do not have air conditioning in their homes in coordination with ESF 6
- Coordinate with ice distributors to ensure ice is available locally to help citizens preserve food and medicines.
- Arrange for fuel deliveries to keep emergency generators running at critical facilities.
- Request volunteer groups set up mass feeding facilities for those who do not have electrical or gas service and thus cannot prepare meals

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### 12-3.3: TELECOMMUNICATIONS OUTAGE

(See ESF 2 Communications for Emergency Telecommunications plans)

- Request telecommunications providers implement priority service restoration plans. They have internal plans and resources (Cellular on Wheels for example) for addressing these issues.
- Priority will be placed on the restoration of the 911 system. If necessary, personnel with radios may need to be stationed at regular intervals in a neighborhood experiencing a longer term telecommunications outage to serve as relay points for public 911 requests.
- Coordinate with PSAPS on their plans for such events.
- Activate amateur radio support as necessary.
- Request external assistance in obtaining additional radios and repeaters or satellite telephones, and trained personnel as necessary.

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### 12-3.4: FUEL SHORTAGE

- Coordinate with local fuel suppliers to establish supply vs. average public need at that time of year for each type of fuel impacted.
- Determine priorities for fuel supply

- As with other power restoration priorities, life safety services have top priority (see the Restoration Prioritization in the Operational Procedures section above for details)
- Response agencies should have internal SOPs for the fuel necessary to run their vehicles, but may need additional assistance in locating sources once theirs is exhausted
- Medical facilities using fixed or portable emergency generators should have internal plans for maintaining and fueling that generator, but may need additional assistance in locating sources once theirs is exhausted.
- Develop and institute rationing protocols based on the above
- Coordinate with public transportation sources as available and appropriate to supplement public transportation needs in the affected area
- Coordinate with the PIO on messages to the public and employers regarding conservation methods and alternate transportation

## 12-4: SHORT TERM RECOVERY

- Continue all activities in coordination with the EOC based on the requirements of the incident
- Support restoration activities
- Replenish supplies and repair damaged equipment
- Participate in after-action briefings and develop after-action reports
- Make necessary changes in this ESF Annex and supporting plans and procedures
- Establish incident specific priorities (see the Restoration Prioritization in the Operational Procedures section above for guidelines) for the restoration of power or the provision of portable generators to government and community facilities that have a need for power in order to perform their critical continuity of operations/government tasks and are in areas where it is not expected that electrical utilities will be able to restore power in a reasonable timeframe.
- As areas are restored to power, generators in use at facilities there may be moved to other less critical facilities that have gone without power.
- Departments owning the critical facilities that are being served by generators will be responsible to keep the generators fueled and running when possible or coordinating with the EOC for that service if necessary.
- During periods of cold weather, establish public shelters for residents in the affected area who have insufficient heating oil to heat in their homes in coordination with ESF 6 Mass Care

- Coordinate with Public Health for public messages and safety inspections for food service businesses affected by an electrical and/or water outage to assist them with returning to operations as quickly as possible.
- Public information, coordinated with the utility providers through the PIO, will be essential to assisting the public during the transition to full recovery of services.
  - Alternate public messaging methods may be necessary

## 12-5: RESOURCES

Table 1: Municipal Energy & Utility Providers

Municipality	Electric	Natural Gas	Water	Sewer	Fuels	Telecomm
Arden Hills	Xcel	Xcel	St. Paul Regional Water Services (City of Roseville)	Met Council	Ramsey County Maintenance (city vehicles)	CenturyLink
Falcon Heights	Xcel	Xcel	St. Paul Regional Water Services	Met Council	Yocum	CenturyLink
Gem Lake	Xcel	Xcel	Private wells	City of Gem Lake	Yocum	CenturyLink
Lauderdale	Xcel	Xcel	St. Paul Regional Water Services	St. Paul Regional Water Services	Yocum	Cisco Sprint (through City of Roseville)
Little Canada	Xcel	Xcel	St. Paul Regional Water Services*	St. Paul Regional Water Services	Kath	CenturyLink
Maplewood	Xcel	Xcel	St. Paul Regional Water Services	St. Paul Regional Water Services	Yocum Cenex	CenturyLink McLeod AT&T
Mounds View	Xcel	Xcel	City of Mounds View	City of Mounds View	unk	CenturyLink
New Brighton	Xcel	Xcel	City of New Brighton	City of New Brighton	Yocum	XO Comm.
North Oaks	Xcel	Xcel	Private wells	Private systems	Yocum	CenturyLink
North St. Paul	City of North St. Paul	Xcel	City of North St. Paul	City of North St. Paul	Yocum Kath	CenturyLink Comcast

<b>Roseville</b>	Xcel	Xcel	St. Paul Regional Water Services*	St. Paul Regional Water Services	Yocum	Cisco Sprint
<b>St. Anthony</b>	Xcel	Centerpoint	City of St. Anthony	City of St. Anthony	UNK	CenturyLink
<b>Shoreview</b>	Xcel	Xcel	City of Shoreview	City of Shoreview	Yocum	CenturyLink
<b>Vadnais Heights</b>	Xcel Connexus	Xcel	City of Vadnais Heights	City of Vadnais Heights	Kath BP SuperAmerica	CenturyLink
<b>White Bear Lake</b>	Xcel	Xcel	City of White Bear Lake	City of White Bear Lake	Yocum	CenturyLink
<b>White Bear Township</b>	Xcel	Xcel	City of White Bear Lake	City of White Bear Lake	Yocum Kath	CenturyLink
<b>University of Minnesota- St. Paul campus</b>	Xcel	Centerpoint	St. Paul Regional Water	City of Minneapolis	Yocum Kath	U of M CenturyLink

\*Supplied by St. Paul Regional Water Services but maintains their own distribution systems

### 12-5.1: ENERGY AND UTILITY PROVIDER EMERGENCY CONTACT INFORMATION

**Note:** this list includes the emergency contact information for the major county and municipal utility and energy providers current as of this writing. Where a municipality maintains its own utility service, or has a contract with a unique vendor, emergency contact can be made for restoration coordination through the Emergency Communications Center/ County Dispatch or the public safety department for the municipality. . Reference the previous table to see which municipality uses which vendor)

#### General

- Xcel Essential Services Line : to report an outage to a critical facility or get outage information

○

#### Electric

- Xcel
- 
- City of North St. Paul
-

- Connexus
  -

## **Gas**

- Xcel
  -
- Centerpoint
  -

## **Water**

- St. Paul Regional Water Services
  -
- City of North St. Paul
  -
- City of White Bear Lake
  -

## **Sewer**

- St. Paul Regional Water Services
  -
- City of Minneapolis
  -
- Met Council
  -
- City of North St. Paul
  -
- City of White Bear Lake
  -

## **Fuel**

- Vehicle and Engine fuels
- Yocum (Ramsey County contracted vendor, municipal vendor-see previous table)
  -
- Kath Fuel Oil Services
  -
- Heating Fuels
- Yocum (Ramsey County contracted vendor, municipal vendor-see previous table)
  -

## **Telecommunications**

- CenturyLink
  -



## Generators

- Ramsey County Vendors (Vendors with county contracts as of this writing)
- Titan Energy Systems (generator service and maintenance)
  - 24 hour service
- Zeigler (generator inspection, maintenance and parts)
  - 24 hour service

## 12-6: ADMINISTRATION AND SUPPORT

### 12-6.1: SUPPORT

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

#### 12-6.1(A): AGREEMENTS AND UNDERSTANDINGS

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

#### 12-6.1(B): STATUS REPORTS

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

#### 12-6.1(C): EXPENDITURES AND RECORD KEEPING

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

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#### 12-6.1(D): CRITIQUES

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## 12-7: GLOSSARY

<b>COOP</b>	Continuity of Operations Plan
<b>CIM</b>	County Incident Manager
<b>DOE</b>	US Department of Energy
<b>DHS</b>	US Department of Homeland Security
<b>EMA</b>	Local Emergency Management Agency
<b>EOC</b>	Emergency Operations Center
<b>HSEM</b>	MN Division of Homeland Security and Emergency Management
<b>ICS</b>	Incident Command System
<b>JIS</b>	Joint Information System
<b>NIMS</b>	National Incident Management System
<b>PIO</b>	Public Information Officer
<b>RCEOP</b>	Ramsey County Emergency Operations Center
<b>RRC</b>	HSEM Regional Program Coordinator
<b>SEOC</b>	MN State Emergency Operations Center
<b>SOP</b>	Standard Operating Procedure

## ESF #13: LAW ENFORCEMENT AND SECURITY

<b>ESF Coordinator</b>	Ramsey County Sheriff's Office
<b>Primary County Agency:</b>	Ramsey County Sheriff's Office
<b>Primary Municipal Agencies:</b>	Maplewood Police Department Roseville Police Department New Brighton Department of Public Safety Police Division White Bear Lake Police Department Mounds View Police Department Saint Anthony Police Department Blaine Police Department Spring Lake Park Police Department State Fair Police Department Ramsey County Sheriff's Office Patrol Division (for contracted cities)
<b>Support Agencies:</b>	Ramsey County Emergency Management and Homeland Security (EMHS) Metropolitan Airports Commission Police Metropolitan Transit Police University of Minnesota Police Department Saint Paul Police Department Ramsey County Community Corrections (RCCF) Property Management Saint Paul Ramsey County Department of Public Works (SPRCDPH) Federal Bureau of Investigations (FBI) United States Marshal's Service Minnesota State Patrol (MSP) Minnesota Bureau of Criminal Apprehension (BCA) Minnesota State Fire Marshall Minnesota Homeland Security and Emergency Management (HSEM)

# INTRODUCTION

## PURPOSE

ESF #13 coordinate law enforcement and security capabilities and resources to support the full range of incident management activities associated with potential or actual incidents requiring a coordinated response.

## SCOPE

ESF #13 provides a mechanism for coordinating and providing law enforcement and security support to State, tribal, and local jurisdictions during times of emergency; and/or support to other ESFs, consisting of law enforcement and security capabilities and resources during potential or actual incidents requiring a coordinated response.

ESF #13 capabilities support incident management requirements including, but not limited to, force and critical infrastructure protection, security planning and technical assistance, technology support, and general law enforcement assistance in both pre-incident and post-incident situations. ESF #13 is activated in situations requiring extensive public safety and security and where the regular government resources are overwhelmed or are inadequate.

## SITUATION AND ASSUMPTIONS

### SITUATION

- The Ramsey County Sheriff's Office (RCSO) has jurisdiction on all bodies of water in Ramsey County
- MN Statutes Chapter 12 provides a mechanism for mutual aid within Minnesota
- Emergencies and disasters require adequate security at the site of the incident. They also place significant strains on the local law enforcement agencies. In addition, the disaster may affect individual officers and decrease their ability to respond when needed.
- If the disaster is of a terrorist nature, the FBI will be involved early, and will assume control of the overall investigation.

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## ASSUMPTIONS

- First priority will be to ensure the safety of the public
- Each jurisdiction provides or contracts for law enforcement services.
- The provision of mutual aid to one community by another will place added stress on the law enforcement capabilities of the community providing the mutual aid.
- Local law enforcement agencies will request mutual aid assistance as early as possible during an emergency.
- This plan assumes that during a disaster the “usual” level of personnel available to be sent to another community will be less than might happen during a small scale event. This means that we anticipate the need for assistance from several agencies to any jurisdiction affected by disaster.

## 13-1: CONCEPT OF OPERATIONS

### 13-1.1: POLICIES

Primary responsibility for law enforcement lies with the local jurisdiction and certain state and federal authorities. Law enforcement activities on bodies of water in the county are the responsibility of the RCSO.

The RCSO has primary responsibility for the security of the State and County Courts, and the Adult Detention Facility. Ramsey County Community Corrections has responsibility for security in all other detention facilities in the county, and for the public safety supervision of convicted offenders outside of detention facilities.

Ramsey County Property Management has responsibility for contracting for security in other county facilities. Individual jurisdictions have responsibility for security in their own facilities – in most cases provided by the jurisdiction’s law enforcement agency.

Private-sector authorities have primary responsibility for security in their own facilities.

Combined, these entities, therefore, are typically the first line of response for public safety and security, respectively. ESF #13 is established to provide support to both of these areas.

All jurisdictions utilize the Incident Command System (ICS) on scene. In larger scale incidents, additional resources are first obtained through the activation of mutual aid and assistance agreements with neighboring localities and/or under the authority of MN Statutes Chapter 12, with incident operations managed through a Unified Command structure.

In this context, Ramsey County's resources would also include (1) members of the MN National Guard that the Governor calls into State active duty, or (2) those called to active duty pursuant to Title 32 United States Code (U.S.C.) if authorized by State law to perform law enforcement, security, and/or public safety functions, and if approved by the Secretary of Defense.

Through ESF #13, RCSO resources supplement local agency resources and vice-versa when requested or required, as appropriate, and are integrated into the incident command structure using National Incident Management System (NIMS) principles and protocols..

## **13-1.2: ROLES AND RESPONSIBILITIES**

### **13-1.2A: GENERAL RESPONSIBILITY OF ESF #13**

ESF #13 facilitates coordination of public safety and security among Federal, State, tribal, and local agencies operating in support of an emergency or disaster in Ramsey County, as well as among other ESFs, to ensure that communication and coordination processes are consistent with stated incident management missions and objectives.

When activated, ESF #13 coordinates the implementation of law enforcement mission assignments and resources that are appropriate for the situation. ESF #13 may provide protection and security resources, planning assistance, technology support, and other technical assistance to support incident operations, consistent with individual agency authorities, state law, and resource availability.

In the event that local police forces are insufficient to adequately respond to a civil disturbance or other serious law enforcement emergency, the Sheriff may request that the Governor provide National Guard resources.

During terrorist incidents, ESF #13 coordinates and contributes support to Federal Bureau of Investigation (FBI) operations, if requested.

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### 13-1.2B: GENERAL RESPONSIBILITIES OF CHIEF LAW ENFORCEMENT OFFICERS

The chief officer of each law enforcement agency performs the following specific emergency management tasks for their individual services:

- Maintain current roster of personnel including names, addresses, and all contact numbers
- Notification of personnel to report as situations dictate
- Coordinate with the Emergency Operations Centers of affected communities and the County
- Train to and follow the standards of the National Incident Management System
- Maintain communications with the affected EOC and advise of situation, assistance and equipment needed, staging areas, etc.
- Coordinate with municipal and county Public Works officials and fire services as the situation dictates
- Maintain inventory of essential emergency supplies
- Provide support to other communities as practicable
- Provide radio's and operators to multi-jurisdictional command posts and affected EOC's
- Municipal fire marshals/inspectors/investigators will coordinate their efforts with the State Fire Marshall

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### 13-1.2C: RAMSEY COUNTY RESPONSIBILITIES

- The Ramsey County Sheriff's Office is the primary responsible agency for law enforcement in the communities with which that office has contract obligations.
  - The Sheriff is also the primary responsible agency for law enforcement and security on all bodies of water within the County, as well as at the Law Enforcement Center (jail) and all courts.
  - The Sheriff's office will assist in site security and investigation in any jurisdiction at the request of that jurisdiction
  - All CBRNE/Terrorism related incidents will be reported to the Sheriff's WMD unit for consideration in their intelligence analysis role. That unit is available to assist in CBRNE related investigations at the request of any jurisdiction.
- Ramsey County Community Corrections is responsible for security at juvenile detention centers within the County and will assist as otherwise needed with



personnel and two-way radio equipment.

- Physical security (guards, equipment, etc.) at non-court county-owned facilities is the responsibility of Property Management.
- Investigation of cause and manner of death is the responsibility of the Ramsey County Medical Examiner's Office.
- Epidemiological investigations are the responsibility of the St. Paul – Ramsey County Department of Public Health.
- Ramsey County Emergency Management and Homeland Security will coordinate with the municipal authorities at the scene and/or at the municipal EOC. EMHS will assist with establishing liaison between municipal and county governmental authorities.

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### 13-1.2D: MUNICIPAL RESPONSIBILITIES

- Local law enforcement is responsible for coordinating and/or providing investigation, enforcement and site security within their jurisdiction
- The local Police agency will contact other agencies for mutual aid and/or “backfill” as necessary using existing agreements.
- Information related to potential criminal investigation of terrorism will be reported to the Joint Terrorism Task Force.
- For any terrorism or CBRNE related event (other than specifics of criminal investigations), the local Police agency will notify the County Duty Officer in a timely fashion.
- Each law enforcement agency ensures adequate training for their personnel in accordance with the Minnesota Board of Peace Officer Standards and Training and OSHA. Training is offered at least monthly and schedules and records of this training are kept at the individual department's offices.
- The individual chiefs of all law enforcement services within the county perform the following specific emergency management tasks for their individual services:
  - Maintain current roster of personnel including names, addresses, and all contact numbers
  - Notifications of personnel to report as situations dictate.

- Coordinate with the Emergency Operations Centers of affected communities and the County
- Train to and follow the standards of the National Incident Management System
- Maintain communications with the affected EOC and advise of situation, assistance and equipment needed, staging areas, etc.
- Coordinate with municipal and county Public Works officials and fire services as the situation dictates
- Maintain inventory of essential emergency supplies
- Provide support to other communities as practicable and requested
- Municipal fire marshals/inspectors/investigators will coordinate their efforts with the State Fire Marshall

### **13-1.3: ACTIVATION**

#### **13-1.3A: GENERAL**

ESF #13 is activated when public safety and security capabilities and resources above those routinely available, are needed to support incident operations. This includes threat or pre-incident as well as post-incident situations.

When ESF #13 is activated, the primary agency (RCSO or municipal law enforcement agency lead), with assistance from EMHS and other supporting departments and agencies, assesses and responds to requests for public safety and security resources to include law enforcement resources and planning or technical assistance from affected agencies, jurisdictions, or other ESFs.

ESF #13 may provide personnel to staff the affected jurisdiction's Emergency Operations Center (EOC), the Ramsey County EOC (RCEOC), the Incident Command Post, the Joint Information Center (JIC), and other multi-agency coordination centers established in support of the incident.

ESF #13 primary agencies manage support by coordinating local resources related to public safety and security to preserve life, protect property (including critical infrastructure), and coordinating and defining specific requests for additional assistance.

ESF #13 coordinates with Federal, State, tribal, and local officials to determine public safety and security support requirements and to jointly determine resource priorities.

ESF #13 maintains communication with supporting agencies to determine status, capabilities, assess the availability of resources, and track resources that have been deployed as a result of approved and mission assignments.

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### **13-1.3B: ACTIONS**

#### **13-1.3B(1): Convene and assess**

When ESF #13 is activated, the affected primary agency deploys representative(s) to the EOC and/or RCEOC and assesses the need for ESF #13 resources. The primary agency coordinates response assistance and support in close cooperation with field elements.

In many cases, ESF #13 primary and support agencies will convene in a meeting or by conference call to coordinate public safety and security assistance efforts.

#### **13-1.3B(2): Field Level Support**

Depending on the situation, an ESF #13 representative at an on-scene command post may participate in early assessment efforts, pre-incident planning, or incident response coordination.

ESF #13 coordinates mission assignments for public safety and security support. As early as possible, ESF #13 should move operations to a fixed facility – such as the jurisdiction EOC or the RCEOC, or other multiagency coordination center. At a minimum there must be ESF #13 liaisons in the EOC and RCEOC when activated.

ESF #13 activities at the local/regional level will be closely coordinated with other law enforcement efforts in the county, and neighboring counties, and with any Federal law enforcement agencies conducting core mission responsibilities.

While the affected local, and private-sector authorities have primary responsibility for public safety and security, ESF #13 provides coordinated

multi-jurisdictional public safety and security assistance to support preparedness, response, and recovery priorities in circumstances where local resources are overwhelmed or inadequate.

#### **13-1.3B(3): Pre-incident Coordination**

Supporting incident management planning activities and pre-incident actions required to assist in the mitigation of threats and hazards. This includes developing operational and tactical public safety and security plans, conducting technical security and/or vulnerability assessments, and deploying law enforcement and security resources in response to specific threats or potential incidents.

#### **13-1.3B(4): Technical Assistance**

Providing expertise and coordination for security planning efforts and conducting technical assessments (e.g., vulnerability assessments, risk analyses, surveillance sensor architecture, etc.).

#### **13-1.3B(5): Specialized Public Safety and Security Assessment**

Identifying the need for ESF #13 support and analyzing potential factors (e.g., mapping, modeling, and forecasting for crowd size, impact of weather, and other conditions) that may affect resource allocations and requisite actions affecting public safety and security. Also, ESF #13 works with EMHS to assess and analyze critical infrastructure threats and risks.

#### **13-1.3B(6): General Law Enforcement Assistance**

Providing basic law enforcement assistance during incidents that require a coordinated multi-jurisdictional response. Such assistance may include conducting routine patrol functions and making arrests as circumstances may require.

#### **13-1.3B(7): Badging and Credentialing**

Assisting EMHS in the establishment of consistent processes for issuing identification badges to emergency responders and other personnel needing access to places within a controlled area, and verifying emergency responder credentials.

#### **13-1.3B(8): Access Control**

Access control at jurisdiction EOCs, the RCEOC, the Public Health Department Operations Center (DOC); and the EMHS DOC is a major duty of ESF #13. Providing security forces to support efforts to secure affected sites, government

property, and critical resources to control access to the incident site and critical facilities.

#### **13-1.3B(9): Site Security**

Providing security forces and establishing protective measures around the incident site, critical infrastructure, and/or critical facilities.

#### **13-1.3B(10): Traffic and Crowd Control**

Providing emergency protective services to address public safety and security requirements.

#### **13-1.3B(11): Force Protection**

Providing for the protection of emergency responders and other workers operating in a high-threat environment, and for the operational security of emergency response operations wherever they may occur.

#### **13-1.3B(12): Specialized Security Resources**

Providing specialized security assets such as traffic barriers; chemical, biological, radiological, nuclear, and high-yield explosives detection devices; canine units; law enforcement personal protective gear; etc.

## **13-2: RESOURCES**

### **13-2A: STATE AND OTHER RESOURCES**

- The Minnesota State Patrol is available to assist local jurisdictions with enforcement and security.
- The Minnesota Bureau of Criminal Apprehension is available to assist jurisdictions with investigations.
- State Bomb Squads are available to assist with CBRNE issues
- The National Guard is available to assist with security and control issues in disaster situations. The National Guard is available only after request by the Sheriff.
- Requests for state assistance are to be made through the Minnesota Duty Officer

- The FBI in conjunction with State and local law enforcement, operates the Minneapolis Joint Terrorism Task Force (JTTF). The JTTF is the central point for investigations involving potential or actual acts of terrorism.

## **13-3: ADMINISTRATION AND SUPPORT**

### **13-3.1: SUPPORT**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **13-3.2: AGREEMENTS AND UNDERSTANDINGS**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State of Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### **13-3.3: STATUS REPORTS**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **13-3.4: EXPENDITURES AND RECORDKEEPING**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines.

The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from each agency's budget, pending later appropriations or special funds.

### 13-3.5: CRITIQUES

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise.

Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## EMERGENCY SUPPORT FUNCTION #14 LONG-TERM COMMUNITY RECOVERY

<b>ESF Coordinator</b>	Ramsey County Manager's Office Ramsey County EMHS
<b>Primary County Agency:</b>	Ramsey County Manager's Office
<b>Primary Municipal Agencies:</b>	Mayor's Office
<b>Support Agencies:</b>	Ramsey County Appraiser's Office Ramsey County Economic Development Ramsey County GIS Ramsey County Public Works Local Fire Departments Ramsey County Sheriffs Local Law Enforcement Local Building Officials Ramsey County Community Human Services
<b>Non-governmental Organizations</b>	Twin Cities Chapter American Red Cross The Salvation Army MN Voluntary Organizations Active in Disaster (VOAD) Chamber of Commerce
<b>State Agency</b>	Minnesota Department of Homeland Security and Emergency Management
<b>Federal Agency</b>	Federal Emergency Management Agency



## **INTRODUCTION**

### **PURPOSE**

Emergency Support Function (ESF) #14 provides a mechanism for coordinating support to County and local governments, and to non-governmental organizations (NGOs) and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF #14 works to accomplish this by identifying and facilitating available sources of recovery funding, facilitating the coordinated use of such funding, and providing a mechanism for governments to work in concert and find technical assistance for recovery and recovery planning support.

### **SCOPE**

ESF #14 may be activated for incidents that require a coordinated response to address significant long-term impacts (e.g., impacts on housing, government operations, agriculture, businesses, employment, community infrastructure, the environment, human health, and social services) to foster sustainable recovery.

ESF #14 support will vary depending on the magnitude and type of incident.

### **SITUATION AND ASSUMPTIONS**

The County is likely to play a major role in leading long-term community recovery (LTCR) efforts when the scope and scale of the disaster crosses multiple municipalities within the County and/or when the ability to lead long-term recovery efforts is beyond the capability of local community resources.

In this capacity, the County can assist in ensuring the LTCR process is planned and implemented.

County resources might be applied differently depending on the municipality that is affected by the disaster, the extent of the disaster, and whether or not property owned or leased by Ramsey County is affected by the disaster.

If the damage is largely concentrated in a small area (e.g. contained within one municipality), the municipality may take the leadership role in long-term community recovery and request the County to take an assisting role.

## 14-1: CONCEPT OF OPERATIONS

### 14-1.1: POLICIES

Specifically, this annex discusses:

- Economic assessment, protection and restoration
- Community recovery operations
- Mitigation analysis and program implementation
- Coordination with the private sector
- Coordination with State and Federal agencies providing assistance

County support to affected municipalities (and municipal and county support to NGOs and the private sector) is tailored based on the type, extent, and duration of the incident and long-term recovery period, and on the availability of government resources.

ESF #14 is not a funding entity but facilitates the identification, coordination, and use of resources to support long-term recovery.

Long-term community recovery efforts build resilience focusing on disaster resistance through permanent restoration of infrastructure, housing, industry, natural resources, community well-being, and the local economy, with attention to mitigation of future impacts of a similar nature.

The lead agency in the field is designated based on the type of disaster.

The County routinely provides a broad range of services to the community through these departments/divisions: Community Human Services (CHS); St. Paul Ramsey County Public Health (SPRCPH); Public Works, Emergency Communications Center (ECC); Emergency Management and Homeland Security (EMHS); Ramsey County Sheriff's Office (RCSO); Parks and Recreation; Jobs and Training; Libraries, Veterans Services; Community Corrections; Housing Redevelopment Authority; and Regional Rail Authority.

Many of these services may be critical assets to establishing long-term recovery in the community. The County would utilize existing programs and services, as well as personnel, and apply them as needed and appropriate.

For the purpose of this annex, recovery activities are addressed based on one of two situations, pre-Stafford Act assistance and post-Stafford Act assistance. Stafford Act assistance refers to any assistance available under the Robert T. Stafford Disaster

Relief and Emergency Assistance Act, Public Law 93-288 as amended. This assistance, which is requested through the Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), includes but is not limited to fire management assistance, emergency declaration assistance and/or major disaster declaration assistance.

Requests for federal disaster assistance will be predicated on the requirements outlined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288).

Plans to initiate the long-term recovery efforts should begin before demobilization of the incident response efforts occurs.

During major events, the Emergency Operations Center (EOC) will have been activated for the response and short term recovery phases of the emergency and will continue to be used for transition into longer-term recovery activities. Ongoing activities related to the implementation of ESF #14 may be coordinated from other locations.

## **14-1.2: DIRECTION AND CONTROL**

### **14-1.2A: GENERAL LEADERSHIP FRAMEWORK**

ESF #14 provides the coordination mechanisms for Ramsey County to support the local governments' assessment of the LTCR needs in the impacted areas and exchange assessment information among county departments and agencies. At the municipal level, ESF #14 provides mechanisms for affected jurisdictions to assess LTCR needs, exchange information between agencies and other jurisdictions, and to coordinate requests and use of state and federal assistance.

### **14-1.2B: COORDINATION**

The County Manager and/or the Mayor(s) of affected jurisdiction(s) will take the lead in activating the process for establishing a formal LTCR process. In their initial meetings, they and/or their designees will review the status of the short-term recovery efforts and any assessments of need that have been completed to date.

The County Manager will contact members from the Senior Management Team to discuss the current status of the recovery and begin laying out a plan for establishing a community-based LTCR process.

Within the NIMS (National Incident Management System) structure, long-term community recovery requires a collaborative approach (rather than the hierarchical approach of incident command) that engages a broad representation of the community—local, state, national jurisdictions; elected officials, community residents; local/regional businesses; nonprofit and voluntary agencies; foundations and the faith community. While the County Manager and Mayor(s) from the affected municipalities initiate the LTCR process, they have the respective authorities to reassign staff and designate a team of experts from within the County/municipality staffs to work within a broader team from the community. This collaborative approach is necessary to ensure

- Decisions balance competing interests so that constituents are treated equitably and long-term community benefits are not sacrificed for short-term individual gains.
- Multiple financial resources to achieve broad-based community support for community recovery activities
- Reconstruction and redevelopment opportunities lead to enhanced economic and community vitality
- Environmental and natural resources opportunities lead to enhanced natural functions and maximize community benefits
- Exposure to risk is lower than what it was prior to the disaster

### **14-1.3: OPERATIONAL PROCEDURES**

There are typically 13 separate steps that comprise the LTCR planning process. Some of these steps can be done concurrently; others are more sequential in nature.

#### **1. Assessing the Need**

Using existing tools, leaders assemble information already known, and carry out additional assessments to be knowledgeable of the scope of community needs. A particular focus of assessment is on damages and resources in the housing sector, the infrastructure/environment sector, and the economic sector.

#### **2. Selecting an Overall Leader and Outlining the LTCR process**

The local governing bodies, (e.g. the County Board of Commissioners and City Councils), will initiate the LTCR planning process and appoint an individual or small group of individuals as leader(s) of the LTCR process. The Ramsey County Manager's ESF Coordinator and the Director of EMHS are likely to assume key roles in the LTCR process.

### **3. Securing Outside Support**

This involves engaging local, state and federal agencies, the private sector and non-government organizations to assist in the recovery process. The LTCR leadership team invites key agency leaders/staff to participate in weekly meetings/conference calls, and/or to take part in a one-day community recovery workshop to present needs and develop the beginnings of the long term recovery plan.

### **4. Establishing a Public Information Campaign**

The County Manager and City Administrator(s) will determine who should assume the responsibility for a public information campaign. This assignment helps inform and engage the community at large, assures the LTCR process keeps a high profile, and provides consistency in messages to the public at large.

### **5. Reaching A Consensus**

When the data on community needs is gathered, stakeholder groups that need to agree on the LTCR plan must be identified and involved in a consensus-building process.

### **6. Identifying the Issues**

This process involves reviewing any previous community visions to determine if anything has changed as a result of the disaster, and looking at ways to improve the community's previous condition, including new opportunities that may have resulted from the event.

### **7. Articulating a Vision and Setting Goals**

This process establishes a common direction as the focus for the community's efforts. The vision will be accomplished by setting agreed-upon concrete goals and targeted projects that will help reach those goals.

### **8. Identifying, Evaluating and Prioritizing Projects**

In this step, projects that could help realize the community vision are identified, evaluated, and prioritized, to lay the ground for a working plan.

## **9. Developing a Recovery Plan**

The LTCR team begins crafting a recovery plan that incorporates all the work the community has invested and agreed upon, and includes greater detail on realizing the goals through the projects. This draft plan is distributed to the community to solicit feedback, and modified based on this feedback.

## **10. Choosing Project Champions**

This process identifies individuals who will provide leadership to each of the projects. Champions help attract funding and shape the next level of details needed to move the projects forward.

## **11. Preparing an LTCR Funding Strategy**

This step involves establishing partnerships and working relationships at the local, state and national level to secure the resources needed to carry out the projects.

## **12. Implementing the Plan**

This process involves final agreement and approval of the Plan. LTCR team and /or elected officials identify an implementation manager who will manage the process of carrying out the LTCR plan.

## **13. Updating the Plan**

The projects within the implementation plan need to go through further planning, design and analysis to be ready for actual construction or legislative approvals that may be required.

# **14-1.4: ROLES AND RESPONSIBILITIES**

## **14-1.4A: ESF #14 COORDINATOR**

- Work with the County Manager and City Administrator(s) to review and plan the implementation of a long-term community recovery (LTCR) planning process as specified under Operational Procedures.

- Work to establish ongoing working partnerships with private sector, non-profit sector, and faith community organizations.
- Work with the LTCR team to coordinate with neighborhood residents, groups, and volunteer agencies to ensure community needs related to the disaster are identified and that appropriate local, State, and Federal assistance is made available to address important community issues.
- Work with the LTCR team to coordinate with local jurisdictions, State, Federal, volunteer and private agencies involved in planning for and/or providing assistance and implementing recovery programs.

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#### 14-1.4B: ALL TASKED AGENCIES

##### ESF #14:

- Gathers information from affected County and municipal departments and agencies to assess the impacts and needs.
- Convenes interagency/inter-governmental meetings to develop an incident-specific action plan delineating specific agency participation to support specific community recovery and mitigation activities and to avoid duplication of assistance.
- Facilitates sharing of information among agencies and ESFs and coordinates early resolution of issues and the timely delivery of assistance.
- Coordinates identification of appropriate State and/or Federal programs to support implementation of long-term community recovery plans under current authorities and funding. This process identifies programs, waivers, funding levels, requests for additional authorities, etc. and identifies potential program gaps.
- Ramsey County, the State, and/or the Federal government may provide technical assistance such as impact analyses, economic revitalization, and recovery planning support.
- Coordinates with ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services; ESF #8 – Public Health and Medical Services, and the to identify long-term recovery needs of populations with functional needs and incorporate these into recovery strategies.

- Coordinates with ESF #3 - Public Works and Engineering, ESF #10 - Hazardous Materials Response, and the State and Federal governments to identify long-term environmental restoration issues.
- Coordinates with ESF # 17 – Animal Services and ESF #11 – Natural Resources stakeholders and service providers in long-term community recovery efforts.
- Coordinates implementation of the recommendations for long-term community recovery with the appropriate local, County, State, and/or Federal departments and agencies if the recommendations include program waivers, funding requests, and/or legislative initiatives.
- Facilitates recovery decision making across ESFs and increases awareness of communities' existing development and hazard mitigation plans.
- Develop applicable standard operating procedures, guidelines and/or checklists detailing the accomplishment of their assigned functions.
- When requested, deploy a representative to the affected jurisdiction Emergency Operations Center (EOC) and/or the Ramsey County EOC (RCEOC) to assist with LTCR and mitigation activities.
- Provide ongoing status reports as requested by the LTCR and Mitigation teams. Work with ESF #7 – Resource Management to maintain updated resource inventories of supplies, equipment, and personnel resources, including possible sources of augmentation or replacement.
- Document all costs and expenses associated with response and recovery activities in the event that State and Federal reimbursement becomes available.
- Maintain up-to-date rosters for notifying personnel and 24-hour staffing capabilities



## **14-2: RESOURCES**

### **14-2.1: COUNTY RESOURCES**

The County routinely provides a broad range of services to the community through Community Human Services, Public Health, Public Works, Emergency Communications, Emergency Management and Homeland Security, Public Safety, Parks and Recreation, Jobs and Training, Libraries, Veterans Services, Community Corrections, Housing Redevelopment Authority (HRA), and Regional Rail Authority (RRA). Many of these services may be critical assets to establishing long-term recovery in the community. The County would utilize existing programs and services, as well as personnel, and apply them as needed and appropriate.

### **14-2.2: MUNICIPAL RESOURCES**

While the specific resources available to each municipality differ, the jurisdictions routinely provide many basic services. As above, critical services such as CHS, SPRCPH, Jobs and Training, Veterans Services, Corrections, Libraries, HRA, and RRA are provided to all municipalities by the county. The county provides ECC services to all jurisdictions except White Bear Lake (which provides its own) and parts of other communities' law enforcement dispatch (which is provided by Hennepin County).

The municipalities provide zoning, permitting, development, law enforcement, incentives development, community development strategy, and various other public services (such as Public Works) either on their own or by contract. The rich cross-jurisdiction and jurisdiction-county interrelationships add a unique level of resilience capacity to Ramsey County overall. Each municipality maintains overall control of recovery and redevelopment within its jurisdiction.

