

North Forest I.S.D. Police Department

STANDARD OPERATING PROCEDURES FOR ALL DEPARTMENTAL OFFICERS



FIELD OPERATIONS DIVISION

“The pursuit of academic and professional excellence”

N.F.I.S.D. Police Personnel: _____

Issue Date: _____

The Patrol SOP is used to provide patrol officers with directions on how to handle specific daily tasks and how to handle specific calls for service. If there is a conflict between the construction of this standard operating procedure and the Departmental Policy and Procedure Manual; the Departmental Policy and Procedure Manual shall prevail. This standard operating procedure is applicable to every commissioned officer and civilians within the NFISD PD regardless of title, position, or rank.

Table of Contents

I.	<u>FIELD OPERATIONS "S.O.P." ACKNOWLEDGEMENT SHEET</u>	<u>01</u>
II.	<u>DEPARTMENTAL PERSONNEL APPLICABILITY NOTICE</u>	<u>02</u>
III.	<u>TABLE OF CONTENTS</u>	<u>03</u>
IV.	<u>ORGANIZATION AND ADMINISTRATION</u>	<u>04</u>
V.	<u>PERSONNEL ISSUES AND ADMINISTRATIVE REQUIREMENTS</u>	<u>04</u>
VI.	<u>ADMINISTRATIVE REQUIREMENTS</u>	<u>09</u>
VII.	<u>PATROL FIELD TACTICS AND OPERATIONAL PROCEDURES</u>	<u>12</u>
VIII.	<u>FIELD PROCEDURES FOR SPECIFIC INCIDENTS</u>	<u>19</u>
IX.	<u>EQUIPMENT MAINTENANCE AND READINESS</u>	<u>59</u>
X.	<u>SUPERVISOR, MANAGEMENT, OPERATIONS PROTOCOLS</u>	<u>65</u>

PATROL STANDARD OPERATING PROCEDURES INTRODUCTION

I. ORGANIZATION AND ADMINISTRATION

- A. The Patrol Division is commanded by a Field Operations Division Commander who shall have authority to command all assigned personnel directly or through subordinate supervisors. The Field Operations Division Commander reports to the Chief of Police.
- B. This Patrol Standard Operating Procedure will be maintained and reviewed by the Field Operations Division Commander. Changes to this SOP will be made by memorandum and will remain in effect until incorporated into a newer version. The SOP will be review annually by the Field Operations Division Commander for compliance with current operations and compliance with Texas law.
- C. All changes made in this SOP must be approved in writing by the Chief of Police.

II. PERSONNEL ISSUES AND ADMINISTRATIVE REQUIREMENTS

A. Reporting for Duty

1. Personnel report to duty at the time and place as assigned and/or scheduled, fully prepared and capable of performing their assigned duties.
2. Personnel beginning a tour of duty make themselves available to undertake their assignments immediately at the start of their tour of duty.
3. Personnel beginning tour of duty review previous shifts' activities, computer messages, memos, information posted, and other similar information media in order that the member is fully informed of necessary and pertinent information.

B. Roll Call Briefing

1. At the beginning of each shift, all patrol personnel report to roll call briefing. Briefing is conducted by the on duty patrol sergeant or their designee and normally consists of:
 - a. Briefing officers with information regarding daily patrol activity, unusual situations, and major investigations.
 - b. Notifying officers of changes in schedules and assignments.
 - c. Notifying officers of new directives or changes in directives.
 - d. Evaluating officer readiness to assume patrol duties.
 - e. Identifying any potential or known hazards that are within the District or that could affect police operations.
 - f. Roll call training as determined to be necessary or required.

- g. Issuing of ancillary equipment.
 - h. Conducting uniform and weapon inspections
2. Prior to briefing the shift supervisor supplies the Command Dispatch Center a copy of the shifts daily roll cal roster.
 3. Personnel may be dispatched to any call for service at any time after the beginning of their tour of duty.

C. Court Subpoenas and Appearances

1. Court requests for appearances will be transmitted via interoffice email. Officers will consider these requests as subpoenas and will attend the requested court session unless otherwise approved by their supervisor. Any inability to meet the requested appearance should be communicated to the Court as soon as possible by the Supervisor.
2. Any and all subpoenas or requests for appearances from County, District or United States District Courts or the Attorney assigned to these Courts will be forwarded immediately to the Field Operations Division Commander or Clerk Supervisor whether received by telephone, fax or subpoena service. The Field Operations Division Commander, Clerk Supervisor or designee will log the request or subpoena and notify the officer. Any inability to respond appropriately to the request or subpoena will be communicated to the requesting attorney as soon as possible by the Field Operations Division Commander.

D. Requests for Appearance from County Prosecutors.

1. Officers who receive notice of a Request for Appearance from the Harris County or District Attorney's Office will consider the request as a subpoena and as a required assignment by this department. Officers are to attend the court as requested at the time and place requested unless notified by the Prosecutor assigned to the case, the secretary of the court, or other departmental authority.
2. Officers are compensated for the time spent on the assignment. In case of a notice to disregard, the officer should note the date, time and name of the notifying individual for future reference as needed.

E. Alternative to Required Appearance.

1. Officers who prefer not to attend court unless absolutely required may attempt to utilize the following procedure;
2. Contact the prosecutor assigned to the case prior to the day of the request for appearance.
3. Ask permission of the prosecutor to be placed on "Stand-by" for the appearance.
4. Discuss the details of the case with the prosecutor at that time if possible.
5. Provide the prosecutor with your phone and pager number.

6. Officers who are allowed by the Prosecutor to be on “Stand-by” must be able to respond in uniform or suitable business attire within one hour. Failure to respond to a “Stand-by” call may result in the case being dismissed.
7. Officers who are on “Stand-by” are not compensated unless they are called to court and then only for the time in court plus travel time. Officers who are on stand-by will remain on stand-by until 1700 hours unless released earlier by the prosecutor or the secretary of the court. Officers should understand that some cases will require in person attendance and Stand-by will not be available.

F. Cellular Telephone Usage

1. District cellular telephones will be used primarily for police services business. Personal calls should be limited to the officer's immediate family or matters that should not be delayed meaning emergencies.
2. Officers refrain from using the cellular telephone while driving unless such use can be accomplished by the use of hands free equipment.

G. Meal Breaks

1. No more than four uniformed officers and three marked police vehicles (including motorcycles) will meet and check out at any eating establishment. The exception to this is:
 - a. When uniformed officers are attending departmental functions. or
 - b. When approved by the officers immediate supervisor.
2. Length of Coffee and Meal Breaks
 - a. Coffee breaks will not exceed fifteen (15) minutes.
 - b. Meal breaks will not exceed sixty (60) minutes.
 - c. Officers do not check out on meal or coffee breaks during the first hour of their patrol shift or during the final hour of their patrol shift unless approved by a supervisor.

H. Emergency Staffing Contingency

The following schedule is followed in the event of an emergency.

