

BILL NO.: 4739

ORDINANCE NO.: _____

Introduced by: Councilwoman E. Mitchell, Councilwoman-at-Large Greene

AN ORDINANCE REPEALING ORDINANCE 4250 SETTING THE MINIMUM EDUCATIONAL REQUIREMENTS FOR CERTAIN POSITIONS IN THE POLICE DEPARTMENT

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. Repeal

Ordinance 4250, passed November 16, 2015 is hereby repealed in its entirety, and, that all Ordinances of the City of Berkeley in conflict with the provisions of this ordinance are hereby repealed.

Section 2. Educational Requirements shall comply with CALEA Standard 21 as revised.

Section 3. Duties of the City Manager

Education requirements for all positions with the exception of the City Manager and City Clerk; and shall reflect administrative ability, and qualifications as it relates to Article V, Administrative Departments of the City Charter and CALEA Standards as revised

Section 4. This Ordinance shall take effect immediately upon its passage.

1st Reading, this _____ day of _____ 2019

2nd Reading this _____ day of _____ 2019

3rd Reading, PASSED and APPROVED, this _____ day of _____ 2019

ATTEST:


Theodore Hoskins, Mayor

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 Mitchell	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Williams	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman-at-Large Greene	Aye ___	Nay ___	Absent ___	Abstain ___
Councilman Hindeleh	Aye ___	Nay ___	Absent ___	Abstain ___
Councilwoman Anthony	Aye ___	Nay ___	Absent ___	Abstain ___

	BERKELEY POLICE DEPARTMENT GENERAL ORDER	GENERAL ORDERS: 21
JOB DESCRIPTIONS, DUTIES and FUNCTIONS		
ISSUE DATE: 11/21/18	EFFECTIVE DATE: 12/1/18	DISTRIBUTION: ALL PERSONNEL
AMENDED: 9/10/2018		RESCINDS: ALL PREVIOUS VERSIONS
<ul style="list-style-type: none"> • ACCREDITATION STANDARDS: 21.2.2 		NUMBER OF PAGES: 9

Purpose:

The Berkeley Police Department will establish and identify the job descriptions of each employee.

Policy:

The Berkeley Police Department provides job descriptions for all positions within the agency and to ensure that all employees are made aware of the responsibilities, duties and obligations of their respective assignments.

Definitions:

Job Description: An act of describing a classification, duties and functions of one’s specific assignment.

General:

The Berkeley Police Department shall comply with the City of Berkeley Classification of Positions Plan. The plan permits common position description for all essential and non-essential employees. Job descriptions are provided for the following positions: Chief of Police, this position involves administrative and technical police work, directing all employees and activities of the Police Department. The Police Commander may be the Commander of Police Operations, Bureau of Investigations, Training Coordinator, Safety Officer and other duties as assigned. The Patrol Sergeant is responsible for directing and supervising the on-duty patrol shift, reviewing police reports and finding strategies to reduce crimes. The Corporal is responsible for directing and supervising the on-duty patrol shift in the absence of the Sergeant. The Detective investigates active cases, collects evidence, interviews suspects and witnesses and assist the road division as needed. Police Officer primary function is to provide services for the City of Berkeley.

The Administrative Secretary participates in the accomplishment of organizational and departmental goals and objectives. Senior Records Clerk is responsible for overseeing the operations of the Record Room and training all department personnel. Records Clerk is responsible for overseeing the operations of the Record Room and training all department personnel. Dispatcher’s primary function is to receive and transmit assignments and information between the communications center and the on-duty patrol officers.

The Berkeley Police Department shall maintain a current job description covering all employees of the department. The job description will clearly define each position of employment including the essential duties and responsibilities that accompany the position. Job descriptions shall be reviewed every four years. (21.2.2) (21.2.2)

Procedures:

Chief of Police (Colonel)

The Chief of Police under the guidance of the City Manager is responsible for the entire police department, all its employees and activities. The police chief performs a variety of complex administrative, supervisory, and professional work in planning, coordinating and directing the activities of the police department on a long-term basis to ensure the department’s ability to preserve public peace and safety in the City of Berkeley, Missouri.

RESPONSIBILITIES

- A. Formulates policies and regulations for governing activities of the Police Department in the enforcement of city ordinances, traffic and safety regulations and programs of crime prevention and detection.
- B. Cooperates with local, state and federal entities in the apprehension and detection of wanted persons.
- C. Provides the Police Department with clearly defined goals and objectives.
- D. Ensures adequate staffing and equipment to achieve desired goals and objections.
- E. Monitors all departmental functions to provide and ensure a liability conscious form of management and policing.
- F. Ensures proper maintenance, quality, issuance and licensing of all departments equipment.
- G. Maintains and oversees departmental expenditures.
- H. Attends all city functions as prescribed.
- I. Serve as spokesperson when coordinating and authorizing the release of information to the Media.