### **14-2.3: SUPPORT AGENCY RESOURCES**

- Twin Cities North Chamber of Commerce  
Ramsey League of Local Governments
- VOAD Resources: There may be many VOAD organizations that would participate in LTCR. Typical partners would include

- The American Red Cross
- MNVOAD leadership
- Lutheran Disaster Response
- The Salvation Army
- United Way / 2-1-1
- United Methodist Committee on Relief (UMCOR)
- Church World Service
- Faith Community Resources
- Faith Community Resources

## **14-3: ADMINISTRATION AND SUPPORT**

### **14-3.1: SUPPORT**

Requests for emergency assistance will be resolved at the lowest level direction and control facility with appropriate response resources capabilities. Unresolved assistance requests will normally flow upward from cities to the county, and/or field deployed command posts to responsible representatives in the State Emergency Operations Center (SEOC), and as required to other states or the federal government for assistance support.

### **14-3.2: AGREEMENTS AND UNDERSTANDINGS**

All agreements and understandings entered into for the purchase, lease, or otherwise use of equipment and services, will be in accordance with the provision of laws and procedures.

The Proclamation of a State of Local Emergency by the Board of County Commissioners or State Disaster issued by the Governor may suspend selected rules and regulations that affect support operations. The primary agency will determine the specific impact of the situation and inform the ESF group members.

### **14-3.3: STATUS REPORTS**

The primary agency will maintain status of all outstanding assistance requests and unresolved ESF-related issues. This information will be summarized into periodic status reports and submitted in accordance with applicable operating procedures.

### **14-3.4: EXPENDITURES AND RECORDKEEPING**

Each ESF agency is responsible for establishing administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for federal reimbursement in accordance with the established guidelines. The first source of funds for expenditures by agencies in response to an emergency, imminent disaster, or recovery from a catastrophic incident, is to be from the local jurisdiction in which the disaster occurs.

### **14-3.5: CRITIQUES**

Following the conclusion of any significant emergency event/incident or exercise, the primary agency representative will conduct a critique of the group activities during the event/incident/exercise. Support agencies will provide written and/or oral inputs for this critique and the primary agency representative will consolidate all inputs into a final report and submit it to the County Emergency Management Director.

## **14-4: GLOSSARY**

<b>CHS</b>	Community Human Service
<b>DHS</b>	United States Department of Homeland Security
<b>EOC</b>	Emergency Operations Center
<b>EMHS</b>	Emergency Management and Homeland Security
<b>FEMA</b>	Federal Emergency Management Agency
<b>LTCR</b>	Long Term Community Recovery
<b>LTRG</b>	Long-term Recovery Group
<b>LTRC</b>	Long-term Recovery Committee
<b>MNVOAD</b>	Minnesota Voluntary Organizations Active in Disaster
<b>RCEOC</b>	Ramsey County EOC
<b>RCSO</b>	Ramsey County Sheriff's Office
<b>RRA</b>	Regional Rail Authority
<b>SPRCPH</b>	St. Paul Ramsey County Public Health

## ESF #15 —EXTERNAL COMMUNICATIONS & PUBLIC INFORMATION

<b>ESF Coordinator:</b>	Ramsey County Director of Communications
<b>Primary County Agency:</b>	Ramsey County Director of Communications
<b>Primary Municipal Agency:</b>	Municipal Public Information Officer
<b>Support Agencies:</b>	All governmental agencies involved in response and/or recovery  Private sector agencies working with the governmental agencies

## INTRODUCTION

### PURPOSE

Emergency Support Function (ESF) #15 – Public Information and External Affairs ensures that sufficient governmental assets are deployed during incidents requiring a coordinated response to provide accurate, coordinated, timely, and accessible information to affected audiences. These include governmental agencies, media, the private sector, and the local populace (including those with functional needs). Additional information about external information is available in the Ramsey County and municipal communications plans, and from individual agencies' Public Information Officers (PIOs).

The procedures outlined in this document are consistent with the National Response Framework (NRF), which establishes federal policies, and the National Incident Management System (NIMS) guidelines on standardization

### SCOPE

ESF #15 coordinates County and municipal actions to provide the required external affairs support to County and municipal incident management elements. This document describe the establishment of support positions to coordinate communications to various audiences and applies to all governmental agencies and departments that may require incident communications and external affairs support – or whose external affairs assets may become overwhelmed by the requirements of large and/or complex incidents.

The provisions of this document apply to any incident for which the affected jurisdiction has activated this countywide Emergency Operations Plan in response to an event where significant interagency coordination is required.

ESF #15 integrates many agencies including PIOs, governmental affairs offices, community relations, and the private sector. The Joint Information Center (JIC) ensures the coordinated release of information under ESF #15. The various components of the incident command system (ICS) established for the incident – at the scene and in any Emergency Operations Centers (EOCs) compliment the ESF #15 apparatus and assists in developing external and internal communications strategies and products for the ESF #15 organization.

Incident Action Plans (IAP) developed as an integral part of the ICS must be coordinated with the ESF#15 organization when activated.

## **SITUATION AND ASSUMPTIONS**

### **SITUATION**

Most incidents involve only one or a few agencies/jurisdictions and are easily handled under the standard protocols in existence for those agencies. However, it is critical that all external communications – about any incident (even “routine” incidents) be coordinated across the agencies. This reduces confusion and leads to better understanding of issues by the intended audiences.

Further, information and communications must also be provided to the governmental work force. These communications, too, must be coordinated with the information going to the general public. Disparate information leads to confusion and exacerbates the issues being discussed. In extreme cases, inaccurate or conflicting information can lead to loss of life.

Each response agency and governmental jurisdiction maintains specific plans for how they provide information.

In large and/or complex incidents involving multiple agencies or jurisdictions it is particularly important that a clear, concise, and timely set of messages be developed in a coordinated fashion.

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## ASSUMPTIONS

- First priority will be to ensure the life and safety of responders and the public
- Personnel in any agency involved in response to or recovery from an incident are trained in Public Information techniques and practices
- Public Information Officer (PIO) will be assigned by each agency
- A Joint Information Center will be established by which information can be coordinated
- Government appointed and elected officials will cooperate in the external affairs processes of ESF #15
- Accurate and truthful information will be released in a timely fashion
- Systems continue to exist for getting this information to the public and other affected populations

### 15-1: CONCEPT OF OPERATIONS

ESF #15 identifies and coordinates the procedures to resource internal and external communications processes necessary for incidents requiring a coordinated multi-agency/multi-jurisdictional response. External affairs resources are coordinated by the ESF #15 representatives in the Ramsey County Emergency Operations Center (RCEOC) and active municipal EOCs as directed by the County Incident Manager and affected Municipal Incident Managers. ESF #15 provides the governmental resource and implementation mechanisms to ensure delivery of messages developed in coordination with interagency public affairs officials. ESF #15 personnel will coordinate with State and Federal external affairs personnel. (See the jurisdictions' Public Communications Plans for more detail.)

#### 15-1.1: GENERAL POLICIES

Governmental planning for external affairs functions recognizes Federal, State, tribal, and local responsibilities for providing information to their populations. Nothing in this document should be construed as diminishing or usurping those responsibilities. In the unlikely event that State, tribal, and local governments are unable to perform these responsibilities, the Federal Government may provide vital operational health and safety information to the affected population (see the National Response Framework ESF #15).

Both Ramsey County and municipal external affairs elements are fully integrated into ESF #15.

Since ESF #15 integrates various functional areas, primary and support agencies are strongly encouraged to participate in ESF #15 training and exercises to ensure that their personnel are able to execute their responsibilities and achieve unity of effort when the ESF is activated.

The external affairs efforts are coordinated in support of a unified message as directed by the County Incident Manager and Municipal Incident Manager (s) for an event.

## **15-1.2: ORGANIZATION**

All emergencies are local events first. Thus, within the best practices of ICS, there are usually several command and coordination locations established. It is critical that information be coordinated at the highest level, but that it be generated as factually and locally as possible. Thus, information must flow UP to whatever multi-agency coordination is established; back to the on-scene ICS; and out to the affected populations.

ESF #15 may provide the same support to a National Special Security Event or other major planned public events whenever ESF #15 is activated.

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### **15-1.2A: ON-SCENE PUBLIC INFORMATION OFFICER (PIO)**

The appropriate agency at the on scene ICS will provide a local PIO at that scene in accordance with agency procedures. This person is tasked with coordinating information gathered at the scene and passing it up to the EOC, and coordinating information released at the scene (often with media representatives covering the scene). This information needs to be coordinated by the ESF #15 apparatus to ensure that messages are consistent and accurate. This local PIO will also relieve the Incident Commander from much of the worry and distraction of dealing with the media's need for information.

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### **15-1.2B: ESF #15 LEAD AGENCY**

Many large/complex emergencies do not require activation of multiple Ramsey County agencies. As a result, most often the lead agency will be the municipal agency. Similarly, the RCEOP is used in whole or part for many planned events, or single-jurisdiction situations. In some cases only county agencies may be involved. In all cases, when complexity dictates the need for coordinated information gathering and dissemination, ESF #15 is activated and the Incident Manager will appoint an ESF #15 Lead.

Most importantly, if multiple EOCs are in operation across the County, the Ramsey County ESF #15 will be activated to coordinate information across the many jurisdictions.

At the EOC, the ESF #15 Lead Agency serves as the primary external affairs advisor to the

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### 15-1.2C: ACTIVATION AND NOTIFICATIONS

- The CIM or MIM will notify the ESF #15 Lead agency of their need for involvement. This constitutes activation of the ESF.
- ESF #15 Public Information and External Communications may be partially or fully activated, depending upon the needs of the disaster/emergency response operation.
- Within a reasonable time of the activation of this ESF , the Ramsey County Emergency Management Director (or designee) will notify the following people/groups of its activation and instruct them of any initial actions they need to take under the conditions present at that time:
  - County Managers Office, Communications Director (or designee)
  - County Manager
  - County Disaster Recovery Team
  - County Emergency Management Council
  - MN HSEM Regional Program Coordinator
  - Municipal PIO/Mayor's Office
- The Emergency Management Director will notify the County Communications Director (or designee) of activations and request that a representative report to the EOC to coordinate ESF 15 – Public Information and External Communications activities. As additional EOC staffing needs become apparent, other agency representatives may be asked to report to the EOC.

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### 15-1.2C: JOINT INFORMATION CENTER (JIC)

If the situation dictates, emergency public information activities will be coordinated from a Joint Information Center (JIC). Activating a JIC will help County departments and participating organizations coordinate their activities and help to ensure consistent and accurate information is disseminated.

Since many emergencies strike rapidly, the public information system cannot always react swiftly enough to properly inform the public about the hazard and for this



reason, it is important that citizens are made aware of potential hazards and appropriate protective measures prior to the occurrence of an emergency. The County will make every effort to provide ongoing public education to its citizens regarding emergency preparedness activities.

In major events or those with considerable media attention, the County will establish a JIC to facilitate the coordinated release of information from all responding agencies. Whenever possible, the JIC will be established in close proximity to the EOC.

The Joint Information Center (JIC) is a physical location where PIOs from organizations with primary disaster involvement come together to coordinate and disseminate information.

The primary county JIC I would only be used in the event of a major, countywide emergency. In most cases, the JIC will be located in close proximity to the County or affected municipality EOC. However, it may be located anywhere to support emergency activities. Wherever it is located, it is imperative that the JIC maintain contact with decision makers and/or the EOC via telephone, radio, the Internet, facsimile and/or face-to-face communications.

Municipalities will establish JIC facilities on an *ad hoc* basis.

The purpose of JIC is to:

- Gather and coordinate information and serve as the “hub” for the release of timely, accurate, consistent and useful disaster related information
- Allow all involved organizations to speak from “one sheet of paper” providing consistent messages to the public
- Enable the EOC Team to concentrate on emergency decision-making and refer all media and public inquiries to the JIC
- Ensure the ability exists to answer direct inquiries from the public
- Monitor media coverage to verify the accuracy of information being disseminated
- Be proactive in responding to the disaster related information needs of all audiences
- Develop and implement a comprehensive public information strategy to gain and maintain public trust and confidence

Once a JIC is activated, all emergency public information activities, including media inquiries, should be coordinated through the JIC. The JIC will become the central coordination point for all emergency public information and external communications activities. To the extent possible, the JIC will be staffed with Public Information Officers (PIOs) from all agencies and organizations involved in the event.

The JIC is designed to be flexible to accommodate the unique requirements of any emergency or disaster situation and its structure and staffing will be customized for each response. For example, a major event would require JIC activation and full staffing, while a smaller event might only require one or two people performing all of the necessary tasks.

Regardless of the incident, the function of the JIC remains essentially the same, while the number of departments and agencies involved as well as the location and the quantity of information to be disseminated will vary greatly. At a minimum, the following functions must be performed regardless of these variables:

- Establish and maintain contact with local radio, television and print media
- Develop and disseminate written information such as news releases, fact sheets and other reports as needed
- Schedule news conferences or interviews with department heads and other officials; brief them if appropriate
- Provide interview opportunities that meet the unique needs of each medium (television, radio, print)
- Establish and maintain a communications link or a Joint Information System (JIS) with field PIOs and all remote sites performing public information activities
- Monitor the information being released by the media to ensure appropriate information is being released and take steps to correct any inaccurate information
- Exchange information with elected officials, voluntary organizations, industry representatives, State and Federal PIOs and all other involved agencies as the situation dictates
- Provide ongoing information to and coordination with County, City, State and Federal elected officials

PIOs working in the JIC retain the autonomy to represent the public information needs of their respective agencies, while working closely with the EOC Team and/or JIC to ensure consistent information is being disseminated in a timely manner by all departments.

The PIOs working in JIC will have two primary functions: (1) carry out the public information activities of their respective departments and agencies and (2) provide support to and assist with the overall JIC mission.

Designated departmental PIOs may be asked to staff various JIC functions regardless of the level of involvement of their respective departments. This will

ensure an adequate number of PIOs are available to support emergency public information activities

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### 15-1.2D: PUBLIC INFORMATION OFFICERS (PIOS)

**15-1.2D(1): COUNTY (GENERAL):** The Ramsey County Manager has assigned the Director of Communications as the County Public Information Officer (PIO), responsible for the overall coordination of public information activities at the county level. A support staff of trained departmental PIOs will assist the County PIO, as required, in this effort.

In the absence of the County PIO, the Ramsey County Manager will appoint an acting County PIO from among the PIO support staff.

**15-1.2D(2): ST. PAUL RAMSEY COUNTY PUBLIC HEALTH:** The Ramsey County Manager has assigned the Director of Communications as the County Public Information Officer (PIO), responsible for the overall coordination of public information activities at the county level. A support staff of trained departmental PIOs will assist the County PIO, as required, in this effort.

**15-1.2D(3): MUNICIPALITY:** Each City Administrator/Manager (or the chief administrative official) has assigned the municipal communications director as the municipal PIO, responsible for the overall coordination of public information activities for the individual municipalities. A support staff of trained departmental PIOs will assist the municipal PIO, as required, in this effort. The County PIO is available to assist any municipalities in times of need.

**15-1.2D(4): EMERGENCY RESPONSE AGENCIES:** Additionally, each municipal fire service and law enforcement agency and the County Sheriff's Office have appointed PIO's who provide their services on a regular daily basis as well as during times of emergency.

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### 15-1.2E: MEDIA

The local media is a logical extension of the disaster operation and recognized as the best means to quickly get information to the majority of the public. The County counts on the local media to provide emergency instructions and potentially lifesaving information to the public following a disaster. A partnership role will be maintained with the media by making every attempt to provide timely and accurate information throughout the disaster situation. In most cases, contact with the media will be maintained using landline and cellular telephones, facsimile, and email.

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### 15-1.2F: RUMOR CONTROL

PIOs are responsible for initiating and maintaining process to ensure that timely and accurate information is disseminated and rumors minimized. In the event rumors or other inaccurate information is noted, the PIOs will coordinate provision of corrections and accurate information.

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### 15-1.2G: JOINT INFORMATION SYSTEM (JIS)

The Joint Information System (JIS) describes all public information activities being conducted regarding the event, including those outside the EOC and the JIC (i.e., public information functions being carried out at the scene and from departmental offices or other remote offices and locations).

The ESF #15 Coordinator will work to establish communications with all Joint Information System (JIS) components to facilitate the exchange of information. The use of an organized JIS will help to ensure interagency communication and the release of consistent information.

As part of the JIS, the on scene agency PIO will address media representatives at the incident site and keep the EOC and the JIC informed of these briefings. Contact with JIS components will be maintained primarily by telephone and radio.

## 15-1.3: DISSEMINATION PROCESS

Many methods are used to disseminate information to the public during an emergency or disaster. Warning systems, in general, are described in Annex ESF #16 Warning and Notification. Considerations for special populations are outlined below.

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### 15-1.3A: GENERAL PUBLIC

- Radio, television, print media, fliers, posters, brochures, information brochures are all established methods for providing information to the public. Use of a particular medium(s) will be situation dependent, based upon the urgency of the information and the intended audience.

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### 15-1.3B: SPECIAL POPULATIONS:

- **Hearing impaired**  
The Emergency Alerting System (EAS) provides trailers on TV screens provide weather watch and warning messages and other emergency information
- **Visually impaired**  
The Emergency Alerting System (EAS) provides audio alerting via radio and television stations. Some emergency planning and disaster information brochures are available in Braille
- **Non-English speaking**  
Many televisions have the capability to provide closed-captioning in Spanish

- **Schools**  
Have their own PIOs and will coordinate with local Public Information people and the JIC as needed
- **Hospitals & Nursing Homes**  
Have their own PIOs and will coordinate with local Public Information people and the JIC as needed
- **Correctional Facilities**  
Ramsey County Community Corrections has their own PIO and is responsible for their own internal communications and will coordinate with the County PIO / EOC as needed and appropriate

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#### 15-1.3C: SPECIALIZED INFORMATION PROTOCOLS:

- **Restricted Areas & Reentry**  
Information on restricted areas, as well as the process for reentry into an area after it has been declared safe, will be obtained from the Incident Commander or EOC and disseminated immediately to the media and the public
- **Emergency Assistance**  
Information on any federal, state or local disaster assistance that might be available will be obtained from the agency offering the assistance. In some cases this information may given directly to the media and the public. In others cases, a telephone number will be provided for obtaining additional information
- **Casualties**  
Information on the number of fatalities, injured and missing will be only be released after the information has been cleared by the Incident Commander or County Incident Manger then disseminated immediately to the media and the public. The identity of victims will be released only after confirmation of proper next-of-kin notification

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#### 15-1.3D: PRE-SCRIPTED INFORMATION

The County PIO will collect and maintain a file of fact sheets, instructions & procedures, and other readily available pre-scripted information on a wide range of topics to support the rapid dissemination of public information. This pre-scripted information will usually be generic in nature and non-specific to the event, but may still prove valuable to both the media and the public in the early stages of an emergency or disaster. Examples of such pre-scripted information include:

- Chemical Fact Sheets -- for known chemical hazards
- Public Health Guidance -- for disease prevention after flooding
- Red Cross Press Releases

## **15-2: OTHER MAJOR ROLES OF ESF #15**

### **15-2A: NOTIFICATIONS**

The Emergency Management Director will notify the County PIO of EOC activations and request that they report to the EOC to coordinate ESF #15 activities. As additional staffing needs become apparent, other agency personnel may be asked to report to the EOC to assist with public information and external communications activities.

### **15-2B: PREPAREDNESS**

- Identify all viable methods to reach the public including but not limited to radio, television, print media flyers, posters, brochures, informational booths and the Internet
- Develop pre-scripted media releases and public advisories dealing with each hazard with the potential to affect the County
- Ensure adequate space and equipment is available to for a JIC in a location in close proximity to the EOC
- Ensure all departments have trained staff to support the JIC
- Make accommodations for 24-hour staffing
- Ensure all local media outlets are pre-identified and contacts established. Brief them regularly on emergency public information procedures
- Ensure emergency responders are familiar with public information procedures and know how and when to refer the media to the appropriate field or JIC personnel for information
- Develop and maintain this ESF Annex as well as supporting Operating Procedures
- Identify special needs populations and be prepared to meet their emergency public information needs
- Encourage media involvement in the exercise design process and planning

### **15-2C: RESPONSE**

- Inform the public of health and/or safety concerns and ways to reduce or eliminate the associated dangers
- Provide evacuation instructions and shelter locations
- In coordination with the EOC Team, release emergency information as dictated by the situation
- Implement a proactive public information strategy to ensure the media's needs are being met.
- If the situation dictates, activate and staff the JIC.
- After coordination with the County PIO, release information regarding the emergency or disaster to other county departments and agencies, the media and the public
- Resolve any conflicting information & dispel rumors

### **15-2D: RECOVERY**

- Continue all emergency public information activities based on the circumstances and the organizations involved in the recovery efforts
- Distribute information on what to do when returning to your damaged home and how and where to apply for different types of disaster assistance
- Provide information regarding available disaster recovery programs and resources to the media and the public
- Compile a written record of events, including any printed materials, news releases, tapes & clippings. - Prepare reports and provide input to for an after action report
- Assess effectiveness of information and education programs

### **15-2E: PREVENTION / MITIGATION**

- Develop a campaign to promote the importance of maintaining adequate insurance
- Provide information and increase awareness about safe rooms and other shelter methods
- Conduct all-hazard safety visits to increase home hazard prevention actions

- Promote preparedness information that will lessen the impact of disasters, such as having a disaster preparedness kit and family disaster plan
- Establish contacts and develop working relationships with the media

## 15-3: GLOSSARY

<b>CIM</b>	County Incident Manager
<b>EOC</b>	Emergency Operations Center
<b>JIC</b>	Joint Information Center: a facility or location that centralizes Joint Information System operations and is staffed by Public Information Officers and their support staff. May include a media briefing area
<b>JIS</b>	Joint Information System
<b>MIM</b>	Municipal Incident Manager
<b>NRF</b>	National Response Framework
<b>PIO</b>	Public Information Officer
<b>RCEOP</b>	Ramsey Countywide Emergency Operations Plan



## **Strategic Plan Pyramid.pdf**

# 2019

## Mission

*To improve the overall quality of life by preserving the peace and safety of the community.*



## VISION

*The St. Anthony Police Department is committed to hire, develop, and retain dedicated professionals who are devoted to exceptional policing service and creating a safe and secure community that is a desirable place in which to live, learn, work, and play.*

## GOALS

Increase Community Partnerships/ Inclusion	Principles & Practices – Review and Update	Enhance Training – Internal and External	Shift Focus to “Traffic Safety”	Enhance Focus on CP, Intervention, Suppression	Enhance Employee Wellness Program	Restructure Professional Development Process	Evaluate Accountability Processes	Strengthen Recruitment, Hiring, & Retention
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## OBJECTIVES

Cops vs. Kids Basketball	Evaluate policies to ensure they reflect vision, mission, FIP, and PJ	Comply with new State mandates	Data driven patrol	Utilize wide range of resources to identify crime and disorder issues	Identify officer to lead the program	Revamp employee evaluation process	Review and update the complaint process	Increase applicant pool
Utilize Cable Access		Research and implement more web-based training	Utilize community contacts to identify problem areas	Establish strategies to mitigate identified problems	Obtain employee input	Employees evaluated by their attainment of goals in support of strategic plan	Consistency in recording and tracking complaints	Increase pool of diverse applicants
Enhance Social Media	First priority given to policies that are most relevant to the community	Track training to ensure a connection to strategic plan	Web-based forum to inform police	Enhance means by which public is notified of crime trends	Department survey	Quarterly meetings to evaluate progress	Officers educated about the process	Increase efforts in high schools, colleges, job fairs, etc.
Outreach to underrepresented groups	Reorganize and restructure	Better inform the public of training priorities and successes.	Increase partnership with city and county to remedy problem areas		Resource guide for employees and families	Supervisor training in employee development	Complaints forms more readily available	Use strategic plan to brand and market to potential candidates
Create better measurement tools	Distribute and train officers on new policies	Grant pursuit to offset training costs	Utilize PJ to enhance message during traffic stops		Enhance chaplain program	Continue and enhance mentorship program for new hires	Improve transparency to the public about the process	Improve officer interview selection process
Use data to reward officer efforts	Utilize outside resources to accomplish goals	New methods of delivery of education topics to public	Recognize and reward traffic safety efforts		Educate officers about available resources		More visibly share officer commendation to other officers and the public	Develop retention strategies
Participate in more formal committees		Increase cooperative learning with non-police agencies			Develop an Early Intervention System			
Community education events								
Community survey								
Increase engagement at schools								

## **IACP\_Oath\_of\_Honor\_En\_8.5x11\_Web.pdf**



[www.theIACP.org](http://www.theIACP.org)

# Law Enforcement Oath of Honor

*On my honor, I will never  
betray my badge, my integrity,  
my character or the public trust.*

*I will always have the courage to hold  
myself and others accountable for our actions.*

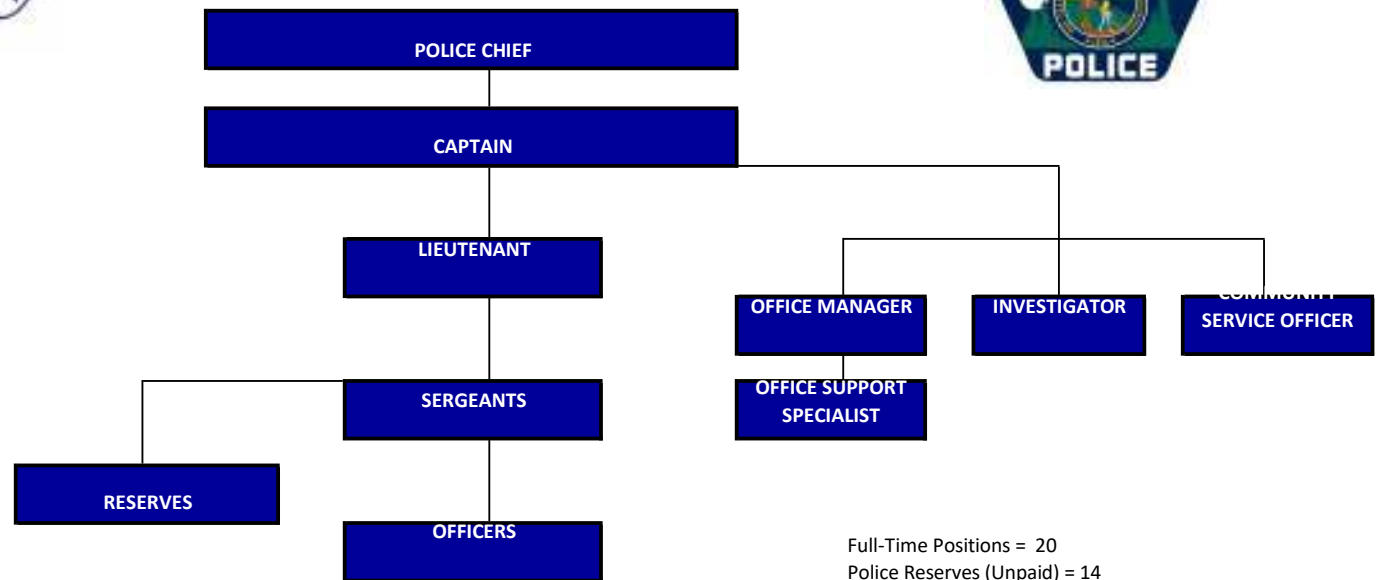
*I will always uphold the  
constitution, my community, and the  
agency I serve.*



## **SAPD ORGANIZATION CHART 2019.pdf**

# St. Anthony Police Department Organizational Chart

2019



Full-Time Positions = 20  
Police Reserves (Unpaid) = 14

## **Saint Anthony Emergency Plan.pdf**

# Emergency Operations Plan

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## Introduction

The North Suburban Regional Plan establishes a framework through which the member cities may prepare for, respond to, recover from, and mitigate the impact of a wide variety of disasters and emergency events that could adversely affect the health, safety, and/or general welfare of the citizens of the member cities. Because it is a framework, the details of how this is accomplished are contained in the operations documents of the respective cities.

The North Suburban Region includes the cities of Brooklyn Center, Brooklyn Park, Champlin, Crystal, Dayton, Golden Valley, Maple Grove, Medicine Lake, New Hope, Osseo, Plymouth, Robbinsdale, Rogers and St. Anthony. The North Suburban Emergency Planning Group is responsible for coordinating plan development and maintenance. The emergency management director for each jurisdiction is responsible for distribution of the plan, preparation and maintenance of standard operating guidelines, resource lists, and checklists and may distribute to department heads and others as the director deems necessary.

### I. Reason for Plan

The North Suburban cities are subject to natural disasters such as tornadoes, floods, and blizzards. In addition, other disasters such as train wrecks, plane crashes, explosions, infectious disease outbreaks, release of hazardous materials, and foreign or domestic terrorism can occur at any time. An emergency plan is needed to articulate the management of a given hazard/disaster.

### II. Purpose

The Regional Plan describes the basic strategies and mechanisms through which the cities will mobilize resources and conduct activities to guide and support emergency management efforts using the National Incident Management System (NIMS). The Regional Plan is designed to coordinate resources to:

- A. Maximize protection of life and property
- B. Ensure continuity of government
- C. Sustain survivors
- D. Repair and restore essential facilities and utilities

### III. Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499, (Superfund Amendments and Reauthorization Act

(SARA) of 1986.)

- C. Homeland Security Presidential Directives (PDD 39, PDD 59)
- D. Minnesota Statutes, Chapter 12, as amended.
- E. Minnesota Statutes, Chapter 353, Pipeline Safety Act.
- F. Minnesota Statutes 315, Emergency Planning; Community Right-to-Know Act.
- G. Minnesota Division of Emergency Management Bulletin No. 87-1.
- H. Hennepin County Emergency Plan
- I. Mutual aid agreements.
- J. Metro Northwest EMS Operational Plan.
- K. Facility hazardous materials plan.
- L. City Ordinances

#### IV. Integrated Emergency Management

Integrated Emergency Management is a comprehensive system that integrates and coordinates vital agencies and resources into a program of disaster mitigation, preparedness, response, and recovery. The establishment of an Integrated Emergency Management System (IEMS) requires a systematic process that will:

- A. Identify risks and potential vulnerabilities
- B. Inventory community resources
- C. Outline roles and responsibilities of municipal and county departments
- D. Ensure strict coordination and communication among state, federal, and local governments, as well as businesses, industry, and volunteer organizations

#### Four (4) Phases of Emergency Management

The four phases of Emergency Management operate in a cyclical fashion and remain in a state of constant progression and motion.

- A. Mitigation: Activities that eliminate or reduce the probability of occurrence of an emergency/disaster.
- B. Preparedness: Activities that serve to develop and/or enhance the response capabilities needed in the event of an emergency/disaster.
- C. Response: Activities which help reduce casualties and damage, and which expedite recovery via the elimination of the hazard or hazardous threat. Response activities include activation of warning systems, evacuation implementation, rescue activities and other similar operations contained in the Emergency Operations Plan functions.
- D. Recovery: Recovery includes both short-term and long-term activities. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on the restoring the community to its normal or improved state of affairs. The Recovery period is an opportune time to institute mitigation measures, particularly those related to the recent emergency/disaster event.

V. Emergency Versus Disaster

- A. Emergency: This is defined as an incident or event which can routinely be handled with normal local resources, personnel and procedures.
- B. Disaster: This is defined as an incident or event which cannot be handled with normal local resources, personnel, and procedures.

Disaster Category Types

- A. Technological Disaster: This is a disaster incident or event which involves materials or situations created by human beings.
- B. Natural Disasters: This is a disaster or event which involves situations created by nature which humans have no control, but are affected.
- C. National Security: This is a disaster incident or event which involves the use of threats, force, or violence against Federal, State, County or Local Government and the civil rights of the people they protect.

VI. Civil Defense

This term was used previous to that of Emergency Management. This encompassed an all hazard approach to disasters with a primary emphasis on National Security and/or Nuclear Attack.

**VII. Emergency Operations Center**

The Emergency Operations Center (EOC) is a central location that enables government to coordinate policy decisions, manage resources, and respond to disasters and emergencies beyond the scope of an on-scene Incident Commander. The purpose of the EOC is to provide additional support to the on-scene Incident Commander as needed. An Alternate EOC is a designated location(s) which can be utilized as a secondary Emergency Operations Center in case the primary is affected by the disaster and/or rendered unusable.

**VIII. Continuity of Government/Continuity of Operations**

This term refers to the preservation, maintenance or reconstruction of each city government's ability to carry out its executive, legislative, and judicial processes under the threat of occurrence of any emergency condition that could disrupt governmental process and service. It is the purpose of Continuity of Government to preserve leadership and authority, prevent unlawful assumptions of authority, assure government direction and control mechanisms and assure delivery of government services. The following detail Continuity of Government elements:

- A. Lines of Succession: Establish an order or line of those entitled to succeed one another under emergency conditions. It identified who is in charge and ensures continued leadership. Each city has established lines of succession for key positions.
- B. Pre-delegation of Emergency Authority: Allows specific emergency legal authorities to be exercised by the elected or appointed leadership or their designated successor. Each city is responsible for its own pre-delegation authority.
- C. Emergency action Steps: Those actions that facilitate the ability of government personnel to respond quickly and efficiently to emergencies. Ensure that specific actions exist that senior leaders must be prepared to take in response to emergency conditions. Each city designs its own steps to fit the needs of the community.
- D. Safe-guarding Essential Records: These are measures taken by government to protect those documents needed to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency concludes. Specific procedures are the responsibility of each city.
- E. Protection of Government Resources, Facilities, and Personnel: Refers to the measures taken to disperse resources, facilities and personnel in a manner that will facilitate sufficient redundancy in order to preserve government's function during and post emergencies. Each city has its own method of safeguarding records.



**IX. Hazards, Risks, Vulnerabilities**

Member communities have similar hazards, risks and vulnerabilities. The Mississippi River/Crow River, and numerous lakes/streams in the region are subject to flooding. The cities have hazardous materials transportation corridors. A pipeline runs through the northern part of the region. An event at the Monticello Nuclear Generating Plant would activate the reception center in Rogers, resulting in traffic issues in the region.

A hazard assessment rating done by cities in the region lists events considered as being of the most concern taking into account probability, magnitude, warning time and effect on continuity of city operations. The rating assessment scale is 1-5, with 1 being lowest and 5 being highest.

**X. Organization**

Existing government is the basis for emergency operations. That is, government agencies will perform emergency activities related to those they perform on a day-to-day basis. City organization and interrelationships in the North Suburban Planning Group communities are shown on attached chart.

**A. Federal Emergency Management Agency (FEMA)**

FEMA is the central point of contact within the Federal Government for a wide range of Emergency Management activities.

**B. Minnesota Division of Homeland Security and Emergency Management (HSEM)**

HSEM is the central coordination and contact point within the State of Minnesota for a wide range of Emergency Management activities.

**C. Hennepin County Emergency Preparedness**

Hennepin County Emergency Preparedness is the central coordination and contact point within Hennepin County for a wide range of Emergency Management activities.

**1. North Suburban Emergency Management Planning Group**

**2. Individual City Emergency Management Programs**

**XI. Plan Assessment and Exercises**

The region will conduct drills and exercises as required by Federal / State Homeland Security and Emergency Management. Exercises will be conducted to test the planning and operational components of the emergency operations plan. Upon completion of the exercise, a briefing will be held to determine strengths and areas that may need corrective actions. The cities may do this individually or as a group.

In addition to the exercise, significant actual events occurring during the year will be recorded and submitted to the Hennepin County Emergency Preparedness office for inclusion as a test of the emergency plan and program.

**XII. Direction, Control and Training**

The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to conduct emergency operations. This facility is the Emergency Operations Center.

Each city covered by this plan will appoint an Emergency Management Director/Coordinator who has completed the MN-HSEM certification program. The City Emergency Management Director or designee will serve as the official representative to the NSEMPG. In each of the cities of the plan, a position under the mayor has been identified who will be responsible for providing direction and control of the city and other resources involved in the response to an incident. The Emergency Management Director/Coordinator will also serve as a liaison to the Hennepin County Emergency Preparedness Office. The Regional Planning Group will be responsible for coordinating plan development and maintenance.

The Regional Planning Group will assist in identifying training necessary to meet and carry out those activities required by the Regional Plan. Each city will make every reasonable effort to ensure its public safety responders are trained to carry out their responsibilities as stated in the plan. Each city is responsible for keeping and maintaining its own training records.

**XIII. Emergency Responsibility Assignments**

A summary of the City's emergency responsibility assignments, by function, is shown on the following Functional Responsibility Chart. Heads of the various City government departments and agencies will be responsible for carrying out the assignments shown on this chart utilizing their SOG's and resource lists.