1. Level I Normal Staffing
 - a. IAD On-Call available if needed
 - b. Patrol-On Call available if needed
 - c. Normal readiness
 - d. All Officers carry radios
 - e. 2 hour response capability if called for service
2. Alert: If an Alert is declared
 - a. All Officers carry radios
 - b. Officers notified to carry full equipment with them

- c. 1 hour response capability
 - d. No alcohol consumption
 - e. All vehicles are serviced and ready
3. Level II Increased Staffing
- a. All vacation and leave are cancelled
 - b. Normal work hours
 - c. Non-Patrol personnel reports in uniform remain available for patrol assistance.
 - d. Two additional patrol officers are called in on full shift overtime from the opposite watch.

4. Level III Emergency Recall

Utilize the following Recall procedure depending on the time of day the recall is made. If the recall is made between:

- a. 0600-1200 all personnel report except for Night Shift who report at 1800 hours.
- b. 1200-1800 all personnel except Day Shift.
- c. 1800-0000 all personnel except Evening Shift, who report at 0600 the next day.
- d. 0000-0600 all personnel except opposite Nights Shift, who report at 1800 hrs. the next day unless the recall is cancelled.

5. Level III Extended Increased Staffing

- a. 0600-1800 Remaining Day Shift
- b. 1800-0600 Remaining Night Shift, Ancillary Personnel and 1 Lieutenant.

6. Emergency Mobilization Locations

- a. Should emergency mobilization be required all personnel summoned to report to work will report in full uniform to main police facility unless otherwise directed. All emergency equipment is stored at that location and will be issued as needed for any operation.

I. Patrol Division Uniform

1. Class A "Parade Dress" consists of the following components:

- a. Garrison hat with badge
- b. Long sleeve uniform shirt
- c. Tie
- d. Badge
- e. Name plate
- f. Service/proficiency/award bars
- g. Collar insignia (Rank of Sergeant and higher)
- h. Trousers
- i. Socks
- j. Dress shoes/boots
- k. Leather Belt rig containing ONLY the following equipment
- l. Inner belt

- m. Outer belt
- n. Holster
- o. Duty weapon
- p. Double magazine holder with loaded magazines
- q. Two Handcuff case with Two handcuffs
- r. Radio holder with portable radio and shoulder microphone
- s. ASP baton and holder
- t. Any specialized items established for a specific ceremony or event and as approved by the Chief of Police or designee in charge of the ceremony or event in writing.
- u. In the event of inclement weather
 - i. Rain gear
 - ii. Clear garrison cap cover

2. "Class B "Duty Dress" consists of the following components:

- a. Seasonally approved uniform shirt
- b. Badge
- c. Name plate
- d. Collar Insignia (Rank of Lieutenant and higher)
- e. Dark blue or black T-shirt or turtleneck
- f. Uniform Trousers
- g. Socks
- h. Black Shoes/Boots
- i. Leather gear rig containing only the equipment
- j. Inner belt
- k. Outer belt
- l. Holster
- m. Duty Weapon
- n. Double magazine holder with loaded magazines
- o. Handcuff case with handcuffs
- p. Radio holder with portable radio and shoulder microphone
- q. ASP baton with holder
- r. Mini flashlight holder with flashlight (optional)
- s. Garrison hat with badge
- t. Foul weather gear (if needed)
 - i. Wind breaker
 - ii. Rain coat Black reversible orange Blauer
 - iii. Garrison cap cover
 - iv. Turtle neck
 - v. Insulated Gloves if needed

3. Class C "Work/Special Duty Dress" consists of the following components:

- a. Designated T-shirt
- b. Trousers and/or departmental jumpsuit
- c. Navy-blue or black socks
- d. Black shoes/boots

- e. Designated ball cap (optional)
4. Class D “Physical Training Dress” consists of the following components:
 - a. Designated T-shirt
 - b. Departmental shorts/sweat pants
 - c. Solid white socks
 - d. Athletic shoes
5. The “Class B” uniform is worn daily during the performance of assigned duties by all police members, except those whose duties necessitate more traditional business attire or by members whose duty requires concealing the police identity from immediate sight, such as administrative or investigative assignments.
6. The “Class B” police uniform is worn by all members during approved, law enforcement related, off duty employment unless the assignment requires the use of plain clothes and is approved by the Chief of Police.
7. Each officer ensures that their equipment is kept in a state of repair and readiness.
8. The replacement of the uniform is the responsibility of the officer, unless assigned to a specialized unit, requiring special uniform article. The replacement of the leather gear is the responsibility of the agency unless there is evidence of neglect present.
9. Uniform Shorts: Uniform field officers of Police Department will be allowed to wear uniform shorts. Approved shorts will not be altered to rise higher than 2 inches above the kneecap when standing. No Lycra or other similar bike shorts will be visible under the shorts. Officers wearing shorts will wear low quarter solid black shoes with black ankle socks. Socks will be worn extending at least one inch but not more than two inches above the shoe. These black ankle socks will provide less visible wear during night shift. Shorts will not be worn when attending the following duties:
 - a. Testifying or attending any court
 - b. Working off-duty assignment at District functions and meetings
 - c. Note: Sunburn is not a Worker’s Compensation issue. Officers are encouraged to use sunblock if needed.
10. Caps: Caps will not be normal uniform items and will not be worn by officers unless at an approved by the Chief of Police or they are authorized in circumstances where an office’s assignment requires them to be outside for extended periods during the day directing traffic.

III. ADMINISTRATIVE REQUIREMENTS

A. Calls for Service

Members of the Patrol Division are responsible to respond to calls for service without delay to prevent injury, protect persons and property, and provide solutions to problems occurring in their respective district assignments.

B. Multiple Officer Calls for Service

1. Communication Personnel dispatch the appropriate number of personnel or units to a specific call In order to accomplish the objective of the call for service.
2. Administrative and other appropriate departmental personnel not generally assigned to field services may also be contacted and requested to provide emergency assistance when necessary.
3. Trainees are not included in the calculation for the number of personnel/units dispatched or responding to a specific call or location.
4. Number of Personnel Utilized
 - a. The specific number of personnel necessary to accomplish the objective of a specific call for service varies with the type and scope of the emergency call.
 - b. While some police service calls can be addressed with a single officer, others may take multiple officers. Personnel utilize proper judgment in determining the appropriate number of personnel based on the available information and conditions existing at the time, and in accordance with the provisions contained herein.

C. Daily Activity Report

1. Each officer completes and submits a Daily Activity Report outlining their activity prior to the end of their tour of duty. Officers complete the equipment checklist on their daily log. The officer completing the log reports missing, damaged or malfunctioning equipment immediately to their supervisor. The supervisor ensures the equipment is repaired or replaced.
2. Officer should use the following guidelines when determining what activities submitted as part of their daily activity report;
 - a. Calls for Service. An officer may report calls they are dispatched to. This includes, primary, secondary or as an assist or backup officer, weather in the District or not.
 - b. Self-Initiated Calls. An officer may report self-initiated calls which generate a service number, such as flag downs, traffic stops which results in an arrest, or any other situation in which a service number is generated.
 - c. Self-Initiated Field Contacts. Officers may report each enforcement or investigative contact that does not result in an arrest or citation; or a positive community contact that is not otherwise counted in any other category. This category is designed to recognize self initiated other activity that is more than the routine and expected portions of an officer's daily job duties. All citations issued for other than traffic offenses shall be accompanied by an offense report.
 - d. Hazardous Citations. Officers may report any citation, which is written for a hazardous moving violation. This includes DUI minor, Excessive acceleration, No seat belt, Following too Close, Unsafe Lane Change, in addition to the speeding, Red Light, and Stop Sign violations. An additional Field Contact in not given is a citation is given.

