106.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a formal written directive system (Policy and Procedure Manual) to provide employees with a clear understanding of the constraints and expectations relating to the performance of their duties. This Policy and Procedure Manual will include, at a minimum, the following:

- The Values and Mission of the Columbia Police Department;
- A statement that vests in the agency's chief executive officer the authority to issue, modify, or approve agency written directives;
- Identification of the persons or positions, other than the agency's chief executive officer, authorized to issue written directives;
- A description of the written directives system format;
- Procedures for indexing, purging, and revising directives;
- Statements of agency policy;
- Rules and regulations;
- Procedures for carrying out agency activities; and
- Procedures for review of proposed or revised policies, procedures, rules, and regulations prior to their promulgation to ensure they do not contradict other existing agency directives or applicable law.

- Procedures for the storage and dissemination of existing, new, or newly revised directives to all affected personnel whether (1) in hard-copy form or (2) through a computerized documentation system, backed up by hard copies of the directives or electronic media containing the directives; and
- Procedures for an acknowledgment indicating receipt and review of disseminated directives by affected personnel whether in written form or in some other way that is at least equally effective.

106.2 DEFINITIONS

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

Adult – As far as criminal offenses are concerned, any person 17 years of age or older, except a 17 year old alleged to have committed a status offense (§ 211.021.1(1), RSMo).


Child/Juvenile – Any person under 17 years of age and any person under 18 years of age alleged to have committed a status offense (§ 211.021.1(2), RSMo). For civil matters any person under the age of 18 unless emancipated.

City - The City of Columbia.
Civilian Non-Sworn – Employees and volunteers who are not licensed peace officers.

Commission - When not obviously referring to the POST commission, means a grant of authority to act as a peace officer (§ 590.010(1), RSMo).

CSR - Missouri Code of State Regulations.

Department/CPD - The Columbia Police Department.

DHSS - Department of Health and Senior Services.

DPS - The Missouri Department of Public Safety.

Employee/personnel – Any person employed by the Department.

Law enforcement officer - Any public servant having both the power and duty to make arrests for violations of the laws of this state, and federal law enforcement officers authorized to carry firearms and to make arrests for violations of the laws of the United States (§ 556.061(32), RSMo).


May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Columbia Police Department, including full- and part-time employees, licensed peace officers, civilian employees and volunteers.

MSHP - Missouri State Highway Patrol

MULES - Missouri Uniform Law Enforcement System.

Officer - Those employees, regardless of rank, who are licensed peace officer employees of the Columbia 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 - A law enforcement officer of the state or any political subdivision of the state with the power of arrest for a violation of the criminal code or declared or deemed to be a peace officer by state statute (§ 590.010, RSMo; § 590.020.1, RSMo). The term includes licensed full-time and reserve peace officers who perform the duties of a peace officer.

Policy – A written directive that is a broad statement of agency principles. Policy statements may be characterized by such words as “may” or “should” and usually do not establish fixed rules or set procedures.
for conduct of a particular activity but rather provide a framework for development of procedures and rules and regulations.

**Procedure** – A written directive that is a guideline for carrying out agency activities. A procedure may be made mandatory in tone through the use of “shall” rather than “should” or “must” rather than “may.” Procedures sometimes allow some latitude and discretion in carrying out an activity.

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

**RSMo** - Missouri Revised Statutes.

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

**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 employees, directing the work of other employees or adjustment of employee 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.

**USC** - United States Code.

**Written Directive** – Any written document used to guide or affect the performance or conduct of agency employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional material.

### 106.3 POLICY

It is essential for a police department to develop and maintain a formal system of directives that affect and guide the actions of its employees and supports the agency’s values and mission. The Policy and Procedure Manual of the Columbia Police Department is hereby established and may also be referred to as the “Manual”. The Manual is a statement of the current policies, procedures, rules and guidelines of this department. Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that 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. All employees 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 they do not conflict with the provisions of this manual (§ 67.287, RSMo).

106.4 VALUES AND MISSION STATEMENT

106.4.1 VALUES

- Character
- Professionalism
- Dedication

106.4.2 MISSION STATEMENT

The mission of the Columbia Police Department is to protect and serve by partnering with the community to solve problems and responsibly enforce the law.

