

MEETING MINUTES
ST. LOUIS BOARD OF POLICE COMMISSIONERS
POLICE HEADQUARTERS
1915 OLIVE STREET, ST. LOUIS MISSOURI 63103

Wednesday, December 3, 2025, at 9 am

The meeting of the St. Louis Board of Police Commissioners (“Board”) was called to order by Board President, Chris Saracino, at 9:03 pm on Wednesday, December 3, 2025, at the St. Louis Metropolitan Police Headquarters, 1915 Olive Street, St. Louis, Missouri. Notice was timely given, and members of the public were present.

Chris Graville performed the roll call confirming the following individuals were present, satisfying the quorum requirements: Commissioner Brad Arteaga, Commissioner Don Brown, Commissioner Sonya Jenkins-Gray, Commissioner Edward McVey, Commissioner Chris Saracino, and Mayor Cara Spencer.

Commissioner Saracino then led the Pledge of Allegiance.

Commissioner McVey moved to approve the minutes of the November 19, 2025 Board meeting as written. A voice vote was held.

Commissioner Saracino – Aye
Commissioner Jenkins-Gray – Aye
Commissioner Arteaga – Aye
Commissioner McVey – Aye
Mayor Spencer – Aye

The motion to approve the November 19, 2025 minutes passed with a vote of 5-0.

President Saracino introduced Lt. Colin Tully as the newly appointed Board Secretary.

Committee Reports

Commissioner McVey gave a brief report on behalf of the Budget, Finance and Audit Committee. He reported that the next committee meeting is scheduled for December 16, 2025 at 10:30 am.

Commissioner Brown gave a report on behalf of the Labor Management Committee. No meeting was held. The committee continues to work on Rule 7 and is making sure it is in compliance with the Police Officers Bill of Rights. Next meeting is scheduled for December 11, 2025

Commissioner Arteaga gave a report on the Litigation Committee. Discussed cases are being handled by the Attorney Generals office and cases are being worked through. Next meeting is scheduled for December 9, 2025.

New Business

a. Resolution Authorizing Individuals to Submit Requests to the City of St. Louis Estimate and Apportionment Board

The Board considered a resolution related to the process for submitting budgetary transfer requests to the Board of Estimate and Apportionment (E&A) Resolution No. 2025-29. Chris Graville read the resolution aloud.

Mayor Spencer provided governance context, noting that budgetary transfers are governed by ordinance and must ultimately be approved by the Board of Aldermen. All changes are required to proceed through a formal process, including change orders, and should be scheduled in advance.

It was noted that the Board of E&A accepts items for consideration through designated departmental representatives, with only one designee per department. Mayor Spencer emphasized the need for clarity regarding who is authorized to submit requests to E&A and expressed concern that the current list of authorized submitters was overly broad. She recommended a more centralized approach, suggesting that submissions be limited to two to three individuals.

Chris Graville explained that the Board is still working to establish a clear and functional internal process for submissions to E&A. He acknowledged the concern that requiring full Board approval for every E&A submission may not always be practical. The proposed solution is an internal approval process that is outward-facing, whereby individuals listed in the resolution would be authorized to sign off on submissions once internal approval has occurred.

The goal of the resolution is to clarify and formalize who E&A should accept submissions from, while allowing flexibility in the internal review process.

Commissioner Arteaga moved to amend the resolution by adding the Chief to the E&A submission list. The Board agreed to the amendment by general consent.

Commissioner Saracino moved to adopt the Resolution, as amended. A roll call vote taken.

President Saracino Aye
Commissioner Jenkins-Gray Aye
Commissioner Arteaga Aye
Commissioner McVey Aye
Mayor Spencer Present

The motion to adopt the amended Resolution No. 2025-29 passed with a vote of 4-0, with one present vote.

b. Resolution Approving Requests to the City of St. Louis Estimate and Apportionment Board

The Board next considered the Resolution approving requests to the City of St. Louis Estimate and Apportionment Board, Resolution No. 2025-30. Chris Graville read the resolution aloud.

