



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: LAW ENFORCEMENT ROLE AND AUTHORITY	GENERAL ORDER NUMBER: 100
REFERENCES: M.S. § 626.84(c) ATTACHMENTS: Law Enforcement Code of Ethics, Oath of Office	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this General Order is to establish the Code of Ethics to which employees shall be held accountable, the statutory authority under which the Chief and his or her employees shall operate, and the delineation and delegation of authority and responsibilities at every level of command. Employees given the authority to make decisions necessary for the effective execution of their responsibilities shall be held accountable for the use or non-use of that delegated authority.

100:1 Law Enforcement Agency Role

100:11 Oath of Office

All employees of the Columbia Heights Police Department in classifications requiring a sworn status shall be administered the **Oath of Office** prior to performing the functions of their assignments. The Chief or designee shall administer the Oath.

100:12 Code of Ethics

All sworn staff of the Columbia Heights Police Department shall abide by the **Law Enforcement Code of Ethics**.
See attached Code of Ethics

100:2 Limits of Authority

100:21 Statutory Authority

Legally Mandated Authority - the Chief derives his/her authority from Minnesota Statutes. Under the direction of the Chief, officers are sworn to enforce the law. The statute referenced hereunder relates to the

authority of the Chief, and are not all-inclusive:

- Minnesota Statutes § 626.84(c): For purposes of the statutory section regarding Minnesota Peace Officer Standards and Training (POST), the Chief and officers who have full powers of arrest are included in the definition of "peace officer."

100:22 Use of Discretion

Employees of the Department should use discretion in the performance of their assigned task, taking into consideration the conditions present at the time; the constraints of existing policies, statutes, laws, and ordinances pertaining to the situation; and the available alternatives.

100:23 Compliance with Constitutional Requirements

All employees shall comply with all applicable constitutional requirements regarding custodial arrest situations.

100:24 Staff Duties**100:241 Chief**

The Chief is the final authority for all matters concerning the operation of the Department.

100:242 Captain and Sergeants

Captain and Sergeants oversee the review process for police reports, and recommend changes if necessary.

100:243 Captain

- The Captain oversees the crime reduction strategy that analyzes crime trends, and researches and develops operational program in response.
- The Captain reviews draft policy and procedural revisions; and recommends changes, new policies, and procedures as necessary.
- The Captain, or designee, conducts research on major purchases such as squad cars and related equipment.
- The Captain acts as a representative of the Department with members of the media as needed or assigned.
- The Captain conducts, or assists in conducting, internal investigations as needed.
- The Captain is responsible for the direction and control of personnel under their command to ensure the proper performance of duties, and adherence to established rules, regulations, general orders, and procedures.
- The Captain is responsible for the promotion of harmony and cooperation among units within the Department.
- The Captain is responsible for the proper organization and assignment of duties within their division to ensure proper performance of their personnel and Department functions.

- The Captain is responsible for the preparation of the required correspondence, reports, and maintenance of records relating to the activities of their command. They are responsible for the communication of information up and down the chain of command as required. They are responsible for the proper use and maintenance of the police facility, equipment, supplies, and materials assigned to their command.

- The Captain, or designee, is responsible for shift bidding and vacation.

- The Captain, or their designee, shall prepare periodic performance evaluations for each of their subordinates as directed by the Chief.

- The Captain or their designee must regularly monitor probationary employees assigned to their command, and report any performance deficiencies that are noted during the probationary period. Prior to the expiration of such probationary period, the Captain shall submit a performance evaluation and recommendation to the Chief concerning the qualifications of the probationary employee to secure permanent status.

100:244 Sergeants

- Sergeants have direct control and supervision, subject to the chain of command, over all employees assigned to their shift. They are responsible for the efficiency and effectiveness of their subordinates. They are responsible for the promotion of harmony and cooperation with other units of the Department. They must submit written reports, through proper channels, concerning performance of duty by subordinates. They may recommend disciplinary action or commendation as appropriate.

- Sergeants are responsible for the preliminary investigation and proper

referral of all complaints, and shall report the results to the Captain in a timely manner.

- Sergeants are responsible for the efficiency, discipline, and morale of all employees of their command. They shall submit written reports, through proper channels, concerning incompetence, misconduct, neglect of duty, or violations of rules and regulations by their subordinates.
- Sergeants shall be responsible for conducting roll call and other forms of in-service training as directed by the Chief and Captain.
- Sergeants shall closely supervise the activities of their subordinates, coach and mentor, and commend good work where appropriate. They shall have working knowledge of the duties and responsibilities of their subordinates. They shall observe contacts made with the public by their subordinates, and be available for assistance or instructions as needed. They shall critically observe procedures affecting the operation of their command, and shall recommend changes designed to increase its effectiveness.
- Sergeants shall be held responsible for the efficiency, discipline, good conduct, appearance, and strict attention to duty of the subordinates under their supervision.
- Sergeants shall ensure appropriate periods of break for their subordinates that are reasonable as to time, place, and current situations.
- Sergeants shall periodically inspect subordinates to ensure proper maintenance of personal and Department equipment used in their duties.
- Sergeants shall direct and assist subordinates in the preparation of reports and other written communications. They shall also assist subordinates when there is doubt as to procedure, law, or status of a case. As appropriate, they shall review reports and other written communications.
- Sergeants are responsible for assigning and reviewing work; approving time worked, time off, overtime and part-time work.

BY ORDER OF:

Scott Nadeau, Chief of Police

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