

BILL NO.: 4548

ORDINANCE NO.: _____

Introduced by: Council Present

AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #43 “EQUIPMENT SPECIFICATION AND REPLENISHMENT” POLICY

WHEREAS, The City of Berkeley hereby finds and declares this ordinance is necessary, appropriate, and in the best interest of the City of Berkeley, Missouri, in accordance to the CALEA standards.

Now, Therefore, Be it ordained by the City Council of the City of Berkeley, Missouri, as follows:

Section 1 The City of Berkeley, Missouri, Council hereby adopts the attached Equipment Specification and Replenishment Policy in compliance the CALEA standards.

Section 2 The attached agreement is hereby incorporated herein and made a part of this ordinance, as if fully set out herein.

Section 3 This Ordinance shall be in full force and effect from and after its passage.

1st Reading this 05th day of June 2017

2nd Reading this _____ day of _____ 2017

3rd Reading, PASSED and APPROVED, this _____ **day of** _____ **2017**

Theodore Hoskins, Mayor


ATTEST:

Deanna L. Jones, City Clerk

Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Hoskins	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Kirkland	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mathison	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman-at-Large McDaniel	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 43
EQUIPMENT SPECIFICATION AND REPLENISHMENT		
ISSUE DATE: 5/31/17	EFFECTIVE DATE: 6/19/2017	DISTRIBUTION: SWORN PERSONNEL
		RESCINDS: ALL PREVIOUS VERSIONS
ACCREDITATION STANDARDS: CALEA 41.3.2, 70.1.2		NUMBER OF PAGES: 3

PURPOSE: The purpose of this directive is to establish procedures for proper maintenance and inventory of equipment.

POLICY: It is the policy of the Berkeley Police Department to operate all department vehicles in accordance to state statutes, city ordinances, city policies and procedures herein. All personnel should exercise due regard for the safety of all persons at all times.

DEFINITIONS:

PROCEDURES:

VEHICLE INSPECTIONS [CALEA 41.3.2]

- A. Prior to operation, each vehicle and related equipment must be inspected for proper operation, maintenance and damage. Vehicle operators are responsible for replenishing missing supplies from the Logistics Office or by contacting their supervisor who will obtain the necessary items from equipment inventories.
- B. Previously unreported discrepancies, including unauthorized articles and trash or damage will be reported to the supervisor or documented on the Equipment Inventory/Checklist and the Berkeley Police Department Police Vehicle Inspection Log Form #B-85.
- C. At the beginning of every shift, the officer assigned to the vehicle shall ensure it contains the necessary equipment. Officers are required to complete the Equipment Inventory/Checklist to document the inspection and to allow reporting of any vehicle or equipment discrepancies. At the end of the shift, officers will inspect their vehicle and note the results of the post-shift inspection in the appropriate area of the form. These reports will be forwarded to the Logistics office. [CALEA 70.1.2]

VEHICLE EQUIPMENT [CALEA 41.3.2]

- A. Vehicles with inoperable emergency lights or sirens will be taken immediately to the City of Berkeley garage for service or downed until such repairs are made.
- B. Patrol Vehicles - Operators of vehicles used for general patrol or traffic enforcement are responsible for ensuring their vehicle is equipped with the following items:

1. Operational emergency lights and a siren
 2. Mobile Police Radio and P.A. system
 3. Properly charged fire extinguisher with current service tag or label
 4. Operational flashlight with traffic cone
 5. First aid kit with current supplies and communicable disease control kit
 6. Disposable blanket
 7. Flares (15)
 8. Reflective cones (4)
 9. Mobile data terminal with printer
 10. Crime scene/police line tape
 11. Spare tire with jack
 12. Radar unit (when available)
 13. In-car Camera System (when available)
 14. Official City of Berkeley Police Department Decals
 15. Long gun with lock or shotgun (when available)
- C. Prisoner Transport Vehicles - Operators of vehicles used for transporting prisoners are responsible for ensuring their vehicle is equipped with the following items:
1. Operational emergency lights and a siren
 2. Mobile Police Radio and P.A. system
 3. Properly charged fire extinguisher with current service tag or label
 4. Operational flashlight with traffic cone
 5. First aid kit with current supplies and communicable disease control kit
 6. Disposable blanket
 7. Flares (15)
 8. Safety/Escape Barriers
- D. Covert Vehicles – Vehicles used in covert operations are not equipped with any accessories or equipment that would identify them as police department vehicles.
- E. Detective Vehicles – Operators of vehicles used for investigation are responsible for ensuring their vehicle is equipped with the following items:
1. Operational emergency lights and a siren
 2. Mobile Police Radio and P.A. system
 3. Properly charged fire extinguisher with current service tag or label
 4. Operational flashlight with traffic cone
 5. First aid kit with current supplies and communicable disease control kit
 6. Disposable blanket
 7. Flares (15)
- F. Special Operations Vehicles – Operators of vehicles used for special operations are responsible for ensuring their vehicle is equipped with the following items:
1. Operational emergency lights and a siren
 2. Mobile Police Radio and P.A. system
 3. Properly charged fire extinguisher with current service tag or label
 4. Operational flashlight with traffic cone
 5. First aid kit with current supplies and communicable disease control kit
 6. Disposable blanket
 7. Flares (15)

EQUIPMENT AND VEHICLE COMPLICATIONS

- A. In cases of missing equipment, officers shall replace the needed equipment. Needed supplies and equipment are located in the Logistics Room. The Logistics Office shall maintain files for reported damage, missing or malfunctioned equipment for vehicles. When discrepancies are noted, personnel will immediately notify their supervisor.
- B. If an equipment malfunction arise during vehicle operation, efforts should be made to correct the problem as soon as possible. No report is necessary if the malfunction is corrected. Uncorrected minor malfunctions, not affecting the safe operation of the vehicle, shall be called to the attention of the supervisor.
- C. Equipment malfunctions or damage that makes the vehicle unsafe to operate should be reported to the supervisor, documented on the Berkeley Police Department Police Vehicle Inspection Log Form #B-85 and the vehicle placed out of service.

SAFETY RESTRAINTS (SEAT BELTS)

All operators and passengers in city-owned vehicles shall use provided safety restraints at all times when the vehicle is in operation.

DRAFTED BY: Eye-Liza Conner	DATE: 5/1/17
BY ORDER OF: ART JACKSON INTERIM CHIEF OF POLICE	DATE: 5/15/17
APPROVED BY: Public Safety Committee	DATE: 5/31/17
APPROVED BY: Berkeley City Council	DATE: 6/19/17