Mayor Spencer raised concerns regarding Item #4 of the Resolution, specifically related to the Legal Department. Mayor Spencer stated that the resolution seeks to move funds for legal services that were already included as a full line item in the St. Louis Metropolitan Police Department's ("Department") adopted budget. She expressed concern that paying the City Attorney from these funds would constitute "double dipping," as those positions and services were already budgeted. Mayor Spencer noted that she had discussed this issue extensively with City Budget Director Paul Payne and strongly recommended that the Board not proceed with this portion of the transfer.

Commissioner Jenkins-Gray asked clarifying questions regarding attorneys who previously worked for the City Counselor's Office and whether the Department had historically been billed for those services, and whether those costs were budgeted. It was noted that this Board did not create the current budget structure.

Discussion followed regarding the Internal Services Fund, which is set aside for legal services, and whether those funds could be repurposed. It was suggested that recapturing funds from the Internal Services line item could allow the Department to fund new positions currently being requested. It was stated that these services are paid out of the Internal Services Fund.

Chris Graville stated that the statute supports the ability to repurpose funds and that he did not agree that the proposed transfer constitutes double dipping. Mayor Spencer asked for clarification on whether the transfer involved funds within the Department's budget or funds from a separate City budget and requested clarification from Department Budget and Finance Director Dave Daniels.

Dave Daniels explained that the Department has a \$16.4 million General Fund allocation and that the proposed transfer would move funds out of the Internal Services line item into salaries to support new positions. He clarified that no additional money was being transferred beyond the existing budget and that the request involves reallocating a spent balance.

Chris Graville stated that the intent of the requested transfer is to establish a clear governance structure. He reiterated that the request is to transfer funds within the Department's General Fund budget to support Department positions.

Additional discussion included restructuring legal support within the Department, including the use of paralegal supervisors rather than in-house attorneys, reducing redundancy, improving efficiency, and better supporting the Attorney General's Office. The proposal was described as a collaborative effort involving Chris Graville, Erika Zaza, and others, informed by prior experience and aimed at improving integration and efficiency within the Department.

Lieutenant Tully re-read the resolution prior to the vote.

Commissioner Arteaga moved to adopt the Resolution. A roll call vote taken.

President Saracino Aye
Commissioner Jenkins-Gray Aye
Commissioner Arteaga Aye
Commissioner McVey Aye
Mayor Spencer No

Resolution 2025-30 passed with a vote of 4-1.

c. Resolution Approving Certain Contracts

Next Tim Sullivan discussed the approval of three contracts. Resolution No. 2025-31. A Rejis contract which comes at no cost. A yearly contract with Optimum Technology and a contract with Motorola to update the power plant for Communications at a cost of \$71,370

Commissioner Arteaga moved to adopt the Resolution. A roll call vote was taken.

President Saracino – Aye
Commissioner Jenkins-Gray – Aye
Commissioner Arteaga – Aye
Commissioner McVey – Aye
Mayor Spencer – Aye

Resolution 2025-31 passed with a vote of 5-0.

Budget Process Update

Dave Daniels provided an update on the budget process, noting that work is underway in preparation for the December 16 meeting. Capital projects have been approved for submission, though it is not expected that many will ultimately receive funding. The replacement of the radio system was identified as the number one priority.

Dave Daniels stated that all required budget items were submitted by the December 24 deadline.

Commissioner Saracino recognized Mr. Daniels for his 24 years of service and thanked him for his dedication.

Chief's Report

The Chief provided a crime report and statistical update, noting that murders are down and clearance rate is approximately 86 percent, compared to a national average of approximately 50 percent. The Chief discussed CompStat and reviewed crime trends, noting reductions when comparing current figures to 2022.

The Chief also reported that 42 officers have returned to the Police Department, citing various reasons. Commissioner Saracino asked questions regarding juvenile offenders, and the Chief explained the Court's point-based system.

The Board discussed crime statistics availability and crime mapping, with the Chief confirming that crime data and mapping are available on the Police Department's website. Mayor Spencer asked whether crime data is being transmitted to the State; the Chief confirmed that reporting has resumed following the correction of a vendor-related issue.

Announcements

Commissioner Saracino opened the floor for any Board members to give announcements and discussed the December 9, 2025 Town Hall event at Harris-Stowe State University. No other announcements were made.