- e. Regulatory Citations. Officers may report citations that are written for non-hazardous reasons, such as equipment violations, expired MVI, loud exhaust, no insurance, etc. An additional Field Contact is not given if a citation is issued.
- f. FTA/Non Traffic Citations. Officers may report citations that are written instead of arresting a person that has committed a class "C" misdemeanor. This includes:
 - i. FTA citation written for a single Class "C" warrants
 - ii. Theft under \$50.00
 - iii. Public intoxication
 - iv. Disorderly conduct
 - v. District ordinance violation
 - vi. Possession of Drug Paraphernalia
- g. Warning Citations. Officer may report any warning citation given, only if the warning citation is, completed and turned in. Verbal warnings are reported under Field Contacts. An additional Field Contact is not given if a warning citation is issued. (An additional Field Contact is not given if a citation is issued.)
- h. Building/Security Checks. An officer may report any business, school, or area which he/she checks either visually or physically for signs of criminal activity. Officers may only report business checks in which he/she is marked out on a (Business Check).
- i. House Watch. An officer may report any house watch, in which he/she marks out on a (House Watch)
- j. Accidents Worked. Officers may report any accidents in which the officer responds and completes all state and departmental required documentation.
- k. Backup or assisting officers may report a Call for Service.
- l. On Call Misdemeanor Arrest. Officers will report any adult or juvenile who is taken into custody for a misdemeanor while on a call for service. This includes status offences in which the juvenile is released to a parent or guardian. The backup or assist officer in the arrest will report a Call for Service.
- m. On Call Felony Arrest. Officers will report any adult or juvenile who is taken into custody for a felony case on a call for service. The backup or assist officer in the arrest, will report a Call for Service.
- n. On View Misdemeanor Arrest. Officers will report any adult or juvenile who is taken into custody for a misdemeanor case in an on-view situation. This includes warrant arrests resulting from traffic stops. The backup or assist officer in the arrest, will report a Call for Service.
- o. On View Felony Arrest. Officers will report any adult or juvenile who is taken into custody for a felony case in an on-view situation. The backup or assist officer in the arrest, will report a Call for Service.

- p. Case Reports. Officers report the number of Case Reports, Case Supplements, Informational Reports, ST-3's, or Book-ins that they submit. Miscellaneous Incident Reports do not count.
- q. Self-Initiated Open Door/Window. Officers report any open door, open window, or open gates that are intended to be secure; or for the self-initiated discovery of any other case which leads to a case report. This credit is taken in addition to any self-initiated call generated as a result, and any case report that must be done.

D. Radio Communications

1. Unless necessary for officer safety, officers and communications specialists utilize plain English language description of calls and activities to ensure clear understanding.

E. Portable Radio Usage

1. Officers assigned to the Patrol Division are issued portable radios. Officers are to carry the radios in a case or clipped to their duty belt on their equipment belt while on duty. Officers may choose to utilize a shoulder microphone if available.
2. Portable radios will not be used in lieu of checking out with the communicator, when officers are out of their assigned unit.

F. Report Writing

1. Officers are to complete detailed reports indicating the facts and circumstances of their investigation in an Offense Report. Such reports should be concise and factual.
2. Reports detailing what is believed to be a criminal offense shall be titled with the offense and Penal Code number. Incidents which need to be recorded but not a clear offense should be titled Information Report.
3. Reports are to be completed prior to the end of the officer's tour of duty. If this cannot be accomplished, the officer's immediate supervisor is to be notified, who makes the decision if the completion of the report can be delayed.
4. At no time are reports to be delayed involving in custody arrests.

IV. PATROL FIELD TACTICS AND OPERATIONAL PROCEDURES

A. Active Shooter Incident

1. It is the policy of this department to protect life by any legal means possible. Officers responding to an active shooter incident shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop him. This may include arrest, containment, or use of deadly force.
2. The philosophy driving this policy recognizes that the active shooter must be stopped before he can destroy any more innocent lives. This shall be the duty and responsibility of the initial

responding officers, and they shall use all legal means to accomplish it. The prioritization of activities, in their order of importance IS:

- a. Stop the active shooter
 - b. Rescue the victims
 - c. Provide medical assistance
 - d. Preserve the crime scene.
3. While it is important to provide medical treatment to the wounded, it is our duty as law enforcement officers to first protect all innocent life by stopping the actions of the active shooter.
 4. **Definition - Active Shooter.** One or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding object appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc.
 - a. For purposes of this policy, the term "active shooter" will also include anyone who uses any deadly weapon (knife, club, explosives, etc.) to systematically or randomly inflict death or great bodily harm on people.
 5. **Procedure**
 - a. All enforcement personnel who are not on an emergency call shall respond to the scene of an active shooter incident.
 - b. **Contact Team** -The first responding officers, up to four, shall form a contact team and go in immediate pursuit of the active shooter. The focus is to make contact as soon as possible and stop the active shooter by arrest, containment, or use of deadly force. The team will be subject to 360-degree vulnerability and will not do a thorough clearing. They will continue on past victims or harmless distractions. The location of victims may be relayed to the rescue team.
 - c. **Rescue Team** -The second set of 4 officers arriving on the scene will form a rescue team, which will locate and remove injured victims, and direct uninjured victims out of the building. Rescue team members should remember that uninjured victims may nonetheless be in shock, or paralyzed with fear, and not respond to regular verbal commands. Rescue team members are to remain constantly vigilant as the rapidly changing dynamics of the incident may put them in contact with the suspect and they will be subject to 360-degree vulnerability.
 - d. Officers should make entry at a location other than the main entrance, if possible, as this is the place where a suspect might logically set up barricades, explosives, or an ambush. Pre-designated entry points have been identified.
 6. All personnel are to restrict their use of the radio for emergency traffic only.
 7. **Incident Command** - The first command officer on the scene, who is not part of a contact or rescue team, will be the incident commander, and will establish a command post, and initiate incident command operations.

B. Building Searches

1. The officer in charge formulates and directs a search plan based on the physical layout of the building.
2. Notify the dispatcher that you are entering the building, the dispatcher should close the channel to all but emergency traffic, and officers entering the building should reduce the volume of their portable radios or use an earpiece.
3. Entry is never to be made through small openings or windows unless there is sufficient visual access to the inside of the building to provide cover for the entering officers. Entry is never to be made by less than two officers.
4. Emergency conditions in which threat to life or property would result from a lack of immediate action on the part of the responding officer would, of course, require only that officer act as quickly and safely as the situation dictates.
5. Locate the lights and illuminate the area to be searched as the search progresses, however avoid "back lighting " yourself.
6. Determine the means by which a suspect may go from one level to another and secure them. Divide the building into sectors and search methodically, keeping officers abreast of each other. Never separate or lose sight of fellow officers.
7. Anticipate ambush points. Use imagination in finding hiding places, look up, check trash containers, air conditioning vent, etc.
8. Contact the dispatcher and re-open the channel as soon as the building is clear.

