



Edgewater Police Department

Date: January 5, 2024
To: Edgewater Police Personnel
From: Eric S. Sonstegard, Chief of Police
Subject: Officer Expectations & Points of Emphasis

This document summarizes expectations and points of emphasis for Edgewater Police Department personnel. The purpose is to clarify points that are not specifically covered in the Edgewater Police Department Policy Manual, Field Training Manual, and the City of Edgewater Employee handbook while emphasizing other points specifically addressed in these publications. This document also addresses recurring concerns and perceptions by members of the public.

All employees are responsible for complying with all Department and City rules and regulations. If you have any questions about expectations and points of emphasis, speak with your supervisor.

Department Focus

In achieving the Department's purpose while adhering to our core values and the Law Enforcement Code of Ethics, we have established the following priority areas:

1. Community Safety
2. Neighborhood Engagement
3. Employee & Organizational Wellness

Edgewater Police Department Purpose Statement

"Keeping Edgewater Safe in Partnership with our Community"

Edgewater Police Department Core Values

Engagement

Professionalism

Dedication

EDGE Pledge

- Empowering Inclusion
 - *Welcoming opinions and valuing diversity*
- Displaying Integrity
 - *Upholding strong ethical principles, honesty, and transparency*
- Generating Service
 - *Providing guidance and assistance*
- Engaging Cooperation
 - *Working together to achieve positive and equitable results*



Edgewater Police Department

GENERAL EXPECTATIONS

Chain of Command

Officers should use their chain of command and attempt to resolve issues at the lowest supervisory level. Personnel should use the on-duty sergeant for assistance on calls for service before contacting the Commander or Police Chief.

Customer Service

The Department's relationship with our community begins with our customers, or those that call upon us for help. The interactions that officers have with members of our community can build trust and goodwill or cause negative effects. Every community contact matters and it's expected that officers conduct themselves with professionalism and treat everyone with respect and courtesy. This is best accomplished by adhering to the guiding principles of Procedural Justice (Voice, Neutrality, Respect, and Trustworthiness).

Teamwork

Just as important as our customer service is how we communicate and interact with our City and Police Department co-workers. Each of us should begin each shift thinking about how we can make this a better place. We should be looking to help our newer co-workers and learn from our more seasoned co-workers. Lift your partners up when they're having a down day and they will do the same for you. Let's root for each other!

Leave Requests

It is recommended that officers submit leave requests as far in advance as possible. It is incumbent upon the officer to ensure that they have sufficient vacation or personal leave available prior to requesting the time off.

Generally, requests submitted for dates where there are already two or more officers off will not be granted, unless waived by the Commander or Chief of Police.

Holidays are intended to be taken during the actual month of the holiday. If scheduling conflicts prevent that from occurring, officers may take blocks of "holiday" working days off with the approval of the Chief of Police.

Email, Cell Phones, and Voicemail

Officers shall check their email and voicemail on their workdays, at least once a day, and promptly respond to messages and requests. Court case updates, requests for case follow-ups, and messages from community members shall be responded to in a timely manner. All employees are expected to monitor and respond to phone calls and text messages on their city-issued cell phones while on-duty.

City Credit Cards

All employees shall receive supervisor approval before making any purchases with their city-issued credit cards (*Exception: Fuel purchases for city vehicles*). Receipts or similar documentation shall be submitted with your credit card statement on a monthly basis.



Edgewater Police Department

POLICE STATION, UNITS, AND EQUIPMENT

Police Station Order and Cleanliness

Employees are expected to maintain order and cleanliness in all areas of the Police Department.

Patrol Area Workspace

The central patrol area is your workspace. Keep the area clean and report any damage. The workspaces are shared areas so clean up after eating and drinking at the desks.

Unit Damage and Maintenance

Any unit that has been damaged will be reported to a Sergeant who will advise on the appropriate documentation and the necessity of photographs. Units needing to be towed will be brought to the attention of the Community Service Officer (CSO).

Car Wash/Unit Cleanliness

Each unit is shared across several shifts. Units shall be washed on a consistent basis and maintained in a professional manner both inside and outside the vehicles. Units will be periodically inspected by a Sergeant to ensure cleanliness. Units will have the appropriate equipment and not an excessive amount of supplies. Officers will routinely inspect their units for contraband and unnecessary property.

Time in the Station

Officers should not spend extended amounts of time in the station (weather permitting) unless addressing police-related business. Officers are expected to be available to respond to priority calls for service which includes being properly dressed and equipped. External vest carriers may be removed but internal ballistic vests and duty belts being removed at the same time should be a limited occurrence and not the norm.

Officers are encouraged to utilize the workout equipment available to city employees on the 2nd floor of the Civic Center. Employees may utilize the equipment for up to sixty (60) minutes while on-duty. If working out on-duty, officers will monitor their portable radios and be available for immediate response if requested from dispatch.