Executive Session

Commissioner Jenkins-Gray moved to enter into executive session for purposes of R.S.Mo. 610.021(1), R.S.Mo. 610.021(9), and R.S.Mo. 610.021(13). President Saracino called for a roll call vote on the motion to move into executive session:

Commissioner Saracino – Aye
Commissioner Jenkins-Gray – Aye
Commissioner Arteaga – Aye
Commissioner McVey – Aye
Mayor Spencer – Aye

The motion to enter into executive session passed with a vote of 5-0.

The public meeting was adjourned.

Respectfully submitted,

Secretary, Commissioner Arteaga

RESOLUTION LIMITING ACCRUED VACATION BALANCES
ST. LOUIS BOARD OF POLICE COMMISSIONERS
Resolution No. 2025-31

WHEREAS, the St. Louis Board of Police Commissioners (“Board”) has determined it to be in the best interest of the Board to adopt the following resolution; and

WHEREAS, there are currently numerous employees of the St. Louis Metropolitan Police Department (the “Department”) who have hundreds of hours of accrued vacation hours; and

WHEREAS, when these employees retire or leave the Department, the Department is required to pay out accrued vacation balances resulting in significant expenses for the Department; and

WHEREAS, the Board seeks to reduce this expense by establishing a limit of accrued vacation hours for each employee of 600 hours for the 2027 calendar year; and

WHEREAS, this necessitates the Department paying the employees with accrued vacation balances over 640 hours for the hours exceeding 640 hours at their hourly rate of pay in January 2026; and

WHEREAS, employees who earn more than 600 hours in accrued vacation balances during the 2026 calendar year must use any vacation hours exceeding 600 hours by December 31, 2026, or those accrued vacation hours exceeding 600 hours will be removed from the employee’s accrued vacation balance.

BE IT RESOLVED: The Board establishes an accrued vacation balance for each Department employee of no more than 600 hours in the 2027 calendar year; and

BE IT FURTHER RESOLVED: The Board authorizes the Director of Budget and Finance to pay employees their hourly rate for any accrued vacation hours over 640 hours in January 2026; and

BE IT FURTHER RESOLVED: Employees who earn more than 600 hours in accrued vacation balances during the 2026 calendar year must use any vacation hours exceeding 600 hours by December 31, 2026, or those accrued vacation hours exceeding 600 hours will be removed from the employee’s accrued vacation balance.

IN WITNESS WHEREOF, the undersigned Commissioners have executed this Resolution effective this 17th day of December, 2025.

Commissioner Brad Arteaga

Commissioner Sonya Jenkins-Gray

Commissioner Edward McVey

Commissioner Chris Saracino

Mayor Cara Spencer

**BEING ALL VOTING MEMBERS OF
THE ST. LOUIS POLICE BOARD OF
COMMISSIONERS**

**RESOLUTION AUTHORIZING NEW JOB POSITIONS
FOR THE LEGAL COMPLIANCE DIVISION
ST. LOUIS BOARD OF POLICE COMMISSIONERS
Resolution No. 2025-32**

WHEREAS, the St. Louis Board of Police Commissioners (“Board”) has determined it to be in the best interest of the Board to adopt the following resolution; and

WHEREAS, the Board previously approved Resolution No. 2025-30 authorizing the transfer of certain legal department positions from the City Counselor’s Office to the St. Louis Metropolitan Police Department (the “Department”) for purposes of creating new positions for the Legal Compliance Division (the “Division”); and

WHEREAS, once the City of St. Louis Board of Estimate and Apportionment has approved the transfer of certain legal department positions from the City Counselor’s Office to the Department, the Division will no longer have a Sunshine Law Administrator; and,

WHEREAS, the Board desires to make the current Sunshine Law Administrator, Erika Zaza, the new Legal Compliance Director for the Division; and,

WHEREAS, the Board desires to add the following positions to the Division: Legal Compliance Director, Police Litigation Paralegal Supervisor, Police Litigation Paralegal, Police Litigation Paralegal, Administrative Assistant II, Legal Secretary, Police Claims Administrator, and BWV/ICC Analyst.