C. Felony Stop Procedures

1. Special procedures shall be used in vehicle stops when the occupants are reasonably believed to be armed and dangerous. When an officer locates a vehicle driven by a known or suspected felon, the officer shall notify the dispatcher immediately of the suspect's location and give a thorough description of the vehicle and its occupants. The officer shall keep the suspect vehicle in view and request sufficient assistance in making the stop.
2. The officer shall keep support units informed of the suspect's location and direction of travel to aid their approach with minimal use of emergency equipment. The suspect vehicle shall not be stopped unless absolutely necessary until adequate support is available and in position. Circumstances may, however, dictate a one-officer felony vehicle stop.
3. The following procedures shall be used in effecting the stop:
 - a. The officer shall plan to stop the suspect vehicle in a location which presents minimal danger to the public.
 - b. When conditions are appropriate and support units available, the officer shall move into position to the rear of the suspect vehicle.

- c. The officer shall signal the violator to stop, using all emergency equipment to warn other traffic.
- d. The violator shall be stopped on the extreme right side of the road.
- e. If the violator is known to be armed and dangerous, the officer shall have his weapon easily accessible and ready for immediate use.
- f. When the suspect vehicle begins to stop, the officer shall turn off the siren and turn on the public address system.
- g. The officer shall park the patrol vehicle so that it provides maximum protection and cover.
- h. At night, the officer shall focus all lights on the interior of the suspect vehicle.
- i. The officer shall leave the patrol vehicle quickly but remain behind the door and accessible to the public address system microphone.
- j. The officer making the stop is in command and shall direct each occupant, using the public address system, to get out of the vehicle and into the prone search position. First, once suspects are stopped, the officer shall order the driver to shut off the motor and drop the keys on the ground outside his door. Next, the officer shall order occupants to place their hands, palms up, on the ceiling of the vehicle. Officers shall then order occupants to exit the vehicle on the driver's side only, one at a time. Occupants shall then be ordered to lie face down on the ground.
- k. If a public address system is not available, the officer shall give voice commands if they can be heard; if this fails, the officer should consider that the commands have been heard but ignored. Consistent with training, the officer shall consider other options before leaving a position of cover. [Note: The tactics described for high-risk vehicle stops should be consistent with the methods taught in training courses.]
- l. To reduce confusion, the officer shall instruct support officers, as appropriate, and shall be the only officer to direct the suspects.
- m. The support officers shall cover the arresting officer and remain on the curb side of the vehicle until all occupants are in the search position.
- n. Officers shall exercise extreme caution not to get within each other's line of fire.
- o. When all occupants have been removed from the vehicle, the support officers shall move to cover the arresting officer while the suspects are searched.
- p. Arrestees shall be searched and handcuffed before transportation.

D. Foot Pursuits

1. Although it is an officer's decision to initiate a stop, it is the suspect or violator who decides to precipitate a foot pursuit by fleeing. An officer's decision to pursue on foot shall be made with an awareness of and appreciation for the risk to which the officer and others will be exposed. No officer or supervisor shall be criticized or disciplined for a decision not to engage in a foot pursuit if, in the officer's assessment, the risk exceeds that reasonably acceptable.
2. Where necessary, an officer may pursue persons who he or she reasonably believes have committed an act that would warrant a stop, investigative detention, or arrest.
3. In deciding whether or not to initiate a pursuit, an officer shall consider the following alternatives to foot pursuit:
 - a. Containment of the area
 - b. Canine search
 - c. Saturation of the area with patrol personnel
4. In deciding whether to initiate or continue a foot pursuit, officers shall also consider risk factors whenever officers are:
 - a. acting alone,
 - b. in an unfamiliar area,
 - c. in an area that is hostile, such as a notorious drug trafficking location,
 - d. pursuing suspects who are known to be or suspected of being armed,
 - e. unable to obtain backup in a timely manner,
 - f. not in adequate physical condition to conduct a foot pursuit,
 - g. unable to establish and maintain contact with the communications center, or
 - h. pursuing in inclement weather, darkness, or reduced visibility conditions.
5. Officers initiating foot pursuits shall be in field command and shall bear operational responsibility for the foot pursuit unless circumstances dictate otherwise or until relieved by a supervisor. Pursuing officers are reminded that voice transmissions while running and in other field tactical situations may be difficult to understand and may have to be repeated.
6. The officer initiating a foot pursuit shall, as soon as practical, provide the following information to Communications:
 - a. Unit identifier

- b. Reason for the foot pursuit
 - c. Officer location and direction of pursuit
 - d. Number of suspects and description
 - e. Whether or not the suspect(s) is armed
7. Assisting officers shall immediately attempt to contain the pursued suspect. Such officers shall not respond to the primary officer's location unless the suspect has been stopped and the primary officer requests assistance to take the suspect into custody.
 8. When two or more officers are in pursuit, they shall not separate unless they remain in sight of each other and maintain communication, but they shall allow the lead officer to concentrate on the suspect's actions while the second officer provides backup and maintains communications with dispatch and other assisting officers.
 9. Unless there are exigent circumstances such as an immediate threat to the safety of other officers or civilians, officers shall not engage in or continue a foot pursuit under the following conditions:
 - a. If the officer believes the danger to pursuing officers or the public outweighs the necessity for immediate apprehension.
 - b. While acting alone. If exigent circumstances warrant, the lone officer shall keep the suspect in sight from a safe distance and coordinating containment.
 - c. Into buildings, structures, confined spaces, or into wooded or otherwise isolated areas without sufficient backup and containment of the area. The primary officer shall stand by, radio his or her location, and await the arrival of officers to establish a containment perimeter. At this point, the incident shall be considered a barricaded or otherwise noncompliant suspect.
 - d. If the officer loses possession of his firearm.
 - e. If the suspect's location is no longer known.
 - f. If primary officers lose communications with EOC or communication with backup officers is interrupted.
 - g. If an officer or third party is injured during the pursuit who requires immediate assistance and there are no other police or medical personnel able to render assistance.
 - h. If the officer loses visual contact with the suspect.
 - i. If the officer is unsure of his or her own location or direction of travel

E. In-Progress Calls For Service

1. In progress calls demand three primary considerations. First to ensure the greatest level of safety available to all officers concerned with the call. Second, to contain the scene to prevent the escape of suspects; and third, to preserve the scene for all evidence.
2. The following are general guidelines for the handling of the majority of in progress calls:
 - a. The responding unit should go to the site of the premises where the case is most likely occurring.
 - b. Officers will respond Priority 3 to all non life threatening in progress calls.
 - c. If, possible, officers should position their vehicle short of the scene to avoid showing your presence and position.
 - d. Take appropriate time to size up the situation and formulate a plan, and to advise your cover officer.
 - e. On armed robbery calls, for the safety of the victim and bystanders, arrests can best be affected outside the building.

F. Adverse Weather Response

1. In the event of severe weather such as a thunderstorms passing through the area with damaging hail, high surface winds, and extremely heavy rain which reduces visibility or endangers personnel or vehicles, all units not on a call will immediately seek shelter at the following locations:
 - a. Police Department Main Facility
 - b. Any protected area in the district.
2. The department supplies its patrol division personnel with a bank of cellular telephones. On a daily bases the officers unit's telephone number is supplied to the Communications Center. In the event of the loss of emergency communication (radio system) the communicator contacts the patrol office via the telephone with instructions on which back up radio system the officer is to switch to.
3. In the event of loss of traffic control devices due to a power outage, officers are directed by their supervisor to check the major intersections within their patrol district. Upon discovery that the control device is inoperable, the officer notifies his supervisor.
4. The supervisor contacts the City of Houston Public Works to set up temporary traffic control devices.

