

GENERAL OPERATIONS

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1.00 CHAIN OF COMMAND

I. POLICY

It is the policy of the Belgrade/Brooten Police Department to provide some guidelines for the direction of operations for the officers of the Belgrade/Brooten Police Department.

II. Order of Command

- A. *Chief Law Enforcement Officer:*** The Chief of Police.
- B. *Senior Patrol Officer:*** an officer with the most seniority on the department.
- C. *Police Liaison (s):*** appointed by the board to oversee the Police Department
- D. *Head of the BBPBoard:*** elected official from Belgrade or Brooten

III. Procedure

A. In all cases calling for the notification of the Chief of Police. If the Chief of Police is not available, follow the chain of command listed above.

B. Control of and/or responsibility for any crime scene and/or situation will automatically be assured by the first responding officer and that officer will hold charge of that scene until a higher-ranking officer from the Belgrade/Brooten Police Department is on scene or if the Chief of Police delegates directly to that officer someone else.

C. If the Chief of Police and Senior Officer are not available, that Officer may look to another department's supervisor, for example the Stearns County Sheriffs Office's Patrol Sargent or Paynesville PD if the matter is Law Enforcement related.

IV. Discipline

A. Anyone who fails to follow the Chain of Command is subject to discipline per policy. The Chief of Police will review this matter and bring forth discipline dependent on severity of the matter. All other matters will go before the Police Board for further discipline if needed.

1.01 DEPARTMENTAL PURCHASES

All departmental purchases must receive prior approval from the Chief of Police. Exceptions to this policy are purchases of gasoline for the squad cars which shall fall under general order 1.02

1.02 FUELING THE SQUAD CAR

The following is a guideline for fueling squad cars.

1. Officers will fill the squad car at the end of their shift and/or before it reaches ¼ tank.

1.03 RADIO FREQUENCY USE

Use: Officers shall maintain radio contact with dispatch and make themselves available to answer calls at all times. In event that the officer is going to enter locations of poor radio reception, the officer shall notify dispatch of an alternative means of contact such as a cell phone or land line phone available at the location.

Radio Transmission: Officers shall keep all radio transmissions brief and limited to the information necessary to conduct official business. Officers should break or disengage from radio traffic after several seconds of transmission to allow for emergency radio traffic. Officers shall not engage in any inappropriate conversation or non work related transmissions on the radio. Officers shall not transmit any sensitive data or personal information through the radio unless it is necessary for the performance of work duty. Officers shall consider switching to an alternative radio channel or encrypted channel to transmit sensitive, private, or personal data when able.

Care and Maintenance of Equipment: It shall be the responsibility of each individual assigned to a radio to keep the equipment in good working order and functioning properly at all times. In the event the equipment is not working properly, it shall be the responsibility of the assigned person to report the problem to the Police Chief in addition to taking corrective action.

Please note that the use of the radio is being monitored by the Stearns County Communications Center, individual citizens with Police Scanners as well as the local newspaper. Your actions on the radio, just as your actions in job performance are being monitored by members of the community.

1.04 CELL PHONE SERVICE USE

Officers of the Belgrade/Brooten Police Department are provided department cell phones and services which are to be used for work purposes. Officers may use department owned cell phone services for personal calls, provided those calls are limited and completed in a timely manner. Officers must conform to cell phone policy set by the Board. Officers should refrain from long conversations on their cell phone. Officers should refrain from texting or using their mobile device while driving in accordance with state statute. Officers should refrain from using their cell phones while driving vehicles on duty unless it is for official business and is necessary to remain in motion to complete official business.

1.05 INTERNET AND COMPUTER USE AND SOCIAL NETWORKING

Purpose:

The purpose of this directive is to safeguard Belgrade/Brooten Police Department computers, software and network server from unauthorized access and vulnerability to viruses. Employee use of the internet and computers must be able to withstand public scrutiny without embarrassment to the Belgrade/Brooten Police Department.

Policy:

Officers are encouraged to utilize Belgrade/Brooten Police Department computers, software, the internet, and the like in the normal scope of their duties. Officers are allowed to use the internet for personal use on a limited basis during lunch or break periods. Officers shall not spend an excessive amount of time on the internet for personal use while on duty. Excessive time shall be considered any amount of time above and in excess of any accumulated lunch or break periods allowed by police contract. Officers shall be diligent in spending the majority of their work shift performing official business.