BE IT RESOLVED: This Resolution shall become effective upon the transfer of certain legal department positions from the City Counselor’s Office to the Department as identified in Resolution No. 2025-30; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the Legal Compliance Director attached hereto and incorporated herein by reference as Exhibit A and said Legal Compliance Director shall report to the Board; and

BE IT FURTHER RESOLVED: That the current Sunshine Law Administrator, Erika Zaza, shall become the Legal Compliance Director; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the Police Litigation Paralegal Supervisor attached hereto and incorporated herein by reference as Exhibit B and said Police Litigation Paralegal Supervisor shall report to the Legal Compliance Director; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the Police Litigation Paralegal attached hereto and incorporated herein by reference as Exhibit C and said Police Litigation Paralegal shall report to the Police Litigation Paralegal Supervisor; and

BE IT FURTHER RESOLVED: That the Board authorizes the creation of two Police Litigation Paralegal positions using the Job Description set forth in Exhibit C; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the Administrative Assistant II attached hereto and incorporated herein by reference as Exhibit D and said Administrative Assistant II shall report to the Legal Compliance Director; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the Legal Secretary attached hereto and incorporated herein by reference as Exhibit E and said Legal Secretary shall report to the Police Litigation Paralegal Supervisor; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the Police Claims Administrator attached hereto and incorporated herein by reference as Exhibit F and said Police Claims Administrator shall report to the Legal Compliance Director; and

BE IT FURTHER RESOLVED: That the Board approves the Job Description for the BWV/ICC Analyst attached hereto and incorporated herein by reference as Exhibit G and said BWV/ICC Analyst shall report to the Police Litigation Paralegal Supervisor; and

IN WITNESS WHEREOF, the undersigned Commissioners have executed this Resolution effective this 17th day of December, 2025.

Commissioner Brad Arteaga

Commissioner Sonya Jenkins-Gray

Commissioner Edward McVey

Commissioner Chris Saracino

Mayor Cara Spencer

**BEING ALL VOTING MEMBERS OF
THE ST. LOUIS POLICE BOARD OF
COMMISSIONERS**

EXHIBIT A

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 22

POSITION TITLE: LEGAL COMPLIANCE DIRECTOR

DEPARTMENT: LEGAL

REPORTS TO: BOARD OF POLICE COMMISSIONERS

POSITION SUMMARY

This position oversees the agency's legal compliance and manages the Litigation Support Unit, Sunshine Law Unit and Records Division. Additionally, this role coordinates with external legal counsel on civil litigation, communicates with outside and Board counsel on complex legal matters, provides advice to staff on regulatory and internal policy issues and proactively identifies, assesses and mitigates legal risk for the agency.

FUNCTIONS OF THE JOB

Essential Functions

- Develops and reviews internal policies and procedures to ensure compliance with federal, state and local laws relative to release of all types of police records.
 - Coordinates with outside legal counsel on litigation, claims, subpoenas, and complex legal issues.
 - Ensures compliance with public records laws, retention schedules and privacy rules.
 - Interprets laws, regulations and court orders to ensure staff implements compliant operational processes.
 - Directs staff on processing requirements related to discovery, subpoenas, expungements, court orders and records requests to ensure lawful disclosure.
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QUALIFICATION REQUIREMENTS

Knowledge:

- Graduation from an accredited law school; current membership in the Missouri Bar in good standing.

Experience:

- Minimum 5 years of legal practice working in a government or civil litigation practice.

Skills and Abilities:

- Ability to performs complex legal research and writing.
- Excellent written and verbal communication skills to effectively convey legal and compliance information to diverse audiences.
- Strong interpersonal skills needed to collaborate with various departments, managers and leaders. Ability to work effectively in a team.
- Proficiency with the Missouri Sunshine Law and Rules of Civil Procedure and other relative laws.
- Attention to detail in reviewing documentation, monitoring processes, and identifying potential compliance gaps.
- Ability to educate and guide employees at all levels within the agency.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
- Telephone
- Cell Phone
- Copier/Fax Machine

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

EXHIBIT B

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 17

POSITION TITLE: POLICE LITIGATION PARALEGAL SUPERVISOR

DEPARTMENT: LEGAL

REPORTS TO: LEGAL COMPLIANCE DIRECTOR

POSITION SUMMARY

Provides advanced paralegal expertise and strategic leadership in managing daily operations of a litigation support team. This position oversees complex case administration, ensures adherence to legal and procedural requirements, and coordinates workflow across attorneys, paralegals and support staff. The supervisor is responsible for assigning and reviewing work, developing standards for litigation support and ensuring timely and accurate preparation of pleadings, discovery, trial materials and case management documentation.

