

PARK RANGERS MANUAL

Rules and Procedures

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STATEMENT OF POLICY

By virtue of the Charter of St. Louis County, Section 4.270 (8):

The Board shall have power to regulate and license all private watchmen, private detectives, and private police serving or acting in the County; and no persons shall act as such without first having obtained such license as authorized by law or by ordinance. Penalties for the violation of regulations promulgated by the Board under the subsection shall be prescribed by ordinance.

Accordingly, the Chief of the St. Louis County Police Department, upon approval of the St. Louis County Board of Police Commissioners, has caused to be published these rules and regulations for the government and discipline of the licensed park rangers of St. Louis County, Missouri. In matters pertaining to their employment, park rangers as employees shall be administered and supervised by the Director of the Department of Parks and Recreation and his/her designee.

These rules and regulations are immediately in effect, and licensed park rangers are required to abide by their provisions.

The Chief of Police reserves the right, upon approval of the St. Louis County Board of Police Commissioners, to alter, amend or revoke any of the said rules and regulations pertaining to the licensing of park rangers and to make additional ones from time to time as circumstances may, in his judgment, require.

Section 701.070 (11) SLCRO, authorizes the Chief of Police to license St. Louis County Park Rangers. Specifically, the Chief of Police is empowered to:

Issue annual licenses to St. Louis County Park Rangers on conditions, requirements and qualifications as may be approved by the Board. Such license shall authorize and empower St. Louis County Park Rangers to exercise all the powers and duties of a licensed private security officer.

Section 616.185 SLCRO empowers the Director of Parks and Recreation or their designated representatives to:

Enforce any and all ordinances of St. Louis County, including, but not limited to, the provisions of Chapter 616 SLCRO and any special rules established pursuant to Section 616.180 SLCRO within the territorial limitations of any County park, or within property leased by the County for park purposes or property used for park purposes under a maintenance agreement, and shall also have the power to enforce any and all provisions of the County Traffic Code on any roadways abutting any County park.

Adopted by Command Staff

By order of:

COLONEL KENNETH GREGORY
Chief of Police

KG:jp

Park Rangers Manual

Approved at the regular meeting of the Board of Police Commissioners on May 9, 2023.

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Park Rangers Manual (07/13/16)

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I. DEFINITIONS

The following terms are hereby defined and may be used in conjunction with any section of this manual.

- A. Applicant - An individual applying for a Park Ranger License.
- B. Arrest -**The restraining and seizure of a person, whether or not by physical force, based on a warrant issued by a court, for an apparent crime committed in the presence of the arresting ranger, or upon probable cause to believe a crime has been committed by that person.**
- C. Deadly Force - That force which is likely to cause death or serious physical injury.
- D. **Emergency Vehicles – Any St. Louis County Park Ranger vehicle equipped with a siren and emergency lights which are readily available from the front and rear of the vehicle.**
- E. Evidence - Information, testimony, writings, material objects, or other things presented to the senses that are offered to prove the existence or non-existence of a fact regarding an investigation.
- F. Evidence/Property - Procedures referring to this term apply to all evidence, abandoned property, found property and safekeeping property.
- G. Firearm - Any handgun, rifle, shotgun or similar mechanism by whatever name known which is designated to expel a projectile or projectiles through a gun barrel, tube, pipe, cylinder, or similar device by the action of any explosive.
- H. **Investigative Detention – A limited seizure of a person, based on reasonable suspicion, for the purpose of investigating and ambiguous situation.**
- I. Nondeadly Force - Force less than deadly force.
- J. Park Ranger - An employee of the Department of Parks and Recreation assigned to a park, number of parks or park sites and having, among other responsibilities, the obligation to patrol those areas for the purpose of enforcing county ordinances and Department of Parks and Recreation rules. A licensed park ranger may exercise the same powers within Department of Parks and Recreation property as would a licensed security officer on the property they are contracted to patrol. (Park ranger authority and duties are contained elsewhere in this manual.)
- K. **Park Ranger Commander - A commissioned officer of the St. Louis County Police Department, holding the rank of Lieutenant or above, designated by the Chief of Police, to oversee the Ranger Division and administer the licensing program. Responsible for reporting directly to the Chief of Police and the Director of the St. Louis County Parks and Recreation Department.**