Use of the department computers for the following uses are prohibited:

- Illegal activities as defined by ordinance or statute
- Gambling, wagering, betting, or selling (except sales conducted for official police business)
- Harassment and illegal discrimination
- Fund raising for any purpose unless authorized by the Chief of Police
- Commercial activities, e.g. personal for-profit
- Promotion of political or religious position, or activities
- Non-city or Belgrade/Brooten Police Department employee use
- Self-employment business promotion or transaction
- Pornographic websites or websites that contain full or partial nudity (exception being access specifically mandated by a case investigation)

Department computers shall not be used for downloading of any non-police related websites. No outside software shall be installed on department computers without permission from the Chief of Police.

Monitoring:

The Belgrade/Brooten Police Department maintains the right to monitor any and all activity of an officer's internet activity, as permitted by law.

Privacy Issues:

Officers should understand that data the agency maintains electronically is government data subject to classification and access under the Minnesota Government Data Practices Act,

Minnesota Statutes, Chapter 13. Officers should understand that electronic data and any activity on the internet is not completely secure and may be recorded or stored elsewhere to be retrieved and viewed by others at a later date.

Reporting:

Officers or employees of the city or police department shall report misuse of internet or computers to the Chief of Police.

Employees who have questions about appropriate use of city or department computer equipment or what is considered appropriate use of the internet are encouraged to speak with the Chief of Police.

1.06 EMAIL/PROHIBITED USE/MANAGEMENT

Prohibited Use:

The Office e-mail system shall not be used for personal purposes unless that use is authorized by the Chief of Police.

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

E-mail messages addressed to the entire office are only to be used for official business-related items that are of particular interest to all users. Personal advertisements or announcements are not permitted.

It is a violation of this policy to transmit a message under another user's name or e-mail 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.

1.08 DISPLAY OF DEPARTMENT UNIFORMS, LOGOS OR EMBLEMS

No officer shall offer, sell, or display any department uniform, logo, emblem or other item belonging to the Belgrade/Brooten Police Department to any member of the public, website, advertisement, social networking site, public or private event, while on or off duty in a non-official capacity without permission from the Chief of Police.

1.09 DISSEMINATION OF DEPARTMENT FUNCTIONS AND ACTIVITY

No officer shall disseminate activities and functions of the Belgrade/Brooten Police Department to the general public in person or through social media outlets without permission from the Chief of Police.

1.10 ON CALL/RESPONSE

On call:

Officers of the Belgrade/Brooten Police Department, when in on call status, shall be available to respond to the scene of any call for service within 30 minutes of receiving notification. Officers shall respond in your duty uniform or one approved by the Chief of Police, equipment and with a squad car. The Chief of Police is in charge of appointing on call status.

Officers shall make themselves available by department cell phone, land line, or both when in on call status and shall notify dispatch when they place themselves into on call status.

The Police Chief shall make themselves available on call, at least by cellphone at all times, unless prior arrangements have been made with staff, due to vacation, sick or another event.

Response:

Officers shall respond to any emergency call for service that requires immediate police response. If the call can be handled over the phone or if the party is able to wait until the officer comes on duty, officers shall use their discretion and judgment on response to other calls for service in on call status such as:

Barking dogs

Medicals (Not involving criminal activity or combative patients)

Non-In progress Calls

Officers shall abide by all laws and statutes during the response to any call in on call status.

Officers shall contact the Chief of Police, Police Sergeant, or acting supervisor for clarification if there is any question on response to any incident.

Use of Prescription Medication/Alcoholic Beverages/On call:

Officers in on call status are responsible for response to emergency and nonemergency calls and therefore shall not consume any alcoholic beverage or use prescription medications consistent with the department conduct policy until the officer is off duty and no longer in on call status.

On Call Compensation

While on call, if the Officer or Chief are called out to handle a situation, the officer or Chief is compensated 2 hours of straight time, even though the officer or Chief handled the situation in less time.

1.11 RESPONSE TO CALLS FOR SERVICE ON DUTY

A. 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).

B. Response to Emergency Calls

- a. 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.).