FUNCTIONS OF THE JOB

Essential Functions

- Supervises a team of paralegals and litigation support staff, including assigning work, reviewing output, and ensuring timely completion of tasks.
 - Provides mentoring, training and performance coaching to develop staff expertise and maintain high professional standards.
 - Oversees complex case administration, including tracking, scheduling, case file organization, witness coordination and meeting all filing deadlines.
 - Coordinates large-scale discovery projects related to document production, privilege reviews and discovery workflows.
 - Assists attorneys with factual research, deposition preparation and exhibit lists.
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QUALIFICATION REQUIREMENTS

Knowledge:

- Associate's Degree or Paralegal Certificate required; Bachelor's Degree preferred.

Experience:

- Minimum 5 years of relevant legal experience. Previous law enforcement experience preferred.

Skills and Abilities:

- Strong organizational skills with the ability to manage multiple tasks and deadlines.
- Train, mentor and conduct performance evaluations of staff.
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- Attention to detail and accuracy reviewing legal documents and records.
- Ability to work independently, take initiative and exercise sound judgement.
- Communicate professionally with attorneys, command staff, courts and opposing counsel.
- Exercise discretion and maintain confidentiality with sensitive and privileged information.
- Advanced understanding of federal, state, and local laws, court proceedings and rules of evidence pertaining to civil cases and law enforcement agencies.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
- Telephone
- Cell Phone
- Copier/Fax Machine

PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

EXHIBIT C

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 15

POSITION TITLE: POLICE LITIGATION PARALEGAL

DEPARTMENT: LEGAL

REPORTS TO: LEGAL COMPLIANCE DIRECTOR

POSITION SUMMARY

Provides comprehensive legal support to outside attorneys in all phases of civil litigation including fact investigation, discovery hearings and trial preparation. The role involves coordinating with internal agency departments, outside counsel, courts and opposing parties while exercising discretion in handling confidential, sensitive and legally privileged information. Provide legal support for other legal matters handled by the Department or outside attorneys.

FUNCTIONS OF THE JOB

Essential Functions

- Manage case files, litigation calendars and docket systems, track deadlines, hearings and statutes of limitations.
 - Locate, review and analyze law enforcement records including police reports, investigative files, body-worn camera footage, CAD records and internal affairs materials.
 - Coordinate discovery, including gathering records from various departments, preparing productions and maintaining privilege and discovery logs.
 - Conduct legal and factual research and write summaries for attorney review.
 - Schedule depositions, hearings and mediations; serve as liaison between outside legal counsel and department defendants and witnesses.
 - Process and review records subpoenas; assist with drafting motions and objections.
 - Provide administrative support to attorneys and other legal staff for litigation, expungements, claims and other legal matters.
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QUALIFICATION REQUIREMENTS

Knowledge:

- Associate's Degree or Paralegal Certificate required; Bachelor's Degree preferred.

Experience:

- Minimum 2 years of relevant legal experience. Previous law enforcement experience preferred.

Skills and Abilities:

- Ability to analyze information, identify relevant facts and issues and prepare clear summaries and reports.
- Strong attention to detail and accuracy.
- Organize, maintain, and retrieve complex legal files and law enforcement records.
- Exercise discretion and maintain confidentiality with sensitive and privileged information.
- Must work independently under general supervision and collaboratively as part of a legal team.
- Ability to learn and adapt to new technology and agency systems.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
 - Telephone
 - Cell Phone
 - Copier/Fax Machine
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PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

EXHIBIT D

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 14

POSITION TITLE: ADMINISTRATIVE ASSISTANT II

DEPARTMENT: LEGAL

REPORTS TO: LEGAL COMPLIANCE DIRECTOR

POSITION SUMMARY

Perform administrative support functions to the office. Includes file in-take, responding to routine correspondence, handling basic transactions, ordering supplies. Performs special projects and research as assigned by department manager.