Use of Tobacco

Tobacco use is a health risk and presents an unprofessional image for the Department and its members. Snuff, tobacco pouches, or chewing tobacco is only allowed when an employee:

- Is not in contact with a member of the public
- Is not in a city owned vehicle
- Is not in a city facility or building

Nicotine/Tobacco-free pouches are allowed if they do not present an unprofessional image when in contact with community members or other city staff.



Edgewater Police Department

PATROLLING

Citizen Contact Reporting and Body-Worn Cameras

SB 20-217 “*Enhancing Law Enforcement Integrity*” mandated body-worn cameras for Colorado peace officers and citizen contact reporting for all officer-initiated “contacts”. It is the expectation of our community as well as the policy of our department that we will be compliant and proficient in both of these areas. Officers should be well versed with Policy § 411 *Body Worn Cameras*. Officers should also be aware of a department directive from 11/11/2022 about citizen contact reporting:

- *The definition of “Contact” was amended in HB-1250 to the following:*
 - *“CONTACT” means an IN-PERSON interaction with an individual, whether or not the person is in a motor vehicle, initiated by a peace officer, whether consensual or nonconsensual, for the purpose of enforcing the law or investigating possible violations of the law. “CONTACT” DOES not include routine interactions with the public at the point of entry or exit from a controlled area; A NON-INVESTIGATORY AND CONSENSUAL INTERACTION WITH A MEMBER OF THE PUBLIC, INITIATED BY A MEMBER OF THE PUBLIC, UNLESS AND UNTIL THE INTERACTION PROGRESSES INTO AN INVESTIGATION OF A POSSIBLE VIOLATION OF THE LAW; A MOTORIST ASSIST; UNDERCOVER INTERACTIONS; OR ROUTINE INTERACTIONS WITH PERSONS DETAINED IN A JAIL OR DETENTION FACILITY.*
 - *This does not include contacts with crime victims, reporting parties, or identified witnesses.*
- *A contact report will be completed in CitizenContact for any contact, where it’s self-initiated or as part of a call for service, when the purpose of the contact was to enforce the law or investigate a possible violation of the law by the individual.*
- *A good litmus test (but not 100%) when determining whether a contact report needs to be completed or not is whether the individual was free to leave during your contact.*

Driving and Parking of Police Units

Officers are expected to model good driving habits and obey traffic laws. The focus should be on driving safely and officers are discouraged from becoming distracted while driving. Officers will make reasonable attempts to lawfully park their units during a call for service.

Radio Procedures and Dispatch

Officers are expected to maintain professionalism, use proper radio communication techniques, and promptly respond to radio traffic. Extended non-critical communication should be conducted via means other than the main radio frequency such as MDT transmission, alternate radio frequency, or telephone.

Officers shall notify Communications whenever they are out of their police unit on enforcement stops, out of service, on a detail, or engaged in neighborhood policing efforts. Complaints concerning dispatchers shall be addressed through a supervisor.



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Calls for Service and Backing up Officers

While enroute to a call, self-initiated activity is discouraged unless necessary to address an immediate hazard. Once dispatched to a call, officers will respond immediately. Officers are expected to back up and assist other officers throughout the shift. Officers not needed at a call are to become available for service. As soon as activity related to either a call for service or self-initiated activity has been completed, officers shall become available for service.

Details

Any non-work-related activity that needs to occur during the shift shall be approved by a supervisor.

Breaks

If more than two officers wish to take a meal break together, it shall be cleared by a supervisor. Officers should park their units apart from one another.

Self-Initiated Activity

- Officer contacts and enforcement should be intelligence-based. Emphasis should be placed on community hot spots, prolific offenders, and neighborhood problem areas.
- Officers are encouraged to address traffic safety, particularly at problem locations. Emphasis should be placed on dangerous drivers (e.g. unsafe speed, red light, stop sign, etc.), distracted drivers, and DUI drivers. Less emphasis should be placed on minor violations.
- While many arrestees will be released with a summons, officers are encouraged to physically arrest chronic offenders or those related to community hot spots or neighborhood problem areas.

Neighborhood Engagement

Neighborhood policing is the responsibility of every officer and it is paramount that officers work closely with each other to share information and take ownership of hot spots, crime trends, and quality of life issues that affect our community.

Community events such as block parties, park festivals, other community social gatherings, and Department sponsored events are important for officers to attend because these non-enforcement interactions between officers and the public increase trust and cooperation between the Department and the community we serve. Building trust and legitimacy are foundational principles underlying just and effective policing and officers are encouraged to attend and interact with the public at these community-police functions. Officers are encouraged to make appearances at these community functions while on-duty. If employees are interested in attending these events when off-duty, they are encouraged to and every effort will be made to compensate them for their time.