**NSEMPG**  
**EMERGENCY OPERATIONS PLAN**

**Basic Plan**  
**Revision 2018**

<b>Functional Annex</b>	<b>Primary Responsibility</b>	<b>Support Responsibility</b>
Warning & Notification Annex A	<ul style="list-style-type: none"> <li>• Hennepin County Sheriff's Dispatch/NAWAS Warning Point</li> <li>• Emergency Management</li> <li>• Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Fire Department</li> <li>• Public Works Department</li> <li>• EMS Agency</li> <li>• City Administration</li> <li>• Minnesota State Duty Officer</li> </ul>
Direction & Control Annex B	<ul style="list-style-type: none"> <li>• Incident Commander On-Scene</li> <li>• EOC City-wide</li> </ul>	
Crisis Communication Annex C	<ul style="list-style-type: none"> <li>• Public Information Officer</li> </ul>	<ul style="list-style-type: none"> <li>• Incident Command</li> <li>• EOC/Emergency Mgmt. Dir.</li> </ul>
Search & Rescue Fire Related Annex D	<ul style="list-style-type: none"> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• Mutual Aid-Multiple</li> <li>• EMS</li> <li>• Public Works</li> </ul>
Search & Rescue Police Related Annex D	<ul style="list-style-type: none"> <li>• Law Enforcement (Only in the event of a loss or missing child or the search for a criminal suspect)</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid-Law Enforcement</li> <li>• Fire</li> <li>• EMS</li> <li>• Public Works</li> </ul>
Health & Medical Annex E	<ul style="list-style-type: none"> <li>• EMS-Transportation</li> <li>• Fire-Triage</li> <li>• Police-Triage</li> <li>• Henn County Health</li> <li>• Henn County Medical Examiner</li> </ul>	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• Mutual Aid</li> </ul>
Scene Security/Crime Scene Annex F	<ul style="list-style-type: none"> <li>• Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid-Law Enforcement</li> <li>• Fire</li> <li>• Public Works</li> <li>• County Health Department</li> </ul>
Evacuation Annex F	<ul style="list-style-type: none"> <li>• Law Enforcement-Outside HazMat Hot Zones</li> <li>• Fire-Inside HazMat Hot Zones</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Administration-Transportation</li> <li>• Mutual Aid-Law Enforcement</li> </ul>
Traffic Direction & Control Annex F	<ul style="list-style-type: none"> <li>• Law Enforcement-Outside HazMat Hot Zones</li> <li>• Fire-Inside HazMat Hot Zones</li> </ul>	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Mutual Aid-Multiple</li> </ul>

Fire Department Services	<ul style="list-style-type: none"> <li>• Fire</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid-Fire</li> </ul>
Domestic Animals Annex M	<ul style="list-style-type: none"> <li>• Law Enforcement</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid-Law Enforcement</li> <li>• Humane Society</li> </ul>
Volunteers/Donations Annex O	<ul style="list-style-type: none"> <li>• Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• VOAD, Henn County Emergency Mgt</li> <li>• Law Enforcement</li> <li>• City Administration</li> </ul>
Damage Assessment Annex H	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• Fire Department</li> <li>• Public Works-Public Infrastructure</li> <li>• Building &amp; Fire Inspections-Structure Safety Inspections</li> <li>• Assessing-Values and Property Loss.</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Red Cross</li> <li>• Mutual Aid</li> </ul>
Sheltering/Congregate Care Annex I	<ul style="list-style-type: none"> <li>• Red Cross</li> <li>• Parks &amp; Recreation</li> <li>• Community &amp; Economic Develop-Housing Coordinator</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Salvation Army</li> <li>• Mutual Aid-Multiple</li> </ul>
Debris Clearance Annex J	<ul style="list-style-type: none"> <li>• Public Works</li> <li>• Parks &amp; Recreation</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid-Public Works</li> </ul>
Utilities Restoration Annex K	<ul style="list-style-type: none"> <li>• Public Works-City Utilities</li> <li>• Utility company-Other Utilities</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Management</li> <li>• Fire</li> <li>• Police</li> <li>• Mutual Aid-Multiple</li> </ul>
HazMat & Radiological Annex L	<ul style="list-style-type: none"> <li>• Fire</li> <li>• MN DEM-Nuclear Power Plant</li> <li>• MN Pollution Control Agency</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid-Fire</li> <li>• Hennepin County Radiological Officer</li> <li>• Law Enforcement</li> </ul>
National Security/Terrorism/ Civil Disorder Annex N	<ul style="list-style-type: none"> <li>• Law Enforcement</li> <li>• Relevant Federal Agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Mutual Aid – Law Enforcement</li> <li>• Emergency Management</li> <li>• Fire</li> <li>• Public Works</li> </ul>

## **General Description of the North Suburban Emergency Management Planning Region**

The North Suburban Emergency Management Planning Group (NSEMPG) is comprised of 13 contiguous cities (Brooklyn Center / Brooklyn Park / Champlin / Crystal / Dayton /Golden Valley/ Maple Grove / Medicine Lake / New Hope / Osseo / Plymouth / Robbinsdale / Rogers), and one non-contiguous jurisdiction, City of St Anthony.

These cities are located in northeastern Hennepin County bordered on the south by Interstate 394 the east and north by the Mississippi River ( 20 miles of river frontage) and the West by the Crow River (13 miles of river frontage). The City of St. Anthony is located approximately 4.5 miles to the east of the region. This is an approximately 185 square mile land area or 33.1% of the land area of Hennepin County.

### **Geology**

The geology of the region is made up of Grantsburg sub lobe of the Des Moines lobe of the Laurentian ice sheet, the most recent glacier to cross the state, which receded from the area approximately 11,600 years ago. Till (the unsorted mix of materials deposited by a glacier) from the Des Moines lobe is gray-brown and contains matter imported from North Dakota and Canada. The lakes of the region are proof of the glaciers' presence.

### **Water Features**

*Lakes:* There are 53 lakes in the NSEMPG region as defined by MN DNR- A lake may be defined as an enclosed basin filled or partly filled with water. A lake may have an inlet and/or an outlet stream, or it may be completely enclosed (landlocked). Generally, a lake is an area of open, relatively deep water that is large enough to produce a wave-swept shore.

*Rivers:* Brooklyn Center, Brooklyn Park, Champlin and Dayton share 20 miles of river frontage with the Mississippi River. Rogers and Dayton share 14 miles of river frontage with the Crow River.

### *Watersheds:*

The NSEMPG is located in the Upper Mississippi Region, Mississippi Headwaters Basin, Metro Mississippi major watershed, and divided into 6 sub watersheds (Elm Creek, West Mississippi, Crow River, Shingle creek, Basset Creek and Minnehaha Creek). The watersheds have a direct relationship to both surface and ground water quality within the region.

### **Climate**

The NSEMPG region endures temperature extremes characteristic of its continental climate; with cold winters and hot summers, the record high and low span 174 degrees. Average high temperature is 60.8 F and the average low temperature is 3.90° F. Mean average temperatures range from 36°F to 49°F. Dew points range from about 6°F to 70°F. Meteorological events include rain, snow, hail, blizzards, polar fronts, tornadoes, thunderstorms, and high-velocity straight-line winds. The growing season varies from 90 days to 120 days per year. Average annual rainfall is 32 inches, with an average of 52 inches of snow. Droughts occur every 10 to 50 years.

### **Population**

The population of the NSEMPG region is approximately 391,610 or 31.8% of the population of Hennepin County. A 5.75% average percentage of non-English speaking persons live in the NSEMPG region.

### **Housing**

There are 115,416 single-family dwellings, 39,205 multiple family dwelling units (many of the recently constructed multiple family units are slab on grade construction) and 345 Mobile home units in the NSEMPG region.

### **Parks and Recreation**

Within the region, there are 354 municipal parks. The Three Rivers Park District has nine parks in the NSEMPG region.

### **Industry and Business**

Within the NSEMPG region there are 74 businesses with over 100 employees.

7 – with 3500- 1000 employees / 11 with 1000-500 employees / 41 with 500-200 employees and 15 with 200-100 employees. 4 Fortune 500 Companies are either headquartered or have a major presence in the region. (Target Corporation/ Brooklyn Park, General Mills/ Golden Valley, Pentair/ Golden Valley and Mosiac, / Plymouth)

### **Health – Hospitals and other health care facilities**

#### *Hospitals:*

There are two general hospitals in the region; 1) North Memorial Medical Center, a 353-bed Level One trauma center located in Robbinsdale, and 2) Maple Grove Hospital, a 130-bed hospital located in Maple Grove. In addition, Mercy Medical Center (Coon Rapids), Methodist Hospital (St Louis Park), and Hennepin County Medical Center (Minneapolis) West Health (Plymouth) Prairie Care (Brooklyn Park) provide service to the region.

#### *Nursing Homes:*

There are 9 nursing facilities in the region with a combined bed count of 1743, which represents 18% of the nursing home beds in Hennepin County. The 1<sup>st</sup> (495 beds) and 5<sup>th</sup> largest (296 beds) nursing homes in Hennepin County are located in the region. These same facilities are the 1<sup>st</sup> and 6<sup>th</sup> largest nursing homes in the state of Minnesota. A nursing facility in Golden Valley specializes in the care of bariatric patients (patients weighing 500 to 800 pounds or more) the average census of 10-20 patients.

#### *Specialty Medical Facilities:*

There is one (21 bed) detox facility in the region located in Plymouth. There is also a specialty long term care hospital with 92 beds located in Golden Valley, this facility is for those patients requiring care greater than normally provided by skilled nursing facilities but less than a full hospitals. This would include patients on long term ventilator support.

*Group Homes and Specialty Care:*

There are 22 Group homes licensed by the Minnesota Health Department which operate within the region. Each with authorized housing for between 6-16 depending on the license parameters. These facilities are located in Brooklyn Center (2) Brooklyn Park (4) Golden Valley (2) Maple Grove (3) New Hope (1) Plymouth (6) and Robbinsdale (4). Total group home population of 185. Most of the group homes either provide housing for adults with mental disabilities or children with significant medical disabilities. In addition the Minnesota Department of Human Services licenses 228 adult foster care facilities and 275 child foster care facilities. The census is 1 to 4 individuals.

**Churches**

There are 155 houses of worship for various religions within the region of various faiths. 7 of the churches are classified as mega churches which are defined as having capacity for 2000 or more worshippers at a service. The largest is located in Brooklyn Park with a capacity of 8000.

**Public Safety**

*Fire Service:*

The NSEMPG region is served by 13 separate fire departments operating out of 29 fire stations, combined apparatus of 39 engines, 15 aerials, 13 grass rigs and 7 tenders. The combined fire department staffing consists of 642 firefighters (92% paid on-call or volunteer, and 8% fulltime paid firefighters) (fulltime paid includes firefighter qualified administrative staff and regular paid fulltime fire fighters). These services are augmented through mutual aid agreements with agencies outside the immediate region.

Within the regional fire departments, there are two radiation response teams (specifically for nuclear power plant incident response).

Dispatching and 911 services are handled through (Hennepin County Sheriff Communication)

*Emergency Medical Transportation:*

Medical transportation is provided by 3 emergency medical providers. North Ambulance (main facility including dispatch is located in Brooklyn Center) ALS / BLS/ Helicopter Allina Medical Transportation (main facility and dispatch located in St Paul) ALS / BLS and Hennepin County Ambulance Service (main facility and dispatch located in Minneapolis) ALS. These services are augmented through mutual aid agreements with agencies outside the immediate region.

*Emergency Management:*

As defined in Chapter 12 of the Minnesota State Statutes – each city within the NSEMPG region has an established emergency management program with at minimum an emergency management director.

*Law Enforcement:*

The region is served by 13 police departments with 482 sworn officers. Officers from the region participate in the Anoka-Hennepin Narcotics and Violent Crimes Task Force, Northwest Metro Drug Task Force. Within the region there are 5 tactical teams and the Hennepin County Weapons of Mass Destruction Tactical Response Team. Regional law enforcement services are augmented by the Hennepin County Sheriffs' Office, Metro Transit Police, Minnesota State Patrol, Three Rivers Park, and MN Department of Natural Resources. These services are augmented through mutual aid agreements with agencies outside the immediate region.

Dispatching and 911 services are handled through (Hennepin County Sheriff Communication.

*Corrections:*

The Hennepin County Adult detention facility is located in Plymouth with a maximum adult male population of 405 and maximum female population of 114. The work release program located on the same campus has a capacity of 172 offenders.

Several of the police agencies within the region have short term (72 hours or less) prisoner holding facilities which are certified for specific time limits as determined by the Minnesota Department of Corrections.

**Education – including Preschool and Daycare**

*Schools:*

The NSEMPG region is comprised of 10 different school districts ( Anoka-Hennepin, Osseo, Brooklyn Center, St Anthony-New Brighton, Robbinsdale, Wayzata, Hopkins, Elk River and Intermediate School district 287) which has a combined 47 elementary schools (28,956 students) 12 middle schools (13,354 students) 12 high schools (17,900 students) 27 private schools (6125 students) and 35 special education facilities. (1862 students). In addition there is one community college campus and vocational college campus in the region both located in Brooklyn Park.

*Daycare:*

There are 105 commercial day care centers located in the region, some offering 24 hour services. The census for most daycares is around 20 with one with 195 children. St. Anthony has the fewest with 2 and Plymouth the most with 28. This does not include the several hundred private home daycares scattered throughout the region, licensed by the state which provide for 2-3 children.



**Infrastructure**

**Transportation:**

*Highways and Streets:*

The cities within the region have 1508 miles of city streets, 46 miles of interstate highway, and 16 miles of US trunk highway, 34 miles of Minnesota trunk highways and 189 miles of Hennepin County State Aid Highway.

*Transit:*

Maple Grove and Plymouth operate their own transit for intercommunity bus service; the remaining cities utilize Metro Transit for city bus service. There are 16 park and ride facilities and 3 transit stations in the region. The Martin Rueter Metro Transit Bus Operations and Maintenance Facility are located in Brooklyn Center. Metro Mobility provides transit services for the disabled in the region.

*Airports:*

The region has one airport operated by the Metropolitan Airports Commission at Crystal. It has three runways NW/SE parallel runways 3266 feet / 3263 feet single NE/SW runway 2499 feet. Crystal has the most runways of the MAC reliever airport network. The Control Tower is staffed 0700-2100 OCT 1-APR 30; 0700-2200 MAY 1-SEP 30. Crystal averages 500 take-offs and landings per day.

*Rail:*

The region is served by three rail roads:

Canadian Pacific – Brooklyn Center, Crystal, New Hope, Golden Valley and Plymouth

The E/W CP line Approx 20 trains /day, Max speed 40 mph

The N/S CP line from Golden Valley through New Hope, Crystal

Approx 4 trains / day, Max speed 10 mph

CPR operates a switchyard in south eastern Brooklyn Center

Union Pacific- Golden Valley, Plymouth

Approx 2 trains / day, Max speed 25 mph

Burlington Northern Sante Fe – Golden Valley, Crystal, Robbinsdale, Brooklyn Park, Osseo, Maple Grove, Rogers, Dayton

Approx 1 train / day, Max speed 25 mph

BNSFE switchyard is in Fridley

*Pipelines:*

There is one pipeline that traverses the northern part of the region. It enters the region in Rogers, northwestern Maple Grove crosses through Brooklyn Park and turns south into Brooklyn Center and crosses the Mississippi River in Minneapolis. It transports petroleum products (unleaded gasoline, diesel fuel, fuel oil and jet fuel). The pipeline is approx 8 inches in diameter, with product flows in excess of 7000 gallons per minute. The pipeline is

approximately 50 years old. The local control valves for the pipeline are located on the west in St Michael and in Brooklyn Park on the east.

*Water Supply:*

Of the 13 cities in the region, 10 are supplied by ground water through a series of wells. There are 76 wells within the 10 cities. These wells draw their water from one of four aquifers (St Peter, Prairie du Chien-Jordan, Franconia-Ironton-Galesville and the Mt. Simon-Hinckley), nearly two thirds of the cities draw from Prairie du Chien-Jordan aquifer. Three of the cities are supplied through the City of Minneapolis and the Mississippi River serves as a surface water supply for these cities. Eight of the cities have interconnected water supply systems to provide for collateral emergency water supply, four cities, Robbinsdale, New Hope, Crystal, and Golden Valley do not have interconnected systems. The region consumes on the average 37,267,000 gallons of water per day, with peak demand of 161,348,000 gallons per day. The peak is normally achieved during summer months when water demand is considerably higher.

*Waste Water Services:*

Each city within the region provides both sanitary and storm water services. Municipal sanitary systems with the exception of Rogers interconnect with the Metropolitan Council Environmental Services (MCES) system. The MCES provides waste water collection and treatment services. The system within the region is primarily gravity powered with 6 MCES lift stations. All wastewater for the region is treated at the Metro Treatment Plant located at Pigs Eye in St Paul. There are still some properties in the western sections of the region, which utilize private septic systems.

*Utilities:*

*Telephone service is provided by the following companies:*

BullsEye Telecom, Inc.	Computer Pro, Inc.
Desktop Media, Inc.	DIECA Communications, Inc.
Digital Telecommunications, Inc. dba DTI	Global Crossing Local Services, Inc.
Global Crossing Telemanagement, Inc.	Integra Telecom of Minnesota, Inc.
Ionex Communications North, Inc.	Lakedale Link, Inc.
McLeodUSA Telecommunications Services, Inc.	Qwest Corporation
NOS Communications Inc.	POPP.com, Inc.
Sprint Communications Company L. P.	Telephone Associates, Inc.
The Minnesota Phone Company Financial Group LLP	
Time Warner Telecom of Minnesota LLC	
Trinsic Communications, Inc.	
USLink, Inc. dba TDS METROCOM	

*Electrical Utilities are provided by:*

Xcel Energy

Wright Hennepin Electrical Cooperative

Connexus

There are 15 electrical power substations in the region.

*Natural Gas Utility:*

Centerpoint Energy

Centerpoint has a product storage and distribution facility in Golden Valley.

**I. Purpose**

To provide an overview of the responsibilities and the procedures whereby the notification of key City officials and the warning of the general public are accomplished.

**II. Responsibilities**

- A. The Hennepin County Sheriff's Radio is the Hennepin County Warning Point. The County Warning Point is responsible for relaying warnings to the appropriate public safety entity, which serves as the City Warning Point.
- B. As the City Warning Point, the appropriate public safety entity will ensure that all warnings and notifications are handled properly.

**III. Operating Procedures**

- A. Warnings received from the County Warning Point.
  - 1. Warnings can be disseminated by the following means, for example, IPAWS (Integrated Public Alert and Warning System), individual city mass notification alert systems and broadcast text messaging.
  - 2. Hennepin County Sheriffs Radio maintains SOPs for the activation, training, testing and coordinating with regional and state entities for IPAWS.
  - 3. Notify key government officials.
  - 4. Notify certain private and/or public facilities (schools, industries, hospitals, nursing homes, and places of public assembly). The listed special facilities will receive warning notification through the audible signal emitted from the outdoor warning sirens and information supplied by the National Weather Service.
  - 5. Hearing impaired individuals will receive warning by television crawlers and closed captioning. Visually impaired individuals will receive warning by sirens, radio and television sound. Visual and hearing impaired individuals may rely on companions for information. Among non-English speaking groups there are some individuals, such as school children, who would understand and may convey the warning. Televisions are equipped with special features to allow non-English speaking groups to receive information.
  - 6. The Hennepin County Sheriff's Radio may activate the outdoor warning sirens and/or Emergency Alert System (EAS).

**B. Weather warnings generated within the region.**

Tornado activity or sustained straight line winds in excess of 75 MPH (hurricane force) or potential for same.

1. Report conditions to County Warning Point and request siren activation.
2. Hennepin County Sheriff's Radio may call the National Weather Service to request activation of the weather alert radios.
3. Notify key government officials.
4. Notify certain private and/or public facilities (schools, industries, hospitals, nursing homes, and places of public assembly). The listed special facilities will receive warning notification through the audible signal emitted from the outdoor warning sirens and information will be supplied by the National Weather Service over the weather alert radios.
5. Hearing impaired individuals will receive warning by television crawlers and closed captioning. Visually impaired individuals will receive warning by sirens, radio and television sound. Visual and hearing impaired individuals may rely on companions for information. Among non-English speaking groups there are some individuals, such as school children, who would understand and may convey the warning. Televisions are equipped with special features to allow non-English speaking groups to receive information.

**C. Hazardous Materials situations within the region.**

Facilities in the region that are required by either local, state, or federal regulation to have a "facility plan" on file with the Fire Department will ensure that proper procedures for notification of emergency public safety personnel are followed. Generally this is done through the local 911 system unless otherwise specified in the plan.

Assure that the Fire Department has been notified and obtain Response Level Description.

Whenever mass evacuation is necessary for an area whose outer boundaries extend at least 2500 feet from the point of incident:

1. Obtain accurate description of area to be evacuated. If appropriate, identify suggested evacuation routes.

2. Report conditions to Hennepin County Sheriff's Radio (Warning Point) and request Emergency Alerting System (EAS) broadcast and outdoor warning siren activation for the affected area.
3. Notify key government officials.
4. Notify affected private and/or public facilities (schools, industries, hospitals, nursing homes, and places of public assembly).
5. Hearing impaired individuals will receive warning by television crawlers and closed captioning. Visually impaired individuals will receive warning by sirens, radio and television sound. Visual and hearing impaired individuals may rely on companions for information. Among non-English speaking groups there are some individuals, such as school children, who would understand and may convey the warning. Televisions are equipped with special features to allow non-English speaking groups to receive information.
6. See Hazardous Materials Notification list.
7. Notify Minnesota State Duty Officer at the Bureau of Criminal Apprehension (BCA) (651-649-5451)

D. All other emergencies

1. Contact responsible city government officials who will advise actions to be taken.
2. Succession of responsibility is Warning Officer, Supervisor on duty, Emergency Management Director, Emergency Management Coordinator.

IV. Testing Procedures

State policy is that State, counties and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month.

- A. At 1:00 p.m. the first Wednesday of each month, each city warning point will take the following actions:
1. If requested by the County Warning Point, be prepared to receive and acknowledge the test warning and/or monitor siren site(s) to confirm siren sounding(s).
  2. Notify current service provider of any sirens that fail to activate.

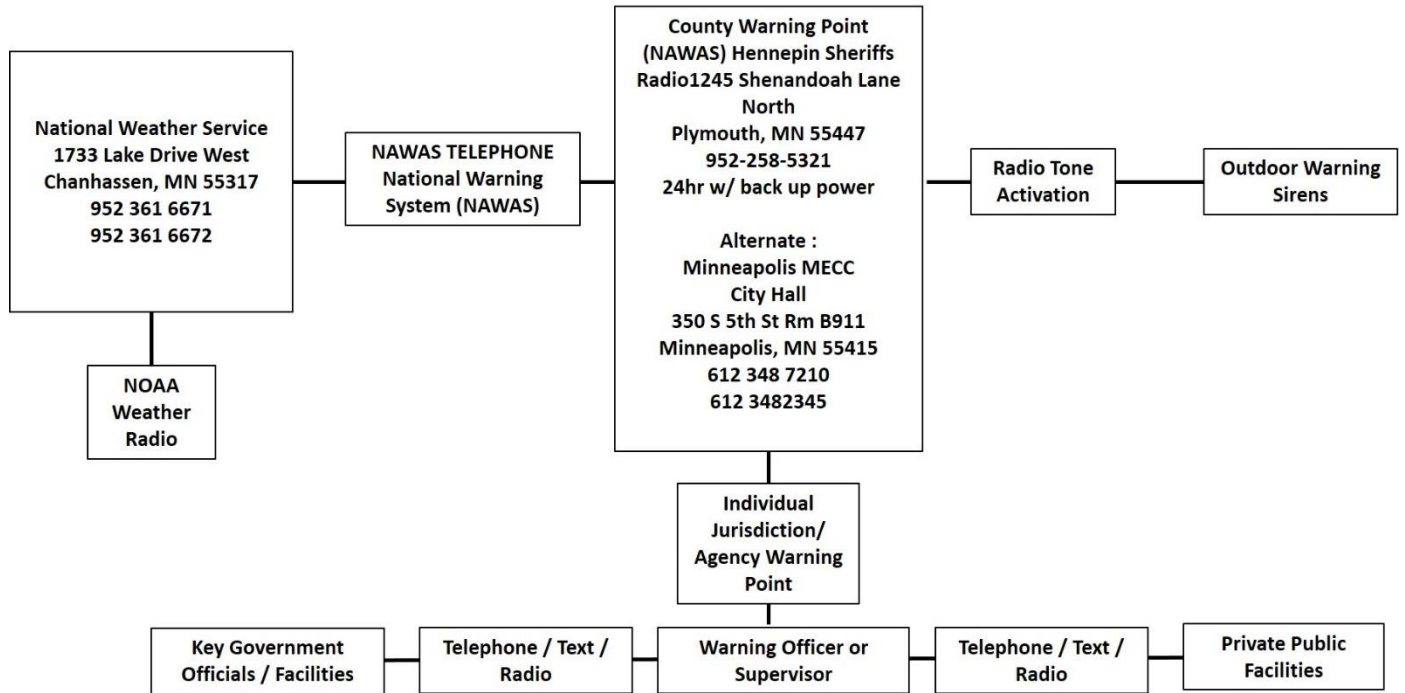
V. References

Refer to the Emergency Resource Manual for contact names and phone numbers

**ATTACHMENTS**

1. Warning Point Flow Chart
2. Hennepin County Siren Coverage Map
3. Hennepin County Siren Maintenance SOP
4. Hazardous Materials Response Level Descriptions
5. Hazardous Materials Notification List
6. News and Media Contacts

**ATTACHMENT 1**

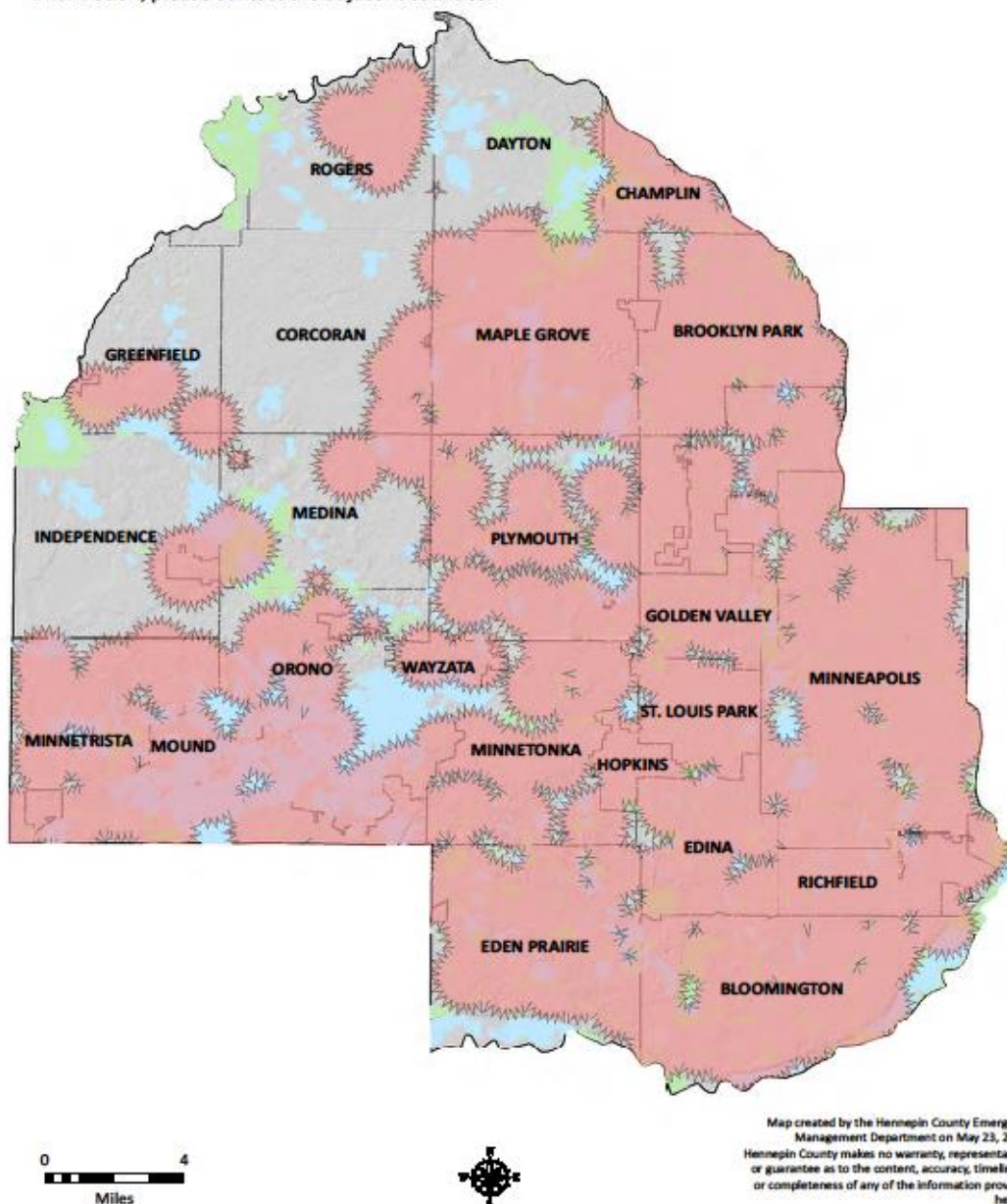




ATTACHMENT 2  
HENNEPIN COUNTY COVERAGE

## 2013 HENNEPIN COUNTY OUTDOOR SIREN COVERAGE

Outdoor warning sirens are intended to warn individuals who are outdoors. Only county-owned sirens are shown. Adjacent counties may own sirens that depict coverage in Hennepin County. For more information, please contact the adjacent counties.



## ATTACHMENT 3

### Siren Maintenance Standard Operating Procedure

#### Purpose

The purposes of this procedure is to outline a process for siren maintenance and installation vendors to follow in the event of an accidental sounding of one or more Outdoor Warning Sirens in Hennepin County.

#### Background

The Outdoor Warning Sirens are just one element in an integrated public warning system that uses many methods to provide immediate, lifesaving warning to the public as quickly as possible.

Siren system technicians conduct maintenance and testing of Outdoor Warning Sirens from time to time. During these times, there is an increased chance that a siren could sound inadvertently.

When one or more Outdoor Warning Sirens sound, citizens are quick to take notice, call 911 and their local Emergency Management office, and contact local press organizations who in turn reach out to Public Safety Officials for comment. This procedure is meant to keep Public Safety Officials informed of the actions of technicians so that in an event of an accidental siren sounding, the officials can take quick action to calm the concerns and fears of the citizens.

#### Procedure

Any time a siren maintenance and installation vendor does maintenance or testing of a siren that may cause the siren to make any kind of sound, the technician working on the siren will call the Hennepin County Dispatch Duty Supervisor Desk at least one hour before work begins at the following telephone number:

**HCSO Dispatch Duty Supervisor Line: (763) 249-0883**

The technician will relay the following information to the Duty Supervisor:

- Name
- Company Name
- Type of work to be done
- ID number of siren being worked on
- Approximate location of the siren (intersection and city name)
- When work will be completed

The Duty Supervisor will use Hiplink to get messaging to the Siren Maintenance list, which includes Hennepin Watch as well as employees of Hennepin County Emergency Management and HCSO Communications Division.

The Duty Supervisor will contact the dispatch center in which the siren is located to inform them of the siren work.

Hennepin County Emergency Management will disseminate messaging to pertinent stakeholders via the Hennepin Watch program, and using the Daily Situational Awareness board in WebEOC, and any other means necessary to provide situational awareness to stakeholders, and inform the general public and media. This may include posting to social media, releasing pre-scripted press releases, and coordinating with Hennepin County Communications (Public Affairs).

## **Siren Maintenance Standard Operating Procedure**

### **Accidental Sounding**

If there is an accidental sounding of the siren. The following procedures will be followed:

#### **Siren Vendor Technician**

The siren vendor technician will do the following

1. Stop the siren from sounding by any means necessary and as quickly as possible
2. Call the Duty Supervisor (763-249-0883) immediately after the siren has stopped sounding

#### **HCSO Duty Supervisor**

The Duty Supervisor will then alert HCEM and HCSO staff that an accidental sounding of the siren has occurred via Hiplink.

### **Hennepin County Emergency Management**

The Hennepin Watch leader will disseminate messaging pertaining to the accidental sounding of the siren per existing Hennepin Watch procedures, and will post information to the Daily Situational Awareness board of WebEOC. HCEM will post to social media, release pre-scripted press releases, interface with Public Affairs, and conduct interviews with news organizations as needed.

**ATTACHMENT 4**

**HAZARDOUS MATERIALS**

**RESPONSE LEVEL DESCRIPTIONS**

**Response Level 1**

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

**Level 1 Agency Contacts:**

Fire Department  
Police Department  
Allina/HCMC/North Memorial Transportation Services (EMS)  
Bureau of Criminal Apprehension State Duty Officer

**Response Level 2**

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

**Level 2 Agency Contacts:**

All Agencies in Level 1  
City Manager/Administrator  
Emergency Management Director/Coordinator  
Partial EOC Activation  
Regional Chemical Assessment Team  
Hazardous Materials Team  
Hennepin County Emergency Preparedness  
Red Cross

## **ATTACHMENT 4 Continued**

### Response Level 3

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large-scale evacuation or an incident requiring the expertise or resources of County, State, Federal or private agencies/organizations.

### Level 3 Agency Contacts:

All Agencies in Level 1 and 2  
Mutual Aid Fire  
Mutual Aid Law Enforcement  
Mutual Aid EMS  
MN HSEM  
EPA  
FEMA  
State of MN Hazardous Materials Response Team  
Full EOC Activation

The contacts listed are only a guideline. Any and all agencies could be contacted at any level as the situation would dictate. Additional resources from the public and private sector should be considered.

**ATTACHMENT 5**

**HAZARDOUS MATERIALS NOTIFICATION LIST**

For all Response Level I, II and III incidents, the following agencies are to be contacted:

State Duty Officer: (651) 649-5451\*  
CHEMTREC: 1-800-262-8200  
National Response Center: 1-800-424-8802

\*The State duty officer is responsible for notifying all appropriate State and Federal agencies, therefore, it is essential to keep the State duty officer aware of the situation, should it escalate.

**LEVEL 1 CONTACTS:**

Police Chief  
Emergency Management Director  
Fire Chief

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**LEVEL 2 CONTACTS:**

Level 1 Contacts  
City Manager/Administrator  
Director of Public Works  
Director of Parks & Recreation

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**LEVEL 3 CONTACTS:**

Level 1 and 2 Contacts  
Director of Finance  
Functions in Annex B, Direction and Control, Attachment 3.

**ATTACHMENT 6**

**Regional News Media Contacts**

**Minneapolis Star Tribune**

425 Portland Ave  
Minneapolis, MN 55448  
Phone: 612-673-4414  
Fax: 612-673-4359

**Wayzata-Orono-Plymouth-Long  
Lake Sun Sailor**

10917 Valley View Rd  
Eden Prairie, MN 55344  
Phone: 952-829-0797  
Fax: 952-392-6802  
Deadline – 5:00 p.m. on Wednesday for  
following Wednesday publication.

