



# COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

<b>TITLE: GENERAL DUTIES AND RESPONSIBILITIES NO RECOMMENDED CHANGES</b>	<b>GENERAL ORDER NUMBER: 101</b>
<b>REFERENCES:</b>	<b>EFFECTIVE DATE: 06/01/2016</b>
<b>REVIEW DATE: 01/01/2019</b>	<b>DISTRIBUTION: A</b>

The purpose of this General Order is to provide direction for employees of the Columbia Heights Police Department to ensure conformance to Department directives, as well as local, state, and federal laws.

**101:1 General Responsibilities**

**101:11 Appropriate Actions**

Within their lawful jurisdiction, employees should take appropriate action to:

- Protect life and property;
- Preserve the peace;
- Prevent crime; and
- Detect and arrest violators of the law.

**101:12 Municipal Ordinances**

Under certain conditions, municipal ordinances may be enforced by direction of police administration, Department orders, or contractual agreements.

**101:13 Knowledge of Policies, Procedures, Statutes and Ordinances**

Whether on duty or off duty, all employees shall establish and maintain a working knowledge of departmental and divisional policies and procedures, and the relevant statutes and ordinances where applicable. When required, all employees shall take appropriate action. In the event of improper action or breach of discipline, it shall be presumed that the employee was familiar with the law, ordinance, rule, policy, or order in question.

**101:14 Standards of Efficiency**

While carrying out the various functions of the Department, employees shall direct and coordinate their efforts in such a manner as to establish and maintain the highest standards of efficiency.

**101:15 Suitable Action on Requests for Information and Assistance**

Employees shall be attentive and take prompt and suitable action on requests for information or assistance, except where circumstances make it necessary for employees to report a matter or refer a complaint to another employee or organization.

**101:16 Discrimination**

In accordance with state and federal laws, employees shall not discriminate against any person.

**101:17 Fees and Compensation**

No employee shall accept any fees or compensation of any kind from any persons, agency, court officials, or any others, except where such fees and compensation are specifically provided and authorized by law.

**101:18 Equal Protection**

All employees shall remain impartial toward all persons coming to the attention of the Department. All citizens are guaranteed equal protection under the law.

**101:19 Employees First on Scene**

The first employee to arrive at the scene of a crime or other police incident shall be responsible for the following actions (until relieved by a supervisor or senior officer):

- Security of the scene;
- Summoning of medical assistance and the administration of first aid, within their individual training level, as required to prevent further injury or loss of life;
- Arrest of the violator; and
- Any other action that appears to be warranted in the best judgment of the first arriving employee.

**BY ORDER OF:**

Scott Nadeau, Chief of Police

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