REQUIRED KNOWLEDGE & ABILITIES

- A. Extensive knowledge of principles, practices, procedures and methods of modern Police administration, including patrol, traffic control and criminal investigation.
- B. Extensive knowledge of the equipment used in modern Police work including firearms, communications and vehicles.
- C. Thorough knowledge of the functions of federal, state and local jurisdictions and authorities as they relate to local Police work.
- D. Ability to plan, direct and coordinate the work of a large number of subordinates in varied operations, develop proper training procedures for those employees to maintain a high level of discipline and morale.
- E. Extensive knowledge of laws dealing with arrest, search, seizure and evidence.
- F. Ability to develop and present written and oral recommendations and status reports for changes.
- G. Thorough knowledge of police weapons, equipment and vehicles.
- H. Ability to establish and maintain effective working relationships with personnel and the general public.
- I. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- J. Ability to obtain and maintain minimum proficiency of the use of firearms.

QUALIFICATIONS

A minimum of ten years of progressive experience in the field of law enforcement, supplemented by a Bachelor's Degree in Criminal Justice or the equivalent in training and experience, as well as, completion of (P.O.S.T) Police Officer Standards and Training approved curriculum. Must have a valid Missouri driver's license.

Commander of Police Operations (Captain)

RESPONSIBILITIES

Effective Date: 12/1/18

- A. Maintains daily operations of the Bureau of Investigations.
- B. Assigns follow up report to all detectives and approval of same
- C. Maintains logs of cases assigned and status.
- D. Assist in daily operations of the department.
- E. Maintains records of employee training records to ensure that all P.O.S.T. requirements and certifications are met.
- F. Inventory Control/Logistics Officer; purchasing, issuing and disposing of all equipment.
- G. Administers weapon control, maintenance and training.
- H. Department liaison to the Berkeley Municipal Courts.
- I. Supervise the Municipal Jail/Prisoners
- J. Supervise the Municipal Court security and assigning of personnel as needed.
- K. Commander of Special Operations Unit/SWAT.
- L. Daily coordination's with Road Division Supervisors, 24 hour on call to assist in major incidents.
- M. Coordinating building maintenance and repairs.
- N. Assist in maintaining departmental expenditures.
- O. Implementation of all policies and procedures.
- P. Attends all city functions as prescribed.

REQUIRED KNOWLEDGE & ABILITIES

- A. Thorough knowledge of laws and ordinances.
- B. Considerable knowledge modern police practices and methods, including the use and care of firearms.
- C. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- D. Ability to obtain and maintain minimum proficiency in the use of firearms.

QUALIFICATIONS

A minimum of five years of progressive experience in the field of law enforcement, supplemented by a Bachelor's Degree in Criminal justice or the equivalent in training and experience, as well as, completion of P.O.S.T. (Police Officer Standards & Training) approved curriculum, must have a valid Missouri driver's license and computer skills.

CALEA Accreditation Manager (Captain)

- A. Manages the department's national accreditation process to include ensuring compliance and training and various types of presentations to department personnel; assists with the accreditation processes for the Training Academy and Emergency Communication's Center; and conducts regular reviews with appropriate staff and revises department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current Commission on Accreditation for Law Enforcement Agencies (CALEA), legislative mandates and judicial rulings.

- B. Develops, writes, revises, and manages the department's catalog of policies and forms to meet accreditation standards; and maintains accreditation files; conducts regular reviews of policies and procedures to meet all current CALEA, legislative mandates and judicial rulings.
- C. Identifies and verifies compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the department remains in compliance; stays abreast of all aspects of the accreditation process to include proposed changes or amendments to the standards, and assesses the impact of changes on current policies and procedures.
- D. Serves as the department's representative to the Missouri Association of the Commission on Accreditation for Law Enforcement Agencies Accreditation Professionals and the Commission on Accreditation for Law Enforcement Agencies, Inc.; and provides various presentations to Berkeley Police Officers and command staff about accreditation, policy, and other planning issues. Must be able to motivate staff, patrol and command through the certification process. Once certification is obtain, incumbent shall remain totally committed to the position. Performs other duties as assigned.

REQUIRED KNOWLEDGE AND ABILITIES

- A. Must be a U.S. citizen or lawfully authorized alien worker. Bachelor's degree from an accredited college or university and five years (5) years of applicable experience at the rank of Sergeant or above. Must possess Missouri POST license, be certified in criminal justice databases or obtain with six (6) months of employment. (MULES/REJIS). Must be proficient with computer software applications such as Microsoft Outlook, Word, and Excel and able to type 30 wpm. Must have a valid driver's license. Must maintain certification and any related training/statutory requirements of a law enforcement officer with the State of Missouri. Master's Degree Preferred.