106.5 DISCLAIMER

The provisions contained in the 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 Columbia 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 Columbia Police Department reserves the right to revise any policy content, in whole or in part.

106.6 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 designees are authorized to approve and issue Special Orders, Bulletins, and/or Operational Manuals. Special Orders shall modify those provisions of the manual to which they pertain. Special Orders shall remain in effect until they expire or until such time as they may be permanently incorporated into the manual as a policy or procedure.

The Chief of Police has approved every document in this manual. Responsibility for adhering to the policies and procedures lies with every member of the department. It is the task of supervisors to ensure that this responsibility is carried out.

If a new Chief is appointed or an interim-Chief is named, these policies and procedures will remain in effect unless rescinded or amended by the new Chief or Interim-Chief.
106.7 WRITTEN DIRECTIVE SYSTEM

The term Written Directive includes policies, procedures, City rules and regulations, general orders, special orders, memorandums, and instructional material such as bulletins.

106.7.1 SPECIAL ORDERS

The Chief of Police, Assistant Chiefs or their designees are authorized to issue special orders for specific circumstances or events which are self-canceling due to an included expiration date.

Special orders may also be issued to introduce time sensitive new policies or procedures or revisions to existing policies or procedures until such time the addition or revision can be approved by the City Manager and added to the Policy and Procedure Manual. This use of a special orders should be reserved for additions or revisions of policy and or procedures which require immediate attention and the immediacy does not allow for the normal approval process as outlined in Chapter 19-22 of the Code of Ordinances prior to implementation. City Manager approval is required before any special order becomes accepted as Policy.

106.7.2 BULLETINS

Bulletins may be issued as a means to disseminate information or instruction which does not warrant a special order, policy or procedure, to serve as a training aid to inform members of actions or policies from other agencies and or departments, relate information pertinent to proper techniques for the performance of duties, and or to provide additional guidance to policies and procedures within the department. These bulletins may come in but are not limited to e-mail, memos, and/or similar forms of communication. Bulletins are at the approval of the Chief or his/her designees.

106.7.3 OPERATIONAL MANUALS

The Chief of Police has authorized operational manuals within the department to provide specific direction to specific operations and/or functions within the department (e.g. S.W.A.T.). These manuals and any updates must receive approval of the Chief of Police prior to implementation or use. These manuals are in accordance with this Policy Manual and are used as a supplement to this manual however, for operational security, not included as part of this manual. All operational manuals are the responsibility of the specific operation and or unit commander or designee to be kept indexed, purged, updated and revised.

106.7.4 COLUMBIA POLICE DEPARTMENT POLICY AND PROCEDURE MANUAL

The Columbia Police Department’s Policy and Procedure Manual also referred to as the "Manual" is the primary guiding manual for the department and is organized into ten (10) chapters. The chapters are organized as follows:

1. Law Enforcement Role and Authority
2. Organization and Administration
3. General Operations  
4. Patrol Operations  
5. Traffic Operations  
6. Investigation Operations  
7. Equipment  
8. Support Services  
9. Custody  
10. Personnel

Each chapter contains policies relevant to the chapter title. Each policy may contain related procedures nested within the directive.

**106.8 DISTRIBUTION OF THE POLICY AND PROCEDURE MANUAL**

An electronic version of the Policy and Procedure Manual will be made available to all members of the Department using the document management system in use at the time. The electronic version will be limited to the viewing and printing of specific sections.

A hard Copy of the current Policy and Procedure Manual will be kept in specified locations in the event the computerized document management system is not operating. For maintenance consistency, these should be the only hard copy Manuals available. The Manuals are not to be removed from these locations. The specified locations are as follows:

- Office of the Chief of Police.
- Office of the Accreditation Manager.
- Office of the Police Department’s Custodian of Records.
- Office of the Columbia Police Department’s Information Center supervisor.
- Columbia Police Department Sergeant’s Office

Additionally, each policy within the Manual will be available for public view on the Columbia Police Department’s website. Content of the Manual which provides tactical procedures or other sensitive operational material will be redacted from the public facing documents for officer/operational safety.

