



COLUMBIA HEIGHTS POLICE DEPARTMENT POLICY MANUAL

TITLE: PATROL OPERATIONS	GENERAL ORDER NUMBER: 600
REFERENCES:	EFFECTIVE DATE: 06/01/2016
REVIEW DATE: 01/01/2019	DISTRIBUTION: A

The purpose of this General Order of the Columbia Heights Police Department is to provide direction for its officers in the day-to-day operations of the patrol division.

600:1 General Procedures

600:11 Patrol of Assigned Districts

Officers shall be responsible for all business checks within their districts. These include commercial businesses, industrial businesses, churches, schools, parks, and City property.

600:12 Traffic Direction

When officers are directing traffic, they shall wear fluorescent vests.

600:13 Malfunctioning Traffic Lights and Public Property Lighting

When an officer sees a streetlight, semaphore light, or any other public property lighting out of service, the officer shall notify the dispatcher so the appropriate agency can be notified by Anoka County Dispatch.

600:15 City-owned Vehicles

There shall be no newspapers, magazines, DVD's or other types of entertainment media in any Department vehicles.

600:151

Using extreme caution, water or other liquids must be contained in re-sealable containers or containers with lids.

600:152

Any Department vehicle left unattended shall have doors locked and be sufficiently secured, except when at an emergency situation.

600:153 Excessive Idling of Vehicles

Squad car idling causes unnecessary engine wear and wastes fuel. Vehicles shall not be left to idle while parked and unattended when temperatures are above freezing or as otherwise necessary; i.e. low battery situations.

600:16 Breaks

No breaks shall be started or taken within one hour after the normal shift begins, or one hour before the normal shift ends without supervisory approval.

600:161

Two officers at a time may take breaks when the shift staffing is above four officers. When three officers are working, two officers may take a break together with supervisor approval.

600:2 Reporting

600:21 Reports, Citations, and Paperwork

600:21

All written reports, citations, and paperwork are to be turned in by officers before going off duty, except by approval from a supervisor.

600:3 Court Overtime

600:31 Reporting to Shift Supervisor

- Officers appearing in court shall report to the shift supervisor, or in their absence the captain if requesting a car for transportation to court.

600:32 Overtime Pay for Court Appearances

To obtain overtime pay for court appearances, an officer shall submit the time sheet and court notice to their shift supervisor for approval. This shall be done within the pay period earned, and the slips shall accompany the time sheet for that pay period.

600:4 Responsibility

All officers are expected to follow the procedures in this General Order during the course of their duties. If the need arises to deviate from these procedures, the shift supervisor shall be consulted.

BY ORDER OF:

Scott Nadeau, Chief of Police

[Back to Top](#)