**Lakeshore Weekly News**

1001 Twelve Oaks Center Drive, Suite 1017.  
Wayzata, MN 55391  
(952) 473-0890  
(952) 473-0895 Fax  
Deadline- 12:00 p.m. on Friday for Tuesday's paper

**KSTP TV**

3415 University Ave  
Saint Paul, MN 55114  
Phone: 612-588-6397 (newsroom)  
Fax: 651-642-4409

**KMSP TV FOX 9**

11358 Viking Drive  
Eden Prairie, MN 55344  
Phone: 952-944-9999  
Fax: 952-942-0455 (Same as UPN 29)

**St. Paul Pioneer  
Press**

345 Cedar Street  
St. Paul, MN 55101  
Phone: (651) 228-5490  
Fax: (651) 228-5564

**WCCOTV**

90 S. 11th Street  
Minneapolis, MN 55403  
Phone: 612-339-4444  
Fax: 612-330-2767

**UPN 29 News**

11358 Viking Drive  
Eden Prairie, MN 555344  
Phone: (952) 946-5767  
Fax: 952-942-0455 (Same as Fox 9)

**KARE-11 Television**

8811 Olson Memorial Hwy  
Golden Valley, MN 55427  
Phone: 763-546-1111  
Fax: 763-546-8606

**Cable 12 News**

6900 Winnetka Ave N  
Brooklyn Park, MN 55428

**WCCO Radio AM 830**

625 2<sup>nd</sup> Ave S  
Minneapolis, MN 55402

**NSEMPG  
EMERGENCY OPERATIONS PLAN**

**Annex A  
Warning and Notification  
Revision 2018**

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Phone: 763-533-8196  
Fax: 763-533-1346

Phone: 612-370-0611  
Fax: 612-370-0159

**Robbinsdale-Crystal-New Hope-  
Golden Valley Sun Post**  
10917 Valley View Road  
Eden Prairie, MN 55344-3730  
Phone: 952-829-0797  
Fax: 952-392-6802

**Osseo-Maple Grove Press**  
33 2<sup>nd</sup> Street Northeast  
Osseo, MN 55369  
Phone: 763-425-3323  
Fax: 763-425-2945

**Champlin-Dayton Press**  
33 2<sup>nd</sup> Street Northeast  
Osseo, MN 55369  
Phone: 763-425-3323  
Fax: 763-425-2945

**Brooklyn Center-Brooklyn Park Sun Post**  
10917 Valley View Road  
Eden Prairie, MN 55344-3730  
Phone: 952-829-0797  
Fax: 952-392-6802



**I. Purpose**

To describe how direction and control for the City response to a disaster/emergency will be accomplished.

**II. Responsibilities**

- A. City Manager / Administrator: The City Manager / Administrator will be responsible for providing overall direction and control of City government resources involved in the response to a disaster, to include continuity of operations. The line of succession to the City Manager/Administrator is as follows:

City Manager / Administrator or designee  
City Emergency Management Director or designee

- B. City Emergency Management Director: The Emergency Management Director will serve in a staff capacity to the City Manager / Administrator and will coordinate all aspects of this plan. Line of succession to the Emergency Management Director is as follows:

Emergency Management Coordinator /s or designee

**III. Integrated Emergency Management System**

The Integrated Emergency Management System incorporates the disaster/emergency scene management (Incident Command System/National Incident Management System) with the disaster/emergency support efforts (Emergency Operations Center, Public Information Officer, and Elected Officials). This system functions as a long-term, all-hazard concept for improving program implementation and development of the City's emergency management capabilities. This also allows for interaction with other organizations such as County, State, and Federal agencies as well as businesses or corporations that might also be affected by the disaster/emergency event.

**IV. Emergency Operating Center (EOC)**

Direction and control of response to a disaster will be carried out at the EOC through the National Incident Management System. If for some reason the EOC is not usable at the time of a disaster, an alternate EOC could be established in a regional partner city. Activating the EOC to full operational condition can take up to 1 hour.

**A. Criteria for EOC Activation**

The EOC will be fully activated upon the occurrence, or potential occurrence, of a disaster/emergency/event which represents a threat to life and property and/or requires or exceeds significant jurisdictional resources. Activation events and staffing of the EOC is outlined in the EOC Activation Matrix found in Attachment 3, Annex B-10.

**B. Responsibility for EOC Activation**

1. The City Manager / Administrator, any City Department Director, or the Emergency Management Director or designee can activate the EOC. The Emergency Management Director is responsible for ensuring that the EOC is activated according to the criteria discussed above.
2. The EOC staff will be responsible for the operations of their particular service or assignment.
3. Coordination of operations will be the responsibility of the Emergency Management Director.
4. The Emergency Management Director will alert the EOC staff via telephone or radio.
  - a. Only the needed staff will report depending on the disaster or situation.
  - b. Hazardous materials incident activation will follow the response levels 1, 2, and 3 activation levels.
  - c. Nuclear disaster/emergency incidents will follow the Readiness Conditions 3, 2, 1.

**D. EOC Equipment/Supplies**

The Emergency Management Director or designee is responsible for ensuring that the EOC is operational -- that the necessary supplies and equipment are on hand and available for use in the EOC.

**E. Emergency Generator**

The EOC has an emergency (back-up) power source.

**F. Security**

It is the responsibility of the Emergency Management Director / Coordinator to provide for EOC security during times of activation.

**G. Emergency Supplies / Food**

It is the responsibility of the Emergency Management Director / Coordinator to provide for emergency supplies /food during times of activation.

**H. Ventilation**

If the need arises to deactivate the HVAC system for the building to stop outside air from entering the building, the building maintenance personnel need to be contacted. The contact numbers for these individuals can be found in the Resource Manual.

**I. Sanitation**

If the need arises for additional or replacement bathrooms for personnel working in the EOC, Maple Grove Emergency Management has 2 portable units that can be dispatched as required through Hennepin County Dispatch.

**J. Communications Capability of the EOC**

Cities within the region have communication capabilities with the following in order to carry out their emergency responsibilities:

**1. Between Incident Command and EOC:**

Incident Command and EOC should maintain primary communication through Hennepin County Sheriff's Radio Communications on the 800mhz ARMER system. Secondary and tertiary communications can be established by other means at the direction of Incident Command.

**2. EOC to City Departments:**

Each city within the region has structured the functions and control of the organization under a number of separate City Departments. Each department has a variety of communications equipment to meet the changing needs of the City.

**3. EOC to Hennepin County (telephone and radio):**

**Hennepin County Sheriff's Radio**

This system can be used to contact any Hennepin County department, as well as other surrounding metropolitan agencies.

\*Hennepin County Sheriff's Radio,  
North Main

(763) 525- 6220- Public  
6221  
6224  
6225- Police

South Main

(763) 525-6210- Public  
6211  
6214- Police

East Main

(763) 525-6230- Public  
6238- Police

Clerk Information

(763) 525-6234

Radio Service

(763) 525-6200

4. EOC to other municipalities within the metro area (telephone and radio):

Hennepin County Emergency Preparedness Directory

Qwest Government Listings

Hennepin County Sheriff's Radio

The city emergency management program maintains a list of frequently called and after hours numbers. Those numbers are located in the Resource Manual.

5. Public/Private Facilities:

a.	Schools within the region	Telephone/Facsimile
b.	Metro North & West Hospitals	Telephone/ Radio

6. Regional Coordinator and State EOC:

a.	Metro Region	Telephone/Fax
b.	State EOC	Telephone/Fax

7. Other Government Agencies:

- |    |                                 |                 |
|----|---------------------------------|-----------------|
| a. | National Weather Service Office | Telephone/Radio |
| b. | Pollution Control Agency        | Telephone/Fax   |
| c. | National Guard                  | Telephone/Fax   |

8. News Media:

- |    |            |               |
|----|------------|---------------|
| a. | Television | Telephone/Fax |
| b. | Radio      | Telephone/Fax |
| c. | Newspaper  | Telephone/Fax |

V. Use of National Incident Management System/Incident Command

- A. Mandatory use and training of NIMS/ICS: The National Incident Management System/Incident Command System shall be used as the means by which response and recovery responders structure and manage emergency/disaster incidents within the region pursuant to City Ordinance and the Superfund Amendments and Reauthorization Act (SARA Title III) per OSHA. All city Police, Fire, and Public Works responders and supervisors shall be trained in the National Incident Management System/Incident Command System and shall implement it during emergency/disaster incidents. ICS forms shall be used as needed.
- B. NIMS/ICS DEFINED: The National Incident Management System/Incident Command System is designed to provide on-scene incident management during an emergency/disaster. Additional detail pertaining to the NIMS/ICS structure can be referenced in the Regional Emergency Operations Plan, Plan Preface Annex, Terms and Definitions and the Minnesota Emergency Management Director's Handbook Section C-Policies and Programs, Section 10-Minnesota Incident Management System.

**NIMS/ICS COMPONENTS:** The first tier components of the NIMS/ICS are as follows:

**Command**  
**Finance**  
**Logistics**  
**Operations**  
**Planning**

Note: to remember these items think of **CFLOP** as an acronym.

VI. Supporting Documentation

- A. Attachments to this annex.  
B. Resource Manual for lists of equipment and supplies.

## **ATTACHMENT 1**

### **READINESS CONDITION (REACON) ACTIONS**

#### **READINESS CONDITION 3**

This condition depicts a worsening international situation to the point that a possible break in those relations may occur.

This information would be received from the Federal Emergency Management Agency through the National Warning System (NAWAS), the Hennepin County Warning Point (HCWP), and the National Weather Service (NOAA) radio.

The following actions are to be taken:

1. The Emergency Management Director will notify the City Manager/City Administrator or designee, who will notify the Mayor and City Council.
2. The Emergency Management Director will inform key staff personnel and direct review of operating procedures of their respective departments.
3. The Emergency Management Director will advise the public that emergency procedures are being reviewed by City government. No public action will be required.

#### **READINESS CONDITION 2**

This condition depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Federal Emergency Management through NAWAS, HCWP and NOAA weather radio.

The following actions are to be taken:

1. The Emergency Management Director will notify the City Manager/City Administrator or designee, who will notify the Mayor and City Council.
2. The Emergency Management Director will notify key staff personnel and place them on a standby basis.
3. The Emergency Operating Center will be activated and placed on a standby basis.

4. The jurisdiction's Public Information Officer, in coordination with the Emergency Management Director, will make public information announcement advising the public as to the situation and the action City government is taking to be prepared.
5. The public will be advised to review their individual and family emergency action plans and stay tuned to media sources for emergency instructions.
6. Federal authorities may institute the evacuation of targeted high-risk locations.

#### **READINESS CONDITION 1**

This condition depicts a situation where the President of the United States has advised the governor and the public that war is imminent or hostilities may have already occurred.

The following actions are to be taken:

1. The City Manager/City Administrator or designee will advise the Mayor to convene the City Council in an emergency session.
2. The Emergency Operating Center is to be activated for 24-hour operation.
3. The staff will be fully mobilized.
4. The public will receive instructions over Emergency Broadcast System Emergency Alert System (EAS).

Warning procedures via the HCWP and NOAA weather radio may be received prior to or concurrent with the Readiness Condition 1.

## **ATTACHMENT 2**

### **HAZARDOUS MATERIALS RESPONSE LEVEL DESCRIPTIONS**

#### **Response Level I - Potential Emergency Conditions**

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

##### **Level 1 Agency Contacts:**

Fire Department

Police Department

Allina / HCMC/ North Memorial Transportation Services (EMS)

MN HSEM Duty Officer

#### **Response Level II - Potential Emergency Conditions**

An incident involving a greater hazard or larger area which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

##### **Level 2 Agency Contacts:**

All agencies in Level 1

City Manger / Administrator

Emergency Management Director/Coordinator

Limited EOC Activation

Regional Chemical Assessment Team

Hazardous Materials Team

Hennepin County Emergency Management

Red Cross

#### **Response Level III - Potential Emergency Conditions**

An incident involving a severe hazard or a large area which poses an extreme threat to life and property will probably require a large-scale evacuation or an incident requiring the expertise or resources of County, State, Federal or private agencies/organizations.

##### **Level 3 Agency Contacts:**

All agencies in Level 1 and 2

FEMA

Mutual Aid Fire/Law Enforcement/EMS

MN Hazardous Materials Response Team

EPA

Full EOC Activation



**ATTACHMENT 3**

**EOC ACTIVATION MATRIX**

Activation Level	Activation Description and Criteria	Activation Event Examples	Activation Staffing
Level 3 Monitoring	The EOC is activated by the Emergency Management Director or his/her designee. This activation level is considered a monitoring phase in response to a potential threat or event requiring, or potentially requiring, significant jurisdictional resources. Notifications of EOC activation will be made to all relevant personnel and agencies (i.e. 911 dispatch, city officials, Hennepin County Emergency Management, surrounding agencies, city personnel.)	<ul style="list-style-type: none"> <li>- A major city event</li> <li>- Potential severe weather</li> <li>- High profile or political events</li> <li>- Emergency events with potential to demand greater resources</li> </ul>	<ul style="list-style-type: none"> <li>- Minimal staffing (1 or 2)</li> <li>- volunteer or line level personnel</li> </ul>
Level 2 Partial	The EOC is activated by the Emergency Management Director or his/her designee. This activation level is in response to an event where support for response operations may exceed the day-to day responsibilities of local agencies, or when local assistance is required through resource or technical support over extended periods of time. Notifications of EOC activation will be made to all relevant personnel and agencies (i.e. 911 dispatch, city officials, Hennepin County Emergency Management, surrounding agencies, city personnel.)	<ul style="list-style-type: none"> <li>- Impending severe weather</li> <li>- Large scale emergencies</li> <li>- High profile or political events</li> <li>- Isolated evacuation and population management</li> </ul>	Whatever staffing is needed to manage the necessary components of CFLOP (command, finance, logistics, operations and planning).
Level 1 Full	The EOC is activated by the Emergency Management Director or his/her designee. This activation level is in response to an actual event having significant impacts over large geographical areas, resource support from a majority of local and state agencies are likely, or the results of the event will have significant impacts to response operations of local critical workforce personnel and entities. Notifications of EOC activation will be made to all relevant personnel and agencies (i.e. 911 dispatch, city officials, Hennepin County Emergency Management, surrounding agencies, city personnel.)	<ul style="list-style-type: none"> <li>- Large hazmat incident</li> <li>- Multi-casualty incident</li> <li>- Mass care of large populations</li> </ul>	Whatever staffing is needed to manage the necessary components of CFLOP (command, finance, logistics, operations and planning).

**I. Purpose**

To provide an overview of how Crisis Communication would be disseminated in the event of a disaster.

**II. Spokesperson(s)/PIO Staff**

- A. The City Manager/City Administrator or designee / Emergency Management Director or their designee will act as the public information officer (PIO) in the event of a disaster or critical incident. The designee from the jurisdiction having authority will facilitate the dissemination of information from the event to the local media through written press releases or press conferences. The City Manager/City Administrator or designee / Emergency Management Director will appoint a spokesperson to present the prepared information for a press conference. The City Manager/City Administrator or designee / Emergency Management Director or their designee will approve all messages prior to release for the media. The above PIO Staff will be responsible for addressing public inquiries and rumor control surrounding the incident. Staff will need to be delegated to work within the Joint Information Center (JIC) that will be established by the PIO's to address this need.
- B. The Incident Commander and/or the designee is responsible for safeguarding security sensitive information, how it is sent, who is allowed to receive it, and how it is vetted for accuracy.
- C. Public information assistance is available from Hennepin County Emergency Management or Minnesota Homeland Security and Emergency Management if needed.

**III. Policies and Procedures**

- A. If it becomes necessary to establish a news briefing room, Council Chambers or other area to be determined would be used for this purpose. News media personnel would be asked to report to this facility.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.
- C. Public information would be disseminated through local media outlets.
- D. Maintenance of media contact information is the responsibility of each jurisdiction within the NSEMPG.

**I. Purpose**

To describe how search and rescue would be accomplished within the cities of the region following a disaster/emergency.

**II. Responsibility**

Within the City, the primary responsibility for search and rescue during disasters/emergencies belongs to the Fire Department. In the event such as a missing child, or the search for a criminal suspect the Police Department would assume the primary responsibility. Resources responding to any search would function under the National Incident Management System. Back-up assistance would take the form of mutual aid fire and police agencies depending on the situation. Each city in the NSEMPG consortium will maintain their individual Standard Operating Procedure to address the search and rescue function.

**III. Supporting Agencies/Organizations**

- A. Local Mutual Aid Police or Fire depending on the situation
- B. The following organization(s) would be available to assist with a major search and rescue operation:
  - 1. Hennepin County Sheriff's Office
  - 2. Police Reserves
  - 3. Police / Fire Explorers
  - 4. Minnesota State Duty Officer for state and federal assets (i.e. civil air patrol, search and rescue dogs etc...)

**IV. Collapsed Structure Rescue**

In the event of a technical rescue involving a collapse situation, confined space high-angle evacuation, and/or trench collapse the following mutual aid resources may be notified.

- 1. Task Force One through the State Duty Officer
- 2. Edina Fire Department
- 3. Minneapolis Fire Department

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I. Purpose

To provide an overview of how the health/medical care needs of residents would be met in the event of a major event, emergency or disaster.

II. Primary Responsibilities

A. Pre-hospital Emergency Medical Services:

1. **Emergency Medical Services – First Responder Emergency Care** is the primary responsibility of the Police and Fire Departments.

*Regional EMS Transport providers-* Within the NSEMPG Region- North Medical Transportation, Allina Medical Transportation and HCMC Ambulance serve as the primary providers to the region.

2. **Emergency Medical Services – Transportation -Medical Transportation** is the primary responsibility of the regional EMS transport providers and their designated mutual aid ambulance services to provide emergency, non-emergency and special population medical transportation. These resources would be utilized to respond to any incident within the region requiring the transportation of the sick or injured. In the event of an incident requiring the transportation of the physically challenged, regional EMS transport providers and their designated mutual aid ambulance services will provide transportation and/or coordination services as required to transport those with special medical challenges. Metro Transit (metro mobility program) and non-emergency ambulance providers could be utilized for transporting special populations.

3. **Emergency Medical Services – Transportation – Mutual Aid-Local-Regional-State-Federal**

Regional EMS transport providers maintain mutual aid agreements with other ambulance services within the Minneapolis-St. Paul Metropolitan Region as required by Minnesota Law, in addition to participation in the Minnesota Ambulance Strike Team program available through the state duty officer.

In the event of an incident which exceeds the capabilities of the metropolitan region and state EMS resources, Regional EMS transport providers and their designated mutual aid ambulance services are participants in the National Disaster Medical System (NDMS) that provides federal medical assistance services which is coordinated through the Veterans Administration and the Department of Defense.

4. **Emergency Medical Services – Transportation – Communication**  
Regional EMS transport providers maintain 24-hour communication centers which is linked to the Hennepin County Sheriff's Communication Center by direct telephone line. Back-up EMS Dispatch capability is located at Hennepin County Ambulance Dispatch.
5. **Emergency Medical Services – Transportation – Command – Control – Coordination**  
Regional EMS transport providers and their designated mutual aid ambulance services utilize the National Incident Management System for coordination of EMS with other disciplines or agencies when responding to incidents within the NSEMPG region.
6. **Emergency Medical Services – Transportation – Hospital and Patient Assignment**  
In the event of a mass casualty incident, hospital and patient assignments are coordinated by Hennepin County Medical Resource Control Center (MRCC) located at Hennepin County Medical Center Ambulance Dispatch at Hennepin County Medical Center in Minneapolis.
7. **Emergency Medical Services – Transportation – Casualty / Patient Tracking**  
In the event of a mass casualty incident, MRCC will monitor the capacity of area hospitals and track patient destination. Patient tracking will be coordinated between the receiving facilities with assistance from Hennepin County Community Health EMS Section and the Red Cross.
8. **Emergency Medical Services–Transportation- Triage and Scene Treatment**  
In the event of a mass casualty incident, the primary responsibility for triage of patients for transportation priorities would be the Police and Fire Departments with Regional EMS transport providers and their designated mutual aid ambulance services fulfilling a secondary role as staff and equipment is available. All agencies engaged in triaging of patients in the pre-hospital setting will utilize recognized established triage methods. Scene treatment will also be the primary responsibility of the Police and Fire Departments, with a secondary role being fulfilled by the EMS transportation agencies.

9. **Emergency Medical Services – Transportation- *Equipment and Supplies***  
Regional EMS transport providers and their designated mutual aid ambulance services maintain supplies and equipment specifically for use in mass casualty incidents which would occur within the region. Each EMS ambulance agency maintains a resource inventory of these supplies and equipment.
10. **Emergency Medical Services – Transportation- *Public Information***  
Regional EMS transport providers, and their designated mutual aid ambulance services under the National Incident Management System, would coordinate with and support the public information officer as designated by the incident commander or designee.
11. **Emergency Medical Services – Transportation – *Hazardous Materials Incident Response***  
Regional EMS transport providers and their designated mutual aid ambulance services will respond to Haz-Mat incidents within the NSEMPG at the Awareness level as defined in NFPA 473 Standard – Chapter 2 EMS/HM1. Each EMS agency maintains specific internal procedures for notification of key personnel and response to a Haz-Mat incident. All EMS Haz-Mat incident responses would be coordinated through the use of the National Incident Management System.
12. **Emergency Medical Services – Transportation – *Hazardous Materials Incident Response Training***  
Regional EMS transport providers and their designated mutual aid ambulance services provide the necessary Haz-Mat training for their staffs. Training records are available from the respective EMS ambulance agency training officer.
13. **Emergency Medical Services –Transportation- *System Coordination***  
Overall coordination of EMS operations which would include coordination with hospitals, State and Federal medical agencies, and other public health service organizations to ensure integrated medical operations would be the responsibility of the Police and Fire Department, the Hennepin County Community Health Department – EMS section, and Minnesota Emergency Medical Services Regulatory Board.

14. **Emergency Medical Services – Transportation – Fatalities:** *Also see Fatality Management- Medical Examiner within this annex*  
Regional EMS transport providers and their designated mutual aid ambulance services do not provide services for the disposition or transport of fatalities from a mass casualty incident. EMS transportation agencies will support the operations of the Hennepin County Medical Examiner's Office with supplies and equipment as requested.
15. **Emergency Medical Services – Transportation – Mass Casualty Protocols**  
Protocols for the management of mass casualty response have been established by the Hennepin County EMS Advisory Council. The most current version has been approved by that body. These protocols have been adopted by the Regional EMS transport providers, and their designated mutual aid ambulance services. Each ambulance service has the latitude to better define the guidelines set down in this protocol. Each ambulance service maintains their own set of protocols modeled after these guidelines.
16. **Emergency Medical Services — Transportation- Critical Incident Stress Management- Responders,** *also see reference in public health section within this annex*  
Critical Incident Stress Management is available for public safety responders through the Metro CISM Peer Counseling Team which is notified through Hennepin County Medical Control Resource Center at 612-347-2140 or 612-347-5710 or through Regional EMS transport providers or their designated mutual aid ambulance services.
17. **Emergency Medical Services – Medical Care – Shelter / Congregate Care Facilities**  
The provision of medical care in a shelter or congregate care facility would be the initial responsibility of the shelter operator, such as the Red Cross or Salvation Army and/or tasked city department example: Parks and Recreation. As available, Police, Fire Departments and regional EMS transport providers and their designated mutual aid ambulance services will provide support.

**B. Medical Receiving Facility Services:**

1. **Medical Receiving Facility Services – *Hospital coordination – mutual aid***  
Hospitals which serve the NSEMPG region are participants in the Metropolitan Area Hospital Compact (MAHC) which provides for coordination of services during times of disasters or unusual emergencies. 23 Hospital facilities across the Minneapolis St Paul area participate in the MAHC.
2. **Medical Receiving Facility Services – *Hazardous Materials Incidents – Medical Receiving Facilities***  
North Memorial Medical Center, Maple Grove Hospital and Hennepin County Medical Center have capability to decontaminate and treat those patients with chemical or radiological contamination. MRCC would make the necessary determinations to send potentially contaminated patients to other facilities as the situation dictates.
3. **Medical Receiving Facility Services- *Surge capacity* - Hennepin County Human Services and Public Health Department in concert with the Metropolitan Area Hospital Compact (MAHC) supports the Minnesota Department of Health in initiating, maintaining, and demobilizing medical surge capacity, including Mutual Aid Agreements for medical facilities, equipment and medical/general health supplies that will be needed during disaster. This includes the Minnesota Department of Health Mobile Medical Unit. Local jurisdictions may request an MMU deployment through the State Duty officer. The MMU is designed to provide emergency patient stabilization and ambulatory care. Its primary mission will be to serve as a replacement for, or supplement to, local medical care after a disaster or during special events, that is expected to continue for more than two days.**



4. **Medical Receiving Facility Services – *Disaster Emergency Treatment Facilities and Casualty Collection Areas***

North Memorial Medical Center is located in the City of Robbinsdale, as well as the Maple Grove Hospital in Maple Grove. In addition four other major medical receiving hospitals are located in communities in the west metro area. In addition, the Fairview University, Fairview Riverside, and Veterans Administration Hospitals are within a 20 mile radius of the region. The hospitals listed in this section are participants in the National Disaster Medical System (NDMS) program. Due to the unpredictable nature of disasters casualty collection points are not pre-identified within the plan, but would be established as required by the incident commander and the EMS Branch Director or other health authorities as identified in the NIMS system. Under the Metropolitan Area Hospital Compact auxiliary hospital and or causality collection area administration, staffing and site operations would be coordinated by Hennepin County Medical Center.

5. **Medical Receiving Facility Services – *Public Information***

Regional hospital providers under the National Incident Management System would coordinate with and support the incident public information officer as designated by the incident commander or designee. This is outlined in the Metropolitan Area Hospital Compact Article 1.4.

- C. **Fatality Management Operations** – Would be the responsibility of the Hennepin County Medical Examiner as outlined in the Hennepin County – Emergency Operations Plan – Medical Examiner/Mortuary services. The Hennepin County Medical Examiner’s Office has the standard operation procedure on file. This includes the establishment of temporary morgues and family assistance centers to include: notifying next of kin, victim identification, counseling, reunification of families with remains. Family assistance services may be rendered by the American Red Cross, the Salvation Army and Hennepin County Human Services.

D. **Public Health and Human Services Operations**

**Public Health and Human Services Operations**– *Coordination of response to include*; serious potential or actual health problems (epidemics, animal disease outbreak, food and/or water contamination, etc.), and family reunification and reception centers would be the responsibility of Hennepin County Human Services and Public Health Department. This would also include coordination with State and Federal health and human services agencies. Local agencies will liaison with the Board of Animal Health and the Department of Agriculture.

1. **Public Health and Human Services Operations** – *Behavioral Health-CISM* Hennepin County Human Services and Public Health Department Disaster Behavioral health Services including the provision of or arranging for and coordinating crisis counseling (e.g., Critical Incident Stress Debriefing, mental health treatment, and grief counseling) for emergency workers and victims, and long term mental health counseling and support. These efforts would also be coordinated with other providers such as the State CISM program and Red Cross.

**Also see Emergency Medical Services** – *Critical Incident Stress Management- Responders*, within this annex

2. **Public Health and Human Services Operations** – *Mass Vaccination-Dispensing Sites*  
Hennepin County Human Services and Public Health Department will assume control and responsibility for operations of mass dispensing sites. Hennepin County Human Services and Public Health Department Epidemiology unit will make recommendations regarding mass dispensing sites based on the findings from the disease investigation and as one disease prevention and control measure. In the event of pandemic influenza or bioterrorism or other large scale event where MDH has taken the lead, the Epidemiology unit will carry out the recommendations made by MDH.

**Other serious or potential health threats may be present in a major event, emergency or disaster.**

**Assessing/Coordinating/Response Organizations/agencies are listed by specific health threat**

<b>Health Threat /issue</b>	<b>Assessing/Coordinating/Response Organization</b>
<b>Disease-bearing pests</b>	Metropolitan Mosquito Control Hennepin County Human Services and Public Health Department Local Environmental Health departments Minnesota Department of Health Centers for Disease Control and Prevention
<b>Animal Disease Outbreak</b>	Department of Agriculture Board of Animal Health Hennepin County Human Services and Public Health Department Local Environmental Health departments Minnesota Department of Health Centers for Disease Control and Prevention
<b>Hazmat Decontamination</b>	Local fire departments & mutual aid Local hospitals ( at facility only)
<b>Detection of potential biological chemical or radioactive agents</b>	Local fire departments 55 <sup>th</sup> Civil Support Team State hazmat teams Local hospitals Hennepin County Human Services and Public Health Department Minnesota Department of Health Centers for Disease Control & Prevention Minnesota Department of Agriculture

<b>Food contamination-inspections Mass care/ recovery operations</b>	Hennepin County Human Services and Public Health Department Local Environmental Health depts... Minnesota Department of Health Minnesota Department of Agriculture
<b>Respiratory protection Air quality issues</b>	Local fire departments Local hospitals Minnesota Department of Health Hennepin County Human Services and Public Health Department
<b>Mass clinics / Mass Vaccinations</b>	Hennepin County Human Services and Public Health Department Local public health agencies Minnesota Department of Health
<b>Water purification/supplies</b>	Local utilities Local vendors National Guard
<b>Public Health crisis communication</b>	Hennepin County Human Services and Public Health Department Minnesota Department of Health

- E. **Special Needs Population** – the listed agencies may be available to provide services such as case work, transportation, and adult day care: American Red Cross, Salvation Army (metro only), Catholic Charities, Lutheran Disaster Response, and United Methodist Committee on Relief.

Service	Provider
Case Work	American Red Cross Catholic Charities Lutheran Disaster Response United Methodist Committee on Relief
Routine Transportation	American Red Cross Metro Transit-Metro Mobility
Adult Day Care	The Salvation Army (metro only)

**III. Supporting Plans and Personnel**

- A. Hennepin County Emergency Operations Plan.
- B. North Memorial Medical Center Emergency Operations Plan.
- C. Maple Grove Hospital Emergency Operations Plan
- D. Hennepin County Medical Center Emergency Operations Plan
- E. Metropolitan Area Hospital Compact
- F. Minnesota Department of Health Mobile Medical Unit program
- G. Minnesota Ambulance Strike Team program
- H. North Memorial Chemical Emergency Plan.
- I. Maple Grove Hospital Chemical Emergency Plan
- J. Hennepin County (West Metro) Emergency Medical Services Plan.
- K. Support is available from the Minnesota Department of Health and Hennepin County in responding to health, chemical, and radiation incidents.
- L. Additional State assets would be available through the Minnesota State Duty Officer program.
- M. Hennepin County Community Health and the Minnesota Department of Health maintain plans to include facilities that can be converted to emergency treatment centers for victims of mass casualties and disease outbreaks.
- N. Annex I of this plan (Congregate Care).

**IV. Supporting Standard Operating Procedures**

Refer to Fire Department standard operating procedures for hazardous materials response for detailed procedures of chemical response, identification, and decontamination for health and EMS personnel.

Refer to regional EMS transportation providers' standard operating procedures for responding to hazardous materials incidents.

**I. Purpose**

To outline how security, evacuation and traffic control would be carried out if they are required due to a disaster/emergency in the region.

**II. Responsibility**

- A. In the cities within the region, the ranking public safety official or the appropriate designee may recommend evacuation or sheltering in place:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Police Chief or designee	Police and All Other
Fire Chief or designee	Fire/Radiological/HAZMAT
Incident Commander	All Other

- B. In the event of a disaster/emergency which would result in the loss of life if evacuation is not undertaken immediately, the Police Chief, Fire Chief, or their designee could order such an evacuation.
- C. Within the region, the police department would be responsible for coordinating security or any large-scale evacuation that might be required. However, in HazMat Warm and Hot Zones the responsible regional fire department will have the responsibility for door-to-door evacuations if dressed in their appropriate personal protective equipment. Back-up assistance for general evacuation and traffic control would be available from other regional city fire departments, the Hennepin County Sheriff's Office, the regional city police reserves, the regional police and fire explorers, and regional city public works department. Relocation/Security for critical resources would be the responsibility of that City-related department.
- D. The regional city police departments will coordinate all transportation resources used in an evacuation.

**III. Procedures**

- A. Residents to be evacuated would be notified of the need to evacuate by outdoor warning sirens, radio, TV, and public address systems. Evacuation routes, assembly points and assistance instructions will be announced. Domestic animal evacuation will be instituted in conjunction with residents as resources permit.
- B. Law enforcement personnel would establish traffic control points (if needed). Selection of the most efficient primary and secondary roadways to be utilized for evacuation would be incident specific. The law enforcement incident commanders

would announce the direction of travel on the named roadways. Pre-selecting roadways to be utilized in a disaster would not be prudent because the type and location of the incident will dictate the decision of what would be the most effective routes.

- C. If necessary, rest areas will be established for the aid and convenience of people passing through the City en-route to neighboring reception areas. Evacuees will be able to obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities when practical.
- D. People requiring transportation should report to announced entry areas. Transportation will be provided from these points.
- E. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the police and fire departments.
- F. Regional city police departments may coordinate assistance to any vehicles having mechanical problems during an evacuation.
- G. Police-related agencies will provide security to each congregate care parking facility.

IV. Resources Available

- A. EMS resources would be available, if needed, to evacuate non-ambulatory individuals. (See Annex E)
- B. The Wayzata, Robbinsdale, Osseo, Anoka-Hennepin, Hopkins and Brooklyn Center School Districts, the MCTO (Metropolitan Council Transit Operations), and the Region Metro-Link could provide buses, if needed, to assist in the evacuation process and for transportation of essential workers to hazardous areas. The Public Works Division has access to barricades to assist in any needed road closures.

V. Supporting Standard Operating Procedure (SOP)

Regional police department standard operation procedures  
Regional fire department standard operation procedures  
Annex L – SARA Vulnerability Zone Charts

Attachments:

- 1. Maps of potential hazard areas.
- 2. List of SARA-covered facilities.

I. Purpose

To define the responsibility for the provision of fire protection service(s) in the NSEMPG.

II. Responsibility and Scope

Under the direction of the Fire Chief, the Fire Departments within the NSEMPG region shall have the primary responsibility for the provision of fire protection services within the local jurisdiction having authority. Services provided include fire suppression, rescue, radiological emergencies, hazardous material and technical rescue response. The fire department, in certain circumstances, is also responsible for search and rescue actions. Utilizing the National Incident Command System, the Fire Chief of the local jurisdiction having authority shall assign resources as required to address fire protection activities. Other public safety agencies and volunteers may provide assistance.

III. Mutual Aid Agreements

The Fire Departments serving the NSEMPG region participate in the following mutual aid agreements.

Hennepin County Fire Chiefs Association  
Lake Region Mutual Aid Association  
North Suburban Mutual Aid Association

The members of these groups have agreed to respond when called upon. Written mutual aid agreements exist and are on file with the Fire Departments within the region.

IV. Policy and Supporting Standard Operating Procedure (SOP)

Refer to the *Local Jurisdiction having authority Fire Department Manual of Policies, Regulations, and Operating Guidelines* for procedures relative to fire protection operations. Hazardous Materials Operational SOPs for detailed procedures of chemical response, identification and decontamination for fire personnel.



**I. Purpose**

To provide an overview of how damage assessment would be accomplished following a disaster/emergency in cities within the region.

**II. Responsibilities**

A. The City Assessors- Building Inspectors are responsible for:

1. Developing and maintaining a damage assessment "team" composed of municipal and/or private sector agency representatives.
2. Maintaining and up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster/emergency).
5. Declaring whether or not public or private structures can be inhabited.

B. City government officials who, depending upon the nature of the disaster/emergency, would participate in a damage assessment effort:

1. Community Development Director
2. Administrative Services Director
3. City Assessor
4. City Engineer
5. Building Official

C. County government officials who (potentially) would participate in a damage assessment effort:

1. County Emergency Management Director
2. County Engineer
3. County Assessor
4. County Social Services Director

**III. CONCEPT OF OPERATIONS.**

Disaster intelligence is a tool for action and involves the complete cycle in which information about an event is collected, processed, evaluated, and disseminated to those who need it. This is a key process in caring for the short and long-term disaster needs of the people in the community.

Damage assessment, which is an element of disaster intelligence, is an appraisal or determination of the actual effects on human, economic and natural resources resulting from an emergency or disaster. Delayed assessments may cause hardship as well as erode confidence in the ability of the community to react in time of emergency. Although a rapid preliminary assessment is desirable and should be reported to Hennepin County Emergency Preparedness as soon as possible, a more accurate assessment should be compiled as soon as weather and other local conditions permit. Trained observers should be used to assess actual damage. Once the damage assessment information is compiled it will be forwarded to Hennepin County Emergency Management for completion of damage and impact assessment for submission to State and Federal emergency management agencies.

Within the first hour following an incident, public safety agencies and public works will conduct a systematic rapid damage assessment to determine impacts on infrastructure. (Impassable roads, downed power lines, downed trees and significant structural damage to buildings) During the first hour, the priority shall be life safety. Within 8 hours: The priority will be property preservation and evaluation of impact to key government infrastructure.

This rapid damage assessment should be completed as quickly as possible. The time to complete can range from hours to days depending on the type of event, the event damage and accessibility.