FUNCTIONS OF THE JOB

Essential Functions

- Ensures all documents are properly stored and easily retrievable; maintains confidentiality and ensures security of sensitive information.
 - Effective email management of multiple department mailboxes to ensure critical information is addressed in a timely manner.
 - Managing communication received by investigating and resolving issue or re-assigning to appropriate staff.
 - Schedules meetings and coordinates calendar of department manager.
 - Coordinates purchasing, payroll and bank transfers in accordance with office policies and procedures.
 - Maintain organized legal files, case records and databases ensuring accuracy and confidentiality.
 - Coordinate distribution of documents and correspondence.
-

QUALIFICATION REQUIREMENTS

Knowledge:

- High school diploma or equivalent; associate degree in legal studies, public administration or similar field preferred

Experience:

- A minimum of 5 years performing administrative work in a legal or government setting.

Skills and Abilities:

- Understanding of legal terminology, court procedures and standard legal processes.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple tasks.
- Technical proficiency with basic computer systems and ability to quickly learn new systems.
- Must exercise sound judgement and professionalism while handling confidential and law enforcement sensitive documents.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
 - Telephone
 - Cell Phone
 - Copier/Fax Machine
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PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

EXHIBIT E

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 12

POSITION TITLE: LEGAL SECRETARY

DEPARTMENT: LEGAL

REPORTS TO: POLICE LITIGATION PARALEGAL SUPERVISOR

POSITION SUMMARY

Provides administrative and clerical support to paralegals and other legal staff. The legal secretary plays a key role in supporting litigation and other matters while ensuring compliance with court rules, department policies, and professional standards.

FUNCTIONS OF THE JOB

Essential Functions

- Answer phones, respond to emails and serve as initial point of contact for internal staff and external parties.
 - Maintain organized legal files, case records and databases ensuring accuracy and confidentiality.
 - Coordinate distribution of documents and correspondence.
 - Provide administrative support to other legal staff.
 - Assist in document production, discovery, claims, expungements, subpoenas and other records-related activity to support various functions of the legal compliance department.
 - Assist with payroll, billing and other administrative functions, as needed.
-

QUALIFICATION REQUIREMENTS

Knowledge:

- High school diploma or equivalent; associate degree in legal studies or similar field preferred.

Experience:

- Prior administrative work in a legal or government setting.

Skills and Abilities:

- Understanding of legal terminology, court procedures and standard legal processes.
- Excellent verbal and written communication skills.
- Strong organizational skills with the ability to manage multiple tasks.
- Technical proficiency with basic computer systems and ability to quickly learn new systems.
- Must exercise sound judgement and professionalism while handling confidential and law enforcement sensitive documents.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
 - Telephone
 - Cell Phone
 - Copier/Fax Machine
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PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

EXHIBIT F

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 14

POSITION TITLE: POLICE CLAIMS ADMINISTRATOR

DEPARTMENT: LEGAL

REPORTS TO: LEGAL COMPLIANCE DIRECTOR

POSITION SUMMARY

Responsible for managing, investigating and processing claims filed against the department arising from department vehicular accidents and other law enforcement activities.

FUNCTIONS OF THE JOB

Essential Functions

- Receive, review and document claims filed against the department.
 - Conduct initial investigations, including gathering relevant documents, incident reports, photographs, videos and witness statements.
 - Coordinate with department personnel, legal counsel and external parties to resolve claims.
 - Prepare reports, summaries, and correspondence.
 - Respond to inquiries from claimants and other agencies regarding claim status.
 - Track deadlines, statutes of limitations and reporting requirements to mitigate legal and financial risk.
 - Assist legal counsel and risk management personnel in litigation or settlement process.
 - Analyze claims data to identify trends, risks and potential liability issues and provide recommendations to department leadership.
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QUALIFICATION REQUIREMENTS

Knowledge:

- High school diploma or equivalent; associate or bachelor's degree in criminal justice, information technology or related field preferred.

Experience:

- Experience in claims administration, risk management in public or private sector.