5. In the event that any roadway becomes impassable due to adverse road or weather conditions the On duty supervisor:
 - a. Deploys the number of Police personnel required to effectively handle the situation;
 - b. Determines which alternate routes should be used;
 - c. Requests temporary traffic control devices and directs their use;
 - d. Requests assistance from City of Houston Public Works or Harris County personnel, if needed;
6. Equipment: The Department keeps the following equipment available to respond to such situations:
 - a. Portable Stop Signs
 - b. Traffic Cones
 - c. Barricades
 - d. Road Flares.

V. **FIELD PROCEDURES FOR SPECIFIC INCIDENTS**

A. Accident Investigation

1. Members of the Patrol Division respond to reports of all traffic accident resulting in injury or damage if the accident occurred on public property.
2. Private Property Accidents (Restricted Access) Private property accidents are investigated in the event of injury or death.
3. For the purpose of this section, access ways and public parking lots which do not charge a fee are considered public property. Private parking areas where fees are charged and residential parking areas, both single residence and apartment parking lots are considered private property.
4. Major Accidents
 - a. The traffic unit is responsible for the investigation of major traffic accidents, which involve:
 - i. Fatalities;
 - ii. Possible fatalities;
 - iii. Major cases, such as hazardous spills; and
 - iv. District vehicles, when applicable.

5. Minor Accidents

- a. Minor accidents are investigated by Traffic Officers when available or Patrol Officers as assigned by the Command Dispatch Center.

6. Enforcement Action

- a. Patrol Officers refrain from issuing citations for violations not occurring within their view and presence. Trained accident investigators assigned to the traffic division, upon the completion of their investigation may file appropriate charges, including the issuance of citations at the scene.

7. Hazardous Material Involvement

- a. In the event of Hazardous Material involvement a perimeter is established around the accident site, limiting access to emergency personnel.
- b. In the event of a large hazardous material spill or release, officers will contact the Fire Department for response. The Fire Department has access to BIO-Hazard equipment and is trained to respond to such emergencies.
- c. Officers shall maintain a Hazardous Materials Guidebook so that spills or releases from vehicles displaying placards can be easily identified.

B. Alarm Response

1. Classifications

- a. Burglary
- b. Panic
- c. Fire
- d. Robbery

2. Two officers are dispatched. (The 1st unit arriving does have the authority to cancel the assist unit.)
3. When an open door or window is found open or unsecured a minimum of two officers are to enter the building.
4. Officers advise the communicator of the location of the Alarm.
5. Officers determine if the channel should be closed except to emergency traffic.
6. The responding officer determines if a representative of the campus, school, or facility should respond.

7. Officers stand by if advised that a representative is enroute to their location.
8. Officers must complete all associated Required Reporting Documentation.

C. Arson Investigations

1. The investigation of arson is primarily the responsibility of the Fire Department. Police Department will assist in any way possible.
2. In some cases, especially where a fire has been started and the fire has either gone out or has been put out the complainant may notify the Police Department.
3. Patrol Officers will secure the scene and have the communications division notify the Fire Department for an investigator to be sent to the scene.
4. In all cases where a Fire Investigator is not sent to the scene, the responsibility of the investigation lies with the Police Department. In such cases the Criminal Investigative Unit is contacted to have an investigator respond to the scene.
5. The responsibility for the initial case report lies with the patrol officer initially assigned the complaint investigation.

D. Assault Investigations

1. The primary officer assigned is responsible for the initial investigation. The officer controls the scene to ensure all evidence is protected. The officer is to establish that an actual offense has taken place. The officer's investigation should include, but is not limited to the following:
 - a. Interview with the victim
 - b. Interview all witnesses.
 - c. Identity of all individuals at the location at the time of the offense.
 - d. Identify the suspect (to include name and address
 - e. Relationship of the victim and suspect (family member, etc.)
 - f. If possible interview the suspect.
 - g. Description as to the method of assaults (hands, weapon, etc.)
 - h. Description of the injuries.
 - i. Description of the crime scene.
 - j. If the assault is aggravated in nature IAD is notified and requested to respond to process the scene, including taking photographs of the victim.

E. Class "C" Assaults

1. Class "C" assaults are filed in municipal court. The victim after filing the case report surrounding the assault signs an assault complaint in municipal court. The case report contains the suspect's name and address, if known; and if not, it must be determined before filing.
2. All citation issued for other than traffic offense must be accompanied by a completed offense report.

F. Auto Theft (UUMV) Investigations

1. The responding officer is responsible for the preliminary investigation. The officer is to establish that an actual offense has taken place. The officer's investigation should include, but is not limited to, the following:
 - a. Accurate description of the vehicle make, model, year, and color.
 - b. Registration information including the vehicle identification number.
 - c. Any distinguishing information (bumper stickers, decals, body damage or any other identifiable details.
 - d. Lien holder information, determine if the payments are up to date or if there is the possibility of a repossession.
 - e. How many sets of keys, and where they are located
 - f. Amount of fuel in the vehicle
2. If a stolen vehicle is located, the officer determines the need for IAD to respond to process the vehicle for evidence. If IAD is needed, the officer's immediate supervisor is notified. The supervisor will make the initial request to have IAD respond.

G. Bank Alarm/ Robbery Response

1. Upon receipt of a financial institution alarm, a minimum of two patrol units shall be dispatched and a field supervisor shall be notified.
2. If the robbery notification is received by telephone, a complete description of the perpetrators shall be obtained from the caller along with as much additional information as possible; particularly, whether the perpetrator is at the scene and, if not, his direction and mode of travel and a complete description of any vehicle involved.
3. If the robbery notification is made by alarm, the dispatcher shall not attempt to contact the institution in order to determine the validity of the alarm until officers have given notice that they are in position at the establishment:

- a. If the dispatcher is subsequently notified that the alarm is false, he shall advise the caller that police units are responding;
 - b. obtain the identity of and maintain contact with the caller
 - c. verify the false alarm with a key employee of the establishment (e.g., manager or head teller) and advise him that he will need to exit the facility to meet the responding officers utilizing the department's prearranged signal; and
 - d. obtain a physical description of the key employee and provide responding officers with the description and the fact that the employee will meet them outside as required.
4. Responding officers shall use appropriate vehicular warning devices when approaching the scene, but the siren will not be used within the hearing range of the reported robbery.
 5. Responding units to the scene should be observant of any suspicious vehicles leaving the scene as well as other vehicles or persons outside the facility who may be serving as lookouts, cover or drivers for a robbery team.
 6. The first unit on the scene shall serve as the primary unit until relieved by a supervisor, and shall take a position in front of the facility that provides good observation without being easily visible to those inside. The primary unit shall report on observable conditions at the location to the dispatcher but should not initially approach the building.
 7. The primary and all subsequent units arriving at the robbery location shall report their arrival and position to the dispatcher. The primary unit or supervisory officer should direct responding units into positions that will establish a building perimeter covering all exits and entrances.
 8. Once the building perimeter has been established and no notice of a false alarm has been received, the primary unit on the scene shall determine whether the dispatcher shall telephone the establishment. If the call is made, the dispatcher shall identify himself and inquire whether a robbery is in progress. If the call is not answered or a questionable response is provided to the inquiry, officers at the scene shall be informed of these facts and told that a possible robbery is in progress.
 9. If a robbery in progress is suspected, the primary unit or supervisory officer shall determine whether to request additional backup and whether specialized units shall be alerted.
 10. Unless otherwise directed, officers shall wait until suspects have exited the building before attempting apprehension. This helps to avoid the development of a hostage situation.
 11. Once perpetrators have been apprehended, the crime scene shall be secured by officers in preparation for processing by crime scene technicians, departmental investigators and federal agents.