- A. The American Red Cross, by ARC Regulation 3029, is required to submit an initial damage assessment survey of homes to the operations headquarters of the jurisdiction involved in a disaster within 36 hours and submit a detailed damage assessment within 72 hours.
- B. A copy of the Red Cross damage survey information will be provided to the City EOC.
- C. Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:
  - 1. Red Cross -- Greater Minneapolis Area Chapter official in charge of emergency services.
  - 2. Insurance companies and realtors.
  - 3. Hazardous materials clean-up contractors.
  - 4. Hazardous materials.
  - 5. Christian Reformed World Relief Committee – specializes in detailed damage assessment for long-term recovery operations.

### **III. Policies and Procedures**

- A. A damage assessment effort will be initiated as soon as practical following the occurrence of a disaster.

- B. Where possible and when appropriate, pictures will be taken of damaged areas and City maps created by GIS personnel with the use of current technology will be used to show the location of damaged sites.
- C. When damage assessment is carried out in conjunction with a request for State or Federal disaster assistance, the Emergency Management Director may contact the County Emergency Preparedness Office, who will coordinate with Minnesota Homeland Security Emergency Management. (HSEM)
- D. Damage assessment training for community stakeholders is coordinated through the NSEMPG in collaboration with HSEM, FEMA or professional associations.

IV. Supporting Documents

For additional information and guidance, refer to:

Disaster Response and Recovery: A Handbook for Local Government.

**I. Purpose**

To describe how debris clearance would be accomplished following a disaster/emergency in the region.

**II. Responsibilities**

Within the NSEMPG, the Public Works Department and the Park Maintenance from the jurisdiction/s having authority would be responsible for debris clearance.

**III. Policies and Procedures**

- A. To clear debris from City Streets, City public right-of-ways and City Facilities within the region.
- B. Coordinate with Hennepin County Public Works and the Minnesota Department of Transportation regarding County Roads, State Highways, and Interstates involving debris clearance.
- C. Will coordinate and oversee mutual aid requests and responding resources regarding debris clearance during disaster/emergency events utilizing the NIMS/ICS structure.
- D. Will coordinate efforts with the Parks Department staff in the debris clearance of parks and park trail properties within the jurisdiction/s having authority.
- E. Is responsible for the disposal of solid waste (concrete, dirt, brick, non-hazardous materials, etc.), tree and brush-type debris and other building-type debris (lumber, roofing materials, etc.).
- F. Debris would be disposed of at the following locations:
  - 1. Debris would be trucked to a landfill or other designated location per Hennepin County.
  - 2. Tree debris would be trucked to the tree disposal site as designated by Public Works for the jurisdiction having authority.
- G. If additional debris clearance-type equipment were needed, it would be obtained from Hennepin County and other cities per Hennepin County equipment listings and from contractors available to the City having authority.
- H. Unless authorized by the jurisdiction having authority, removal of debris from private property would be the responsibility of the property owner.

- I. In the aftermath of a natural or other type of disaster, residents will be asked to sort debris by:
    - 1. Trees and brush
    - 2. White goods (appliances)
    - 3. Household hazardous waste
    - 4. Construction/demolition materials
    - 5. Regular garbage
  - J. Determination of emergency routes will depend on the nature and location of the debris generating event, and will be identified by the Incident Commander.
  - K. The Minnesota Pollution Control Agency (651-649-5451) will assist with the disposal of hazardous waste.
  - L. Hennepin County Environmental Services (612-348-3777) will assist with the disposal of household hazardous waste.
  - M. The Minnesota Pollution Control Agency, the Board of Animal Health (651-296-2942), and the Minnesota Department of Agriculture (651-201-6000) will advise/assist with the disposal of animal carcasses.
  - N. The Minnesota Department of Health will assist in the assessment and resolution of potential health related issues related to the debris removal process.
  - O. Contracting procedures will be determined by the City's Administrative Services/Finance Department.
- IV. Supporting Documents
- A. A listing of construction contractors which have debris removal-type equipment, and which are located in the City, is on file at the Public Works.
  - B. No formal agreements for debris clearance removal exist with other cities other than through normal emergency management channels or the Emergency Assistance Pact.
- V. Supporting Activities
- A. Provide barricades and signage for street closures and detours requested by Police or Fire Incident Commanders.
  - B. Escort emergency vehicles into debris filled areas, clearing a route(s) of travel.
  - C. Assist with the repair and refueling of emergency response equipment and vehicles in the field.
  - D. Provide City staff equipped with street and sewer information needed by the Incident Commander to contain the flow of liquid hazardous materials.

- E. The City Public Works Department or their designated contractor will provide critical emergency resources and trained personnel to provide dikes and sandbags for Haz-Mat and flooding situations. Resources may be local, county, regional, state and/or federal
- F. Close/block storm sewer holding pond out flows to contain hazardous materials flowing in sewers.
- G. Assist police with door-to-door evacuations in “non-hot zone” and non-hazardous areas.
- H. Assist police with traffic control and outer perimeter security.

**VI. Supporting Standard Operating Procedure (SOP)**

NSEMPG Emergency Operations Plan – Annex L

Each City within the NSEMPG has a standard operating procedure on file that directs the operational needs stated within this annex.

**I. Purpose**

To provide an overview of how utility services would be restored following a disaster/emergency. Priorities for utility restoration will depend on the nature and location of the incident. Vulnerable populations and facilities essential for public safety and continuity of government will be considered first. Each jurisdiction's public works and/or utility departments are responsible for coordinating the repair and restoration of vital services.

**II. Responsibilities**

Member cities will maintain a list of public and private utility providers to be used in the event of a utility outage due to a disaster/emergency. The Director of Emergency Management is responsible for developing and carrying out standard operating procedures used to prioritize and coordinate the repair/restoration of vital services, including conducting safety inspections before the general public is allowed to return to the impacted area(s). Each City within the NSEMPG must have standard operating procedures for establishing recovery time objectives or recovery priorities for essential functions and critical infrastructure repair and restoration.

**Part A – Radiological Protection**

**I. Purpose**

It is recognized that emergency situations could develop in which the NSEMPG residents could be exposed to radiological incidents or threats. Plans are needed to ensure a coordinated response and recovery from transportation accidents, nuclear power plant incidents, industrial accidents, laboratory radiation incidents, military accidents or nuclear attack.

**II. Organization**

The Fire Department is the City's radiological protection organization.

**III. Responsibility**

A. The Fire Department is responsible for:

1. Coordination of data, information (e.g., radiation readings, damage reports, response requirements, chemical properties and exposure estimates) and materials needed to minimize effects of all radiological accidents or threats area available and utilized in time of emergency. Each city's overall radiological response and recovery efforts, including monitoring, reporting, assessment, containment, and protective actions are coordinated through NIMS.

B. HSEM and the Minnesota Department of Health (MDH) will be called upon for instrumentation, guidance, decontamination, and medical evaluation. Fire Department personnel will respond as necessary, to assist in the execution of this responsibility.

C. The City Police Department is responsible for:

1. Supporting emergency operations during radiological incidents.
2. Assisting with security and traffic direction at facilities, thoroughfares, and public areas.

**IV. Operations Policies**

A. Radiological response operations will be directed and controlled at the scene utilizing the incident command system. This would include establishing an exclusionary zone and the use of monitoring equipment where available. When appropriate, operations will be coordinated from an Emergency Operations Center. Scene operations will be controlled by the on-site incident commander.



- B. In the event of any radiological emergency, local government should immediately contact the State Duty Officer at 651-649-5451 to request technical and operational assistance.

## **Part B – Hazardous Material Protection**

### **I. Purpose**

It is recognized that emergency situations could develop in which residents of the region could be exposed to an accidental release of hazardous materials. Planning is needed to ensure a coordinated response to all types of hazardous material incidents, whether they occur at a fixed facility or the result of a transportation accident.

### **II. Response**

- A. Pre-identification of risk. In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, as well as other legislation, the following facilities/ locations within the NSEMPG has been pre-identified.
  - 1. “Covered” facilities are facilities that possess extremely hazardous materials. A list of the covered facilities and their locations are maintained by each city in the region.
  - 2. Other facilities that may contribute an additional risk due to their proximity to “covered” facilities. A list of other facilities and their locations are maintained by each city in the region.
  - 3. Facilities (schools, hospitals, nursing homes, etc.) at risk due to proximity to facilities with extremely hazardous materials. A list of at risk facilities and their locations are maintained by each city in the region.
  - 4. Transportation and evacuation routes (highways, railroad lines, etc.) for extremely hazardous materials are contained in the form of maps. Transportation and evacuation routes are maintained by each city in the region.
- B. Determination that a release of hazardous materials has occurred. Facilities located within the NSEMPG that use, store, manufacture, or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility’s for determining that a release occurred, along with a brief description of any specialized system

(i.e., monitor/sensor system) are described in the facility emergency plans. Copies of these plans are available from the City Fire Department.

- C. Response by Public Safety Responders. Emergency responders, and City employees who respond to hazardous materials incidents within the NSEMPG, have received training designed to help them properly respond to such incidents. At the minimum, city personnel are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120(q)(6)(i) or will work under the supervision of fire department staff.

City Police Department is trained to, and responds at the First Responder Awareness Level, as defined in 29 CFR 1910.120(q)(6)(i). Training records are maintained by the Police Department.

The EMS transport agencies for the NSEMPG, and their designated mutual aid ambulance services are trained to 910.120(q)(6)(i). Training records are maintained each EMS agency.

City Fire Departments respond at the Haz-Mat Operation Level, Technician or Specialist level as defined in 29 CFR 1910.120(q)(6)(ii), 1910.120(q)(6)(iii) and 1910.120(q)(6)(iv) respectively, to include decontamination. Training Records are maintained by the Fire Department Training Officers. (Specific Response info)

In the event of a incident which exceeds the capabilities of the local fire department, the State of Minnesota Chemical Assessment Team and the Hazardous Materials Response Team can be requested through the State Duty Officer at (651-649-5451).

- D. Response to a release of a hazardous material.
1. Each city has conducted a hazard analysis to determine potential populations and facilities which might be affected by a hazardous materials emergency. The resource / methodology used to determine the area of the city likely to be affected includes the following:
    - a. The Technical Guidance for Hazardous Analysis, the US DOT, North American Emergency Response Guidebook, CAMEO and other computer software, facility preplans, and/or other systems and publications.
  2. Facilities within the NSEMPG that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120 or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At minimum, the plans must:

- a. Specify that the facility shall immediately notify the following in the event of an accidental emergency release: Local authorities by dialing 911, state authorities by contacting the State Duty Officer by dialing 651-/649-5451, and the National Response Center by dialing 1-800-424-8802.
    - b. Designate one or more facility emergency coordinators who shall make determinations to implement the plan, with 24-hour contact telephone numbers.
  3. All covered facilities have developed, or (new facilities) have under development emergency response plans for on-site response. Copies of the plans are located at each fire department.
- E. Hazardous Materials Response Capabilities
1. Within the NSEMPG, the Fire Department has the primary responsibility for responding to hazardous materials incidents.
  2. First responders will begin their determination of the area affected by a hazardous materials release by identifying / verifying the hazardous material involved. The following methodology will be utilized to determine the need for evacuation and the area of the city to evacuate: Use of the direct observation where applicable, North American Emergency Guide Book, Facility Preplans (if fixed facility), computer modeling when available, and on the advice of State Chemical Assessment Team, or facility operator.
  3. All responses to hazardous materials incidents within the NSEMPG will be coordinated through the use of the National Incident Management System (NIMS).
- F. A listing of emergency equipment available from public agency Haz-Mat resources is contained in the resource manual.
- G. A listing of available emergency equipment and facilities owned and operated by private facilities and available for use in response to a Haz-Mat accident would normally be contained within the facility plan. Specific items are maintained in the resource manual.

**III. State/County Support**

In the event of a hazardous materials incident that is beyond the capabilities of a specific city's fire department and immediate mutual aid agencies; assistance from Hennepin County, and State Agencies CAT – Chemical Assessment Teams, and Hazardous Materials Response Teams can be requested. Such requests are made through the State Duty Officer (651-649-5451).

**IV. Federal Support**

In the event of a hazardous materials incident that is beyond the capabilities of municipal, county, and state governments, the National Regional Response Team can be requested through the Duty Officer (651-649-5451).

- A. Reimbursement of costs for a hazardous materials response may be available. To be eligible for reimbursement, contact the National Response Center (1-800-424-8802) and the MCPA within 24 hours of the incident and subsequently submit an application for reimbursement. County and State Emergency Management offices can offer assistance when seeking reimbursement from this and other sources.

**V. Supporting Documents**

City Fire Department Manual of Policies, Regulations, and Operating Guidelines  
City Police Department Policies and Procedures Manual  
EMS Transportation Service – Hazardous Materials Response SOP

**I. Purpose**

The purpose of this plan is to coordinate the effective use of public and private partnerships for the evacuation, rescue, transport, sheltering, and disposal of domestic animals (pets and livestock) and exotic animals in the NSEMPG during and after a disaster/emergency.

**II. Responsibilities**

- A. The ultimate responsibility for any animal lies with its owner.
- B. The Emergency Management Director of the jurisdiction having authority is responsible for activating the plan.
- C. The Emergency Management Director or his/her designee of the jurisdiction having authority will assist in providing resource coordination between the public and private sector.
- D. The Emergency Management Director of the authority having jurisdiction is responsible for coordinating the dissemination of information to the public on mitigation and recovery actions for domestic animals.
- E. City personnel and equipment from within the NSEMPG region may be utilized to assist owners who do not have the resources or transportation available to ensure the proper evacuation of their animals in a safe and timely manner.
- F. The NSEMPG will maintain pre-determined agreements to ensure that adequate resources are available to assist with these concerns during a disaster/emergency.
- G. The Congregate Care SOG within the NSEMPG Plan contains the operational information to function under this annex.

**III. Resources**

Police Department Community Service Officers  
Fire Department personnel  
Mutual aid with neighboring Community Service Officers  
Minnesota Department of Natural Resources  
Hennepin County Animal Humane Society  
Local Veterinarians & Technicians  
Hennepin County and Minnesota State Fair Grounds  
Leroy Job Trucking Company (Animal Rendering)  
Public school facilities  
Minnesota Horse Council  
University of Minnesota Veterinary Hospital

Zuhrah Shrine Mounted Patrol Stable  
Minnesota Herpetological Society  
Local Wildlife Rehabilitators  
Parks and Recreation  
PetSmart  
P.U.P.S.  
Anoka County Emergency Management

**IV. Equipment Considerations**

Kennels/Cages/Aquariums  
Food  
First-aid materials  
Muzzles  
Dishes  
ID Bands  
Digital Cameras  
Vehicles

**V. Procedure**

During a disaster/emergency event the Emergency Management Director or his/her designee of the authority having jurisdiction will coordinate with the Community Service Officer Supervisor or designee of the jurisdiction having authority to implement the required aspects of this plan. The CSO Supervisor or designee will coordinate with the listed resources to address the concerns at-hand to find reasonable solutions to rescue, shelter, treat, feed, remove, and transport both domestic and exotic animals.

**I. Purpose**

This is a general guideline for coordinating emergency operations in the event of a terrorist attack.

**II. Responsibility**

The NSEMPG will play a key role in the initial crisis management phase of a terrorist attack and the affected city will maintain the sole responsibility for consequence management throughout the incident. During a terrorist threat or actual incident, response from County, State, and Federal agencies will be required.

**III. Policies**

Local Emergency Responders shall perform the following tasks:

- A. Establish overall direction, control and/or coordination through a unified command and/or open the EOC to support the response to a terrorism incident.
- B. Fire/Rescue will provide fire control, rescue operations and hazardous material response and assist law enforcement in evacuations.
- C. Law Enforcement will exercise broad lawful authority within existing capabilities to protect life and property threatened by terrorism incidents to include evacuations, curfews and other necessary actions to contain or control the incident.
- D. The local city Emergency Management Division will be responsible for all resource coordination during the incident i.e., FBI, ATF, FEMA, HSEM, etc.
- E. If the incident is determined to be an act of terrorism, the FBI becomes the lead federal agency.

**IV. Notifications**

In the event of a terrorist attack, notifications need to be made in order to properly enact the Emergency Operations Plan.

Agencies to be notified:

- A. NSEMPG: The jurisdiction/s involved: City Manager/City Administrator or designee / Emergency Management Director, Emergency Management Coordinator, Fire Chief, Department Directors
- B. Hennepin County Emergency Management

- C. Federal Bureau of Investigation
- D. Involved jurisdiction/s City Council
- E. Minnesota Division of Homeland Security and Emergency Management (HSEM)

**V. Procedures**

**A. Initial Response Considerations:**

1. Protection of self and crew
2. Size-up and assessment by first arriving unit
3. Establish Incident Command System
4. Isolate area
5. Establish initial zones and perimeters
6. Identify need for and request additional resources
7. Consider secondary devices
8. Location of Command Post, Staging, and Decontamination areas
9. Weather
10. Access and egress routes

**B. Law Enforcement Response:**

Law Enforcement will exercise broad lawful authority with existing capabilities to protect life and property threatened by terrorism incidents which include: ordering evacuations, curfews, and other necessary actions to contain/control the incident.

**Law Enforcement Considerations:**

1. Recognize Hazmat and secondary devices
2. Preservation of crime scene/evidence protection
3. Conduct investigation and apprehension of suspects
4. Perimeter scene control
5. Traffic control
6. Protect first responders and on-scene personnel
7. Request bomb unit if necessary
8. Establish ingress and egress for emergency vehicles
9. Credentialing (support personnel will handle)
10. Intelligence gathering with Federal, State, and local authorities
11. Activate tactical response team
12. Establish communications with on-scene personnel and first responders



13. Establish staging areas
  - a. Media
  - b. Family
  - c. Personnel
  - d. Equipment

**C. Fire Service Response:**

In a critical event, the fire service will evaluate the incident to determine the danger and magnitude of the event. The fire service will provide fire suppression, rescue operations, and will assist HazMat teams. In addition, the fire service will assist law enforcement with evacuations.

**Fire Service Considerations:**

1. Fire suppression
2. Rescue operations

**HazMat Considerations:**

1. Identify the product
2. Determine hot, warm, and cold zones through monitoring
3. Provide recommended evacuation/isolation distances and/or shelter in place plan
4. Monitor air quality continuously
5. Provide emergency and technical decontamination and recovery teams
6. Mitigate hazards
7. Assist Law Enforcement with the Collection and protection of evidence.
8. Provide technical support/information with regard to possible symptoms and treatments per reference materials as required

**D. Emergency Management Response:**

The involved jurisdiction's Emergency Management Division will establish overall direction, control, and coordination through unified command in response to a terrorism incident.

**Emergency Management Considerations:**

1. The EOC will be opened and will establish overall direction control and/or coordination through a unified command to support the response and recovery to a terrorism incident.
2. The EOC staff will utilize the C-FLOP (Command Finance Logistics Operations Planning) Incident Command format to assist in the coordination and control of the event. EOC staff will be divided into each C-FLOP component and will work with the designated commanders.

3. The EOC will manage the process for all requests for assistance through HSEM to request State and Federal assistance i.e., National Guard, FEMA, etc.
4. The EOC will coordinate all requests for assistance and anticipated needs through existing mutual aid agreements with the involved jurisdiction.
5. The EOC will determine the need for shelters and will notify shelter managers and volunteer agencies to open and operate the shelters as needed.
6. The EOC will assist with any P.I.O. considerations.

**E. Emergency Medical Services Response:**

North Ambulance Service, Allina, and HCMC ambulance are the NSEMPG's primary emergency medical support providers. In the event of a terrorist attack, EMS will be summoned to coordinate patient care.

**EMS Considerations:**

1. Provide basic and advanced life support care
2. EMS will treat and transport injured victims and coordinate triage
3. EMS will request mutual aid assistance when needed
4. EMS will track the transport destination of all patients
5. EMS will assist HazMat with decontamination and treatment of the contaminated patient

**F. Public Health Response:**

Hennepin County Human Services and Public Health Department shall monitor the emergency situation for health threats, initiate alerts, provide epidemiological investigation and response, and implement a plan for mass prophylaxis or vaccination of citizens through the Strategic National Stockpile program when needed.

**Public Health Response:**

1. Inspect licensed facilities and mass care sites to ensure safe food, lodging, and water.
2. Conduct prevention and control activities including epidemiological investigations and recommendations to reduce the public health consequences of the emergency.
3. Ensure mechanisms for mass dispensing of vaccine or antimicrobials for the public.

**G. Volunteer Agencies Response:**

The following agencies and personnel will be considered for providing additional resources and support if necessary. All volunteer agencies will perform support functions in identified “Cold Zones.”

1. Red Cross: The American Red Cross may provide various services, depending on the event, including food, shelter, disaster mental and physical health services, disaster welfare inquiry service, and financial assistance and/or referrals.
2. Salvation Army: Provide food and shelter.
3. NSEMPG regional Police Reserves/Explorers resources: Aid with support functions.
4. NSEMPG regional Chaplain Corps:
5. NSEMPG regional Senior Corps: Support the command staff in the Emergency Operations Center (EOC).

**VI. Summary**

In the event of a terrorist attack, the local jurisdiction having authority will have a number of responsibilities in both the crisis and consequence management phases of the incident. This annex provides general guidelines for coordinating the City’s emergency operations, response, and recovery from a terrorist attack.

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**I. Purpose**

This is a general guideline for coordinating emergency operations in the event of a major emergency or disaster. Many disaster incidents create a need to coordinate donations of unsolicited goods and services, along with spontaneous or unaffiliated volunteers. It is not anticipated that every disaster incident will result in the donation of goods and services.

- A. When circumstances warrant, a united and cooperative effort by state, federal and local governments, private volunteer organizations, the private sector and the donor community is necessary for the successful management of unsolicited and non-designated donations. This plan outlines a system for managing the onslaught of unsolicited and non-designated goods, which invariably make their way to the disaster area.
- B. Because private volunteer organizations are experienced in managing volunteers and donations and have existing capabilities to receive, process and deliver needed goods and services to disaster victims, the city emergency management division having jurisdiction will look to those organizations for providing a means to implement the resource system.
- C. The city emergency management division having a jurisdictional role in allocation and distribution of donations will be limited to providing a means to coordinate response needs with offers of goods and services. This will be accomplished through a Donations Coordination Team representing County, Local and Volunteer/Non-Profit agencies.

**II. Responsibility**

The City Emergency Management Division having jurisdiction will work closely with HSEM and Hennepin County Emergency Preparedness that have agreed to help coordinate this effort. The City's Volunteer Donations Plan will not interfere with any individual private volunteer organization's policy concerning donations. Rather, the intent is the incorporation of all private volunteer organizational policies in order to provide a means for optimal coordination in responding to the needs of disaster victims in the most efficient and timely manner possible.

**III. Direction and Control**

This Disaster Resources Management Plan and implementing procedure will be activated in the event of a catastrophic disaster or other significant disaster causing a major need for resources. The Emergency Management Director and/or his/her designee, will determine when these procedures will be implemented and will notify appropriate City personnel, local government officials and participating volunteer organizations before public notification.

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**IV. Concept of Operation**

- A. When the disaster situation warrants, the Emergency Management Director or their designee of the jurisdiction having authority will assign the Donations Coordination Team to serve, along with volunteer non-profit agency representatives, on a needs assessment team. The needs assessment team will deploy to the affected area to determine the initial “needs list” for donated goods and/or volunteers to identify operating facilities to be used for donations management will be identified. Needs assessment is an ongoing process. Available facilities are outlined in the NSEMPG Emergency Plan and Resource Manual.
- B. Upon implementation of the Emergency Management Plan, the Emergency Management Director of the jurisdiction having authority will designate an individual to assist the Donations Coordination Team in facilitating transactions concerning offers of cash, goods and services and volunteers during the disaster operations. The team is made up of the Volunteer Resource Coordinator, Donated Goods Coordinator, and the Financial Coordinator.
- C. The Federal Emergency Management Agency donations coordinator, the state donations coordinator and representatives of participating volunteer organizations will be assigned to a Donations Coordination Center at the onset of a disaster. This Donations Coordination Center will be the central location for the Donations Coordination Team. The Center will be located at a location that has the following resources:
  - Paid phone line
  - Multi-line phones
  - Computer access
  - Located close to an Emergency Operations Center
  - Restrooms and a kitchen
  - Large parking lot
  - Emergency Power
- D. Once the plan is implemented, participating volunteer organizations will provide the city emergency management division having jurisdiction with phone numbers and other pertinent information in order to begin an effective communications process. This information will be provided to the Donations Coordination Center.
- E. The Donations Coordination Center is tasked with facilitating, to include the acceptance, denial, disposal, and the matching of donated goods and services with all organizations involved. This command post will work in conjunction

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with the affected jurisdiction (HSEM and/or Hennepin County) Emergency Operating Centers.

- F. In cooperation with the State of Minnesota HSEM, a central phone number will be established for response to inquiries concerning donations. The number of operators needed will be determined based on the circumstances of the particular disaster incident. These phone line operators will come from RSVP, United Way, Hennepin County Emergency Preparedness and Hennepin County Sheriff's Department and the NSEMPG.
- G. A computer database can be utilized for documenting all donated resources. Donation information will be made available to all participating agencies, volunteer organizations and emergency responders.
- H. Information regarding individuals and businesses soliciting contracts for goods or services will be recorded separately from donated goods and services.
- I. For the proper management of unsolicited and non-designated donations, operating facilities will include checkpoints, staging areas, donations coordination center, distribution centers and storage warehouses.
- J. The City Emergency Management Division having jurisdiction will coordinate with local governments, volunteer non-profit agencies and the State to identify appropriate facilities to serve as donations, coordination center, distribution centers and storage warehouses. (See Hennepin County Resource Manual)
- K. The State will support the NSEMPG and Hennepin County Emergency Preparedness in any resource requirements, as appropriate, to make facilities operable in a timely manner.
- L. When necessary, the Emergency Management Program having jurisdiction and Hennepin County Emergency Preparedness will coordinate with RSVP, CERT, and United Way to provide personnel to assist in managing operating facilities and donations phone lines.
- M. Twenty-four hour security of facilities and personnel will be provided.
- N. Hennepin County and the City Emergency Management Program having jurisdiction will coordinate with Hennepin County Sheriff's Department, local police and Minnesota State Patrol to identify and manage checkpoints and staging areas for incoming donations. Weigh stations and rest areas will be considered for this use.

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- O. The City Emergency Management Program having jurisdiction and Hennepin County Emergency Preparedness will coordinate with Department of Transportation and the Minnesota State Patrol in directing vehicles and trucks bringing donations into their counties. Road signs should be posted and clearly marked.
  - P. Distribution/sorting centers will be operated by local governments, local churches, community-based organizations and volunteer agencies to provide donated goods directly to disaster victims. Location of facilities will be determined by the jurisdiction having authority at the time of the incident.
  - Q. Volunteer agencies active in the disaster may operate independent facilities for coordinating designated donations and donations that are specifically solicited by their agencies.
  - R. Sanitation for volunteer and staff living on-site is a requirement. Sanitation and hand washing facilities will be required.
  - S. Arrangements for the feeding of volunteers and staff will be made when necessary. Mass feeding may be available through a volunteer agency with a mobile kitchen. Shuttle service to local eateries will be provided when warranted.
  - T. The appropriate key players will coordinate any information provided to the media before being released to the press. The City Emergency Management Division having jurisdiction in coordination with volunteer agencies, through news releases and printed materials will encourage cash donations rather than clothing, food or other items. The Director or assigned designee may work with the Public Information Officer. (Also see crisis communication Annex C within this plan)
  - U. No attempts will be made by anyone involved in the coordination and implementation of this plan to solicit donations for any specific organization.
  - V. In circumstances where the donor is undecided or is unaware of which organizations are involved in disaster relief activities, the individual responding to the inquiry may provide a list of those organizations that are in need of and will accept the particular goods or services being offered.

If a cash donation is involved, a complete list of Volunteer Organizations Active in Disasters (VOAD) providing disaster assistance in the County will be provided to the donor.

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The City Emergency Management Program having jurisdiction will make every effort to ensure that information about offers of goods and services are available to volunteer/non-profit agencies.

- W. Donors will be encouraged to make their own decision in choosing which organization the donation is to be designated.
- X. Donors will be advised to properly package and label all goods and to provide a detailed inventory list with shipments.
- Y. The City Emergency Management Program having jurisdiction will work with the appropriate state and federal agencies to coordinate waste disposal operations. It may be necessary to maintain a waste disposal contract to effectively dispose of a considerable amount of cardboard, paper, metal and spoiled or unsafe containers of goods.
- Z. The City Emergency Management Program having jurisdiction will coordinate with local HAM radio organization to assist with other mobile radio communications.

V. Administrative and Technical Support

- A. Government agencies and volunteer organizations in implementing the Donations Plan will provide administrative support. Temporary personnel may be employed on an as needed basis.
- B. Technical assistance is available from the State HSEM Division to provide guidance on:

- Establishing a Donations Coordination Team;
  - Establishing a Donations Coordination Center;
  - Processing offers;
  - Evolving from response to recovery;
  - Establishing donations hot line/phone bank; and
  - Developing press releases.

VI. Designated Cash Donations

- A. Every effort will be made by the counties to encourage the public to contribute cash donations to established, recognized disaster relief organizations of their choice. All inquiries concerning donations for a specified organization will be referred to that organization.



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- B. The organization accepting/receiving designated donations will follow its own policies and procedures for handling the logistics involved.
  - C. The United Way, the fiscal agent for this plan, may establish on-line donations to accept local, national and international financial donations.
  - D. The United Way is a 501.3c organization. Cash contributions, therefore, are tax deductible.

**VII. Non-Designated Cash Donations**

- A. Even after being asked not to send cash directly to the state, some donations may be received. To prepare for that contingency, the City Emergency Management Program having jurisdiction may establish an approved Disaster Donations Fund through United Way. Cash contributions received but not designated to a specified organization will be deposited in the Disaster Donations Fund account. Donors who do not wish to specify their cash contribution to a particular volunteer organization will be advised to make the donation check payable to the Disaster Donations Fund.
- B. Volunteer organizations, churches and other non-profit entities may apply for grants from the Disaster Donations Fund so long as the grant is used specifically for disaster-related needs and expenses.
- C. Grantees cannot use any portion of a grant for administrative expenses. Grantees will be required to submit documentation of expenditures.
- D. The City Emergency Management Program having jurisdiction may assign the Donations Coordination Team the responsibility of reviewing applications, preparing a brief summary for each application and submitting recommendations to United Way. The team may consult with the Emergency Management Director.
- E. Surplus non-designated cash donations will be used only for needs and expenses resulting from jurisdictions' declared disasters.
- F. Undesignated funds, remaining after FEMA has closed all project applications, will be released to volunteer organizations by the United Way "Results Team." These organizations must demonstrate the disaster had an adverse impact on their organizations resources.
- G. The Financial Resources Team Leader will ensure an audit of all financial accounts is performed.

**VIII. Unsolicited/Non Designated Donation Goods**

- A. Donors will be discouraged from sending unsolicited donations directly to the disaster site.
- B. Donors who insist on donating unsolicited or unwanted goods will be advised that although the goods cannot be accepted at this time, the information will be entered into a data base and made available to federal and state governments, volunteer organizations and other emergency responders, should a need arise for such goods.
- C. Goods not requested but which can be used will be made available to all participating volunteer organizations and other specialized existing non-profit organizations such as Goodwill Industries or a local community-wide food bank.
- D. When possible, unneeded goods such as clothing shall be recycled or redistributed to others in need.
- E. When deemed necessary, the city Emergency Management Program having jurisdiction would provide transportation of donated goods. A list of moving and storage companies can be found in the Hennepin County Emergency Preparedness Resource Manual.
- F. The City Emergency Management Program having jurisdiction will follow established guidelines for tracking the receipt and distribution of unsolicited and non-designated goods. A computer program for tracking goods may be needed to deal with the volume of goods based on the size of the disaster.
- G. The team leader of the Donated Goods will seek an audit of all donations.
- H. Stores that will accept clothing, household goods, and furniture.

GOODWILL – Will accept clothing and household items. Will not accept items that will cost them money to dispose of.

SAVERS - Will accept clothing and household items.

SALVATION ARMY – Will accept food, clothes, and some furniture.

CATHOLIC CHARITIES - Will accept some food, clothing, and household items.

Will not accept large appliances.

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**IX. Volunteer Services**

The City Emergency Management Program having jurisdiction will encourage individuals age 18 and older interested in volunteering services to affiliate with a recognized private volunteer organization or other organized group of their choice to facilitate relief activities. Some local groups have been identified:

RSVP	Community Organizations	Church Groups
Salvation Army	Catholic Charities	American Red Cross
Ham Radio	United Way	Seventh Day Adventist Church
Colleges	High Schools	

Positions to manage volunteer services:

Overall coordinator

Volunteer Manager – recruitment, public information, and answer phones

In-take Coordinator - sign waivers, registration forms

Supply coordinator (before volunteers are sent out to site)

Transportation coordinator to direct them to their work site

- A. Unaffiliated volunteers will be discouraged from going directly to any disaster site.
- B. The Emergency Management Director and/or his/her designee of the city emergency management division having jurisdiction may be asked to identify potential volunteers with specific technical skills. The Director or assigned designee may work with the Public Information Officer. (Also see crisis communication Annex C within this plan)
- C. Certification and credentials will be required of some volunteers such as doctors, nurses and certain other specialists to ensure volunteers chosen are qualified to provide the services they offer. Construction contractors providing both residential and commercial construction must be licensed by the State of Minnesota and show proof of license, insurance and bonding. All trades, including plumbing, heating and electrical contractors, must be licensed, bonded and insured either by the State of Minnesota or as applicable by the local municipality.
- D. The City Emergency Management Program having jurisdiction may identify a Volunteer Center, depending on the disaster needs and the number of offers to volunteer that are received. This will be handled through the city emergency management program having jurisdiction. The Volunteer Center preferably

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should be within a one-mile radius from the disaster. Facilities could be schools, churches, warehouses, etc.

- E. Volunteers will be advised they must be fully self-supporting for at least the first 72 hours.
- F. Organizations will be encouraged to provide volunteers with easily recognizable identification. They must be age 18 or above, signed a waiver and capable of doing a task assigned without constant supervision.
- G. Volunteer organizations involved in the disaster will request public volunteers, as needed, from the Volunteer Resource Team.
- H. Requests from the disaster affected community for public volunteers will be made through the State Emergency Operations Center.
- I. The Salvation Army or the American Red Cross may be designated to feed volunteers.
- J. Businesses and people offering their paid services will be put on a list for future services. County and City building permits will be required.