- b. 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).
- c. Officers should only respond with a red light, emergency lights and/or siren when so dispatched or 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.

C. Response to Non-Emergency Calls

- a. Normal responses to calls will include all appropriate lighting as required by law.
- b. Under tactical considerations, when investigating criminal or suspected criminal violations, or as otherwise appropriate and reasonable, an officer may be temporarily exempt from regular, non-emergency lighting standards for vehicles and watercraft (Minn.Stat.§169.541).
- c. However, absent extreme circumstances an officer may not operate a vehicle without regular, non-emergency lighting, as required by law, on:
 - 1. An interstate highway or freeway.
 - 2. At speeds greater than what is reasonably safe under the conditions.

D. 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 the Communications Center.

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

- a. The unit number
- b. The location
- c. The reason for the request and type of emergency
- d. The number of units required

E. Number of Units Participating

Normally, only those units reasonably necessary should respond to an emergency as an emergency call response. The senior officer on duty or a supervisor should monitor all emergency responses and reduce or enhance the response as warranted.

F. Initiating Emergency Call Response

- a. If an officer believes an emergency call response to any call is appropriate, the officer shall immediately notify the Communications Center. Emergency responses of more

than one unit should include, if circumstances reasonably permit, coordination of the response of the second responding unit by the Communications Center to avoid unanticipated intersecting of response routes.

- b. An emergency call response of more than one unit should initiate notification by the Communications Center to the senior officer on duty or a supervisor of the response. The senior officer on duty or supervisor will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

G. Responsibilities of Responding Officers

-See Emergency Driving Policy-Chapter G

H. 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 a supervisor and the Communications Center of the equipment failure so that another unit may be assigned to the emergency response.

1.12 TRAINING:

Officers are required to take annual training as directed by the Chief of Police. Officers are required to complete the post mandated trainings yearly, including firearms qualification. Officers must submit a training request to the Chief of Police for all training. Officer must have approval before taking any training. Officers are responsible for insuring they have the proper number of Continuing Education Credits to renew their licenses. Officers are also required to complete the following courses on an annual basis:

- A. Use of Force Training**
- B. Taser**
- C. Required OSHA training**

1.13 AUDIO, VIDEO RECORDINGS, AND PHOTOGRAPHS:

Members of the Belgrade/Brooten Police Department shall use department equipment to make audio and visual recordings or to take photographs to accomplish the following objectives:

- A.** To enhance officer safety;
- B.** To document statements and events during the course of an incident;
- C.** To enhance law enforcement's ability to document and review statements and actions for both internal reporting requirements and for Courtroom preparation and presentation;
- D.** To preserve visual and audio information for use in current and future investigations;
- E.** To provide impartial measurement for self-critique and field evaluation during officer training; and

- F. Enhance the public trust by preserving factual representations of officer/citizen interaction in the form of video and audio recordings.

Under no circumstances shall audio or visual images made while on duty by a department member be used for personal purposes or posted on websites or used in any type of social media.

Personal, audio and visual equipment, such as personal cell phones, cameras, tape recorders or video equipment, shall not be used by members of the Police Department to make audio or visual records while on duty, except in an emergency situation, such as the failure of departmental audio or visual recording devices occurring during an event.

In the event of a situation where the use of personal, audio or visual equipment is necessary, the officer making use of such equipment shall immediately report that use to the Chief of the Belgrade Police Department.

Audio or visual recording devices shall not be activated to make audio or visual recordings of fellow department members without their knowledge or to transmit in a clandestine manner audio or visual material of other officers or members of the public to another location

1.14 Medical Response, PPE, Bloodborne Pathogen Exposure Plan

Purpose

This Exposure Control Plan sets forth policies, procedures, and required protective equipment necessary to protect police personnel from health hazards associated with exposure to bloodborne pathogens or other infectious agents in the workplace.

Policy

Job duties are often performed in uncontrolled environments which, due to a lack of time and other factors, do not allow for application of a complex decision-making process to the emergency at hand. It is the policy of the Belgrade Police Department to provide the training, equipment, and procedures necessary to minimize the risk of employee exposure to infectious agents without compromising the care and safety of patients.