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- L. Protective Devices - Objects **or instruments approved after certification and training has been documented which may include firearms, baton, TASER and pepper spray, to be used for the defense of a ranger or to facilitate the effecting of an arrest when active aggression is encountered.**
1. Firearm – A weapon that propels a projectile by means of an explosive charge.
 2. Baton – Must be wooden or plastic, between 22-26 inches in length, not more than two inches in diameter, the baton may not be filled with lead or other material and may not have any metal bands or tips, or a collapsible metal baton commonly referred to as an **ASP™** baton. Users must be certified in the use of the baton by attending an approved baton training course.
 3. Pepper Spray – Rangers may carry aerosol pepper spray while on duty, if certified by attending an approved pepper spray training course.
 4. TASER® – a Conducted Electrical Weapon (CEW) that when exposed causes Neuro Muscular Incapacitation (NMI) that stimulates motor nerves causing uncontrollable muscle contractions that inhibit the subject from being able to perform coordinated movement. Training and certification must be verified and approved by the Private Security Section prior to its use on duty.
- M. Reprimand - a statement (usually written or typed) specifying the topic(s) of concern over actions or inactions of a specific incident.

II. AUTHORITY AND DUTIES

A. Authority

1. Park rangers have the authority to enforce County Ordinances within any County park or park site (owned or leased by St. Louis County) and to enforce any and all provisions of the St. Louis County Traffic Codes upon the adjacent portions of roadways which abut or bisect County parks or park sites.
2. Park rangers have the authority to issue a summons or St. Louis County traffic citations to a person the ranger reasonably believes to have committed a St. Louis County Ordinance violation and who in fact has committed such a violation in their designated area, while on duty. Park rangers may also assist police officers in effecting arrests when requested by the police officer to do so. In all other situations, Park Rangers have the same authority to arrest as a security officer.
3. Authority to arrest:
 - a. Licensed rangers have the authority to make an arrest of a person the ranger knows has in fact committed a crime and to search and seize evidence in connection with the arrest in their designated area while on duty.
 - b. An arrest requires that the defendant be restrained or that the defendant submits to the custody of the park ranger for the purpose of bringing him/her before a court. This should in no way be construed to empower the arresting ranger to transport prisoners off of Department of Parks and Recreation property.
 - c. An arrest will be deemed to have been made if a person accompanies a park ranger because he/she reasonably believes that he/she has no choice but to do so; that is, he/she reasonably believes that the park ranger intends to use force, if necessary, to control his/her actions. If the park ranger does not intend that an arrest be affected, he/she should clearly make this known to the person he/she is asking to accompany him/her.
 - d. In making an arrest, no more force may be used than is necessary for overcoming any resistance that may be offered and for ensuring the safe delivery of the **suspect** into custody. Abuse of **suspects** by word or by act is prohibited.
 - e. When a licensed ranger has made a custodial arrest (does not apply to temporary detentions where the ranger issues the suspect a summons or citation and releases them at the scene), it shall be **the duty of the ranger** duty to immediately notify the police department in the jurisdiction where the arrest has been made. If the department with jurisdiction fails to respond, the ranger shall notify the St. Louis County Police Department (636) 529-8210 and a Police Officer from the appropriate precinct shall respond.
 - 1) Once a police officer with appropriate jurisdiction (State, County, or Municipal) arrives on the scene they shall take charge of the investigation.
 - 2) The ranger shall complete a **Ranger Investigative CARE** Report describing the incident and their actions.
 - a) The ranger shall issue the arrestee a summons for all appropriate County Ordinance violations.