**IX. Corporate Donations**

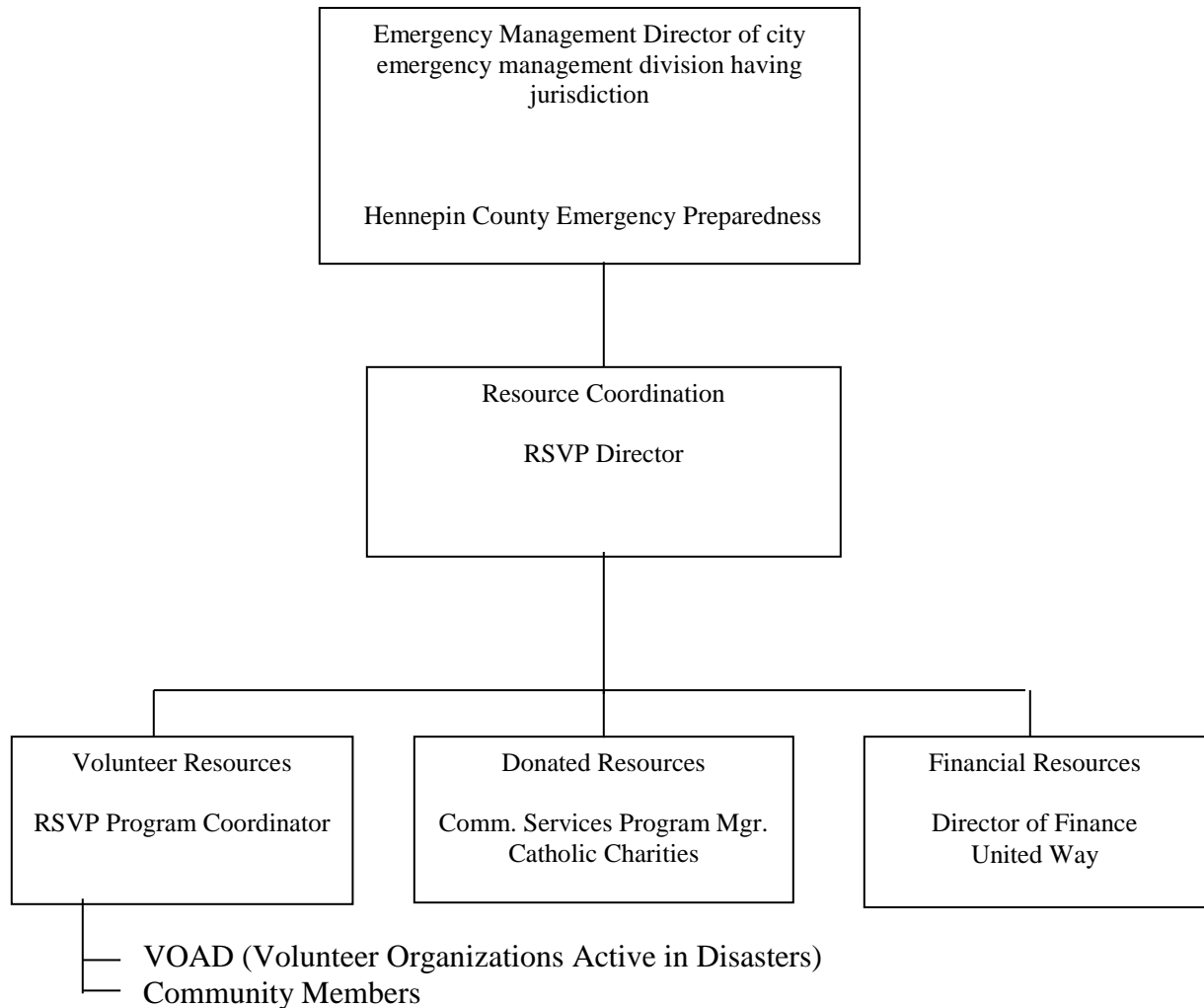
- A. Corporate offers of bulk items will be accepted if the items can be used in the disaster response and relief efforts.
- B. Information concerning corporate offers of bulk items may be entered into a resource database.
- C. When necessary, information concerning the proper use of items being donated and expiration dates will also be entered in the database.
- D. Corporate donors will be advised to label all goods and to provide a detailed inventory list with all shipments.
- D. Information on these resources will be made available to all private volunteer organizations and emergency responders through the resource database.

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**X.     Public Information**

- A.     The Emergency Management Program Director or his/her designee of the city emergency management program having jurisdiction, will designate a Public Information Office (PIO). All media releases go through the PIO.
- B.     The City Emergency Management Program having jurisdiction, in conjunction with private volunteer organizations will develop a program to educate the media, government officials, and the public concerning donations.
- C.     The public information program will be designed to encourage cash donations and to limit or stop the arrival of unneeded goods and services.
- D.     Public Information should reach a wide variety of organizations such as civic and church groups, unions, state, and other interest groups.
- E.     Press releases will be issued immediately following a major disaster. These press releases will encourage cash donations to the private volunteer organizations and will briefly explain some of the problems associated with unsolicited goods and services.
- F.     Press releases will be determined by an assessment of needs.
- G.     Volunteer organizations are responsible for representing their own organizations; however, prior coordination between key players should take place to ensure that messages to the public are consistent.
- H.     General public recognition of in-kind gifts, donations and services will probably be the only method that can be utilized to thank the donors.

**XIII. Staffing Chart**



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**MOVING AND STORAGE COMPANIES**

<b>COMPANY</b>	<b>ADDRESS</b>	<b>PHONE</b>	<b>CONTACT</b>	<b>COMMENTS</b>

## **Uniform Specifications.pdf**





## St. Anthony's Uniform Specifications and Procedures for Policy 1023

<b>Summer Shirts:</b>	<p>The summer shirts shall comply with the following:</p> <ul style="list-style-type: none"> <li>• Open type collar</li> <li>• Navy blue color</li> <li>• Brand "Flying Cross Deluxe-Tropical" and/or Blauer</li> <li>• Dacron polyester/rayon blend or 100% texturized polyester</li> <li>• Permanent press or sew military creases</li> <li>• Eyelet badge tab</li> <li>• Permanent press yoke and band lining</li> <li>• Permanent collar stays</li> <li>• Pleated pockets wit scalloped flaps</li> <li>• Sewn down epaulets</li> <li>• Velcro or snap closures on pocket flaps</li> <li>• 7 matching blue buttons on front opening</li> <li>• 1 matching blue button on each pocket</li> <li>• 1 matching blue button on each epaulet</li> <li>• Short sleeves</li> </ul> <p>The summer shirt will be worn with the collar open and comply with the current order of the Chief of Police.</p>
<b>Winter Shirts:</b>	<p>The winter shirt shall comply with the summer shirt with the following exception:</p> <ul style="list-style-type: none"> <li>• Long sleeves with 2 button cuffs and 1 button sleeve facing outward</li> </ul>
<b>Ties:</b>	<p>The tie shall be worn only with the winter uniform and shall conform to the following specifications:</p> <ul style="list-style-type: none"> <li>• Navy blue in color</li> <li>• Smooth fabric with no visible pattern</li> <li>• Clip on, break-away design</li> <li>• Lower top of the tie will be at least one inch above service belt</li> </ul>

	<ul style="list-style-type: none"> <li>• Buttonhole on the back of tie, allowing tie to be secured without the use of a tie clasp</li> </ul>
<b>Tie Clasps:</b> (Optional)	Tie clasps shall be plain silver or gold bars. A SAPD badge emblem on the bar or the badge tie tack is permitted. No other type will be permitted, including those depicting handcuffs, flags, pigs, etc.
<b>T-Shirts:</b>	If a t-shirt is worn, it shall be white, navy blue or black.
<b>Winter Jacket:</b> (Waist Length)	<p>Will conform to the current guidelines as communicated, by a memo, by the Chief of Police.</p> <ul style="list-style-type: none"> <li>• Blauer Class B jacket with removable liner</li> <li>• Authorized leather jacket (Officer will pay the difference)</li> </ul>
<b>Summer Jacket:</b>	<p>Will conform to the current guidelines as communicated, by a memo, from the Chief of Police.</p> <ul style="list-style-type: none"> <li>• Blauer Class B jacket with removable lining</li> <li>• Fleece Jacket with embroidered badge and name, brand Spiewak.</li> </ul>
<b>Trousers:</b>	<p>Will conform to the current guidelines as communicated, by a memo, from the Chief of Police.</p> <ul style="list-style-type: none"> <li>• Trousers will be clean and pressed.</li> <li>• Trouser length should be long enough to touch the shoe at the top of the arch with no more than a one quarter inch break.</li> <li>• No shorts are allowed, unless assigned to bike patrol.</li> <li>• Brand Flying Cross and/or Blauer.</li> </ul>
<b>Service Hats:</b>	<p>The authorized uniform hat shall be as follows:</p> <ul style="list-style-type: none"> <li>• Navy blue in color</li> <li>• 100% texturized polyester fabric</li> <li>• Nylon ventilated frame or fabric enclosed</li> <li>• Two gold metal or silver "P" buttons, one mounted at each side of visor</li> <li>• Half inch wide gold band for superior officers – one half inch wide black band for other sworn officers</li> <li>• Visor shall be two inches in width, black in color</li> </ul>

	Officers with rank of Chief or Captain may wear a hat which has a gold bullion embroidered to the visor.
<b>Winter Hat:</b>	<p>The pile hat is authorized for use with the winter uniform and shall meet the following specifications:</p> <ul style="list-style-type: none"> <li>• Navy blue in color</li> <li>• Navy blue pile ear flaps and bill or stocking "watch" style with SAPD patch</li> <li>• No rank designation shall be affixed to either hat</li> </ul>
<b>Shoes or Boots:</b>	Shoes or boots shall be black natural or artificial leather with a smooth and round toe design. Shoes or boots shall be well shined and in good condition.
<b>Sweaters, Vests and Scarves:</b>	When worn with the uniform, all of the above shall be dark blue in color. Buttons, where applicable, shall be either dark blue or black and buttoned.
<b>Overshoes and Rubbers:</b>	Overshoes and rubbers shall be black in color and in good condition. Overshoes must be zipped or buckled with trousers worn over them.
<b>Gloves:</b>	Gloves shall be black except for officers assigned to traffic direction who may wear fluorescent red-orange or yellow.
<b>Leather Equipment:</b>	<p>All authorized leather equipment shall be black in color and basket weave in design.</p> <p>All authorized leather equipment shall have chrome or nickel snaps/buckles, unless the officer has a rank of sergeant or above. In this case, brass snaps and buckles may be used.</p>
<b>Holster:</b>	The holster shall be a "safety holster", worn on the strong hand side and will not be the leather flap style.
<b>Cartridge Case:</b>	The cartridge case shall be capable of carrying 2 or more magazines.
<b>Service Belt:</b>	The service belt shall be 2 ¼ inches in width and worn directly over the trouser belt.

<b>Trouser Belt:</b>	The trouser belt shall be 1 ¾ inches wide with a nickel-plated buckle or without a buckle.
<b>Handcuffs:</b>	<p>All sworn personnel shall carry handcuffs while on duty with the exception of specially assigned plainclothes personnel.</p> <ul style="list-style-type: none"> <li>• Peerless style</li> <li>• Black or chrome in color</li> <li>• Chain link or hinged only</li> </ul>
<b>Raincoats:</b>	The raincoat with be yellow, fluorescent red-orange or black reversible in color.

<b>Maintenance of Uniform Equipment:</b>	All uniforms shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use. Leather equipment shall be kept dyed and shined and replaced when it is cracked or worn out.
<b>Uniforms:</b>	<p>All personnel assigned to patrol shall wear prescribed uniform unless exempted by a superior officer. Civilian clothing shall not be worn with any distinguishable part of the uniform.</p> <p>Uniforms will meet the guidelines listed in this manual. They will be clean, neat and in good repair. Buttons will be buttoned at all times. Leather parts of the uniform will be properly dyed and will be well shined. All nickel and brass components of the uniform will be highly polished at all times.</p>
<b>Seasonal Uniform Change:</b>	Seasonal uniform change shall be up to the individual officer's discretion.
<b>Department Patch:</b>	The official police patch shall be worn on both left and right sleeves of all shirts, jackets and coats of the regulation duty uniform.
<b>Rank Insignia:</b>	<p>Chief – single gold star</p> <p>Captain – two gold bars</p> <p>Lieutenant – single gold bar</p> <p>Sergeant – three gold chevrons</p> <p>Shall be affixed to each side of the shirt collar in a position with the front edge of the bars ½ inch from and parallel to the front edge of the collar and centered between the top and bottom edge of the collar.</p>

This is a standing order signed and dated by the Chief of Police.

**X**

Chief of Police

Date



## St. Anthony's Uniform Specifications and Procedures for Policy 1023

<b>Summer Shirts:</b>	<p>The summer shirts shall comply with the following:</p> <ul style="list-style-type: none"> <li>• Open type collar</li> <li>• Navy blue color</li> <li>• Brand "Flying Cross Deluxe-Tropical"</li> <li>• Dacron polyester/rayon blend or 100% texturized polyester</li> <li>• Permanent press or sew military creases</li> <li>• Eyelet badge tab</li> <li>• Permanent press yoke and band lining</li> <li>• Permanent collar stays</li> <li>• Pleated pockets wit scalloped flaps</li> <li>• Sewn down epaulets</li> <li>• Velcro or snap closures on pocket flaps</li> <li>• 7 matching blue buttons on front opening</li> <li>• 1 matching blue button on each pocket</li> <li>• 1 matching blue button on each epaulet</li> <li>• Short sleeves</li> </ul> <p>The summer shirt will be worn with the collar open and comply with the current order of the Chief of Police.</p>
<b>Winter Shirts:</b>	<p>The winter shirt shall comply with the summer shirt with the following exception:</p> <ul style="list-style-type: none"> <li>• Long sleeves with 2 button cuffs and 1 button sleeve facing outward</li> </ul>
<b>Ties:</b>	<p>The tie shall be worn only with the winter uniform and shall conform to the following specifications:</p> <ul style="list-style-type: none"> <li>• Navy blue in color</li> <li>• Smooth fabric with no visible pattern</li> <li>• Clip on, break-away design</li> <li>• Lower top of the tie will be at least one inch above service belt</li> </ul>

	<ul style="list-style-type: none"> <li>• Button hole on the back of tie, allowing tie to be secured without the use of a tie clasp</li> </ul>
<b>Tie Clasps:</b> (Optional)	Tie clasps shall be plain silver or gold bars. A SAPD badge emblem on the bar or the badge tie tack is permitted. No other type will be permitted, including those depicting handcuffs, flags, pigs, etc.
<b>T-Shirts:</b>	If a t-shirt is worn, it shall be white, navy blue or black.
<b>Winter Jacket:</b> (Waist Length)	<p>Will conform to the current guidelines as communicated, by a memo, by the Chief of Police.</p> <ul style="list-style-type: none"> <li>• Blauer Class B jacket with removable liner</li> <li>• Authorized leather jacket (Officer will pay the difference)</li> </ul>
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<b>Trousers:</b>	<p>Will conform to the current guidelines as communicated, by a memo, from the Chief of Police.</p> <ul style="list-style-type: none"> <li>• Trousers will be clean and pressed.</li> <li>• Trouser length should be long enough to touch the shoe at the top of the arch with no more than a one quarter inch break.</li> <li>• No shorts are allowed, unless assigned to bike patrol.</li> <li>• Brand "Fechheimer" 70/28/2 polyester/rayon/lycra blend</li> </ul>
<b>Service Hats:</b>	<p>The authorized uniform hat shall be as follows:</p> <ul style="list-style-type: none"> <li>• Navy blue in color</li> <li>• 100% texturized polyester fabric</li> <li>• Nylon ventilated frame or fabric enclosed</li> <li>• Two gold metal or silver "P" buttons, one mounted at each side of visor</li> <li>• Half inch wide gold band for superior officers – one half inch wide black band for other sworn officers</li> <li>• Visor shall be two inches in width, black in color</li> </ul>

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<b>Overshoes and Rubbers:</b>	Overshoes and rubbers shall be black in color and in good condition. Overshoes must be zipped or buckled with trousers worn over them.
<b>Gloves:</b>	Gloves shall be black except for officers assigned to traffic direction who may wear fluorescent red-orange or yellow.
<b>Leather Equipment:</b>	<p>All authorized leather equipment shall be black in color and basket weave in design.</p> <p>All authorized leather equipment shall have chrome or nickel snaps/buckles, unless the officer has a rank of sergeant or above. In this case, brass snaps and buckles may be used.</p>
<b>Holster:</b>	The holster shall be a "safety holster", worn on the strong hand side and will not be the leather flap style.
<b>Cartridge Case:</b>	The cartridge case shall be capable of carrying 2 or more magazines.
<b>Service Belt:</b>	The service belt shall be 2 ¼ inches in width and worn directly over the trouser belt.



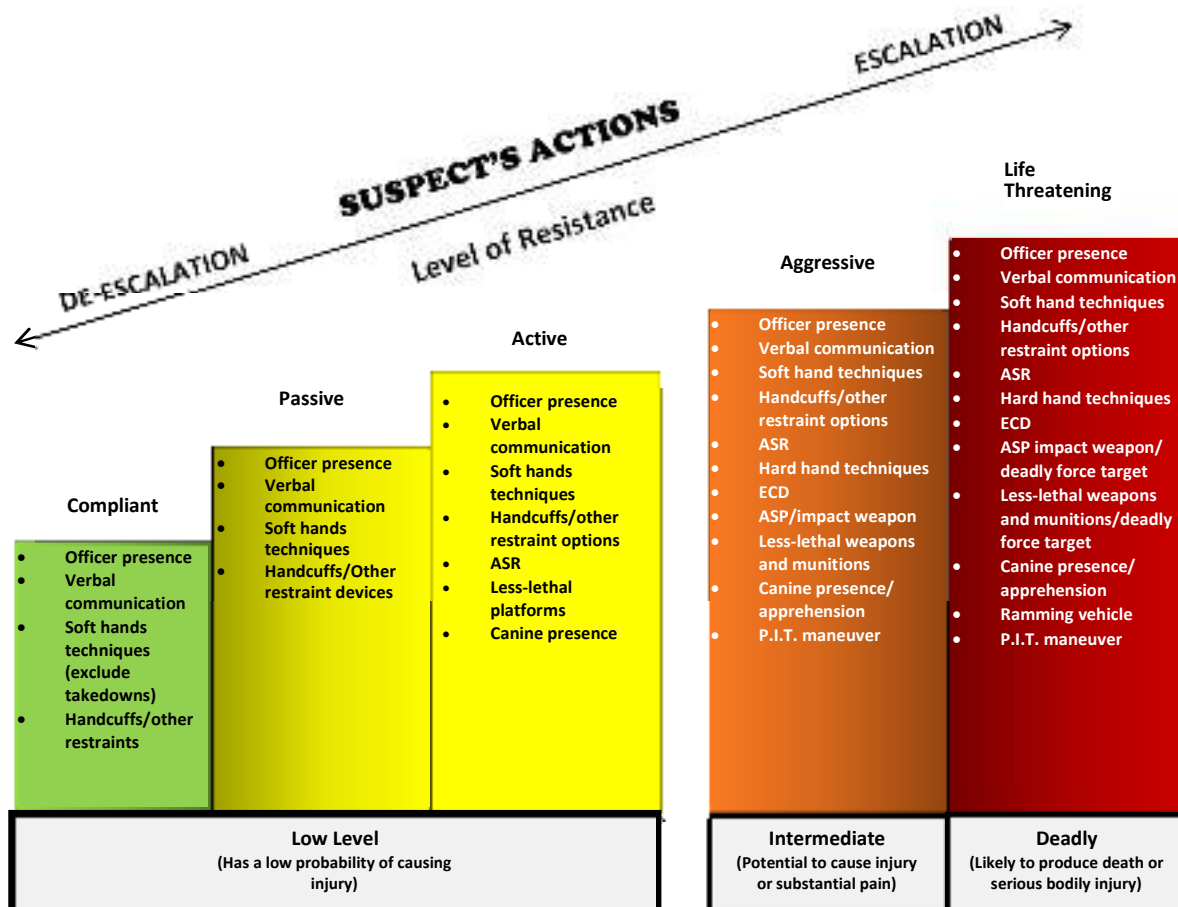
<b>Trouser Belt:</b>	The trouser belt shall be 1 ¾ inches wide with a nickel plated buckle or without a buckle.
<b>Handcuffs:</b>	<p>All sworn personnel shall carry handcuffs while on duty with the exception of specially assigned plainclothes personnel.</p> <ul style="list-style-type: none"><li>• Peerless style</li><li>• Black or chrome in color</li><li>• Chain link or hinged only</li></ul>
<b>Raincoats:</b>	The raincoat with be yellow, fluorescent red-orange or black reversible in color.

<b>Maintenance of Uniform Equipment:</b>	All uniforms shall be maintained in a clean, serviceable condition and shall be ready at all times for immediate use. Leather equipment shall be kept dyed and shined and replaced when it is cracked or worn out.
<b>Uniforms:</b>	<p>All personnel assigned to patrol shall wear prescribed uniform unless exempted by a superior officer. Civilian clothing shall not be worn with any distinguishable part of the uniform.</p> <p>Uniforms will meet the guidelines listed in this manual. They will be clean, neat and in good repair. Buttons will be buttoned at all times. Leather parts of the uniform will be properly dyed and will be well shined. All nickel and brass components of the uniform will be highly polished at all times.</p>
<b>Seasonal Uniform Change:</b>	Seasonal uniform change shall be up to the individual officer's discretion.
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This is a standing order signed and dated by the Chief of Police.

**X** Jon Mangelts  
 Chief of Police                      Date 07/09/2019

## **Resistance Response.pdf**



This graph provides a general guideline for officers to determine an appropriate response to an individual's resistance or aggression; it is not a set pathway. Each situation will require a different level of response based on an individual's resistance or aggressive behavior. The individual's actions will dictate the level of force that is objectively reasonable under the circumstances. Encounters calling for the use of force are dynamic and require an officer to continually assess the individual's actions to ensure that their response is objectively reasonable.

## **SAPD PROPERTY INVENTORY GUIDLINES.pdf**

# ST ANTHONY POLICE DEPARTMENT

## PROPERTY INVENTORY GUIDELINES



April 2014



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## FORWARD

*This manual has been designed to provide a standardized basic method for our Department in regards to; properly preserving, packaging, marking and recording, for later processing, identification, storage, retrieval, and court presentation of those physical items collected by or turned over to our Department personnel.*

*Proper management and procedures help to ensure the integrity of the property process, protect the evidentiary value of property, and restore property to its owners in a timely manner. The failure to manage the property and evidence system correctly can affect the prosecution of criminal violators, resulting in embarrassment and financial loss to the agency, and lead to a loss of public confidence in the agency.*

*We have attempted to identify and provide guidance covering most of the evidence/property preservation situations you will come across; however, we cannot foresee all. There will be times when the proper method of preservation presented in the manual does not exactly meet your needs. In those times you, will need to use your best knowledge and common sense in preserving the evidence/property in a manner that will meet the legal and high standards the courts and community have come to expect from us.*



## DEFINITIONS

Evidence: Property that comes into the custody of a Police Department employee when such property may tend to prove or disprove the commission of a crime, or the identity of the suspect, pursuant to an official criminal investigation.

Safe Keeping: Property of NO EVIDENTIARY VALUE surrendered to the Department for temporary custody with the understanding that the person surrendering the property has a legal right to do so and that the property will be returned to the rightful owner in accordance with this policy. The property can be disposed of in accordance with this policy.

Found: Property of NO EVIDENTIARY VALUE surrendered to the Department with the understanding that the person surrendering the property has a legal right to do so and whose rightful owner may, or may not, be known to the finding person. Due diligence must be exercised with respect to determining and contacting the rightful owner. Upon failing to locate the rightful owner, the Department may dispose of the property in accordance with this policy.

Disposal: Is the physical destruction, donation or auction of any property collected by or surrendered to the Department, or the conversion of such property to City use in accordance with State Statutes and this policy.

Inventory: To itemize all pieces of property submitted into the property room. It is understood that for cases that involve multiple pieces of generic property not every item needs to be fully described but it is expected that the officer will identify and separate like type items and document the number or count. For example, with multiple pieces of clothing an officer can simply document "six shirts" without having to list each shirt separately with a description of each unless it is specifically pertinent to a criminal case. Officers should carefully scrutinize what property they choose to collect for submission into the property room.

Document: To list a clear description of the item(s) to be inventoried including such possible descriptors as color, size, brand name, serial/model number, weight and count. Documentation will be the physical input of this information into the current records management system and may also include the use of a digital photograph.

Preservation and Packaging: To protect items of; Evidentiary Value, dangerous/hazardous from contamination, cross contamination, damage, or injuring person(s) who must handle the item(s), by securing the items in containers that have been properly constructed to provide the necessary level of protection.

Right of Refusal: The Property Custodian may not accept any property submitted for storage in the property room that has not been; preserved, packaged, or documented in accordance with this policy.



## POINTS OF INTEREST

- Items that have been sealed in Department packaging or remain in their commercially sealed packaging will not generally be opened by the Property Room Custodian(s) at the time of submission into the property room.
- Items that have been packaged and require a seal (i.e. heat seal, evidence tape) must have the submitting person's initials, badge # and date handwritten with indelible ink/marker across the seal(s) or tape in such a manner that if the seal were broken, the submitting person's initials and date would reflect that the condition of the original packaging seal has been altered.
- Heat sealing is only necessary in cases of property with evidentiary, high monetary value or due for processing.
- In the case of several items recovered as Found or for Safe Keeping and as such have NO EVIDENTIARY VALUE must be completely, individually, described in the "Evidence Manager Notes" section of the electronic records management system, BUT may be placed in as few containers as possible.
- Any item that contains **Flammable** Liquid or **Hazardous** Chemicals should be placed in the garage and its location forwarded to the Property Room Custodian(s).
- Any item that requires refrigeration should be placed in the Intake Refrigerator.
- Pharmaceutical & OTC Medications will not be returned, but destroyed.
- Alcohol beverage containers will not be returned, but destroyed.
- In general, alcoholic beverages related to traffic arrests, underage consumption, or other low level offense need not be property inventoried (photograph, document, and destroy).
- As always use smallest packaging possible. You can heat seal zip lock bags in red bins, thereby requiring only one seal to initial.
- It is still a viable option to place a label on an item or use a zip tie with tag on large items.
- Release air from heat sealed bags.
- It is the responsibility of the officer who inventories recovered property to make every attempt to locate and notify owners of the location of their property and of its disposal in six months. Document as always.
- Refrigerate all blood and urine kits.
- When an item is inventoried for DNA processing use paper packaging.
- Photograph or photocopy evidence and attach to case.



## Alcohol

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. In general, alcohol need not be inventoried (see points of interest). If alcohol needs to be inventoried and the seal is broken on the container, place sample of the liquid into a sealed container. Place evidence or packaging tape around the opening of the sealed container; Initial and date across the seal.
2. Pour out the remaining alcohol, place the empty container into a heat sealed bag or if needed, the larger evidence plastic bag. Initial and date across the seal.



- Alcohol in original keg, case, six pack, or cooler container may remain as is. Mark and/or affix tag to the original container and secure to prevent loss of contents.
- Alcohol containers which are too large to fit into standard bag, for example 750 ML bottles of liquor, may remain as is. Mark and/or affix tag to original container.
- Several containers of alcohol may be packaged in a larger brown paper grocery bag.
- There will be NO safe keeping for open containers.

\* See points of interest



## Ammunition

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. Do not mark directly on ammunition with identifiers.



2. Seal with evidence tape and affix barcode to the top right corner.



- Boxes of unfired ammunition may be submitted in the original container or if several boxes, placed in one larger box with one Bar Code. The box should be sealed so that no ammo can accidentally spill from the container. In the Notes Section provide description of ammo types and count.
- Do NOT mark a bullet on the nose or sides for identification purposes.
- If bullet(s) were recovered by someone other than crime lab, place bullet(s) in a paper towel and then put in a heat sealed bag.
- If a cartridge or shell casing is to be examined for the ejection marks of a particular weapon, package and seal the item, marking the package for identification. **Do not mark the cartridge or casing itself.**
- If casings are found in differing locations, package and bar code each item separately and explain in Notes Section.
- **Do NOT** package ammunition with a firearm.
- Firearm MAGAZINES OR CLIPS that are loaded or contain ammunition should be placed in separate heat sealed bags (if forensic processing is require) or a manila envelope and Bar Coded separate from the firearm.
- Do not heat seal ammunition.



## Bicycles

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. Provide thorough description of bicycle in evidence manager notes section (make model, color, type, serial number, condition, etc) of the electronic records management system.
2. Place bike in the garage. Affix label on hole punched evidence tag with zip tie and secure on bike. Record recovered (as well as stolen) bikes in bike folder.
3. If forensic processing is required or the bike is hold as evidence notify appropriately.





## Checks

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. Place check in a heat sealed plastic envelope.
2. Initial and date across the seal.
3. Use check or document holder in red bins.



- If there is more than one check, place each check separately.
- In evidence manager notes section of the electronic records management system, document account # and dollar amount.



## Chemicals

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

1. Chemicals should be left in the garage while evidence log is completed.



2. Chemical products need to be placed in garage.
3. Affix label with a plastic tie or string.
4. Note location in "Evidence Manager" / "Evident Bin"



- Items that may contain chemicals (gas, oil, paint thinner, etc) should not come into evidence intake area. Instead, they should be placed into garage.
- Place items that may be lab tested on a later date in an air tight metal container (i.e. clothing/cloth items).
- Items (i.e. bags, socks, etc) containing chemicals from inhalant abuse should be packaged the same as "Chemicals".
- Many chemicals such as fuels, solvents, acids, etc, may release toxic or explosive vapors. Storage in property room could be hazardous and special arrangements may be necessary. Contact Property Room Custodian.
- Any item that contained Flammable Liquid, Hazardous Chemicals, or a strong chemical odor that may be harmful in nature should be placed in garage and its location forwarded to the Property Room Custodian.



## Clothing

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. If folding, fold from outer edges towards center to preserve trace evidence. **DO NOT** crease in areas that may need to be processed.
2. Place clothing in an appropriate sized bag (manila envelope or large paper bag). Package each article separately.



3. Seal bag with evidence tape, initial and date across the seal and affix barcode. **If item contains bloodstains or body fluids, place biohazard label on bag.**



- If removal from body is necessary, do not cut through or destroy areas that may need processed.
  - Blood, semen stains, gunshot residue, entrance/exit holes, bank dyes, paint fragments, garment labels, etc.
- Do not co-mingle victim/suspect clothing.
- Do not place wet clothing in plastic bags.
- Clothing recovered with chemical residue on it should be packaged as "Chemicals".





## Computers & Cell Phones

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



### **FRAGILE, COMPUTER/ELECTRONIC EQUIPMENT**

1. Place computer tower, screen, or laptop in its original container, if available.
2. Seal box with packaging tape. Seal packaging with evidence tape, initial and date across the seal. Affix barcode.
3. Mark packaging ***“FRAGILE, COMPUTER/ELECTRONIC EQUIPMENT.”***

## Cell Phones

If a cell phone is being packaged for evidentiary processes or for forensic processing:

1. LEAVE THE POWER BUTTON/SWITCH IN POSITION THE CELL PHONE WAS RECOVERED IN (On leave ON / Off leave Off)
2. Wrap the cell phone in at least two layers of tin foil
3. Place in heat package initial and date appropriately
4. Note in Evidence Manager the position of the power button/switch



- **DO NOT operate computer to view data if it has evidentiary value.**
- Protect from static electricity, heat, and magnetic fields. Do NOT transport in trunk of police vehicle.
- Handle hardware such as the computer tower and circuit boards as FRAGILE items.
- Record the Make, Model, and Serial # in the evidence manager notes section of the electronic records management system.



## Controlled Substances and Paraphernalia

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

1. Photograph paraphernalia and drugs in their containers as they were seized.
2. Evidence that has had the potential to come into contact with body fluids must be clearly marked with a biohazard sticker.
  - a. Destroy all syringes in controlled substances cases.
  - b. Suspected controlled substances that have been recovered from a body cavity, must be removed from the original packaging. The original packaging should be destroyed, however, the evidence must still be labeled as biohazard.
3. The liquid contents of a syringe should be expressed into a clean vial/jar.
4. Separate drugs from containers and protect containers for processing in cases where possession is in question
  - a. Package containers and paraphernalia separately when needed in felony cases.
  - b. Weigh the drugs without packaging then place them into a clear heat sealed bag (where the substance is visible through the packaging). Exception: plant material, mushrooms and others where growth of mold is a concern. Drugs only need to be weighed if level of offense is determined by weight.
  - c. Separate different types of pills, count pills, and record results.



5. Paraphernalia and containers may be destroyed in PM and MISD cases.
6. Paraphernalia seized which lead to the discovery of Felony level crime should be inventoried.
7. Paraphernalia discovered after PC to search is established may be destroyed.



## Controlled Substances and Paraphernalia

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

8. Trace amount items seized for potential processing must contain a visible amount of substance and be placed into a clear heat sealed bag.
9. Document appropriately in records management system.



- Larger items like triple beam scales, bongs, growing/manufacturing equipment, etc. may be boxed or remain as is after marking or tagging with identifiers. If the item is too large for the interior lockers, place in garage and note location in the "Evidence Manager, Evidence Bin".
- Syringes, needles, or other sharps are considered bio-hazardous material. If they need to be inventoried, process as described in "sharps" section.



## Currency/Counterfeit Money

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. Place money into a heat sealed bag. Initial and date across seal.
2. Document amount in evidence manager.
3. Place evidence tape on the seal of the envelope. Initial and date across the seal.
4. Place barcode in proper location.



- **Remember to handle the currency in such a way to not leave your trace evidence on the item.**
- **FOREIGN CURRENCY-** If you are unable to determine the amount in the native domination and converted to dollar amount in US currency, **DESCRIBE THOROUGHLY INCLUDING A NUMBER COUNT OF EACH** paper bill and or coin, in the Notes Section of the Evidence Manager.
- Every effort should be made to have 2 people present when inventorying currency/ counterfeit money.



## DNA & Fingerprint Exam

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

Items submitted for DNA processing should be in paper packaging.

Items submitted for fingerprint processing should be in paper

- Checks; use manila envelope



## Documents/Photographs

### ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

1. In evidence manager notes section of the electronic records management system, thoroughly describe document.



2. Do not fold, tape, cut, staple, or otherwise alter document if processing is needed (it is okay to fold in other cases)
3. Place document in smallest sized holder. Seal appropriately. Initial and date across the seal and affix barcode in upper right hand.



- Do not mark on the document if collected for analysis of indented writings or impressions.
- If charred or burned place in a manila envelope, then place in an appropriately sized cardboard container. Label as FRAGILE on the outside of the box.
- Remember to handle documents in such a way to not leave your trace evidence behind.



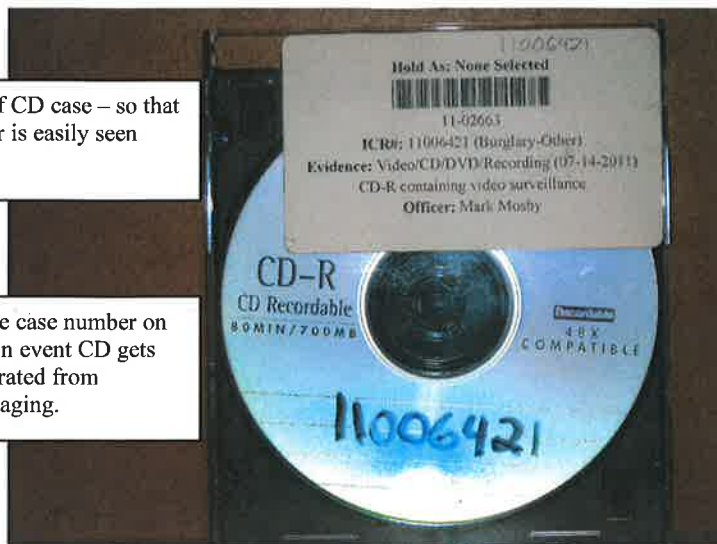


## DVD/CD

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

Place label at very top of CD case – so that handwritten case number is easily seen when filed.

Write case number on CD in event CD gets separated from packaging.



1. Place CD/DVD in thin CD holder. Mark disc with identifiers such as name or initials, date, case number, and a brief video description (ex: interview room, DWI stop, etc.).
2. Place barcode label on top right of plastic case, being sure that it's top edge is all the way to the top.
3. Write case number on upper right edge.



- Several discs from the same case need to be individually marked for separate/individual identification.



## Found Property

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

- All items of EVIDENTIARY VALUE must be assigned their own identifying Bar Code and a complete description documented in the “Evidence Manager Notes” section of the electronic records management system.
- In the case of several items recovered as Found or are held for Safe Keeping and as such have NO EVIDENTIARY VALUE, the items must be completely and individually described in the “Evidence Manager Notes” section of the electronic records management system. The items then may be placed in as few containers as possible with ONE Bar Code assigned to them.
- All items of EVIDENTIARY VALUE must be assigned their own identifying Bar Code and a complete description documented in the “Evidence Manager Notes” section of the electronic records management system.
- Finders will be notified that they can claim the property if the owner is not identified and the property has been held for six months.
- City of St. Anthony employees may not claim property they find.





## Handguns

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

**MAKE FIREARMS SAFE BEFORE SUBMITTING INTO THE EVIDENCE MANAGEMENT SYSTEM. WHEN REMOVING A ROUND FROM THE CHAMBER, OFFICERS MUST USE THE CLEARING BARREL.**

1. **MAKE GUN SAFE.** Unload and remove ammunition and or magazines/clips. If you are unsure how to make the gun safe, contact the appropriate person.

2. If gun is to be processed as evidence, DO NOT put anything into the barrel of gun.

Secure guns with evidentiary value in a gun box.

Fasten gun on inside of box (if possible) with plastic ties through bottom of box or wrap in paper to prevent shifting. Plastic tie locking device is optional.