12. If a robbery has been committed and the perpetrators have left the scene, the primary unit should begin preparation of the initial report by identifying witnesses, caring for any injured parties, protecting the crime scene and obtaining necessary information regarding the perpetrators for supplemental broadcast. Remaining units should initiate the search for suspects on likely escape routes, being alert to unusual activities and circumstances.
13. If the dispatcher notifies officers that he has been in contact with an employee of the establishment and there does not appear to be a robbery in progress, officers shall determine the identity and description of the employee and wait for him to exit the building and approach the officers using the prearranged signal. Officers shall accompany the employee into the establishment in order to verify the situation and shall notify dispatch once the verification is complete.
14. If the alarm is received after business hours and the establishment is not occupied, responding officers shall assume positions in the front and rear of the building and jointly conduct an inspection of the facility for signs of forced entry. If signs of forced entry exist, officers shall follow procedures for conducting a building search. If the building is secure, dispatch shall be notified to contact the owner or the establishment's designated contact person to meet them at the location.

H. Barricaded Subjects/Hostage Investigations

1. Events involving hostage or barricaded suspects will be address in accordance with the Incident Command System (ICS).
2. A supervisor is dispatched on any Barricaded suspect or Hostage situation.
3. The responding supervisor will assume the duties of the Incident Commander until relieved by a higher-ranking officer.
4. Goals to be accomplished are:
 - a. Protection of the Public
 - b. Containment of the Suspect
 - c. Protection of Hostages, and
 - d. Case Resolution
5. Responding Officers
 - a. Upon arrival at the scene of a barricaded suspect/hostage situation, the first activity should be to limit access.
 - b. Preliminary investigation should be conducted carefully to determine nature and extent of situation. Care should be taken to ensure neither to expose the officer to the risk of gunfire nor to risk confrontation with a suspect.

- c. Once confirmation has been made that a barricaded suspect/hostage situation in fact exists, the on-duty supervisor will be notified.
 - d. All attempts during this phase are geared toward avoiding confrontation and in favor of controlling, containing the situation until the arrival of additional personnel specifically trained in case resolution.
6. Incident Commander Responsibilities:
- a. Restrict a radio frequency
 - b. Establish an inner perimeter to prevent inadvertent entry of the public and prevent the escape of the suspect.
 - c. Establish a command post outside the suspect's line of fire and sight. The command post should be sufficiently large to accommodate responding personnel and vehicles.
 - d. Request Communications notify the Chief of Police, Police Chief, Deputy Superintendent, Superintendent, PIO Officer and request activation of the Emergency Response Team.
 - e. Begin evacuation of nearby homes, offices, or buildings as necessary.
 - f. Issue Rules of engagement to all on-scene officers.
 - g. Obtain necessary equipment including:
 - i. Telephones and batteries (2)
 - ii. Maps of area
 - iii. White board and markers
 - h. The Incident Commander selects personnel and makes the following assignments:
 - i. Operational Officer
 - ii. Information Officer
7. The Incident Commander conducts a team briefing upon arrival of negotiations and tactical team members.
8. The Incident Commander consults with both the lead negotiator and the tactical team supervisor prior to the authorization to use force.
9. Designates an arrest team to take charge of the suspect should he surrender.

10. Ensures the following information is assembled:
 - a. Obtain the phone number of the location and where the phone is located within the structure.
 - b. Obtain a drawing or floor plan of the location, including entrances, location of windows, inside and outside doors, access to the garage from inside the location.
 - c. Obtain as much information as possible about the suspect(s) and hostage(s) to include:
 - i. Name,
 - ii. Physical description,
 - iii. Clothing description,
 - iv. Military background,
 - v. Criminal history,
 - vi. Weapons and
 - vii. Mental state.
 - d. A record check should be made and station files perused for past arrests or contacts with the suspect(s).
 - e. Have anyone with information about the suspect (friends, relatives) to remain in the vicinity of the command post for possible questioning by Tactical Team members or negotiators.
11. The Incident Commander designates the following assembly areas:
 - a. Medical - Safe Area
 - b. Media Assembly Area
 - c. Equipment/Personnel Staging Area
12. Perimeter Control
 - a. Establish an outer perimeter for traffic and crowd control.
 - b. Adjacent law enforcement agencies may be used for this purpose;
 - c. If there is a shortage of personnel, a fire engine or radio car can be used to block a street or intersection.

13. Evacuation:

- a. Evacuate surrounding buildings or residences, if this can be done safely.
- b. Select a location where evacuees can go (coffee shop, Laundromat, schools, gymnasiums etc.), and advise them when it is safe to return to their homes.
- c. Record the name and address of anyone who refuses to evacuate after being warned of the potential hazards.

14. Medical Assistance:

- a. An ambulance, fire department and paramedic unit will stand by near the command post.
- b. Injured persons are evacuated as soon as it is safe to do so.
- c. When recovery is complete the injured person(s) are immediately transferred to a predetermined safe area, which is to be determined by the Incident Commander.

15. Media

- a. Select a location to assemble responding press representatives and assign someone to brief and remain with them pending arrival of press liaison personnel.

16. Hostage Negotiations Team Responsibilities:

- a. The Hostage Negotiation Team are responsible for the following:
- b. Making contact with the suspect(s).
- c. Contact the suspect(s) by phone or P.A. system and attempt to get them to surrender.
- d. Obtain their demands, but make no commitments.
- e. Do not allow the suspect(s) and hostage(s) to leave the location.
- f. Do not allow friends, relatives or other interested persons to enter the location.

17. Tactical Team Responsibilities:

- a. Inner Perimeter surveillance.
- b. Removal of the injured, within the inner perimeter.
- c. If negotiations fail, the Tactical Team will make entry into the structure and contact the suspect(s).

18. Post Event Investigation

- a. Determine if a crime has been committed and locate victims. Obtain names, addresses and statements as soon as possible.

19. Required Reporting Documentation:

- a. Chronological log of all activities to be completed by the Incident Commanders designee.
- b. Case Report, to be completed by the officer originally assigned to the call for service
- c. Supplemental Report, completed by all personnel involved in the case.