Sergeant

RESPONSIBILITIES

- A. Ensure that the on-duty patrol shift is adequately staffed.
- B. Ensure that the on-duty personnel have the appropriate equipment to perform their duties.
- C. Assign personnel to specific duties or patrol sectors.
- D. Provide personnel with proper direction.
- E. Ensure adherence to all applicable laws, policies, rules and regulations.
- F. Provide staff with appropriate administrative reports and documentation.
- G. Maintain open communications with the public, as well as, their officers.

REQUIRED KNOWLEDGE AND ABILITIES

- A. Thorough knowledge of controlling laws and ordinances.
- B. Considerable knowledge of modern police practices and methods, including the use and care of firearms.
- C. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- D. Ability to obtain and maintain minimum proficiency in the use of firearms.
- E. Good interpersonal relations skills

QUALIFICATIONS

The Sergeant must have a High School diploma or equivalent (GED), with the completion of P.O.S.T. (Police Officer Standards & Training) approved curriculum, as well as, the equivalent in training, experience, and a valid Missouri driver's license.

Corporal

RESPONSIBILITIES

- A. Ensure that the on-duty patrol shift is adequately staffed.
- B. Ensure that the on-duty personnel have the appropriate equipment to perform their duties.
- C. Assign personnel to specific duties or patrol sectors.
- D. Provide personnel with proper direction.
- E. Ensure adherence to all applicable laws, policies, rules and regulations.
- F. Provide staff with appropriate administrative reports and documentation.
- G. Maintain open communications with the public, as well as, their officers.

REQUIRED KNOWLEDGE AND ABILITIES

- A. Thorough knowledge of controlling laws and ordinances.
- B. Considerable knowledge of modern police practices and methods, including the use and care of firearms.
- C. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- D. Ability to obtain and maintain minimum proficiency in the use of firearms.
- E. Good interpersonal relations skills.

QUALIFICATIONS

The Corporal must have a High School diploma or equivalent (GED), with the completion of P.O.S.T. (Police Officer Standards & Training) approved curriculum, as well as, the equivalent in training, experience, and a valid Missouri driver's license.

Detective

RESPONSIBILITIES

- A. Solve crime through follow-up investigations.
- B. Obtain criminal intelligence information.
- C. Maintain updated intelligence information/files.
- D. Assist in training with the road division.
- E. Maintain and collection of evidence.
- F. Positive communications with the community and business owners.
- G. Assist the Bureau Commander as needed.

REQUIRED KNOWLEDGE & ABILITIES

- A. Thorough knowledge of controlling laws and ordinances.
- B. Considerable knowledge of modern police practices and methods, including the use of firearms.
- C. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- D. Ability to obtain and maintain minimum proficiency in the use of firearms.
- E. Excellent time management skills.

QUALIFICATIONS

Minimum of three years of progressive experience in the field of law enforcement, as well as the completion and maintaining of P.O.S.T (Police Officer Standards & Training) approved curriculum. Must have a valid Missouri driver's license.

Police Officer

RESPONSIBILITIES

- A. Preservation of order and the public peace.
- B. Protection of rights of citizens and property.
- C. Prevention of crime and apprehension of violators.
- D. Assurance of impartial enforcement of applicable state laws and ordinances.
- E. Render assistance in times of emergencies or disasters. Safeguard the public health.

REQUIRED KNOWLEDGE & ABILITIES

- A. Thorough knowledge of controlling laws and ordinances.
- B. Considerable knowledge of modern police practices and methods, including the use and care of firearms.
- C. Ability to analyze situations quickly and objectively and to determine the proper course of action to be taken.
- D. Ability to obtain and maintain minimum proficiency in the use of firearms.
- E. Good communication and interpersonal relations skills.

QUALIFICATIONS

The Police Officer must have a High School diploma or equivalent (GED), as well as the completion of Missouri Department of Public Safety training. The Police Officer must maintain their P.O.S.T. (Police Officer Standards & Training) certification through continuing education approved curriculum. The Police Officer must have a valid Missouri driver's license.

Administrative Secretary

RESPONSIBILITIES

- A. Answers department telephones, greets customers and visitors; provides customer service, retrieves
- B. Request documents that provide information regarding programs, services and procedures.
- C. Update and maintain database, files, records and automated information systems and supplies.

- D. Logs citations and routing to Court department.
- E. Maintain daily attendance for all department personnel. Update all vacation and sick time. Initial completion of payroll.
- F. Update logbook with subpoenas as received.

REQUIRED KNOWLEDGE & ABILITIES

- A. Good communication and interpersonal relations skills.
- B. Ability to manage multiple projects.

QUALIFICATIONS

The Administrative Secretary must have a High School diploma or equivalent (GED), and a minimum of three years of clerical experience.