Skills and Abilities:

- Strong organizational skills and attention to detail, with ability to manage multiple deadlines.
- Ability to work collaboratively with internal staff, attorneys, insurance providers and claimants.
- Knowledge of risk management practices, insurance procedures and claims processing.
- Strong written and verbal communication skills including preparing reports, correspondence and summaries.
- Ability to maintain confidentiality and handle sensitive information with discretion.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
 - Telephone
 - Cell Phone
 - Copier/Fax Machine
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PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

EXHIBIT G

ST. LOUIS METROPOLITAN POLICE DEPARTMENT

JOB DESCRIPTION

GRADE: 14

POSITION TITLE: BODYWORN/IN-CAR CAMERA ANALYST

DEPARTMENT: LEGAL

REPORTS TO: POLICE LITIGATION PARALEGAL SUPERVISOR

POSITION SUMMARY

Responsible for the retrieval, review, redaction and disclosure of digital evidence generated by mobile recording devices and related law enforcement recording systems in accordance with applicable laws, court orders, subpoenas, public record statutes and departmental policies.

FUNCTIONS OF THE JOB

Essential Functions

- Respond to a high-volume of requests for body-worn or in-car camera footage needed for civil litigation, criminal prosecutions, record subpoenas and public record requests.
 - Ensure videos are properly uploaded, categorized and retained in accordance with applicable laws.
 - Locate, review and prepare footage of critical incidents for media release.
 - Apply redactions in accordance with internal policy and applicable laws.
 - Prepare detailed logs and prioritize deadlines on a high-volume of requests.
-

QUALIFICATION REQUIREMENTS

Knowledge:

- High school diploma or equivalent; associate or bachelor's degree in criminal justice, information technology or related field preferred.

Experience:

- Previous experience handling, reviewing and managing digital evidence, video/audio files, or law enforcement records.

Skills and Abilities:

- Strong computer and technical skills, including familiarity with digital video formats and evidence management systems.
- Ability to view, analyze and redact sensitive and potentially disturbing footage while maintaining professionalism and discretion.
- Ability to learn and adapt to new technology and agency systems.

Working Environment:

- Normal office environment with attending outside functions when required.

Machines, Tools, Equipment and Work Aids:

- Personal Computer
 - Telephone
 - Cell Phone
 - Copier/Fax Machine
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PHYSICAL/VISUAL ACTIVITIES OR DEMANDS

While performing the duties of this job, the employee is regularly required to sit, reach, grasp, talk, and hear.

This position requires clarity of vision at 20 inches or less and the ability to bring objects into sharp focus, while reading from a computer screen.

The job has light physical demand (primarily sedentary) requiring the employee to exert negligible force frequently to lift, carry, push, pull or otherwise move objects in the normal course of routine office activities.

**RESOLUTION STATING SETTLEMENT FUND ACCOUNT
NOT A WAIVER OF SOVEREIGN IMMUNITY
ST. LOUIS BOARD OF POLICE COMMISSIONERS
Resolution No. 2025-33**

WHEREAS, the St. Louis Board of Police Commissioners (“Board”) has determined it to be in the best interest of the Board to adopt the following resolution; and

WHEREAS, Revised Statutes of Missouri § 537.600 governs sovereign immunity; and

WHEREAS, Revised Statutes of Missouri § 537.600 provides that a self-insurance plan does not waive sovereign immunity when the self-insurance plan disclaims that the plan is not a waiver of sovereign immunity; and

WHEREAS, the City of St. Louis, Missouri (the “City”) chose to fund an account to provide funds for settlement of claims and lawsuits, which is known as the Judgments Internal Services Account, Account Number 566503 (the “Settlement Fund Account”); and

WHEREAS, the Settlement Fund Account was in existence prior to the St. Louis Metropolitan Police Department (the “Department”) returning to State control in March of 2025; and

WHEREAS, Revised Statutes of Missouri § 105.726 requires the State of Missouri to fund the first \$1.0 million of the Department’s annual liability costs; and

WHEREAS, the Settlement Fund Account is intended to offset future costs, should claims exceed the amount covered by the State of Missouri; and,

WHEREAS, the Settlement Fund Account is an account that holds money for settlements and judgments to ensure the payment should the settlements and judgments in a fiscal year exceeds the funds provided by Revised Statutes of Missouri § 105.726; and