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- 3) The responding police officer shall complete a police report documenting the incident, and that officer shall be responsible for the final disposition and presenting the case to the appropriate prosecutor with the exception of County Ordinance violations.
- 4) The custodian of records for all crime reports generated by the Park Rangers shall be the Bureau of Central Police Records.
- f. The authority to issue summons/citations and seize evidence applies to County Ordinances only.
4. Park Rangers have the authority to issue a traffic citation or summons in lieu of arrest and write Department of Parks and Recreation Reports for the following:
 - a. County ordinance violations wherein a violator is immediately apprehended and no follow-up investigation and/or arrest attempt outside of the area described in Section II.A.1 is necessary; and
 - b. Miscellaneous incidents (complaints, accidental injuries, found or abandoned property, etc.)
5. Park rangers shall neither prepare reports nor conduct follow-up investigations for the following incident classifications and shall immediately notify the police agency with jurisdiction over the park property where the event occurred (in those cases where the department with immediate jurisdiction refuses to respond the St. Louis County Police Department shall respond and conduct the investigation):
 - a. Homicide, Rape, Robbery, Assault (felony or misdemeanor), and other crimes against persons; or
 - b. Burglary, felony Larceny, Auto or vehicle theft, and Arson (to include knowingly/Negligent Burning); or
 - c. Vehicle accidents; or
 - d. Operation of any motor vehicle while intoxicated or under the influence; or
 - e. Any violation of State law classified as a felony or misdemeanor not previously mentioned.
6. **Effective August 28, 2022, HB 1606 redefined County Park Ranger vehicles as emergency vehicles. County Ordinance 1202.010, approved November 3, 2022, under Bill 286, redefined County Park Ranger vehicles as emergency vehicles. These changes enabled the St. Louis County Park Rangers to initiate traffic stops of moving vehicles with emergency lights and/or siren activated. Park Rangers are authorized the use of emergency equipment when attempting to stop an actual or suspected law violator within their designated area or when responding to an emergency situation within a County park or upon the adjacent portions of roadways which abut or bisect County parks or park sites.**

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B. Duties

1. Park rangers may conduct investigations into violations of St. Louis County Ordinances, issue summons, or traffic citations for County Ordinance violations, while on County Parks Division Property, in uniform and while on duty. (See Section II.A).
2. Park rangers encountering any incident which he/she is not authorized to investigate shall immediately report same to the St. Louis County Police Department or municipal police department of jurisdiction. Such incidents will be investigated and written entirely by that department. As necessary and applicable, the ranger's information and/or statement may be included in the reporting officer's report.
3. Park rangers shall assist all police officers in preserving the peace or in taking such other action as may be necessary to effect an arrest within the park ranger's assigned location and when requested to do so by a police officer.
4. Park rangers are to convey seized evidence/property to the appropriate precinct station or Police Crime Laboratory, whichever is applicable. Collection, seizure, disposition and accountability of evidence/property are to be handled in accordance with approved practices and the current St. Louis County Police Department policy and procedure.
5. Park rangers are to complete all **Ranger Investigative CARE** reports pertaining to their actions and submit these to the **Park Ranger Commander**. These reports are to be entered into the CARE system or forwarded to the St. Louis County Police Department, Bureau of Central Police Records.
6. Park rangers are not authorized to transport persons who are under arrest, unaccompanied juveniles, or persons in need of medical attention.
7. Park rangers may, if authorized by a supervising ranger, convey person(s) who are stranded or otherwise require minor assistance (i.e. gas from the nearest station or conveyance to a telephone).
8. Park Rangers shall report the following information to the **Park Ranger Commander** each time they stop a driver of a motor vehicle:
 - a. The age, gender and race or minority group of the individual stopped;
 - b. The reasons for the stop;
 - c. Whether a search was conducted as a result of the stop;
 - d. If a search was conducted, whether the individual consented to the search, the probable cause for the search, whether the person was searched, whether the person's property was searched, and the duration of the search;
 - e. Whether any contraband was discovered in the course of the search and the type of any contraband discovered;
 - f. Whether any warning or citation was issued as a result of the stop;
 - g. If a warning or citation was issued, the violation charged or warning provided;
 - h. Whether an arrest was made as a result of either the stop or the search;

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- i. If an arrest was made, the crime charged; and
 - j. The location of the stop.
 - k. This information shall be reported in a format that is consistent with the traffic stop data collection system utilized by the St. Louis County Police Department.
9. The **Park Ranger Commander** or **their** designee shall compile the data described in sub section 8 for the calendar year into a report to the Attorney General. The report shall be submitted no later than March first of the following calendar year.
10. **Park Rangers** shall **adhere to Ranger policy 5.8.1** on race-based traffic stops that prohibits the practice of routinely stopping members of minority groups for violations of vehicle laws as a pretext for investigating other violations of criminal law;
11. The **Park Ranger Commander** or **their** designees **shall** conduct periodic reviews of the traffic stop data collected that:
- 1) Determines whether any park ranger of the St. Louis County Park Rangers have a pattern of stopping members of minority groups for violations of vehicle laws in a number disproportionate to the population of minority groups residing or traveling in the County; and
 - 2) If the review reveals a pattern, requires an investigation to determine whether any park rangers routinely stop members of minority groups for violations of vehicle laws as a pretext for investigating other violations of criminal law; and
 - 3) Provides for appropriate counseling and training of any park ranger found to have engaged in race-based traffic stops within ninety days of the review. The course or courses of instruction and the guidelines shall stress understanding and respect for racial and cultural differences, and development of effective, non-combative methods of carrying out park ranger duties in a racially and culturally diverse environment.
12. It is the park ranger's duty to protect lives and properties, including that of arrested persons.