Dispatcher

RESPONSIBILITIES

- A. Monitor the emergency 9-1-1 lines and dispatching the necessary units needed for the emergency situation.
- B. Process information and requests from the public and dispatch accordingly.
- C. Monitor closed circuit video in prisoner cell areas.
- D. Process computer request for the officers and other corresponding agencies.
- E. Make notifications to proper authorities as needed.
- F. Notify the City's Emergency Operations Center in times of disaster.
- G. Update logbook with subpoenas as received.

REQUIRED KNOWLEDGE & ABILITIES

- A. Good communication and interpersonal relations skills.
- B. The ability to manage multiple projects.
- C. The ability to work effectively in emergency situations.

QUALIFICATIONS

The Dispatcher must have a High School diploma or equivalent (GED), and a minimum of one year of experience in dispatching or a closely related field.

Senior Records Clerk (Supervisor)

RESPONSIBILITIES

- A. Ensure that the record room operates professionally with few errors as possible.
- B. Update arrest information into computerized database system.

- C. Formulate information for the preparation of crime reports to be submitted to the F.B.I. monthly.
- D. Enter all vital information into the computer system, (Record Management System).
- E. Update and complete record checks when needed.
- F. Assist with technical and other areas within the department when needed.

REQUIRED KNOWLEDGE & ABILITIES

- A. Good communication and interpersonal relations skills.
- B. Ability to manage multiple projects.
- C. Experience in records management, computer, UCR reporting and basic data entry systems.
- D. Supervisory experience and working knowledge of Missouri Statutes/Sunshine Law.

QUALIFICATIONS

The Senior Records Clerk must have a High School diploma or equivalent (GED), and a minimum of one year experience in records and supervision.

Records Clerk

RESPONSIBILITIES

- A. Ensure that the record room operates professional and with as few errors as possible.
- B. Update arrest information into computerized database system.
- C. Formulate information for the preparation of crime reports to be submitted to the F.B.I. monthly.
- D. Enter all vital information into the computer system, (Records Management System).
- E. Update and completing record checks when needed.
- F. Assist with technical and other areas within the department when needed.

REQUIRED KNOWLEDGE & ABILITIES

- A. Good communication and interpersonal relations skills.
- B. Ability to manage multiple projects.
- E. Experience in records management, computer, UCR reporting and basic data entry systems.
- C. Supervisory experience and working knowledge of Missouri Statutes/Sunshine Law.

QUALIFICATIONS

The Records Clerk must have a High School diploma or equivalent (GED), and a minimum of one year experience in records.

DEVELOPED BY: Capt. Steve Runge	DATE: 9/10/18
REVIEWED BY: Acting Chief Art Jackson	DATE: 11/21/18
APPROVED BY: Public Safety Committee	DATE: 11/21/18
APPROVED BY: Berkeley City Council	DATE: 11/21/18

Introduced by: Mayor Hoskins

AN ORDINANCE SETTING MINIMUM EDUCATIONAL REQUIREMENTS FOR CERTAIN POSITIONS IN THE BERKELEY POLICE DEPARTMENT

Whereas, the City of Berkeley seeks to set minimum educational standards for supervisory personnel in the Police Department; and

Whereas, said standards will be in addition to any existing standards, and is not intended to be the sole requirement for holding the position.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:

Section 1. The City of Berkeley, Missouri hereby sets the minimum educational standards for the following positions in the City's Police Department:

Chief, Assistant Chief, Captain, and Lieutenant shall have a bachelor's degree from an accredited college or university;

Sergeant shall have no less than 60 hours of course work from an accredited college or university; and

Corporal and Detective shall have no less than 30 hours of course work from an accredited college or university.

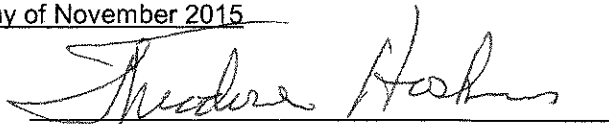
Section 2. The standard set out in this ordinance shall have no application to an employee who currently holds the position of Chief, Assistant Chief, Captain, Lieutenant, Sergeant, Corporal, or Detective, however, it shall apply, if said employee seeks a position different from the one he/she holds at the time of the adoption of this ordinance.

Section 3. This Ordinance shall be in full force and effect after passage and approval as required by law.

1st Reading this 02nd day of November 2015

2nd Reading this 16th day of November 2015

PASSED and APPROVED this 16th day of November 2015


Theodore Hoskins, Mayor

ATTEST:


Deanna Jones, City Clerk


Approved As To Form:
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Kirkland	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Mathison	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilman-at-Large McDaniel	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Mitchell	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Crawford-Graham	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>	Abstain <input type="checkbox"/>