WHEREAS, the Settlement Fund Account has never been a self-insurance plan; and

WHEREAS, the Settlement Fund Account is not a self-insurance plan; and

WHEREAS, this Resolution confirms there has never been an intent by the Board to create or maintain a self-insurance plan; and

WHEREAS, the intent of this Resolution is to confirm that nothing in the Settlement Fund Account shall be construed as a waiver of any immunity, including, but not limited to, sovereign, governmental, and official immunity, of the St. Louis Metropolitan Police Department, the St. Louis Board of Police Commissioners, the Board members, employees of the Department, or employees of the Board.

BE IT RESOLVED: That the St. Louis Board of Police Commissioners hereby affirms the creation of the Settlement Fund Account that shall not be construed as a waiver of any

immunity, including, but not limited to, sovereign, governmental, and official immunity, of the St. Louis Metropolitan Police Department, the St. Louis Board of Police Commissioners, the Board members, employees of the Department, or employees of the Board.

BE IT FURTHER RESOLVED: Except as required by statute, resolution, policy, or contract, the Board hereby adopts the policy that the risk management of claims against the Board shall be that the Board is uninsured, not self-insured; provided, however, that liability coverage may be purchased from insurance companies for the payment of claims which are not barred by sovereign immunity, governmental immunity, official immunity or the public duty doctrine.

BE IT FURTHER RESOLVED: There has been established a fund known as the Settlement Fund Account, the purpose of which is to enable the Board to pay, in whole or in part, claims for various losses and liabilities incurred by the Board, except that no payments from the fund are to be made for claims or lawsuits in which there is immunity under Revised Statutes of Missouri § 537.600, or other applicable statutory law or case law. Such immunities include, but are not limited to, sovereign immunity, governmental immunity, official immunity, and the public duty doctrine. However, claims and lawsuits against the Board may be paid from the fund to the extent that a court of competent jurisdiction, in a final judgment, finds that no immunity is applicable or that the public duty doctrine affords no defense.

BE IT FURTHER RESOLVED: No payments of claims, made solely against the Board, shall be paid from the Settlement Fund Account in excess of any statutory cap on liability.

BE IT FURTHER RESOLVED: Nothing in this Resolution is intended to prevent the Board from using the Settlement Fund Account for the payment of other costs and expenses, including, but not limited to, salaries, of the Department, in fiscal years where final judgments are not anticipated to exceed the amount covered by the State of Missouri.

BE IT FURTHER RESOLVED: Nothing in this Resolution shall be construed to broaden the liability of the Board beyond the provisions of Revised Statutes of Missouri § 537.600 to 537.610, or other applicable statutory law or case law, nor to abolish or waive any defense at law which might otherwise be available to the St. Louis Metropolitan Police Department, the St. Louis Board of Police Commissioners, the Board members, employees of the Department, or employees of the Board, or any of their respective agents, representatives, officials, officers, or employees.

BE IT FURTHER RESOLVED: The Settlement Fund Account has been and shall be operated under the budget adopted by the Board in the same manner as other Board acts for other Department funds.

BE IT FURTHER RESOLVED: This Resolution does not authorize the use of the Settlement Fund Account for the payment of claims made by third parties on liability of the St. Louis Metropolitan Police Department, the St. Louis Board of Police Commissioners, the Board members, employees of the Department, or employees of the Board, or any of their respective agents, representatives, officials, officers, or employees, if such claims are not barred by sovereign

immunity, governmental immunity, official immunity, or the public duty doctrine, in accordance with Revised Statutes of Missouri § 537.600, or other applicable statutory law or case law based on a final judgment of a court of competent jurisdiction, unless the Board has provided authorization to pay such claims.

IN WITNESS WHEREOF, the undersigned Commissioners have executed this Resolution effective this 17th day of December, 2025.

Commissioner Brad Arteaga

Commissioner Sonya Jenkins-Gray

Commissioner Edward McVey

Commissioner Chris Saracino

Mayor Cara Spencer

**BEING ALL VOTING MEMBERS OF
THE ST. LOUIS POLICE BOARD OF
COMMISSIONERS**