III. UNIFORM REGULATIONS AND EQUIPMENT

A. Uniforms

1. The park ranger uniform shall be distinguishable from ordinary attire and from the uniform(s) of any nearby police department or law enforcement agency. The park ranger uniform shall be different than that of the St. Louis County Police Department.
2. No insignias, badges, or markings, other than those which have been specifically approved for the park ranger uniform by the Chief of Police, may be worn on the park ranger uniform.
3. Uniforms, including shirts, trousers, emblems, neckwear, hats and jackets, will be provided at the expense of the St. Louis County Department of Parks and Recreation.

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4. All licensed park rangers shall wear an approved uniform when on duty within St. Louis County except as listed for non-enforcement functioning. The **Park Ranger Commander** may waive the uniform requirement for clerical, administrative, interpretive, or resource management functions.
5. Park rangers shall not patrol, conduct surveillance nor engage in any enforcement-oriented activity while in civilian attire or partial uniform.

B. Badges

1. The park ranger badge will be a metallic badge of either gold or silver coloration (depending on rank) containing an enameled state seal bearing either the words **A) Park Ranger, B) Ranger Corporal, or C) Ranger Sergeant**. This badge will be of size and shape similar to the badge worn by St. Louis County Police.
2. The park ranger badge will be issued by the St. Louis County Department of Parks and Recreation.
3. The park rangers' issued badge shall be worn on the uniform on the outermost garment (in sight) over the left breast pocket or in a similar position if no pocket exists. Badges may be worn on the duty belt if no tab is present (bike patrol polo shirt).
4. A park ranger is required to provide his/her badge number to any individual requesting such when the request is pertinent to the park ranger's official duties.

C. Identification Card

1. An identification card shall contain the insignia of the St. Louis County Police Department, the St. Louis County Police Chief's name and facsimile signature, license expiration date, rangers' name, sex, hair and eye color, height, weight, date of birth, and assigned employee number.
2. The identification card will be issued to each park ranger by the Bureau of Security Services upon successful completion of initial or renewal licensing.
3. The park ranger's identification card shall be in the immediate possession of each on duty or uniformed park ranger.
4. The identification card shall be shown to any law enforcement officer upon request. The information contained on the identification card shall be given to any individual requesting such when the request is pertinent to the park ranger's official duties.
5. Identification cards are to be immediately returned to the Bureau of Security Services upon:
 - a. Relicensing;
 - b. Resignation (termination);
 - c. Suspension; or
 - d. Revocation

D. Loss or Theft of Uniforms or Equipment

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Should any issued item of uniform/equipment be lost or stolen, the park ranger shall:

1. Immediately prepare a memorandum providing the details of the incident and present the memorandum, in person, to the **Park Ranger Commander**.
2. When the loss or damage may be the result of criminal activity or is the duty firearm, immediately report the incident to the authority of jurisdiction and request that a copy of the report be forwarded to **Park Ranger Commander**.

IV. RESPONSE TO RESISTANCE

A. General

1. A park ranger is permitted to carry an exposed firearm and/or protective devices only when on duty. The park ranger may also carry an exposed weapon when traveling between parks or designated duty areas.
2. In addition to their duty hours, while in uniform, a park ranger is permitted to carry upon his/her person an exposed firearm while traveling in either direction between his/her place of residence and place of assignment by the most direct route.