3. Affix barcode. Initial and date across the seal.



- Make temporarily inoperable by using a plastic tie as a locking device, **unless it would adversely affect forensic testing. Do not place locking device through the barrel of gun, since it may alter identifying characteristics.**
- Ammunition must be packaged and bar-coded separately from firearm.
- Clips, magazines, and ammo pouches, or any other gun accessories need to be bar-coded and packaged separately (each item with its' own bar code and packaging).
- Evidence manager notes section of the electronic records management should include caliber, make, model #, serial #, and action type (semi-auto, revolver) AND any notable damage.
- Always check the status of firearm through NCIC for stolen or wanted. Note in evidence manager notes section of the electronic records management system.
- **\*Do not remove ammo from the loading device (magazine or clip) if the ammo is to be examined for prints.**



## Jewelry

### ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. If held for **evidentiary value** and or for possible further **forensic processing**, log pieces individually NOT as “assorted jewelry.” Heat seal or place into a properly sized plastic bag (each piece requires a separate bag) to add in viewing for future identification. Date and initial across the heat or taped seal.

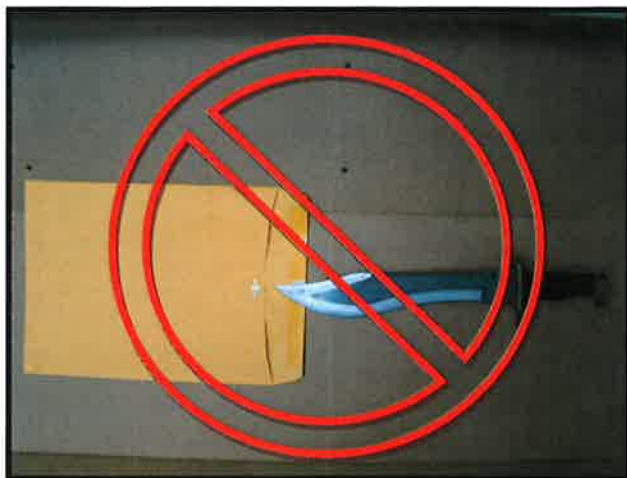


- Jewelry should be described in evidence manager notes section of the electronic records management system as yellow, white, clear, etc. as opposed to gold, silver, diamond, etc. to protect yourself from value controversy.



## Knives

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. All fix blade knives should be placed in a sharps tube, or otherwise can be placed in an appropriate box or SHARPS container (knife box). Secured in place with ties.
2. Use common sense for safety if packaging is not available.



3. Seal box with evidence tape. Initial and date across the seal. Affix barcode to top. If knife contains blood or body fluids, attach **biohazard** label to the outside of the container.



- **Do not close blade of folding knife if the knife is to be processed for evidence. It would then be packaged the same as a fix blade knife.**
- If recovered in water and is to be processed for evidence, keep submersed and package in the water it was recovered in.
- A sheath may be packaged with knife, unless evidentiary value would be damaged.



## Large/Bulk Items

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

1. In evidence manager notes section of the electronic records management, record serial and model numbers if present.
2. Large items that do not normally fit in standard size packages can be placed garage.
3. Secure label appropriately.



- If item is of **EVIDENTAIRY VALUE**, use your best knowledge and common sense when packaging the item to be processed for evidence.
- Special arrangements may be necessary for abnormally large items of critical importance.



## Long Guns

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

**MAKE FIREARMS SAFE BEFORE SUBMITTING INTO THE EVIDENCE MANAGEMENT SYSTEM. WHEN REMOVING A ROUND FROM THE CHAMBER, USE THE CLEARING BARREL**



1. **MAKE GUN SAFE.** Unload and remove ammunition, magazines, and/or clips. If practical, affix tag to plastic cable tie and put through working mechanism as locking device. Submit as is unless a long box is needed for evidentiary processing.
2. If gun is to be processed for evidence, **DO NOT** put anything down the barrel of the gun. Separate from gun case, place in long gun box if available. Fasten gun on inside of box with plastic cable ties through the bottom of box. The gun case will be inventoried separately with separate barcode.
3. Close box and affix barcode. Initial and date across the seal.



- Make temporarily inoperable by using a plastic tie as a locking device, **unless it would adversely affect forensic testing. Do not place locking device through the barrel of gun, since it may alter identifying characteristics.**
- Ammunition must be packaged and bar-coded separately from firearm.
- Empty clips, ammo pouches, slings, scopes, or any other gun accessories need to be bar-coded and packaged separately.
- Under evidence manager notes section of the electronic records management system should include caliber, color, make, model #, serial #, and action type (pump, bolt, lever, hinge, automatic, etc.) **AND** any notable damage.
- Always check the status of firearm through NCIC for stolen or wanted and note as such in the evidence manager notes section of the electronic records management system.



## Paint Chips/ Glass Fragments

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

1. When possible, place paint chips in a heat sealed plastic bag with initial and date across the seal. Glass fragments should be placed in a cardboard or hard sided container.



- **If on a small object, do not remove. Package entire object (i.e. tools, clothing, etc.).**
- If collecting paint from large object, attempt to flake or scrape or cut off in a manner that obtains and preserved as many paint layers as possible.
- Known or standard sample should be about ½ sq. inch and contain all layers, if possible.
- Do not use adhesive tape to collect samples.
- Clothing containing paint chips should be wrapped in paper to protect against loss of paint and packaged as described under CLOTHING in this manual.





## Sexual Assault Kits

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

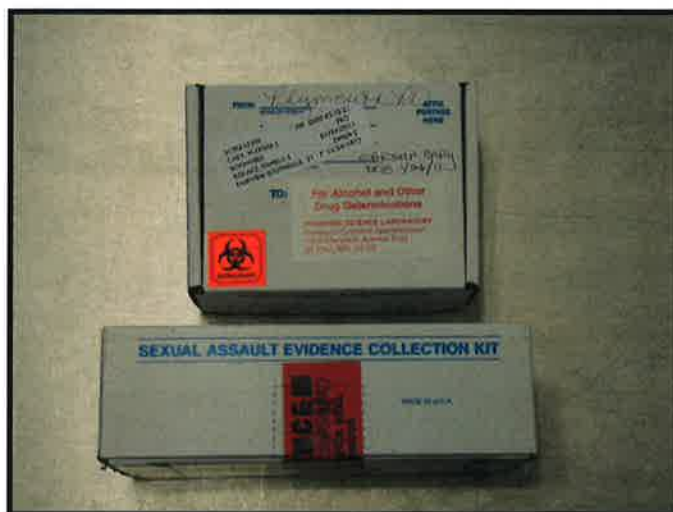


collected by a doctor. Follow kit's instructions for packaging of contents.



box package requires its own assigned bar code and place on each box.)

Attach **biohazard** label to package.



- Seal individual clothing bags with evidence tape. Package victim/suspect items separately to prevent cross contamination.
- Protect items from exposure to sunlight, heat, and humidity to prevent degradation of DNA.
- In Evidence Manager, place notes indicating; number of packages (1 of 3, 2 of 3) and indicate of the corresponding bar codes.



## Sharps

ST. ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

**Use EXTREME care when dealing with sharps. If possible, wear protective gloves and face gear. Follow Universal Precautions & Department Policy when handling potentially infectious sharps.**

**Due to the risks involved with needles, photograph and destroy unless circumstances require inventory.**

*Homicide?  
Actual need for syringe to  
be processed?*



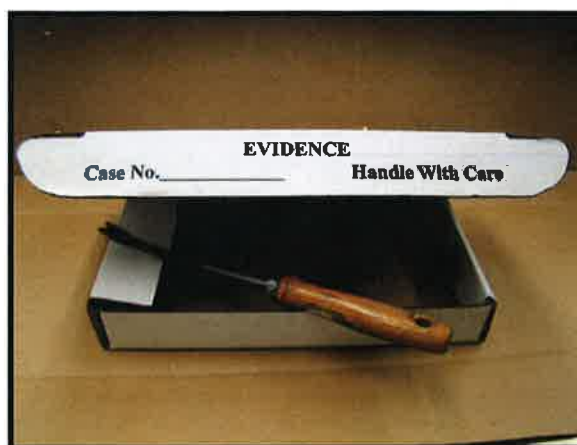
1. Place all sharps in a "Sharps" container. If it does not fit OR you have several from the same case, they can be placed in a handgun box or other appropriately sized packaging.
  2. Place in Biohazard Sharps Container using appropriate technique. Secure container with evidence tape. Initial and date across the evidence tape. Place barcode and mark the outside of the container with "**Hazardous**" knowing that it contains sharps.
- If you are POKED, STUCK or CUT, report immediately to your supervisor and take immediate medical action. Refer to the Police Department Policy Manual for further follow-up.
  - Do NOT attempt to recap syringes.





## Tools

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES



1. In the evidence manager notes section of the electronic records management system, fill out completely with descriptors of the tool. Preserve end(s) for comparison by wrapping in paper, if necessary. *If tool contains trace evidence, skip the next steps and move to "Trace" evidence procedure.*
2. Place either in box or appropriately sized packaging, depending (for lab or evidentiary purposes) on necessary level of protection against damage to tool from shifting or contact. Plastic ties may be used to secure item.
3. Seal and label appropriately.



- Wrap the ends of tool with soft paper if necessary to preserve paint chips or other trace evidence.
- If tool is believed to contain paint chips, safe insulation, or other trace evidence and the source of the evidence is known, samples should be collected from the known source for comparison. *See "Trace" evidence guidelines for further direction).*
- For **large quantity of tools**, see "Large Items/Bulk".



## Trace

ST ANTHONY POLICE DEPARTMENT PROPERTY INTAKE GUIDELINES

Hair

Soil

Fibers

Tool Marks

1. Package separately to prevent cross-contamination. *Items that contain moisture should be packaged in paper. Tape all seams of bag/envelope.*
2. When possible, place in heat sealed bag. Initial and date across the seal. Make sure when packaging the evidence, each piece goes into appropriate container.



- Wrap the ends of tool with soft paper if necessary to preserve paint chips or other trace evidence.
- Clothing containing trace evidence should be placed in paper to protect against loss and packaged as described under CLOTHING in this manual. **If clothing is damp or wet, air dry then place in a paper bag.**
- If collecting trace evidence from small object, package entire object. Do not remove trace evidence.
- Collect all evidentiary glass, wood, paper, or other trace fragments found at the scene.
- Do not use adhesive tape to collect trace evidence.

## **Model Sexual Assault Investigation Policy.pdf**

## **I. PURPOSE**

The purpose of this policy is to provide employees with guidelines for responding to reports of sexual assault. This agency will strive:

- a) To afford maximum protection and support to victims of sexual assault or abuse through a coordinated program of law enforcement and available victim services with an emphasis on a victim centered approach;
- b) To reaffirm peace officers' authority and responsibility to conducting thorough preliminary and follow up investigations and to make arrest decisions in accordance with established probable cause standards;
- c) To increase the opportunity for prosecution and victim services.

## **II. POLICY**

It is the policy of the \_\_\_\_\_ (law enforcement agency) to recognize sexual assault as a serious problem in society and to protect victims of sexual assault by ensuring its peace officers understand the laws governing this area. Sexual assault crimes are under-reported to law enforcement and the goal of this policy is in part to improve victim experience in reporting so that more people are encouraged to report.

All employees should take a professional, victim-centered approach to sexual assaults, protectively investigate these crimes, and coordinate with prosecution in a manner that helps restore the victim's dignity and autonomy. While doing so, it shall be this agency's goal to decrease the victim's distress, increase the victim's understanding of the criminal justice system and process, and promote public safety.

Peace officers will utilize this policy in response to sexual assault reported to this agency. This agency will aggressively enforce the laws without bias and prejudice based on race, marital status, sexual orientation, economic status, age, disability, gender, religion, creed, or national origin.

## **III. DEFINITIONS**

For purpose of this policy, the words and phrases in this section have the following meaning given to them, unless another intention clearly appears.

A. **Consent:** As defined by Minn. Stat. 609.341, which states:

- (1) Words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor. Consent does not mean the existence of a prior or current social relationship between the actor and the complainant or that the complainant failed to resist a particular sexual act.
- (2) A person who is mentally incapacitated or physically helpless as defined by Minnesota Statute 609.341 cannot consent to a sexual act.

- (3) Corroboration of the victim's testimony is not required to show lack of consent.
- B. **Child or Minor:** a person under the age of 18.
- C. **Medical Forensic Examiner:** The health care provider conducting a sexual assault medical forensic examination.
- D. **Sexual Assault:** A person who engages in sexual contact or penetration with another person in a criminal manner as identified in MN Statute 609.342 to 609.3451.
- E. **Family and Household Member:** As defined in Minn. Stat. 518.B.01 Subd.2.b. to include:
- (1) spouses or former spouses;
  - (2) parents and children;
  - (3) persons related by blood;
  - (4) persons who are presently residing together or who have resided together in the past;
  - (5) persons who have a child in common regardless of whether they have been married or have lived together at any time;
  - (6) a man and woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
  - (7) persons involved in a significant romantic or sexual relationship
- F. **Sexual Assault Medical Forensic Examination:** An examination of a sexual assault patient by a health care provider, ideally one who has specialized education and clinical experience in the collection of forensic evidence and treatment of these patients.
- G. **Victim Advocate:** A Sexual Assault Counselor defined by Minn. Stat. 595.02, subd. 1(k) and/or Domestic Abuse Advocate as defined by Minn. Stat. 595.02, subd. 1(1) who provide confidential advocacy services to victims of sexual assault and domestic abuse. Victim advocates as defined provide coverage in all counties in Minnesota. Minnesota Office of Justice Programs (MN OJP) can assist departments in locating their local victim advocacy agency for the purposes outlined in this policy.
- H. **Victim Centered:** A victim-centered approach prioritizes the safety, privacy and well-being of the victim and aims to create a supportive environment in which the victim's rights are respected and in which they are treated with dignity and respect. This approach acknowledges and respects a victims' input into the criminal justice response and recognizes victims are not responsible for the crimes committed against them.
- I. **Vulnerable Adult:** any person 18 years of age or older who:
- (1) is a resident inpatient of a facility as defined in Minn. Stat. 626.5572. Subd. 6;

- (2) receives services at or from a facility required to be licensed to serve adults under sections [245A.01](#) to [245A.15](#), except that a person receiving outpatient services for treatment of chemical dependency or mental illness, or one who is committed as a sexual psychopathic personality or as a sexually dangerous person under chapter 253B, is not considered a vulnerable adult unless the person meets the requirements of clause (4);
- (3) receives services from a home care provider required to be licensed under sections [144A.43](#) to [144A.482](#); or from a person or organization that exclusively offers, provides, or arranges for personal care assistance services under the medical assistance program as authorized under sections [256B.0625, subdivision 19a, 256B.0651](#) to [256B.0654](#), and [256B.0659](#); or
- (4) regardless of residence or whether any type of service is received, possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction:
  - (i) that impairs the individual's ability to provide adequately for the individual's own care without assistance, including the provision of food, shelter, clothing, health care, or supervision; and
  - (ii) because of the dysfunction or infirmity and the need for assistance, the individual has an impaired ability to protect the individual from maltreatment.

#### **IV. PROCEDURES**

##### **A. Communications Personnel Response/Additional Actions by Responding Officers**

Communications personnel and/or law enforcement officers should inform the victim of ways to ensure critical evidence is not lost, to include the following:

- 1) Suggest that the victim not bathe, or clean him or herself if the assault took place recently.
- 2) Recommend that if a victim needs to relieve themselves, they should collect urine in a clean jar for testing, and should avoid wiping after urination.
- 3) Asking the victim to collect any clothing worn during or after the assault and if possible, place in a paper bag, instructing the victim not to wash the clothing (per department policy).
- 4) Reassure the victim that other evidence may still be identified and recovered even if they have bathed or made other physical changes.

##### **B. Initial Officer Response**

When responding to a scene involving a sexual assault, officers shall follow standard incident response procedures. In addition, when interacting with victims, officers shall do the following:

- 1) Recognize that the victim experienced a traumatic incident and may not be willing or able to immediately assist with the criminal investigation.

- 2) The officer shall attempt to determine the location/jurisdiction where the assault took place.
- 3) Explain the reporting process including the roles of the first responder, investigator, and anyone else with whom the victim will likely interact during the course of the investigation.
- 4) Officers are encouraged to connect the victim with local victim advocates as soon as possible. Inform the victim that there are confidential victim advocates available to address any needs they might have and to support them through the criminal justice system process. Provide the victim with contact information for the local victim advocate. Upon victim request the officer can offer to contact local victim advocate on behalf of the victim.
- 5) Ask about and document signs and symptoms of injury, to include strangulation. Officers shall attempt to obtain a signed medical release from the victim.
- 6) Ensure that the victim knows they can go to a designated facility for a forensic medical exam. Offer to arrange for transportation for the victim.
- 7) Identify and attempt to interview potential witnesses to the sexual assault and/or anyone the victim told about the sexual assault.
- 8) Request preferred contact information for the victim for follow-up.

### **C. Victim Interviews**

This agency recognizes that victims of sexual assault due to their age or physical, mental or emotional distress, are better served by utilizing trauma informed interviewing techniques and strategies. Such interview techniques and strategies eliminate the duplication of interviews and use a question and answer interviewing format with questioning nondirective as possible to elicit spontaneous responses.

In recognizing the need for non-traditional interviewing techniques for sexual assault victims, officers should consider the following:

- Offer to have a confidential victim advocate present (if possible) if the victim would benefit from additional support during the process
- Whenever possible, conduct victim interviews in person
- Make an effort to conduct the interview in a welcoming environment
- Let the victim share the details at their own pace
- Recognize victims of trauma may have difficulty remembering incidents in a linear fashion and may remember details in days and weeks following the assault
- After the initial interview, consider reaching out to the victim within a few days, after at least one sleep cycle to ask if they remember any additional details.

- Depending on the victim, additional interviews might be needed to gather additional information. Offer support from a victim advocate to the victim to help facilitate engagement with the investigative process and healing.
- Some victims do remember details vividly and might want to be interviewed immediately.
- During initial and subsequent victim interviews, officers should note the following information as victims share it, recognizing that a victim may not be able to recall all the details of the assault during a particular interview.
  - 1) Whether the suspect was known to the victim
  - 2) How long the victim knew the suspect
  - 3) The circumstances of their meeting and if there is any indication of the use of drugs or alcohol to facilitate the sexual assault
  - 4) The extent of their previous or current relationship
  - 5) Any behavioral changes that led the situation from one based on consent to one of submission, coercion, fear, or force
  - 6) Specific actions, statements, and/or thoughts of both victim and suspect immediately prior, during, and after assault
  - 7) Relevant communication through social media, email, text messages, or any other forms of communication

**D. Special Considerations—Minors and Vulnerable Adults/Domestic Abuse Victims**

**1. Minors and Vulnerable Adults**

This agency recognizes that certain victims, due to their age or a physical, mental, or emotional distress, are better served by utilizing interview techniques and strategies that eliminate the duplication of interviews and use a question and answer interviewing format with questioning as nondirective as possible to elicit spontaneous responses. Members of this agency will be alert for victims who would be best served by the use of these specialized interview techniques. Officers, in making this determination, should consider the victim's age, level of maturity, communication skills, intellectual capacity, emotional state, and any other observable factors that would indicate specialized interview techniques would be appropriate for a particular victim. When an officer determines that a victim requires the use of these specialized interview techniques, the officer should follow the guidance below.

- a. Officers responding to reports of sexual assaults involving these sensitive population groups shall limit their actions to the following:
  - (1) Ensuring the safety of the victim;
  - (2) Ensuring the scene is safe;
  - (3) Safeguarding evidence where appropriate;
  - (4) Collecting any information necessary to identify the suspect; and
  - (5) Addressing the immediate medical needs of individuals at the scene



- b. Initial responding officers should not attempt to interview the victim in these situations, but should instead attempt to obtain basic information and facts about the situation, including the jurisdiction where the incident occurred and that a crime most likely occurred. Officers should seek to obtain this information from parents, caregivers, the reporting party, or other adult witnesses, unless those individuals are believed to be the perpetrators.
- c. Officers responding to victims with special considerations must comply with the mandated reporting requirements of Minnesota Statute 626.556 and 626.557, as applicable. Officers investigating cases involving victims with special considerations should coordinate these investigations with the appropriate local human services agency where required. Any victim or witness interviews conducted with individuals having special considerations must be audio and video recorded whenever possible. All other interviews must be audio recorded whenever possible.

Not all sexual assaults of minor victims require a mandatory report to social services. This policy recognizes that in certain cases, notifying and/or the involvement of a parent/guardian can cause harm to the minor and/or impede the investigation. Officers responding to the sexual assault of a minor victim that does not trigger a mandated report under Minn. Stat. 626.556 should assess for the impact on the victim and the investigation if parents/guardians were notified before making a decision to involve them.

- d. Officers should obtain necessary contact information for the victim's caregiver, guardian or parents and where the victim may be located at a later time. Officers should advise the victim and/or any accompanying adult(s), guardians or caregivers that an investigating officer will follow up with information on a forensic interview.
  - e. The officer should advise the victim's caregiver, guardian or parent that if the victim starts to talk about the incident they should listen to them but not question them as this may influence any future statements.
2. Victims of Domestic Abuse
- Officers responding to a report of sexual assault committed against a family and household member must also follow the requirements and guidelines in this agency's domestic abuse policy and protocol, in addition to the guidelines in this policy.

**E. Protecting Victim Rights**

- 1) Confidentiality: Officers should explain to victims the limitations of confidentiality in a criminal investigation and that the victim's identifying information is not accessible to the public, as specified in Minn. Stat. section 13.82, subd. 17(b)
- 2) Crime Victim Rights: Officers must provide the following information to the victim:
  - a. Crime victim rights and resource information required to be provided to all victims as specified by Minn. Stat. section 611A.02, subd. 2(b)
  - b. If the suspect is a family or household member to the victim, crime victim rights and resource information required to be provided to domestic abuse victims, as specified by Minn. Stat. section 629.341, subd. 3.
  - c. The victim's right to be informed of the status of a sexual assault examination kit upon request as provided for under Minn. Stat. section 611A.27, subd. 1.
  - d. Pursuant to Minn. Stat. 611A.26, subd. 1, no law enforcement agency or prosecutor shall require that a complainant of a criminal sexual conduct or sex trafficking offense submit to a polygraph examination as part of or a condition to proceeding with the investigation, charging or prosecution of such offense.
- 3) Other information: Officers should provide to the victim the agency's crime report/ICR number, and contact information for the reporting officer and/or investigator or person handling the follow up.
- 4) Language access: All officers shall follow agency policy regarding limited English proficiency.

**F. Evidence Collection**

- 1) Considerations for Evidence Collection

Officers shall follow this agency's policy on crime scene response. In addition, officers may do the following:

  - a. Collect evidence regarding the environment in which the assault took place, including indications of isolation and soundproofing. The agency should consider utilizing their agency or county crime lab in obtaining or processing the scene where the assault took place. This should be in accordance to any/all other policies and procedures relating to evidence collections.
  - b. Document any evidence of threats or any communications made by the suspect, or made on behalf of the suspect, to include those made to individuals other than the victim.

- c. In situations where it is suspected that drugs or alcohol may have facilitated the assault, officers should assess the scene for evidence such as drinking glasses, alcohol bottles or cans, or other related items.
- d. If the victim has declined or a medical forensic exam will not be conducted, the officer should obtain victim consent and attempt to take photographs of visible physical injuries, including any healing or old injuries. Victim should be given directions about how to document any bruising or injury that becomes evidence later after these photographs are taken.

**G. Sexual Assault Medical Forensic Examinations**

- 1) Prior to the sexual assault medical forensic examination the investigating officer should do the following:
  - a. Ensure the victim understands the purpose of the sexual assault medical forensic exam and its importance to both their general health and wellness and to the investigation. Offer assurance to the victim that they will not incur any out-of-pocket expenses for forensic medical exams and provide information about evidence collection, storage and preservation in sexual assault cases.
  - b. Provide the victim with general information about the procedure, and encourage them to seek further detail and guidance from the forensic examiner, health care professional, or a victim advocate. Officers and investigators cannot deny a victim the opportunity to have an exam.
  - c. Officers should be aware and if necessary, relay to victims who do not want to undergo an exam that there might be additional treatments or medications they are entitled to even if they do not want to have an exam done or have evidence collected. Victims can seek that information from a health care provider or a victim advocate. If possible, transport or arrange transportation for the victim to the designated medical facility.
  - d. Ask the victim for a signed release for access to medical records from the exam.
- 2) Officers should not be present during any part of the exam, including during the medical history.
- 3) Following the exam, evidence collected during the exam shall be handled according to the requirements of agency policy and Minnesota Statute 299C.106.

**H. Contacting and Interviewing Suspects**

Prior to contacting the suspect, officers should consider the following:

- 1) Conduct a background and criminal history check specifically looking for accusations, criminal charges, and convictions for interconnected crimes, especially crimes involving violence.
- 2) Consider conducting a pretext or confrontational call or messaging depending on jurisdictional statutes. Involvement of a victim should be based on strong

consideration of the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.

- 3) When possible, an attempt would be made to interview the suspect in person.
- 4) In situations where suspects do not deny that a sexual act occurred, but rather assert that it was with the consent of the victim, officers should do the following:
  - a. Collect evidence of past communication, including but not limited to all relevant interaction (including social media) between the suspect and victim.
  - b. Identify events that transpired prior to, during, and after the assault in an effort to locate additional witnesses and physical locations that might lead to additional evidence.
- 5) For sexual assaults involving strangers, officers should focus investigative efforts on the collection of video, DNA, and other trace evidence used for analysis to identify the perpetrator (handle evidence collection per agency policy).

**I. Forensic Examination and/or the Collection of Evidence from the Suspect**

Note: A suspect's forensic examination and/or the collection of evidence from a suspect may be done by either an investigating officer/investigator, Forensic Medical Examiner, or the agency/county crime lab personnel.

- 1) Prior to or immediately after the preliminary suspect interview, photograph any injuries.
- 2) Determine whether a sexual assault medical forensic examination should be conducted.
- 3) Ask for the suspect's consent to collect evidence from their body and clothing. However, officers/investigators should consider obtaining a search warrant, with specific details about what evidence will be collected, and should be prepared in advance to eliminate the opportunity for the suspect to destroy or alter evidence if consent is denied.
- 4) During the suspect's sexual assault medical forensic examination, the investigator, evidence technician, or forensic examiner should do the following:
  - a. Strongly consider penile swabbing, pubic hair combings, and collection of other potential DNA evidence;
  - b. Collect biological and trace evidence from the suspect's body;
  - c. Document information about the suspect's clothing, appearance, scars, tattoos, piercings, and other identifiable marks;
  - d. Seize all clothing worn by the suspect during the assault, particularly any clothing touching the genital area;
  - e. Document the suspect's relevant medical condition and injuries.

**J. Role of the Supervisor**

Supervisors may do the following:

- 1) Assist officers investigating incidents of sexual assault when possible or if requested by an officer.
- 2) Provide guidance and direction as needed.
- 3) Review sexual assault reports to ensure that necessary steps were taken during initial response and investigations.

**K. Case Review/Case Summary**

A supervisor should ensure cases are reviewed on an on-going basis. The review process should include an analysis of:

- 1) Case dispositions
- 2) Decisions to collect evidence
- 3) Submissions of evidence for lab testing
- 4) Interviewing decisions

## **Fitness Room.pdf**



## Physical Fitness Room Waiver, Release of Liability, Assumption of Risk and Indemnification Agreement

I, \_\_\_\_\_, I fully understand and acknowledge that the use of workout facilities and recreational fitness activities have inherent risks, dangers and hazards. My use of the City of St. Anthony's Fitness Room equipment and participation in recreational activities relating to the use of the equipment, including collectively the locker room and shower room is voluntary and is a privilege granted to City employees and volunteers.

### **As a condition of my use of the "Fitness Room," I agree to the following conditions:**

- I hereby certify that to the best of my knowledge I am physically fit and have no physical or medical conditions that would prevent me from utilizing any equipment in the Fitness Room.
- I acknowledge that the use of the Fitness Room by non-employees is prohibited.
- I agree that at all times while using the Fitness Room I will be considered to be on my own personal time and in the case of injury, I shall make no compensable Workers' Compensation claim of any kind.
- My use or failure to use the Fitness Room is considered voluntary. I agree that I plan to use the Fitness Room as a personal pursuit and is not to be considered a condition of my employment, my volunteer status or my regular duties unless directed otherwise.
- I agree to leave the Fitness Room in the same condition as I found it. I will lock all doors I have used and immediately report any conditions that are unsafe or equipment malfunctions.
- I hereby agree that my use of the Fitness Room may result in property damage, serious injury or illness including, but not limited to bodily injury, disease, strains, fractures, partial and/or total paralysis, death or other ailments that could cause serious disability.
- I acknowledge the fact that the City makes no guarantee as to the condition of the equipment located in the Fitness Room and I hereby knowingly and voluntarily assume all risks, dangers and responsibilities associated with the use of the Fitness Room. On behalf of myself, my personal representatives and my heirs, I hereby agree to hold the City harmless and waive any rights to make claims, lawsuits or actions against the City, its employees, officials or anyone acting on behalf of the City for all injuries or damages related to my use of the Fitness Room.
- I agree to the rules regarding the use of the Fitness Room and concur that any violation of the rules concerning this facility may result in the revocation of my physical fitness room privileges.
- I hereby acknowledge that this waiver will become part of my permanent personnel records and be in effect for the duration of my employment.

I have read the above waiver and by signing it, agree to its terms and conditions. It is my intention to exempt and relieve the city of St. Anthony for all personal injuries, property damage, disabilities, wrongful death or other conditions caused by my use of the physical fitness room or equipment.

Signature \_\_\_\_\_

Date \_\_\_\_\_

## **MN POST Professional Conduct of Peace Officers Model Policy.pdf**



**PROFESSIONAL CONDUCT OF PEACE OFFICERS MODEL POLICY**  
MN STAT 626.8457

**I. POLICY**

It is the policy of the \_\_\_\_\_ (law enforcement agency) to investigate circumstances that suggest an officer has engaged in unbecoming conduct, and impose disciplinary action when appropriate.

**II. PROCEDURE**

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

**A. PRINCIPLE ONE**

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

**1. Rationale:** Peace officers conduct their duties pursuant to a grant of limited authority from the community. Therefore, officers must understand the laws defining the scope of their enforcement powers. Peace officers may only act in accordance with the powers granted to them.

**2. Rules**

- a) Peace officers shall not knowingly exceed their authority in the enforcement of the law.
- b) Peace officers shall not knowingly disobey the law or rules of criminal procedure in such areas as interrogation, arrest, detention, searches, seizures, use of informants, and preservation of evidence, except where permitted in the performance of duty under proper authority.
- c) Peace officers shall not knowingly restrict the freedom of individuals, whether by arrest or detention, in violation of the Constitutions and laws of the United States and the State of Minnesota.
- d) Peace officers, whether on or off duty, shall not knowingly commit any criminal offense under any laws of the United States or any state or local jurisdiction.
- e) Peace officers will not, according to MN STAT 626.863, knowingly allow a person who is not a peace officer to make a representation of being a peace officer or perform any act, duty or responsibility reserved by law for a peace officer.

**B. PRINCIPLE TWO**

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

**1. Rationale:** Community cooperation with the police is a product of its trust that officers will act honestly and with impartiality. The peace officer, as the public's initial contact with the criminal justice system, must act in a manner that instills such trust.

**2. Rules**

- a) Peace officers shall carry out their duties with integrity, fairness and impartiality.

- b) Peace officers shall not knowingly make false accusations of any criminal, ordinance, traffic or other law violation. This provision shall not prohibit the use of deception during criminal investigations or interrogations as permitted under law.
- c) Peace officers shall truthfully, completely, and impartially report, testify and present evidence, including exculpatory evidence, in all matters of an official nature.
- d) Peace officers shall take no action knowing it will violate the constitutional rights of any person.
- e) Peace officers must obey lawful orders but a peace officer must refuse to obey any order the officer knows would require the officer to commit an illegal act. If in doubt as to the clarity of an order the officer shall, if feasible, request the issuing officer to clarify the order. An officer refusing to obey an order shall be required to justify his or her actions.
- f) Peace officers learning of conduct or observing conduct that is in violation of any law or policy of this agency shall take necessary action and report the incident to the officer's immediate supervisor who shall forward the information to the CLEO. If the officer's immediate supervisor commits the misconduct the officer shall report the incident to the immediate supervisor's supervisor.

#### **C. PRINCIPLE THREE**

Peace officers shall perform their duties and apply the law impartially and without prejudice or discrimination.

1. **Rationale:** Law enforcement effectiveness requires public trust and confidence. Diverse communities must have faith in the fairness and impartiality of their police. Peace officers must refrain from fostering disharmony in their communities based upon diversity and perform their duties without regard to race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.
2. **Rules**
  - a) Peace officers shall provide every person in our society with professional, effective and efficient law enforcement services.
  - b) Peace officers shall not allow their law enforcement decisions to be influenced by race, color, creed, religion, national origin, gender, marital status, or status with regard to public assistance, disability, sexual orientation or age.

#### **D. PRINCIPLE FOUR**

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

1. **Rationale:** A peace officer's ability to perform his or her duties is dependent upon the respect and confidence communities have for the officer and law enforcement officers in general. Peace officers must conduct themselves in a manner consistent with the integrity and trustworthiness expected of them by the public.
2. **Rules**

- a) Peace officers shall not consume alcoholic beverages or chemical substances while on duty except as permitted in the performance of official duties, and under no circumstances while in uniform, except as provided for in **c**).
- b) Peace officers shall not consume alcoholic beverages to the extent the officer would be rendered unfit for the officer's next scheduled shift. A peace officer shall not report for work with the odor of an alcoholic beverage on the officer's breath.
- c) Peace officers shall not use narcotics, hallucinogens, or other controlled substances except when legally prescribed. When medications are prescribed, the officer shall inquire of the prescribing physician whether the medication will impair the officer in the performance of the officer's duties. The officer shall immediately notify the officer's supervisor if a prescribed medication is likely to impair the officer's performance during the officer's next scheduled shift.
- d) Peace officers, whether on or off duty, shall not engage in any conduct which the officer knows, or should reasonably know, constitutes sexual harassment as defined under Minnesota law, including but not limited to; making unwelcome sexual advances, requesting sexual favors, engaging in sexually motivated physical contact or other verbal or physical conduct or communication of a sexual nature.
- e) Peace officers shall not commit any acts which constitute sexual assault or indecent exposure as defined under Minnesota law. Sexual assault does not include a frisk or other search done in accordance with proper police procedures.
- f) Peace officers shall not commit any acts which, as defined under Minnesota law, constitute (1) domestic abuse, or (2) the violation of a court order restraining the officer from committing an act of domestic abuse or harassment, having contact with the petitioner, or excluding the peace officer from the petitioner's home or workplace.
- g) Peace officers, in the course of performing their duties, shall not engage in any sexual contact or conduct constituting lewd behavior including but not limited to, showering or receiving a massage in the nude, exposing themselves, or making physical contact with the nude or partially nude body of any person, except as pursuant to a written policy of the agency.
- h) Peace officers shall avoid regular personal associations with persons who are known to engage in criminal activity where such associations will undermine the public trust and confidence in the officer or agency. This rule does not prohibit those associations that are necessary to the performance of official duties or where such associations are unavoidable because of the officer's personal or family relationships.

#### **E. PRINCIPLE FIVE**

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

- 1. **Rationale:** Peace officers are the most visible form of local government. Therefore, peace officers must make a positive impression when interacting with the public and each other.
- 2. **Rules**
  - a) Peace officers shall exercise reasonable courtesy in their dealings with the public, other officers, superiors and subordinates.

- b) No peace officer shall ridicule, mock, deride, taunt, belittle, willfully embarrass, humiliate, or shame any person to do anything reasonably calculated to incite a person to violence.
- c) Peace officers shall promptly advise any inquiring citizen of the agency's complaint procedure and shall follow the established agency policy for processing complaints.

#### **F. PRINCIPLE SIX**

Peace officers shall not compromise their integrity nor that of their agency or profession by accepting, giving or soliciting any gratuity which could be reasonably interpreted as capable of influencing their official acts or judgments or by using their status as a peace officer for personal, commercial or political gain.

**1. Rationale:** For a community to have faith in its peace officers, officers must avoid conduct that does or could cast doubt upon the impartiality of the individual officer or the agency.