I. Bomb Threats

1. The Incident Command System structure will be utilized for Response to Bomb Threats.
2. When a bomb threat or report of a bomb threat is received by communications personnel, the communicator dispatches both police and fire personnel depending on the credibility of the threat or the presence of a suspicious device.
3. Use of radios, mobile telephones, mobile data terminals, computers or any device capable of emitting "RF" energy may be utilized except as follows:
 - a. Personnel refrain from use of such devices if within 100' of an identified device.
 - b. Personnel refrain from use of such devices if requested by on-scene commander.
4. A non-credible bomb threat call is considered a Priority 2 response level. Non-credible is defined as a threat with no presence of a device noted and/or no specific details of a device, such as the location of time of detonation. Examples of non-credible threats are "There is a bomb at the school" or "I'm going to blow you guys up" with no other specific information.
5. A credible threat or a suspicious package will be a Priority 1 response. Credible is defined as the presence of an actual device or suspicious package, details that include location or time of detonation or other information indicating a credible threat. An example of a credible threat is "There is a bomb in the first floor restroom set to go off in ten minutes" or "Your company hurt my family, I'm going to get even. You have ten minutes to get out of the building".
6. Arrival on Scene
 - a. The first officer to arrive makes personal and immediate contact with the complainant. Other assigned officers stage away from the suspected building/area until otherwise advised by the responding officer and supervisor.
 - b. Other police personnel responding stage their vehicles at a location designated by the supervisor.

7. On Scene Procedure

- a. The first officer gathers all needed and available information from the complainant and others present and available to provide the information.
 - b. The supervisor meets personally with the first responding officer and the complainant. The supervisor and complainant will evaluate the threat and determine whether a search or evacuation is warranted.
 - c. Searches are conducted by the owner/occupants of the building due to their familiarity with the complex. The police supervisor may assign officers to escort the owner/occupants conducting the search. Personnel conducting the search only look and listen for anything unusual or out of place. They may open closets, cabinets, doors, etc., but should not open or touch any suspicious packages or devices.
 - d. Do not touch anything, do not move anything.
8. An evacuation should be conducted on any building or area suspected of containing a bomb or explosive device. If it is decided to evacuate, the police supervisor requests that the building security personnel, owner, or manager announce an evacuation in a calm and orderly manner over the buildings public address system, or through face to face communications with the buildings occupants. Facilities such as schools and government buildings with designated fire plans should initiate the designated evacuation alarms in lieu of the public address/person- to-person notification. Public safety personnel are utilized for this task as a last option.
9. If a device is found or if the police supervisor needs assistance with search operations, Fire Department is dispatched to the scene.

NOTE: While we do have the authority to order an evacuation should a device be located, the decision to reenter the facility after an evacuation will be made by the person in charge of the facility and not police personnel. We can and should inform the person in charge of the facility that reasonable efforts have been made to determine if a device is present.

10. If Fire Department responds, the police supervisor meets with the fire supervisor and establishes Unified Command.
11. If a suspected or confirmed bomb or explosive device is located:
- a. The incident commander calls for an appropriate evacuation of the building or area
 - b. Personnel are strategically placed to ensure that the building or area is secured.
 - c. An Explosives Response Team is notified to respond to any situation that deals with explosives, bombs, explosive devices or items that are presumed to contain explosives.
 - d. In the event an Explosives Response Team is unavailable, an alternate Explosive Ordinance Disposal Team may be contacted from another agency under the mutual aid agreement.

12. ERT representatives respond and meet with the Incident Commander. The Team Leader of the NERT assumes control over the immediate blast area, subject to the approval of the Incident Commander prior to the action being taken.

J. Burglary Investigations

1. The primary responding officer is responsible for the initial investigation. The officer controls the scene to ensure that all evidence is protected. The officer is to establish that an actual offense has taken place. The investigation should include, but is not limited to the following:
 - a. the point of entry (including the method of entry)
 - b. the point of exit.
 - c. point (points) of impact (what the suspect did while on the scene)
 - d. determination of missing and damaged property.
 - e. interview of all witnesses
 - f. interview with the neighbors or area businesses
2. The officer is to determine the need for IAD to respond to process the crime scene.

K. Burglary in Progress Calls for Service

1. On all burglary in progress calls a minimum of two (2) officers and the shift supervisor (if Sergeant is available) are dispatched to the scene.
2. Upon the officer's arrival an exterior perimeter is established. The supervisor may call for additional officers.
3. Once a perimeter is established, additional officers may search the building. Buildings are not to be searched by a lone officer.
4. If the owner of the property is present, neither they nor any other person are permitted to assist with the search until the building has been cleared. Have civilians stage away from the building in a place of safety.
5. The officer in charge of the scene should make the determination if the radio channel should be closed to all but emergency traffic. The call can also be handled on an alternate radio frequency if needed.

L. Child Abuse

1. The primary officer dispatched is responsible for the initial investigation. State law requires that instances or suspected instances of child abuse or neglect be reported by public and private officials such as physicians, dentists, school employees, clergymen and others. Officers shall record and respond to all reports of child abuse, neglect and abandonment irrespective of the source or method of reporting.
2. A preliminary interview will be conducted with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:
 - a. the physical condition of the child;
 - b. a description of the abusive or neglectful behavior;
 - c. evidence of parental disabilities such as alcoholism, drug abuse, mental illness or other factors that demonstrate or suggest their inability to care for the child;
 - d. description of suspicious injuries or conditions;
 - e. the nature of any statements made by the child concerning parental maltreatment; and
 - f. any evidence of parental indifference or inattention to the child's physical or emotional needs.
3. Officers will contact a supervisor and provide information regarding the situation. Upon the approval of a supervisor, Child Protective Services is notified, and if needed, their immediate response to the scene is requested.
4. Upon the approval of the shift supervisor, the Internal Affairs Division may be notified and requested to respond.
5. When the source of the report cannot be identified and/or time is not of the essence, a report of the complaint shall be made to the state child protective authority as prescribed by law.
6. Where reasonable suspicion exists for further investigation, a coordinated investigative effort should be undertaken with the Child Protective Services.
7. Immediate action shall be taken by officers when
 - a. the complaint warrants arrest or criminal prosecution;
 - b. child protective personnel are not available and time is of the essence;
 - c. the child is in danger and child protective personnel cannot respond;
 - d. the suspected perpetrator may flee;

- e. police presence is required to maintain order or to protect the safety of child protection officers; or
 - f. when the child must be taken into protective custody against parental wishes.
8. The preferred means of removing a child from the home is by court order. However, in cases of abandonment, severe abuse or neglect where the child is in imminent danger of death or serious bodily harm and time is of the essence, an officer shall, in compliance with state law, remove the child from the home for purposes of protective custody. The assistance of child welfare authority officers should be sought if available in a timely manner. Parental permission should also be sought but is not required in order to remove the child under emergency circumstances.
9. In cases where protective custody is warranted and time permits, Child protective Services shall be notified and a court order for protective custody shall be sought prior to the child's removal.