B. Authorized Firearms

1. Only one approved .40 cal semi-automatic pistol may be carried on duty and in uniform. This firearm will be owned and issued by the Parks Department. No additional firearms shall be permitted. Park rangers must have their duty firearm inspected by the designee of the **Park Ranger Commander**.
2. **Park ranger supervisors will ensure periodic inspections are conducted of duty firearms to ensure cleanliness and serviceability.**
3. **The designee of the Park Ranger Commander will document the approved firearm to be assigned to each park ranger on the date of issue. Such documentation** will include the make, model, and serial number of the firearm, **and shall be secured within the weapons vault at Ranger Headquarters.**
4. Two additional magazines, in addition to the magazine that is carried in the firearm, of .40 caliber ammunition must be carried by the park ranger. Only Department of Parks and Recreation issued/approved ammunition is to be carried.
5. Firearms Qualifications - All park rangers will be required to qualify **two** times annually. The Chief of Police establishes the qualifications course of fire.
6. Park rangers are prohibited from carrying their Department of Parks and Recreation issued firearms off-duty regardless of their ability to carry a firearm concealed or otherwise in a civilian capacity. This does not restrict park rangers from exercising their 2nd Amendment Rights as they pertain to privately owned firearms while off duty.

C. Protective Devices

1. Licensed, uniformed, park rangers are authorized to carry and utilize, as required in accordance with other provisions of this manual, ASP batons and OC spray.
2. Park rangers must attend an approved or certified course of instruction in the use of less lethal force devices prior to carrying or utilizing these devices. Periodic

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mandatory in-service training is also provided by the Department of Parks and Recreation to ensure re-certification at least every five (5) years.

3. Any other device not provided by the Department of Parks and Recreation or the Department of Police and not listed as an approved item within this section may only be carried as prescribed by the Director, Department of Parks and Recreation and approved by the St. Louis County Chief of Police.

D. Use of Deadly Force - Discharge of Firearm

1. A park ranger may only use deadly force when:
 - a. he/she reasonably believes such deadly force is necessary to protect himself or another against death or serious physical injury; or
 - b. he/she reasonably believes such to be authorized under the circumstances and he is directed or authorized by a police officer to use deadly force.
2. In addition to the authorized use of deadly force, a park ranger may discharge **their Department issued** firearm under the following circumstances:
 - a. to destroy an animal which presents a substantial risk of harm to the officer or another, or when an animal is so badly injured that it should be destroyed to prevent additional suffering; or
 - b. to give alarm or to call for assistance in an emergency when no other means can reasonably be used, and only in a safe direction; or
 - c. at a sporting event, to include hunting and organized shooting matches and target practice, where the discharging of a firearm is not in violation of any law or ordinance and all safety procedures can be followed, or at an approved firearms training facility.
3. A park ranger shall not discharge a firearm under the following circumstances:
 - a. as a warning shot; or
 - b. at or from a moving vehicle, unless the occupant(s) of the vehicle represents a direct and immediate threat to the life or safety of the ranger or an innocent person, and then only as a last resort; rangers shall avoid tactics that could place them in a position where a vehicle could be used as a weapon against them (i.e. reaching into the vehicle to turn the car off and secure the keys, approaching the vehicle from the front, etc.). When confronted with an oncoming vehicle, rangers shall make every attempt to move out of its path; or
 - c. into a crowd or during a situation where it appears likely that an innocent person may be injured.

E. Procedures to be Followed when a Firearm is Discharged

Whenever a firearm is discharged, whether intentionally or by accident, the park ranger must:

1. Immediately notify the police department of the jurisdiction in which the incident occurred to have a police report filed.
2. **Immediately** notify the **Park Ranger Commander, or his/her designee**; and

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3. Forward an independent, personal written account of the facts and circumstances surrounding the incident to the **Park Ranger Commander** within twenty-four (24) hours.

F. Safety Rules for Handling Firearms

1. All weapons shall be handled with care and respect.
2. The weapon shall be checked for ammunition each time it is handled.
3. The barrel and action must be cleared of obstruction before use.
4. The weapon must be kept in good working condition.
5. The weapon shall not be drawn or pointed at any person unless the situation justifies such action.
6. The weapon must be secured against theft and access by children and other curious people when left unattended.

G. Use of Non-deadly Force

A park ranger may use non-deadly force as follows:

1. To effect arrest or prevent escape only when and to the extent such is immediately necessary to effect the arrest, or to prevent escape from custody, of a person whom he reasonably believes committed a crime and who in fact has committed such crime; or
2. To assist a police officer in effecting an arrest or preventing escape from custody when he has been directed by that police officer to assist; the park ranger may use non-deadly force when and to the extent that he reasonably believes such to be necessary to carry out the police officer's direction, unless he knows or believes that the arrest is not or was not authorized;
3. To the extent he/she reasonably believes such force to be necessary to protect himself or another from what he/she reasonably believes to be the use or imminent use of unlawful force.