##### **2. Rules**

- a) Peace officers shall not use their official position, identification cards or badges for: (1) personal or financial gain for themselves or another person; (2) obtaining privileges not otherwise available to them except in the performance of duty; and (3) avoiding consequences of unlawful or prohibited actions.
- b) Peace officers shall not lend to another person their identification cards or badges or permit these items to be photographed or reproduced without approval of the chief law enforcement officer.
- c) Peace officers shall refuse favors or gratuities which could reasonably be interpreted as capable of influencing official acts or judgments.
- d) Unless required for the performance of official duties, peace officers shall not, while on duty, be present at establishments that have the primary purpose of providing sexually oriented adult entertainment. This rule does not prohibit officers from conducting walk-throughs of such establishments as part of their regularly assigned duties.
- e) Peace officers shall:
  - not authorize the use of their names, photographs or titles in a manner that identifies the officer as an employee of this agency in connection with advertisements for any product, commodity or commercial enterprise;
  - maintain a neutral position with regard to the merits of any labor dispute, political protest, or other public demonstration while acting in an official capacity;
  - not make endorsements of political candidates while on duty or while wearing the agency's official uniform.

This section does not prohibit officers from expressing their views on existing, proposed or pending criminal justice legislation in their official capacity.

#### **G. PRINCIPLE SEVEN**

Peace officers shall not compromise their integrity, nor that of their agency or profession, by taking or attempting to influence actions when a conflict of interest exists.

**1. Rationale:** For the public to maintain its faith in the integrity and impartiality of peace officers and their agencies officers must avoid taking or influencing official actions

where those actions would or could conflict with the officer's appropriate responsibilities.

## **2. Rules**

- a) Unless required by law or policy a peace officer shall refrain from becoming involved in official matters or influencing actions of other peace officers in official matters impacting the officer's immediate family, relatives, or persons with whom the officer has or has had a significant personal relationship.
- b) Unless required by law or policy a peace officer shall refrain from acting or influencing official actions of other peace officers in official matters impacting persons with whom the officer has or has had a business or employment relationship.
- c) A peace officer shall not use the authority of their position as a peace officer or information available to them due to their status as a peace officer for any purpose of personal gain including but not limited to initiating or furthering personal and/or intimate interactions of any kind with persons with whom the officer has had contact while on duty.
- d) A peace officer shall not engage in any off-duty employment if the position compromises or would reasonably tend to compromise the officer's ability to impartially perform the officer's official duties.

## **H. PRINCIPLE EIGHT**

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

- 1. **Rationale:** Peace officers are entrusted with vast amounts of private and personal information or access thereto. Peace officers must maintain the confidentiality of such information to protect the privacy of the subjects of that information and to maintain public faith in the officer's and agency's commitment to preserving such confidences.

## **2. Rules**

- a) Peace officers shall not knowingly violate any legal restriction for the release or dissemination of information.
- b) Peace officers shall not, except in the course of official duties or as required by law, publicly disclose information likely to endanger or embarrass victims, witnesses or complainants.
- c) Peace officers shall not divulge the identity of persons giving confidential information except as required by law or agency policy.

## **I. APPLICATION**

Any disciplinary actions arising from violations of this policy shall be investigated in accordance with MN STAT 626.89, Peace Officer Discipline Procedures Act and the law enforcement agency's policy on Allegations of Misconduct as required by *MN RULES* 6700.2000 to 6700.2600.

## Equipment Sheet.pdf

**City of St. Anthony**  
*Police Department*  
 Officer/CSO Property-Equipment Sheet

SERIAL NUMBER/ IDENTIFYING NUMBER	ITEM DESCRIPTION	QUANTITY ISSUED
	BREAST BADGE (REQUIRED IDENTIFYING NUMBER)	
	HAT BADGE	
	IDENTIFICATION CARD	
	AMMUNITION WITH QUANTITY	
	CHEMICAL AGENT	
	DEPARTMENT ISSUED KEYS	
	DEPARTMENT KEY CARD/FOB	
	PORTABLE RADIO (SERIAL # REQUIRED)	
	PORTABLE RADIO CHARGER	
	BODY WORN CAMERA (SERIAL # REQUIRED)	
	DEPARTMENT ISSUED HANDGUN (Make, Model, Serial # Required)	
Print Name of Receiving Officer/CSO	Signature of Receiving Officer/CSO	Date Received
Print Name of Supervisor	Signature of Supervisor	Date Received
Print Name of Returning Officer/CSO	Signature of Returning Officer	Date Returned
Print Name of Supervisor	Signature of Supervisor	Date Returned
I ACKNOWLEDGE RECEIPT AND RESPONSIBILITY FOR ITEM(S) SHOWN IN "QUANTITY ISSUED" COLUMN (WHICH WILL BE RETURNED ON DATE SPECIFIED ABOVE, IF ITEM IS ON LOAN).		<b>Policy 700.2-Documentation of Issued Department Property</b> All property issued (not to include uniforms and duty gear - see Uniform Regulations Policy) shall be documented in the appropriate property sheet or equipment log and receipt acknowledged by signature. Upon an employee's separation from the Department, all issued equipment shall be returned and documentation of the return signed by a supervisor. Property sheet or equipment log shall be retained in the members employment file.
*NOTE: ANY CHANGE TO ENTRIES MUST CONTAIN INITIALS OF RECIPIENT AND DATE CHANGE MADE.		

## **Uniform Required Items.pdf**



**City of St. Anthony**  
**Police Department**

## Uniform Required Items

All Officers will be issued the below items, and are required to maintain the following items in serviceable condition, in the amounts shown.

UNIFORM REQUIRED ITEMS		UNIFORM REQUIRED ITEMS	
<input type="checkbox"/>	2 dark blue, long sleeve shirts	<input type="checkbox"/>	1 magazine case
<input type="checkbox"/>	2 dark blue, short sleeve shirts	<input type="checkbox"/>	1 handcuff case
<input type="checkbox"/>	2 pants, dark blue	<input type="checkbox"/>	1 flashlight holster
<input type="checkbox"/>	1 summer hat, round blue polyester, black visor	<input type="checkbox"/>	1 flashlight (rechargeable)
<input type="checkbox"/>	1 winter hat, soft, no visor	<input type="checkbox"/>	1 pair of handcuffs
<input type="checkbox"/>	1 spring/winter, dark blue, nylon jacket (zip out liner)*	<input type="checkbox"/>	1 key holder
<input type="checkbox"/>	1 pair black shoes, plain toe (or boots)	<input type="checkbox"/>	1 ASR holder
<input type="checkbox"/>	1 pair black gloves (Officer to choose weight)	<input type="checkbox"/>	4 leather keepers
<input type="checkbox"/>	1 black reversible vinyl raincoat	<input type="checkbox"/>	1 bullet resistant vest
<input type="checkbox"/>	1 plastic cap cover	<input type="checkbox"/>	1 latex glove holder
<input type="checkbox"/>	1 tie, navy blue	<input type="checkbox"/>	1 radio holder
<input type="checkbox"/>	1 pants belt, black	<input type="checkbox"/>	2 name tags
<input type="checkbox"/>	1 gun belt, black basket weave	<input type="checkbox"/>	1 ASP
<input type="checkbox"/>	1 gun holster	<input type="checkbox"/>	1 ASP scabbard

\* Leather jacket may be ordered. Officer must pay difference between nylon and leather jacket.

Note: Sweater and dark blue turtle necks are optional and may be purchased by Officer.

## **2017 Hennepin Co. Police Dispatch SOP.pdf**

# **HENNEPIN COUNTY SHERIFF**

## **911 DISPATCH DIVISION**

### **POLICE SOPs**

The purpose of this document is to define the manner in which the radio system and Mobile Data Computer (MDC) are to be utilized to produce maximum efficiency. These SOPs govern all radio and MDC users on the system.

This document will be reviewed and updated by the Police SOP Committee as needed.

Updated 4/21/2017

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## **SECTION 100 RADIO COMMUNICATIONS**

### **100.1 General Information**

Hennepin County is part of the 700/800 MHz ARMER radio system whose use is overseen by the Emergency Communication Networks in coordination with the Statewide Radio Board. Radio use is also governed by FCC Rules and Regulations, Part 89, Public Safety Radio Services. Any flagrant disregard of FCC rules regarding official business use may result in revocation of the county's license.

ARMER standards and Best Practices can be viewed at:

<https://dps.mn.gov/DIVISIONS/ECN/programs/armer/Pages/default.aspx>

### **100.2 Radio Guidelines**

When transmitting on the radio, remember:

- Brevity is important
- Use entire call sign (ex 3344 not 44)
- Give clear and concise information
- Avoid using names unless absolutely necessary- complainant and victim names should not be aired
- Wait for talk permit tone before speaking
- Speak in a normal tone of voice
- Use phonetics only as needed (e.g. license plates)
- Check radio periodically for a malfunction if not hearing any radio traffic
- Be aware "dead spots" do exist that can interfere with your ability to transmit or receive radio transmissions
- All unencrypted channels may be monitored by the public.

### **100.3 Plain Language**

Plain language shall be used by all agencies on any interoperable resource on the ARMER system to achieve the highest levels of public safety, and ensure that information is disseminated quickly and clearly. Use of 10-Codes is not permitted with the exception of 10-12 and 10-4. Use of acronyms is discouraged.

Exceptions: There is the possibility that sensitive information could be revealed to a suspect within hearing range of a responder, possibly endangering their safety. Therefore, exceptions to the plain language policy may be allowed in the following types of situations:

- Immediate danger
- Officer needs help/backup

## Hennepin County Sheriff's 911 Dispatch Division Police SOPs

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- Subject being taken into custody
- Hold communications for sensitive information
- During special tactical events, (active shooter, SWAT, Drug or Gang task forces, etc.)

To avoid confusion when talking on metro-area or statewide radio resources, units should identify themselves by unit number and agency name or function.

- Hennepin 1201
- Corcoran 5305
- Plymouth Fire Ladder 11
- North EMS 512

### 100.4 Resource Management

**Patching:** Patching allows 2 talkgroups to function as a single channel and increases interoperability capabilities. All radio talkgroups can be involved in only one patch at a time, although multiple resources may be included in the same patch. Encrypted resources should not be patched to non-encrypted resources, since that negates the encryption.

Dispatch centers initiating any patches must announce the patch after it is set up AND prior to it being taken down.

**Talkgroup Allocation:** PSAPs, including Hennepin County Dispatch, are responsible for checking availability, reserving radio resources (on the Status Board application), and creating and breaking down “patches” between resources.

When a radio resource is needed, Dispatch will utilize their training, along with the “Status Board” application to identify the best, available resources.

When using metro, statewide or national resources, talkgroups should be assigned by the following methods:

- Pre-planned or low priority events: highest-numbered to lowest-numbered resource, for example METAC 10, 9, 8, 7, 6, 5, 4, 3, 2. To increase availability for emergent events, the lowest numbered resource is not available for reservations; hence LTAC1, METAC1 and STAC1 cannot be reserved.
- Emergent events, (un-planned, high-priority) are assigned low to high, for example: LTAC1, 2, 3, 4.

**Site Loading:** Scanning channels does not tie up frequencies. Selecting talkgroups does, and puts a strain on the ARMER system and can tie up resources in the metro area and beyond. Put the talkgroup in your scan list to prevent overloading frequency resources when listening to an incident you are not directly involved in.

### 100.5 Site Trunking

# Hennepin County Sheriff's 911 Dispatch Division Police SOPs

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The radio tower sites lose connection with the prime site that manages activity across the radio system during site trunking. Each radio tower is isolated from the rest of the network so radio communications are impaired. Each radio transmission is weaker (non-repeated) and affects a smaller area. Field users may be advised to stop scanning and switch their radio to their respective mains at this time.

## **SECTION 200 TALKGROUP DEFINITIONS**

### **200.1 Hennepin County Tactical Talkgroups**

**HTAC3:** Primary resource for emergent (unplanned), high-priority events for any dependent or independent law enforcement agency inside Hennepin County; most fire agencies can monitor this talkgroup. Dispatch will typically monitor this channel while it is being used.

**H-LAW-4E:** This channel will be used as an alternate encrypted law enforcement main in the future.

**HTAC8E:** An encrypted talkgroup for long- or short-term use, for pre-planned or emergent events, that is shared by most law enforcement agencies within Hennepin County.

**HTAC5 /HTAC6:** Tactical talkgroups for any law enforcement agency inside Hennepin County for long- or short-term use, for pre-planned or emergent events. These talkgroups may be monitored if requested.

### **200.2 Other Hennepin County Talkgroups**

**Police Mains: H-EAST, H-NORTH, H-SOUTH:** Primary talkgroups for communications between Dispatch and dependent law enforcement agencies in Hennepin County.

**H-CLERK:** A trunked talkgroup used to contact the information clerk.

**H-C2C, H-LAKC2C, H-EC2C, H-NWC2C, H-NE2C2, H-SEC2C:** Trunked talkgroups used for intra-agency law enforcement communications. Dispatch does not hear any of these talkgroups except H-C2C.

**HCSO/HCSOTAC:** Talkgroups programmed into every Sheriff's Office radio and used for inter-divisional communications.

**HPOOL1/HPOOL2/HPOOL3:** Special event talkgroups available for long- or short-term use, for pre-planned or emergent events.

**HS-911:** An emergency talkgroup designated for short-term use and programmed into all Hennepin County radios to allow access to the PSAP in the event of an emergency.

**H-COMMON:** A trunked talkgroup programmed into all radios on the Hennepin layer of the radio system. A NOAA Weather Radio receiver is connected to this resource and the receiver will open when tones are sent by the National Weather Service. This talkgroup's designated use is a hailing talkgroup for those that do not have the same main. It has a tactical use for Mpls./HCSO when there are events downtown.

### 200.3 Metro Tactical Talkgroups (METACs)

METACs are a region-wide resource to facilitate communications between agencies that do not communicate on a regular basis.

**METAC 1-10:** Regional trunked talkgroups for all users. This resource may be monitored upon request.

**METAC 11E & 12E:** Regional encrypted talkgroups for Law Enforcement only.

### 200.4 Statewide Tactical Talkgroups

This SOP establishes standards, protocols and procedures for use of the statewide talkgroups. Statewide talkgroups are regional resources for all users.

**LTAC 1-4:** Trunked talkgroups with **statewide** access for *Law Enforcement* use.

**LTAC 5E-12E:** Encrypted talkgroups with statewide access for any public service user with an encrypted radio.

**STAC 1-12 and 13E & 14E:** Primary resource for major mutual aid incidents involving joint response from multiple agencies and/or service branches. All ARMER field units and PSAPs are required to have STAC 1-12 programmed into their radios.

STAC 13E and 14E are encrypted and are only programmed into encrypted radios.

- STAC 5-8
- STAC 9-12

**LESIUTAC 1-4:** Encrypted, statewide, common pool talkgroups used to facilitate communications between agencies with Special Investigative Units, (Gang and Drug task forces, SWAT teams, etc.) Not programmed into Dispatch console radios and will not be monitored but users should contact Dispatch to check availability, reserve, and clear these resources on the StatusBoard.

**Scene of Action Channels (SOAs), 7SOA 1-12 & 8SOA 1-4:** Statewide, non-trunked talkgroups, capable of encryption, for urgent or emergency situations and task teams, (VOTF, SWAT, et. al.) SOA's allow for direct radio-to-radio communications *off the ARMER radio system*. These channels have **limited range** of on-scene operations (non-trunked). SOA's are recommended for inclusion in all portable radios. They are not monitored. SOA's do not need to be reserved on the Status Board. We recommend users



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*not* include SOA's in scan lists; doing so causes radios to lose their "priority revert" feature.

SOA's can be used when out of radio range, in sub-basements, or other areas where there is normally poor radio coverage. Units should make an announcement on the SOA channel at the start and end of event usage.

- 8SOA2 & 8SOA4 are shared with the statewide Strategic Reserve satellite-enabled Communications Site on Wheels (STR SATCOW)

8TACs and 8CALL's are for nationwide use.

### **SECTION 300 MDC USAGE**

#### **Section 300.1 MDC/CAD Usage:**

- MDC use is preferred over radio use for unit status and other non-emergency communications with Dispatch and other units.
- Be aware that dead spots do exist that can interfere with your ability to transmit and receive via radio or MDC.

#### **Section 300.2 Logging on/Off Procedures:**

**Logging on without an MDC:** If a user has no MDC they can call Dispatch on the "Police Only" line, 952-258-5323. Minimum information given shall include the unit# and personal ID numbers, or name. Optional information may include a cell phone number, patrol area, or users may ask to be placed on an event or out-of-service code.

If a unit is dispatched to an event prior to logging on, the CAD system logs the unit on automatically without a user. Prior to clearing users must log on following one of the steps outlined below, otherwise the event will not be "attached" to the unit's history.

- If the user has an MDC, log into GeoMobile *before* clearing from the event.
- Users without an MDC, may telephone Dispatch and ask to be logged in without an MDC *prior to clearing the event*.

**Logging on with an MDC:** Open the GeoMobile program and press the LN button. The minimum information required is: Unit ID, User name, and password, (none of the login fields are caps sensitive).

Option for additional information:

## Hennepin County Sheriff's 911 Dispatch Division Police SOPs

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- District: Select a District from the dropdown menu (patrol district). Selecting or changing the district from the pre-set option may affect unit recommendations for calls.
- Shift: Select the appropriate Shift description from the Shift dropdown menu.
- Equipment: Enter any other equipment desired: cell phone, taser, etc.
- If users forget to add any of these during login, they can contact Dispatch to have this information added or amended after login.

Units wishing to log on with a number currently being used, may add a suffix D, N, or M, for Days, Nights, or Middles, to their unit ID. (Example – 5112D for 5112 days). This shift designation should be included with any radio transmission, either when Dispatch calls, or when squads answer up. (Example – 1210 Mids or 6722 Nights).

**Logging Off:** At the end of the shift, units without an MDC can call Dispatch and ask to be cleared from any events or out-of-service codes, and then logged off. Units with MDC's should make sure they are clear, and then press the LF button to log off.

**Changing or Adding Unit Numbers:** Dispatch will not change unit numbers for MDC-users mid-shift as doing so logs the user off the MDC. If a user needs to change their unit number mid-shift they should log off the MDC and log in again with the new unit number.

Dispatch can add or delete a 2<sup>nd</sup> user from a unit that is logged in (2-person car).

### 300.3 Instant Messaging (IM)

Units can send messages by pressing the IM button from the MDC. Send messages to:

- Controlling Dispatcher: Service provider number preceded by a dash: **-57P**
- All units logged on for your agency: Service provider number preceded by an asterisk: **\*67P**
- Controlling Dispatcher and all units: Service provider number: **12P**
- Specific Dispatch terminal: JP or JD followed by station number, (QJD from MDC command line will show Dispatchers logged in): **JP02**
- Specific unit: **5903**
- Routine requests may be sent via IM to the managing Dispatcher. If time is of the essence the information should either be aired or the officer shall alert Dispatch of the incoming message.

**\*\*Do not send a message to a specific console as it may be unattended and your message will not be seen.**

## **SECTION 400      RADIO DISPATCHING OF POLICE EVENTS**

### **400.1      Correct Procedure for Airing Calls**

Police events shall be aired by Dispatch prior to sending the event via CAD/MDC under normal circumstances. Events shall be aired to the units recommended by CAD even if the unit is already on an event unless the Dispatcher believes doing so might compromise officer safety.

The Dispatcher shall air the unit number(s) type of event or situation and location including common place name if known. The unit number will be separated when airing information. Examples: 6710 would be "six seven 10". 1220 would be aired as "twelve twenty". No additional information shall be aired during the initial broadcast. If the call is in progress additional information will be aired while officer(s) are enroute. Dispatch does not need to wait for acknowledgement from officers before proceeding. This information will be kept to a minimum.

If the unit is not MDC equipped the Dispatcher shall first give the unit number and type of event and wait for a response. When the unit responds the location and any pertinent details will be given.

Dispatchers will signal the end of an on-air exchange by airing the unit number and time. This will ensure that Dispatch is acknowledging the correct unit and signals to any other radio users that it is OK to air new traffic. The unit number will be used on every transmission. No other information needs to be repeated unless the Dispatcher is unsure they heard correctly or the Dispatcher is repeating critical information that may affect officer safety (i.e. one at gunpoint).

A unit should enter "UU" command (Unit Unavailable) if a unit does not wish to be recommended while on an event. UU will be in effect only while the unit is assigned to the current event. Contact Dispatch and ask to be "CUT" from unit recommendations if you are to be non-recommendable for an undetermined amount of time. Officers may call Dispatch at any time and ask to be made recommendable again.

In some cases CAD may not provide a unit recommendation. The event will be aired generically to the service provider (i.e. 5100 Theft Report at address) when no unit is recommended.

Dispatch will attempt to air an event 2 times. If no response is received the event will be held in pending and a message sent to all MDC users logged in for that agency advising that the event is on hold.

When units answer for event they shall respond with their **unit number** followed by one of the following:

- **ENROUTE**
- **ON SCENE**
- **HOLD IT** – Dispatch will place the event on hold until someone is available.
- **INFO RECEIVED** – The event will be closed and sent to the unit's history with the disposition code of "Info Received."

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- **UNIT #** - Officer wants more information (in-progress call).
- **ACKNOWLEDGE** – The event will be dispatched to the officer and placed into a special status indicating the unit is working on the event but is not enroute or on-scene.

If a unit wants additional information aired they will answer with only their unit number.

On in-progress calls where additional information is imperative or a responding unit is not logged into the MDC Dispatch shall air the information no matter what response the squad gives.

**Down; Animal; Disturbance; III;** On these event types Dispatch will air additional information (i.e. Down (suspected DK sleeping in hallway vs. one down in the street); Animal (barking or stray dog); Disturbance (kids playing basketball vs. loud TV); III (90 YOA flu-like symptoms)).

### 400.2 Event Handling

1. **Pending events** – Units shall request pending events by CAD event number during periods of heavy activity and severe weather (i.e. – “6710 send me event #201”. They may also take from pending on their own if it is **not** priority 1 or 2.)
2. **Events at apartment complexes** – Apartment numbers will only be included as part of the event location if the incident occurred inside that unit (i.e. theft occurs inside apt. 212 vs. in parking lot or garage).
3. **Unit transports/location changes** – Units can put themselves on a transport and remain assigned to the original event using the UT button on their MDCs. Officers can use the ATDEST button when they arrive. The officer may use the ADCMT button located under MORE if comments such as ending mileage are desired. Air to Dispatch with unit number followed by the word “transport” if you prefer not to field generate the transport by MDC. Do not advise Dispatch that you are clear if you are transporting someone relating to an open event.
4. **Location changes** - (not transporting). Unit/Event location changes must be aired for officer safety. Call Dispatch with unit number followed by the word “address”. After Dispatch acknowledges give the new location and advise whether the event or unit location is being changed.
5. **Clearing events** – Units shall clear in one of two ways: primary unit with a clear code (disposition code) or as a back-up unit with no clear code. If the unit must clear on the air, they shall either state clear with disposition code or clear back-up

otherwise Dispatch will clear unit(s) with the generic CLEAR code whether backup or primary.

It is not necessary to specify a clear code if Dispatch cancels responding units on alarms (clear code will be FALSE) or if Dispatch cancels units on behalf of reporting party (clear code will be CANCEL).

6. **Case numbers** – Case numbers will not be aired unless officer is away from squad and no phone available.
7. **Contact reporting party** –It is expected that officers will make contact with all reporting parties unless text says otherwise.
8. **Water Emergencies** –The closest responding agency will get the call first. Water Patrol will be the next notification made. Dispatch will simulcast to both agencies when possible. All responding units shall be directed to switch their radio to the lowest-numbered available METAC talkgroup after the event has been aired and units are enroute. Dispatch will assign the first responding Water Patrol unit as the Primary Unit before the event is closed.

When receiving a water emergency on a river or when a victim is unaccounted for Dispatch will contact State Patrol and request Trooper 7. The 911 Dispatch Division sergeant will page the requested Water Patrol resources

9. **Canine Requests** – If a request is "SPECIFIC" Dispatch will contact that agency and that K-9 will be started if available. If a request is "NON-SPECIFIC" the Dispatcher will contact a 1200 K-9 unit.
10. **Calls for Service on Freeway System** - Dispatch will create an event and start the appropriate local agency and/or fire and ambulance if the event is in progress (which includes all stalls, road debris, accidents or traffic complaints). The officer who answered up must then advise Dispatch whether or not they will be responding or if State Patrol should be started. The event will be sent to the officer as Info Received with a comment that State Patrol was notified if the officer is not responding.
11. **Status checks and responses** –Individual agencies have determined whether to have enroute and/or on-scene timers for each event and what those timer values should be. When Dispatch receives a unit timer alert the unit will be checked on the air. The Dispatcher will air the squad number followed by the word "status". (i.e. "8112 status?" or "8112 enroute status?"). The officer can answer either "OK" or "code 4" meaning no more checks are needed, or "reset timer" meaning Dispatch will reset the timer for 5 minutes. The officer may also state the amount of time (in minutes) before another status check is needed. ("8112 reset timer for 10"). The officer can use the MDC to change their status to OK if they are in their squad and no checks are needed. If an officer says "okay for now" the timer will be reset by the Dispatcher.

If multiple units are on-scene at the same location and on the same event, Dispatch will "OK" all units once the first unit is Code 4. Dispatch will not typically check status during tactical details or units on a perimeter. Units may ask for a timer to be started or re-restarted at any time.

- 12.911 OPEN LINES AND ACCIDENTAL DIALS** – Dispatch will create a closed event (no police will be dispatched) for any 911 call from landline or VOIP phones if it was determined that the call was accidental.  
If it is determined there is need for response an event will be created and an officer sent.

## **SECTION 500      CRITICAL EVENT HANDLING**

### **500.01    10-12 Procedure**

**10-12 Person:** Dispatch will air the unit # followed by "10-12 person?" if a state query run by a squad returns a credible hit indicating the party may have a warrant,

**10-12 Info:** Dispatch will air the unit # followed by "10-12 info?" if a state query run by a squad returns credible information that the party ran might be a person of interest (Sexual Offender Registry, Violent Offender, OFP, Gang member, etc.\*).

\*Terrorist Watch-list information will not be aired. Officer will be required to call the terrorist screening center or the clerk.

**10-12 Vehicle:** Dispatch will air the unit # followed by "10-12 vehicle?" if a state query run by a squad returns a credible hit indicating a stolen vehicle,

**10-12 Responses:** Squads will signal their status to Dispatch with one of the following responses:

- Go ahead: Squad is in a safe position and it is OK for Dispatch to air the information.
- Standby: Dispatch will not air any information but will advise you to check with the clerk. Get to a secure location and follow up on the hit.
- I'm aware: Squad is aware and has reviewed the hit information.

### **500.2    Emergency Traffic**

Dispatch will not move a detail to a different talkgroup if a situation develops that poses a significant threat to officer safety. All users not involved will be moved and the main channel will be held until officers involved are code 4.

During emergency traffic non-assisting units will be moved to the resources listed below in order of availability:

1. HC2C
2. HTAC5
3. HTAC6
4. HPOOL1

Emergency Traffic - Beginning:

- An officer calls out an emergency: pursuit, felony stop, et al.
- Dispatch will make an emergency traffic announcement on the main and users not involved will be directed to an alternate talkgroup.
- An ALLP message will be sent stating which main is being held and for which agency and unit number.

Emergency Traffic – During the Incident:



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- Any units assisting with the emergent event will move to the main the incident is occurring on.
- Officers must try to keep the talkgroup the emergency is occurring on clear. If you have a non-urgent request for Dispatch consider calling on the phone, sending an MDC message or switching to an alternate talkgroup, to relay your request.
- Officers are able to assign themselves to the event by using the unit number involved and the "B" on their command line and hit the enter button. 6711 b <enter>

### Emergency Traffic – End of:

- Advise Dispatch as soon as it is safe to release the main.
- Dispatch will make an announcement on the main and the alternate main, to resume normal traffic.
  - Example: Taking this detail to TAC3. Resume normal traffic on East Main.
  - Example: Hennepin Car-to-Car is clear. Resume normal traffic on East Main.

**Officer Needs Help/Fighting with One:** There are some additional procedures in place to ensure the highest level of response for officer safety when an officer is fighting with one, an officer is down, or an officer calls out for help:

- Dispatch will immediately begin emergency traffic procedures.
- Dispatch will use the warble tone to alert users on all Hennepin police mains that an officer needs help. The tone will be immediately followed by an announcement briefly stating what the emergency is, who is involved, and location.
- Responders will announce that they are enroute on their own mains, by MDC or radio, then will switch over to the main where the emergency situation is taking place. They can also respond on the alternate talkgroup being used as the Main in order to keep the emergency main open.

### 500.3 Statewide Pursuit Standard

This standard strives for statewide consistency among all law enforcement agencies in the way vehicle pursuit radio communications are handled.

1. Responders who are currently involved in a pursuit will stay on their main channel and Dispatch will patch this to the lowest-numbered available LTAC.
2. Dispatch will begin emergency traffic procedures and will also patch the talkgroup the pursuit is occurring on to the lowest numbered available LTAC and make a patch announcement on the involved resources.
3. Any users from other agencies that need to join the pursuit will switch over to either the LTAC, or the police main the pursuit originated on.
4. Dispatch will ask the pursuing officer(s): The reason for the pursuit and be sure a supervisor from the specific agency involved in the pursuit is monitoring.
5. Run the fleeing vehicle's license plate; announce any hits on the vehicle; if they want the state helicopter and/or a K9 started.
6. State Patrol will take over the Pursuit Communications if the pursuit is likely to exceed the coverage of the Hennepin County Dispatch Center. All units should



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change to the designated LTAC channel for the remainder of the pursuit and any patches between LTAC and local resources will be removed.

Use of the LTAC talkgroups should not limit consideration of use of these channels for any other interoperability event.

### **500.4 Statewide Air Ambulance Landing Zone Standard**

Dispatch must find a means to allow for communication. If a helicopter landing is required, between the responding aircraft and a qualified public safety responder on the ground to coordinate the landing zone if a helicopter landing is required,.

Dispatch will determine the lowest-numbered STAC available and reserve it. Dispatch will also confirm with ground crews who will be the landing zone (LZ) contact and direct them to the correct talkgroup.

#### **Landing Zone Safety Guidelines:**

- The helicopter will need about a 100'x100' area of clear space
- The landing zone should be clear of wires, poles, trees, antennas, etc.
- Large parking lots, schoolyards, highways, wide streets, intersections, athletic fields, parks, may all be acceptable
- The aircraft cannot land on water, deep, soft snow, or soft fields
- If it becomes necessary to abort the landing, the ground contact must quickly communicate this to the aircraft.

#### **After Identifying the Landing Site:**

- Secure the site – make sure unauthorized persons do not approach
- Stand clear of the landing area when the helicopter is approaching or taking off and do not approach when rotors are moving unless accompanied by crew member, or if the pilot motions you to come closer
- To avoid the tail rotor, always approach and leave the helicopter within the pilot's field of vision.

#### **Response Guidelines:**

It is better to request the helicopter response early – before arriving on scene is acceptable; it can be cancelled later if not needed. Air Ambulance should be considered for:

- Personal injury accidents, where a patient has obvious, immediate, life threatening injuries
- Limb amputation
- Severe burns, especially if victim is having trouble breathing
- Patient who is unconscious, or may have spinal injuries or paralysis
- Situations when weather, road or traffic conditions could delay ambulances
- When there are multiple victims with critical injuries

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## **500.5 Tone Alerts**

The “warble” tone will be used prior to airing the following events:

- Officer needs help/Fighting with one
- Shooting (not shots fired or heard)
- Robbery with a weapon (seen not implied)
- Stabbing
- Active Shooter
- Mass Casualty (train derailment, bridge collapse etc.)
- Suicide Bomber (possible bomb device in hand/strapped to person)

## **500.06 Active Shooter**

Dispatch will activate the alert tone and announce “Active Shooter” and give the address.

**More info on this procedure will be coming**

## **500.07 TZD Details**

Officer will air all traffic stops with plate information to the Managing Agency\*.

If officer needs a record for rms, he/she will also enter the stop on the MDC and okay themselves immediately.

Advise home dispatch when working this detail and if no “special” unit number is available, have dispatch CUT the unit number being used. (This will assure the unit is not recommended for calls.)

If officer gets a hit on an aired stop, the managing dispatcher\*\* will also get the hit and 10-12 the officer.

When the managing dispatcher 10-12's a unit, the unit will answer with “go ahead” or “stand by”.

If the officer has the person/vehicle, they will then go to their home clerk\*\*\* to confirm. The officer must also advise the managing dispatcher so they are aware the officer is confirming on his home channel.

When all information is verified, and the unit is transporting one downtown for booking, he/she will then air that information to the managing dispatcher (not the home dispatcher) as well as:

- a. Plate number
- b. Driver's license number
- c. Reason for arrest
- d. Agency case number.

If the unit needs a tow, they will also notify the managing dispatcher (not the home agency).

When the officer completes the tour, be sure to advise the managing dispatcher.

\*Managing Agency: Agency monitoring the detail.

\*\*Managing Dispatcher: Person managing the TAC channel.

\*\*\*Home Clerk: The person the unit uses to confirm warrants, etc. on a daily basis.

# Hennepin County Sheriff's 911 Dispatch Division Police SOPs

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## **Home Dispatch Responsibilities**

Because the host dispatcher (when it is not Hennepin) does not receive hits on plates that are run independently by the police unit, it was determined that when a hit comes in to a managing dispatcher at Hennepin, that manager will 10-12 the unit on the respective main they are managing.

Officers on the TZD detail will scan their home main so they will hear a manager 10-12 or status check them (in case they forget to okay themselves).

If the officers do not answer, home manager will advise a supervisor for their city and call the hosting agency to have them 10-12 the unit.

## **SECTION 600      FIELD GENERATED EVENTS**

Each city will be allowed to air traffic stops if they wish. Use the same order as you would when field generating it. First obtain the attention of Dispatch by airing your unit # followed by the event type. After Dispatch answers, repeat your unit number, the location and any additional pertinent information. Example:

**Officer:** 4110 Suspicious

**Dispatcher:** 4110

**Officer:** 4110 Suspicious, 5300 Boone, out with 2 behind the building.

**Dispatcher:** 4110, 17:56

**Officer:** 8113 traffic

**Dispatcher:** 8113

**Officer:** 8113 Hwy 7 & Grimm Rd 494-Adam-Boy-Union

**Dispatcher:** 8113, 09:20

## **SECTION 700      RADIO EMERGENCY BUTTON**

**Activation:** Dispatch will attempt to determine the specific unit and check their status when an emergency button is activated..

If there are one or two officers logged in for that department, each officer will be checked individually over the radio. Dispatch will advise the on-duty/acting supervisor to check the radio alias or conduct a roll call on their city channel if there are three or more officers logged in. The Supervisor will report back to Dispatch which unit is in possession of the named radio alias, or whether everyone checked OK on the roll call. Anyone whose status cannot be verified will be checked.

**Clearing the Emergency Key:** If the officer is "Code 4" they will be advised to reset their radio emergency button by pressing and holding the emergency button for 5 seconds.

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If the activation was from a radio user that was not on the air with Dispatch and not logged onto CAD, Dispatch will advise the on-duty/acting supervisor of that department to find the radio and deactivate it.

### **SECTION 800**      **CLERK**

The email for the Clerk station has been set up. The address is [sh.com.clerk@hennepin.us](mailto:sh.com.clerk@hennepin.us). Officers can now email their request to one mailbox. Officers must advise the clerk via CAD message, phone or on the radio they are sending an email request.

Requests for tows, cabs, pings, detox beds etc. will not be accepted by the clerk. Use the Manager of the Main for requests of this nature.



## **PFS 2024.pdf**

## Public Safety Statement

**This statement should only be given once and taken by the first responding Supervisor**

- To the best of your knowledge is anyone injured that we are not aware of?
- If firearms were used, what direction(s) or areas should we check?
- Are there any witnesses or suspects we should search for or speak to?
- Are there any other locations other than where we are that we should consider for scene processing and public safety?
- Is there any other public safety information you would like to add?
- This concludes the Public Safety Statement. Per policy 423.10.1(b) I am directing you to turn off your Body Worn Camera. You will now go with your monitoring officer to the police department.

### Supervisor Notes:

- A supervisor should have their body worn camera activated during the public safety statement.
- A **Public Safety Statement** is compelled information obtained by a supervisor at an officer-involved critical incident. Depending on the situation, a supervisor must first determine if there is a need for a public safety statement. Some factors to consider before asking for a public safety statement are: Is there a need to gather information immediately? Can the needed information be gathered by BWC or witness officers?
- Public safety statements only apply to **involved officers** who are defined as an individual who engaged in or contributed to the conduct that resulted in a critical incident.

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