The following procedures should be observed by employees in making decisions concerning the use of personal protective equipment and resuscitation equipment, and when implementing decontamination and disposal procedures. Employees should observe universal precautions, whereby all human blood and certain human body fluids are treated as if known to be infectious.

Definitions

A. **BLOOD**: Human blood, human blood components, and products made from human blood.

B. **BLOODBORNE PATHOGENS**: Pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B virus (HBV) and also Immunodeficiency virus (HIV).

C. **CONTAMINATED**: The presence or the reasonably anticipated presence of

blood or other potentially infectious materials on an item or surface.

D. **CONTAMINATED SHARP OBJECT:** Any contaminated object that can penetrate the skin including, but not limited to, needles, scalpels, broken glass, broken capillary tubes, and exposed ends of dental wires.

E. **DECONTAMINATION:** The use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or items to the point where they are no longer capable of transmitting infectious particles, and the surface or item is rendered safe for handling, use, or disposal.

F. **EXPOSURE INCIDENT:** A specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties.

G. **HBV (Hepatitis B Virus):** A viral infection that affects the liver.

H. **HIV (Human Immunodeficiency Virus):** The specific AIDS retrovirus which has been identified as destroying the body's immune system.

I. **PARENTERAL:** Piercing mucous membranes or the skin barrier through such events as needle sticks) human bites, cuts, and abrasions.

J. **PERSONAL PROTECTIVE EQUIPMENT:** Specialized clothing or equipment worn by police personnel for protection against a hazard.

K. **POTENTIALLY INFECTIOUS MATERIALS:** The following human body fluids: semen) vaginal secretions, cerebrospinal fluid, synovial (joints) fluid, peritoneal (abdominal) fluid, amniotic (pregnancy) fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.

L. **UNIVERSAL PRECAUTIONS:** An approach to infection control where all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other bloodborne pathogens.

PROCEDURE

When possibility of exposure to blood or other potentially infectious materials exists, universal precautions should be followed:

Gloves shall be worn when handling persons, clothing, or other material contaminated by blood or other potentially infectious material.

Goggles should be worn when there is foreseeable potential for spraying of blood or other potentially infectious materials into the eyes.

To minimize the need for emergency mouth-to-mouth resuscitation, appropriate masks and oxygen equipment should be readily available and used. Pocket masks with one-way valves are available for mouth-to-mouth ventilation.

All sharp objects should be assumed to be contaminated and handled with caution. Dispose of them in the proper receptacles provided by the ambulance service. Needles should never be recapped, bent, broken, or otherwise tampered with. Evidence shall be placed in property receptacle.

The proper personal protective gear for specific EMS procedures is outlined in the table "Personal Protective Equipment Required for EMS Procedures." When it is likely that police personnel will have to perform one of the tasks or activities listed, the recommended protective equipment for that task or activity should be worn.

I. Personal Protective Equipment

The department will make the following items available to all police personnel.

1. Disposable latex gloves and glove pouches

Disposable latex gloves should be worn when providing medical treatment if there is a possibility of contact with blood or other potentially infectious materials. Disposable latex gloves should be worn only once, then discarded. If the gloves have been contaminated, they should be discarded in the appropriate waste containers in the ambulance, at the hospital, or in the plastic bags provided. The gloves should be pulled off inside out to prevent any contaminated fluid from contacting the skin. Police personnel should avoid all contact with the mouth, nose, and eyes and should wash their hands as soon as possible after removing the disposable latex gloves.

2. Eye protection should be worn when there is a reasonably foreseeable potential for an exposure in this area.

3. Pocket masks with one-way valves and oxygen equipment

This equipment should be used, if possible, in lieu of mouth-to-mouth resuscitation.

4. Disposable paper towels and cleaning supplies

This equipment should be used by police personnel to wash their hands immediately after an exposure. This wash should be followed by a thorough soap and water wash as soon as possible.

5. Disposable plastic bags

Disposable plastic bags are provided for disposal of gloves and other equipment. The above equipment and supplies should be kept in the squads in easily accessible locations. Equipment: should be kept in serviceable condition. Enough supplies (including disinfectant) should be carried so that multiple back-to-back calls can be handled without having to return to the station for restocking. Check with rescue or ambulance personnel for supplies after.