H. Procedures to be Followed when Nondeadly Force is Used:

Whenever any park ranger uses nondeadly force, he/she must:

1. Immediately notify the police department of the jurisdiction in which the incident occurred to have a police report filed. Have a police officer not involved in the use of force convey the suspect to the appropriate location (intake, precinct etc.); **ensure a** copy of the police report will be forwarded to the Park Ranger Commander;
2. **Immediately notify the Park Ranger Commander, or his/her designee;** and
3. Forward an independent personal written account of the facts and circumstances surrounding the incident to the **Park Ranger Commander** within twenty-four (24) hours.

V. LICENSING REQUIREMENTS

Any person seeking to be employed as a park ranger in St. Louis County is required by law to obtain a license from the St. Louis County Police Department.

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A. Applicants for a park ranger license must meet the following minimum qualifications:

1. Twenty-one (21) years of age; and
2. A United States citizen; and
3. Not suffering from dependence upon alcoholic beverages, narcotics or dangerous drugs **and be willing to submit to drug screenings as directed**; and
4. Able to read and write the English language; and
5. No felony convictions; and
6. No assault, stealing or offenses involving moral turpitude convictions within the past thirty-six (36) months; and
7. Have not plead guilty or been convicted of any Domestic Violence related crime or currently listed as a respondent in an Order of Protection; and
8. No active warrant or wanted requests and not on active probation for any offenses, including Suspended Imposition of Sentence (SIS); and
9. Completed a minimum of **320** hours of training, **including 40** hours of firearms training, and additional training as required for protective devices prior to licensing. This training must be provided or approved by the St. Louis County Police Department.

B. Initial training for park rangers shall consist of:

1. A minimum of **three hundred and twenty (320)** hours of instruction conducted by St. Louis County Park Rangers and/or other pertinent speakers all of which are subject to review and approval of the St. Louis County Police Department's Commander, Bureau of Central Police Records.
2. The following topics will be on the agenda:
 - a. Arrest, search and seizure;
 - b. Courtroom techniques;
 - c. Crime scene investigation;
 - d. Interviewing victims and witnesses;
 - e. Firearms instruction (forty hours);
 - f. First aid;
 - g. Introduction to criminal law;
 - h. Patrol techniques;
 - i. Public relations;
 - j. Report writing;
 - k. Rules and regulations;
 - l. Warrant applications;

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- m. Juvenile offenders; and
- n. Control techniques and self-defense

C. Fees

The St. Louis County Police Department will license St. Louis County Park Rangers at no charge to the applicant.

VI. LICENSING PROCEDURES

A. Character Investigation

The Department of Parks and Recreation shall be responsible for character investigation of each applicant.

The St. Louis County Police Department Bureau of Central Police Records shall perform a fingerprint based background check annually for each licensed ranger at the time of application

B. Issuance or Denial of License

1. The **Park Ranger Commander** shall have the authority to issue a license after ensuring that the applicant has met the minimum qualifications, completed training, and is of good character.
2. The **Park Ranger Commander** shall have the authority to deny the license **of** an applicant on the basis of:
 - a. Failure to meet the minimum qualifications and training as specified for a Park Ranger's License;
 - b. Information on the application is found to be false, misleading or inadequate; or
 - c. Criminal history, references and/or employment background indicate a poor character or work record

C. Personnel Records

1. The **Park Ranger Commander** shall maintain the personnel record for each applicant and licensed park ranger.
2. The personnel record shall include information from the original application, materials from previous years when licensed, administrative materials, letters of disciplinary actions, and any other recorded material from the licensing application process.
3. **The St. Louis County Police Department shall have access to the personnel records of all Park Ranger staff.** Requests for verification of a license status will be released to any individual, security company or private citizen when the **Park Ranger Commander** determines there is a demonstrated need to know. Other information from the personnel record will be released only to a law enforcement agency conducting an investigation of a park ranger. A park ranger shall have access to his/her digital personnel record.

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4. Each park ranger shall immediately notify the **Park Ranger Commander** of any change in name, home address, telephone number or employer.