No changes shall be made to the electronic version or hard copy version without authorization from the Chief of Police or his/her designee.

The Accreditation Manager shall be the primary designee responsible for maintaining/updating the electronic and hard copy versions of the Manual.

**106.9 POLICY AND PROCEDURE MANUAL ACCEPTANCE**

As a condition of employment, all employees are required to read and obtain necessary clarification of department policies and procedures contained within the Manual. All employees are required to
106.10 ADDITIONS/REVISIONS TO THE POLICY AND PROCEDURE MANUAL

Any employee may suggest a revision to a current policy or recommend a new policy by completing a “Policy Change Request Form” located on the document management system. The procedure for requesting and implementing a policy revision or suggestion for new policy/procedure is as follows:

- The employee shall submit the completed form to their Bureau Commander via the employee’s chain of command. Employees recommending additions or revisions should contact the Accreditation Manager to receive information regarding applicable CALEA standards, prior to submission, to ensure any proposed changes are CALEA compliant.
- The recommendation will be reviewed by members within the employee’s chain of command. Employees within the chain of command should include any comments for or against the recommendation. All employees reviewing the recommendations should take reasonable steps to identify potential conflicts with existing laws, ordinances, City or Department policies, rules, regulations, and CALEA standards.
- The draft revision or new policy/procedure approved by the Bureau Commander within the employee’s chain of command will be forwarded to the Accreditation Manager who will present the new/revised policy/procedure to the Assistant Chief over the Administration Support Bureau and City Legal representative for approval. Approval will be documented by signature on the Policy/Procedure Change Request form and/or digital signature in the PowerDMS workflow for the document.
- Revisions suggested by the Accreditation Manager should include input from applicable subject matter experts, and include a review of model policies and CALEA standards before submission to the Assistant Chief over Administration Support, City Legal representative, and Chief of Police for approval.
- Approvals from the Assistant Chief over Administration Support and City Legal representative will be forwarded to the Chief of Police for approval.
- Upon approval by the Chief of Police, the Accreditation Manager will schedule and participate in an interested parties meeting to introduce drafts of new policy or proposed revisions to interested members of the public and employees of the police department to gather input and comments. Any
suggestions for improvement will be discussed and if approved, implemented into the new or revised policy/procedure.

- Drafts approved by the Chief of Police will be submitted to the Human Resource Director for review and approval.
- Upon approval, the Human Resource Director, will submit the draft to the City Manager for final approval.
- Drafts approved by the City Manager will be uploaded into the document management system in use at the time, by the accreditation manager, and available for all Columbia Police Department employees to review and digitally sign.
- The Accreditation Manager will send a department wide communication advising that the revised/new policy/procedure is now on PowerDMS for signature.
- All employees will have two weeks (14 days) to review and digitally sign the new/revised policy/procedure before its effective date.

106.11 PURGING/REMOVAL AND ARCHIVING WRITTEN DIRECTIVES

Any written directive contained in the Manual that is no longer valid or relevant to the CPD, upon approval, will be removed and archived. The initial procedure for recommending removal will be the same as the procedure for suggesting revisions and new policies/procedures (section 106.10) and will make use of the same form. Once a removal is approved, the Accreditation Manager will disable the written directive in the document management system. The document management system in place has the ability to archive written directives that are no longer needed. This makes them unavailable for users to see while at the same time storing the document in the system and tracking the date and time it was removed from the manual.

The Accreditation Manager will send an email and shift note department wide advising employees of the removal of the directive. The Accreditation Manager will also attach a hard copy announcement of the removal, including the date and time the written directive was voided, to the voided directive in each hard copy of the manual contained in the department (section 106.8 for locations).

106.12 PERIODIC REVIEW OF THE POLICY AND PROCEDURE MANUAL

At least annually, the Chief of Police will ensure that policies in this Manual are reviewed and updated as necessary. There are times when best practice or legislative updates may require a more immediate change to agency policy or procedure. These changes will be made as necessary and approved revisions or new policy will be implemented by the Chief of Police or designee as a Special Order until such time as it can be incorporated into the Manual.