

**BILL NO.:** 4599

**ORDINANCE NO.:** \_\_\_\_\_

**Introduced by: Council Present**

**AN ORDINANCE FOR THE BERKELEY POLICE DEPARTMENT GENERAL ORDER #62 “TRAFFIC ANCILLARY SERVICES” 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 Traffic Ancillary Services 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 19<sup>th</sup> day of February 2018

2nd Reading this \_\_\_\_\_ day of \_\_\_\_\_ 2018

3rd Reading, PASSED and APPROVED, this \_\_\_\_\_ day of \_\_\_\_\_ 2018

\_\_\_\_\_  
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 ___

	<p align="center"><b>BERKELEY POLICE DEPARTMENT GENERAL ORDER</b></p>	<p align="center"><b>GENERAL ORDERS: 62</b></p>
<p align="center"><b>TRAFFIC ANCILLARY SERVICES</b></p>		
<p>ISSUE DATE: 2/2/2018</p>	<p>EFFECTIVE DATE: 3/5/2018</p>	<p>DISTRIBUTION: SWORN PERSONNEL</p>
		<p>RESCINDS: ALL PREVIOUS VERSIONS</p>
<p>ACCREDITATION STANDARDS: CALEA 61.4.1, 61.4.2</p>		<p>NUMBER OF PAGES: 3</p>

**PURPOSE:** The purpose of this directive is to explain the types of assistance members will provide motorists on the streets, roads and highways and to establish guidelines to protect and assist stranded motorists.

**POLICY:** It is the policy of the Berkeley Police Department to offer assistance to motorists in need of aid. Members will assist or provide for the assistance of motorists appearing to be stranded or in need of aid. [CALEA 61.4.1]

**RULES AND PROCEDURES:**

**GENERAL ASSISTANCE TO HIGHWAY USERS [CALEA 61.4.1]**

- A. Directions - Members will provide directional assistance to highway users upon request. Should requests for directions be of such nature that field resource materials are insufficient, members should request assistance from Communications personnel.
- B. Assistance in Obtaining Fuel - Upon a supervisor's approval assistance may be rendered to highway users by conveying them to a facility where fuel may be obtained or by contacting Communications personnel to have fuel dispatched to them by a fuel facility.
- C. Contacting Other Parties - Members will render reasonable assistance in helping stranded motorists contact family, friends, or other concerned persons. Requests for assistance may be relayed through Communications.
- D. Members will not be dispatched to render technical services such as unlocking a vehicle unless a bona fide state of emergency exists (e.g., person, child, or pet locked inside a vehicle). The Berkeley Fire Department will also respond and assist accordingly.

**PROTECTION TO STRANDED MOTORISTS [CALEA 61.4.1]**

- A. Members of the Department will insure the safety of stranded motorists and their vehicles, taking into account the time of day, location, and traffic conditions. Members may remain on scene as necessary to protect stranded motorists while waiting for assistance to arrive instead of leaving the scene.

- B. Should required help or assistance be unavailable in a timely manner, the member shall contact a field supervisor to give notice of the situation. Upon approval of the supervisor the member will transport the individual(s) to a place of safety, preferably the Police Department. Communications will be advised of any transports of this nature prior to the transport.

#### **EMERGENCY ASSISTANCE TO MOTORISTS [CALEA 61.4.1]**

- A. Members of the Department trained in first aid will render first aid when required during emergencies. As soon as practical, the responsibility for first aid is relinquished to emergency medical personnel.
- B. Members encountering a vehicle on fire shall request the Communications Section to dispatch the fire department; however, members may use the fire extinguisher in their patrol vehicle to put out the fire if possible.

#### **PROCEDURES TO CORRECT HAZARDOUS HIGHWAY CONDITIONS [CALEA 61.4.2]**

- A. Hazardous Highway Conditions - It is the responsibility of members to recognize real and potentially dangerous or hazardous highway conditions and take immediate and appropriate actions to correct them. Roadway and roadside hazards are to be reported immediately to Communications personnel for proper notification and corrective action. The following are hazards that will be reported:
  - 1. Debris in roadway.
  - 2. Defects in roadway.
  - 3. Defects in highway safety features (i.e., traffic control devices, impact devices, etc.)
  - 4. Visual obstructions.
  - 5. Roadway obstructions.
- B. Hazardous Materials and Chemical Highway Spills - It is the responsibility of Members to recognize real or potentially dangerous situations involving material and chemical roadway or roadside spills. Ascertain the type and amount of material involved and its possible effects. Members who become involved with hazardous materials on the roadway will:
  - 1. Notify the appropriate supervisor about the hazardous spill and request additional units or assistance necessary to effect control of the area.
  - 2. Evacuate the incident scene as necessary.
  - 3. Avoid contact with or inhalation of gases, fumes, and smoke.
  - 4. Members are to follow the procedures specified in General Orders 16 "Notification Procedures" to complete the identification of hazardous material, take appropriate emergency action and notify relevant agencies.
  - 5. Any decision to contact a commercial operation to clean up hazardous material or chemical highway spills will require approval from the City of Berkeley Public Works Department.

<b>DRAFTED BY:</b> Eye-Liza Conner	<b>DATE:</b> 12/20/17
<b>BY ORDER OF:</b> <b>ART JACKSON</b> <b>MAJOR</b>	<b>DATE:</b> 1/4/18
<b>APPROVED BY:</b> Public Safety Committee	<b>DATE:</b> 2/2/18
<b>APPROVED BY:</b> Berkeley City Council	<b>DATE:</b> 3/5/18