E. Annual Drug Test

All park rangers shall be screened for drugs annually at the direction of the **Park Ranger Commander** and following approved Department of Parks and Recreation procedures. The screening process will detect illegal substances as well as prescription medications. Any park ranger who tests positive for an illegal substance or cannot provide proof that he/she was lawfully prescribed the medication can have his/her license revoked.

VII. LICENSING RENEWALS

A. General

Licenses will be valid for one (1) year from the date of issuance. Each park ranger will be scheduled for license renewal training through the St. Louis County Department of Parks and Recreation during the month(s) preceding license expiration.

B. Renewal Process

1. The park ranger will be required by the **Park Ranger Commander** to:
 - a. Attend prescribed in-service training **and complete all assigned Virtual Academy classes** annually; and
 - b. Attend the scheduled firearms qualification and attain a passing score.
2. Failure to comply with the renewal requirements will cause the license to expire.
3. Should the park ranger fail to renew his/her license by the date of expiration, the license will be inactivated.

C. Records Maintenance

The Park Ranger Commander will be the custodian of Records for the Park Ranger Division and will ensure all park rangers maintain the licensing standards.

VIII. TERMINATION

- A. Whenever a park ranger license is voided, the person named in that license is required to cease functioning as a licensed park ranger and return all properties issued by the Department of Police or Parks and Recreation.
- B. Licenses may be voided through:
 1. Voluntary surrender of the license by the park ranger;
 2. Separation of the park ranger from employment with the Department of Parks and Recreation;
 3. Reclassification of the park ranger by the Department of Parks and Recreation to a different occupational category;

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4. Failure to renew a license (expiration); or
5. Revocation of a license for:
 - a. While under suspension, performing the duties of a park ranger;
 - b. Any repetition of misconduct for which a suspension has previously been invoked; or
 - c. Any misconduct expressly implied within this manual.

IX. DISCIPLINE AND DEPARTMENT

A. General

1. The **Park Ranger Commander** may reprimand a park ranger or suspend or revoke the license as herein provided. In cases of suspension or revocation, the park ranger shall immediately surrender the issued identification card to the St. Louis County Police Department, **Bureau of Security Services**.
2. In cases of suspension or revocation of the park ranger license, the park ranger shall immediately surrender the issued badge and other equipment to the **Park Ranger Commander or his/her designee**.

B. Investigation/Notification

1. The **Park Ranger Commander, or his/her designee**, shall investigate all complaints against a park ranger for the purpose of determining the most judicious method for handling disciplinary action if any is warranted in the investigation.
2. If a park ranger is arrested, he/she must forward written notification of the occurrence to the **Park Ranger Commander** within twenty-four (24) hours of his/her arrest or if he/she has been taken into custody within twenty-four (24) hours from release of custody. If charges should arise from the arrest or if charges should otherwise arise against the park ranger, the **Park Ranger Commander** may revoke the license of the park ranger until such time as the matter is resolved.
3. The **Park Ranger Commander** may request any applicant to present verification by a qualified physician of his/her physical or mental condition.

C. Causes for Disciplinary Action

A park ranger may be disciplined for the following reasons:

1. Neglect of duty; or
2. Conduct prejudicial to the good order, discipline or reputation of St. Louis County; or
3. Conviction for a felony or misdemeanor; or
4. Drinking intoxicating beverages or use of a narcotic drug without prescription while on duty or, if prescribed, so soon before going on duty or while on duty as to affect the performance of duty or at any time when in uniform; or
5. Abuse or misuse of any prescription drug or chemical; or

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6. Assumption of any police powers when not on duty or not duly authorized by the regulations for the category of license; or
7. Overbearing, abusive or oppressive conduct in the discharge of duty; or
8. Any conduct constituting a breach of security or confidence; or
9. Interference with any commissioned police officer in the officer's line of duty; or
10. Wrongful or improper use of firearms or less lethal weapons; or
11. Disobedience of a lawful order of a police officer; or
12. Knowingly making a false or misleading official statement concerning or when performing his/her duties; or
13. Committing acts of workplace harassment, which is defined as the unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of an offensive nature, while on duty or in uniform; or
14. For violation of any regulation or rule found in this manual; or
15. Failure to promptly report any use of force as outlined in this manual.
16. Committing any neglect or disorder, though not specifically mentioned herein, which is to the prejudice of good order and discipline, is in violation of any federal or state law, county or municipal ordinance, or is of a nature to bring discredit upon the St. Louis County Police Department or the Department of Parks and Recreation.