6. Tyvek Suit

Disposable Tyvek suits are provided for entering any possible infectious environment that would deem necessary to protect yourself or clothing from transmitting or receiving and virus or air borne health concern.

7. N95 Mask

Respirators filter the air you breathe to help protect you from microorganisms including bacteria and many viruses. An N95 mask should be worn as part of Airborne Precautions or Full Barrier Precautions. N95 respirators are disposable and cannot be cleaned. N95 Mask protocol should be followed using the OSHA Training guidelines and fit testing.

Police personnel shall not refuse to provide medical care if appropriate protective equipment is not available.

The increased risk of exposure created by the unavailability of proper protective equipment is not a justifiable reason to deny medical care. In such a situation, extreme caution should be exercised to minimize the possibility of exposure without unduly compromising the quality of patient care.

B. Cleaning And Decontamination

Officers who encounter blood or other potentially infectious material, whether wearing gloves or not, should wash their hands (or other area of contact) with soap and water as soon as possible.

Uniform clothing and other clothing that becomes contaminated with blood or other potentially infectious material should be put in a disposable plastic bag for decontamination. Normal washing using regular detergents in a washing machine will decontaminate clothing. Normal dry cleaning will decontaminate uniform items that must be dry cleaned. As an added precaution, heavily soiled clothing items should be washed separately from other wash items.

Equipment items that are contaminated with blood or other potentially infectious material should be washed with soap and water, followed by decontamination with a solution of one part bleach to nine parts water or other suitable disinfectant. Disposable contaminated items should be placed in a disposable bag clearly marked for contaminated items. Property contaminated with blood or other potentially infectious materials should be handled with gloves. A letter with the circumstances of the contamination should be directed through the chain of command to the Chief for replacement. Officers should always keep a second change of uniform in their locker if they live outside of city limits.

C. Post Exposure Evaluation And Follow-up

Any time an officer has direct contact with blood or other potentially infectious material constituting an exposure incident, the officer should be examined by a physician within 24-hours of the incident. If the officer is unsure whether the incident constitutes an exposure incident) the following steps should be taken.

D. Cleanse the area thoroughly as soon as possible. Wash with warm water and soap for at least 30 seconds) then rinse with plenty of warm water. (If water is not readily available, an alcohol wipe or other cleaning supplies should be used for initial cleansing of the area. Washing with warm water and soap should be done as soon as possible.)

E. If the exposure includes extensive contamination of clothes, put on disposable gloves, remove soiled articles and wash areas with soap and water.

F. Remove gloves carefully inside out and wash hands thoroughly with warm soapy water for at least 30 seconds.

G. Redress with clean garments.

H. Cover any open wounds with a clean bandage.

I. Fill out an exposure incident form and, if an injury was involved, the First Report of Injury form.

J. Submit the form(s) to the shift supervisor, who, after reviewing the form,

should submit it to the Chief.

K. After notifying a supervisor, the officer should report to a hospital with a copy of the exposure incident form.

L. The officer will be evaluated by a physician who will do appropriate blood tests (if consent is given), answer questions, and instruct the officer on any additional follow-up that may be needed.

If an officer goes directly to the emergency room from the scene, the exposure incident form should be completed after returning to the station. The form should include the name of the emergency room physician that did the examination. To ensure proper and consistent follow-up, a copy of the exposure incident form should be forwarded to the Police Chief.

If a determination is made that the exposure was significant and may be a possible means of transmission, the employee will be evaluated clinically and serologically for evidence of infection as soon as possible after the exposure. Following the initial test at the time of exposure, seronegative workers should be retested at 6 weeks, 12 weeks, and 6 months after exposure to determine whether transmission has occurred. Follow-up testing will be conducted by the Boards designated doctor at no expense to the employee.

The identity of the individual who has an infectious and reportable disease will be confidential. Every effort will be made by all personnel involved to protect the individual's right to confidentiality.

M. Hepatitis B Vaccination

The Hepatitis B vaccination series is available to all police officers: The vaccination is optional.

First Responder Heptavax Vaccine

It is strongly recommended that all officers and first responders receive Hepatitis B vaccinations. The vaccinations will be provided to you free of charge.