X. REPRIMANDS, SUSPENSIONS AND REVOCATIONS

A. General

1. **The Park Ranger Commander shall initiate disciplinary action as prescribed below only after a review of the facts of the alleged offense. In the event that any disciplinary action is warranted, the Park Ranger Commander shall notify the Director of the Department of Parks and Recreation with recommendations for disciplinary action. All decisions of discipline will be made by the Director of the Department of Parks and Recreation. In the event that disciplinary action is instituted, the Director of Parks and Recreation shall notify in writing, the park ranger of the reasons for and extent of, the disciplinary action.**
2. In all cases where discipline is imposed, a written statement of the charges and action taken will be placed in the park ranger's personnel file maintained by the Park Ranger Commander.
3. In instances where violations of the Department of Parks and Recreation or Civil Service rules have occurred and the park ranger is being disciplined by the **Director of the Department of Parks and Recreation, the information will be retained in the park ranger's personnel file.**

B. Reprimands

In cases of misconduct not sufficiently serious to merit suspension or revocation of a license, the park ranger may be reprimanded in writing by the **the Director of the Department of Parks and Recreation**. Any violation of the provisions in this manual may be grounds for a written reprimand. Reprimands will be a factor considered upon the park ranger's application for renewal of the license and upon consideration of any subsequent disciplinary action. There is no appeal to a reprimand.

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C. Suspensions

1. The **Park Ranger Commander** may suspend a license for any violation of provisions in this manual. Such suspension shall not exceed thirty (30) calendar days for any one offense or for any one calendar year. In cases of such suspension, the **Park Ranger Commander** shall notify, in writing, the park ranger of the duration and grounds for suspension. If the improper actions of a park ranger would result in a suspension for more than thirty (30) days in any one calendar year, the **Park Ranger Commander** may invoke revocation proceedings.
2. At the written request of a park ranger, a nonadversary review will be arranged with the **Park Ranger Commander** and the Commander of the Bureau of Central Police Records. The park ranger will be given the opportunity to make statements on his own behalf.

D. Revocations

1. The **Park Ranger Commander** may revoke a park ranger license for:
 - a. performing the duties of a park ranger while under suspension;
 - b. any repetition of misconduct for which a suspension or a reprimand has previously been invoked;
 - c. any misconduct listed in this manual;
 - d. charges pending against the park ranger involving moral turpitude and/or charges pending against the park ranger involving crimes against persons (including all forms of assaults) or crimes against property. However, if the park ranger favorably resolves the charges wherein, he/she is not convicted nor pleads guilty, the Park Ranger Commander shall reinstate the license when the park ranger provides evidence of the disposition of the matter.
2. In the event of a revocation, the **Park Ranger Commander** shall notify the park ranger, in writing, of the reasons for the revocation and its effective date.

E. Denial of Renewal for Misconduct

If the **Park Ranger Commander** refuses to renew a license for reasons listed under Section X.D, the same procedures will be followed as for Section X.

XI. APPEALS

A. Non-adversary Review

The right to a nonadversary review appeal will be restricted to a park ranger who is suspended. In such cases of appeal, a written request from the park ranger for review of the action will be made to the **Park Ranger Commander** within ten (10) days of the effective date of the suspension.

1. Within fourteen (14) days of receipt of such requests, the **Park Ranger Commander** and the Commander of the Bureau of Central Police Records will hold a review of the suspension, at which time the affected park ranger and the **Park Ranger Commander** may give their respective reasons why the disciplinary action should or should not be sustained.
2. As a nonadversary procedure, the park ranger will neither be permitted to have legal counsel present during the hearing, nor have the right of confrontation and cross-

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examination of adverse witnesses. No voice recordings of the proceeding shall be kept.

3. If the Commander of the Bureau of Central Police Records, after listening to the parties, doubts the justice of the disciplinary action, he may make further informal investigation and inquiries as deemed necessary. Immediately after hearing the parties (or if they make a further investigation, immediately upon completion of it), the Commander of the Bureau of Central Police Records shall affirm, disaffirm or modify the suspension and notify the parties in writing of his/her decision. The decision of the Commander, Bureau of Central Police Records, is final.