M. Consumption of Alcohol by a Minor

1. Where a person is underage and suspected of having consumed an alcoholic beverage, and the officer believes the subject to be intoxicated, the officer conducts standardized field sobriety tests.
2. When an officer determines that a person is underage and has consumed an alcoholic beverage, the officer undertakes one of the following actions:
 - a. If the minor is under the age of ten years:
 - i. The child is released to a parent or another responsible adult.
 - ii. A case report is completed.
 - b. If the minor is at least age ten, but less than 14 years:
 - i. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor, or
 - ii. The minor may be taken into custody, transported to the Police Facility, processed as a juvenile offender, and detained in a court-approved area until released to the parent.
 - c. If the minor is at least 14 years, but less than 17 years:
 - i. A citation is issued for Minor in Consumption; and
 - ii. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor, or

- iii. The minor may be taken into custody, transported to the Police Facility, processed as a juvenile offender, and detained in a court-approved area until released to the parent.
 - d. If the minor is at least 17 years, but less than 21 years:
 - i. If the officer determines that the minor has consumed an alcoholic beverage, and that the subject is **not intoxicated**, a citation may be issued and the subject released.
 - ii. If in public, and the subject is intoxicated, and cannot be released to a parent or other responsible adult, the individual is booked as an adult for Public Intoxication.
 - iii. If not in public, and intoxicated, contact a parent or responsible adult, release to their custody and issue a citation for Minor in Consumption.
3. Disposition of Evidence:
 - a. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or City ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation
 - b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
 - i. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded. If there are more than 24 unopened containers, the arrested person should be asked about their disposition. Disposition may include destruction as previously indicated or release to a parent or guardian only.
 - ii. Destruction of any alcoholic beverage at the scene is done within view of the officers patrol units video camera or vidmic.

N. Death Investigations

1. Deceased persons or persons near death may be encountered in response to a wide variety of calls for service. Officers who encounter such situations shall, in order of importance, based on the circumstances, perform the following:
 - a. Identify and arrest any perpetrator(s) if present.
 - b. Ensure officer safety and the safety of others by safeguarding any weapons at the scene.
 - c. Administer emergency first aid if necessary and/or summon emergency medical personnel.

2. Death can only be determined in an official by a physician. However, in cases involving unmistakable evidence of death (e.g., the presence of lividity or rigor mortis), emergency medical personnel need not be summoned.
 - a. If the officer determines that the person is dead, the factors surrounding that determination shall be entered into the officer's report.
 - b. Officers shall resolve any doubt concerning the life or death of a subject by summoning appropriate medical assistance.
3. Isolate and protect the crime scene from any intrusion by non-essential personnel including officers not directly involved in the crime scene investigation.
4. Notify communications of the circumstances and request the response of a supervisor and any additional personnel as needed. If the death is perceived to be a homicide or potential homicide or the result of accident or suicide, an investigative officer shall also be summoned, and the watch commander notified.
5. Observe and note pertinent circumstances at the scene.
 - a. Record the nature of any physical modifications to the crime scene as the result of intervention by emergency medical personnel or others.
 - b. Record in a crime scene log the identity of any persons who were present at or who entered the crime scene.
 - c. Identify witnesses and record basic information regarding the event. Ask witnesses to remain, if possible. If not possible, determine their identity and how they can be contacted by investigators.
 - d. Identify and ensure that any suspects do not leave. Responding officers may conduct basic, preliminary questioning of a suspect or witness, but should normally defer interviews to investigators.
6. Supervisor Responsibilities. A supervisory officer shall respond to any reported death that is not attended by a physician in a health care setting. Responsibilities of the supervisory officer include but are not necessarily limited to the following:
 - a. Verify that appropriate requests have been made for assistance by crime scene technicians, homicide investigators, and command personnel and request any additional personnel to protect the crime scene or conduct the investigation as necessary.
 - b. Receive a verbal report from initial responding officers regarding pertinent conditions at the scene upon their arrival, circumstances surrounding the death, the presence of witnesses and/or suspects, disposition of the body, and related details.
 - c. Ensure completion of preliminary information collection and the protection and integrity of the crime or incident scene.

7. Bodies shall not be moved unless located in a spot that is deemed untenable (e.g., in open view of the public) and only under conditions that do not require a police investigation or coroner's response. In all other cases, bodies may be covered but may not be moved without approval of the coroner or homicide investigators.
8. Death by Other Than Natural Causes. In all cases of death other than those due to natural causes where the death will be certified by an attending physician, the medical examiners' office shall be notified.
 - a. In any case in which there is doubt concerning the cause of death, the coroner's office and criminal investigators shall be notified and shall be responsible for conducting an investigation of the death.
 - b. In cases of death by accident, suicide, homicide, or undetermined causes, the supervisor shall coordinate with homicide investigators and the coroner's office in protecting the scene and conducting a preliminary investigation of the incident.
9. Assistance to Survivors. Providing basic support and crisis assistance to survivors is the responsibility of both responding officers and investigators.
10. Officers should not leave the scene of a death where survivors are present until reasonably assured that the survivors have adequate personal control and/or family or close friends readily available to provide support. In gauging the need for assistance, officers shall also consider the following:
 - a. The emotional reactions and physical condition of the survivors;
 - b. Availability of other adults in the home or immediate area;
 - c. Responsibility of the survivors for infants or small children;
 - d. Home environment, if apparent, (e.g. evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); and Availability of a support system (e.g. including friends, family, close neighbors, access to clergy, means of transportation, etc.)
11. Officers should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, family, clergy, crisis counselors, or other community social service agency.

O. Death Notifications

1. Preparations

- a. All death notifications that are the responsibility of this agency shall be delivered in person unless the exigency of circumstances demands telephonic notification.
- b. Officers shall be prepared to and shall be provided adequate discretion to spend the necessary time with survivors to provide assistance as authorized by this policy.

- c. Prior to contacting next of kin, notifying officers shall gather and familiarize themselves with essential details concerning the deceased, to include full name, age, race and home address, as well as details of the death, location of the body/personal effects and other pertinent information. Officers shall identify the next of kin of the deceased for purposes of notification. Particular effort should be made to locate the closest relative starting with a spouse and followed by parents, brothers or sisters, then children.
- d. Only where substantial delays would be required to make contact with next of kin should other relatives be contacted.
- e. Officers should contact a supervisor for guidance when in doubt concerning next of kin or delays in notification.
- f. Where another agency must be contacted to notify the next of kin, officers should
 - i. request that the notification be made in person, and
 - ii. request immediate verification when notification has been accomplished.
- g. Wherever possible, officers should gather available information concerning the survivors that may aid in the notification. This includes but is not limited to whether survivors are elderly, disabled, visually or hearing impaired, have medical problems or may not speak English. If possible, obtain the names of the survivor's closest relative, friend, family doctor and clergyman.
- h. Officers shall ensure that they have on hand a list of referral agencies that may be helpful and should leave this with survivors.
- i. Officers should, wherever reasonably possible, avoid using the name of the deceased over the radio prior to notification of immediate surviving relatives.
- j. Where possible, two officers (preferably a male and female team) should be assigned to a death notification.
- k. Officers should request the assistance of the agency chaplain or local crisis intervention specialist where feasible.
- l. Personal effects of the deceased shall not be delivered to survivors at the time of death notification.

2. Making Notification

- a. Upon arrival at the residence or place of business, officers shall do the following:
 - i. check the accuracy of the location;
 - ii. request to speak to the immediate survivor;
 - iii. identify themselves by name, rank and departmental affiliation;
 - iv. verify the relationship of the survivor to the deceased; and
 - v. ask to move to a place of privacy.
- b. Every reasonable effort shall be made to make the death notification in the privacy of the survivor's home or in another location away from public scrutiny.
- c. Officers should address the survivor(s) in a straightforward manner and use easy-to-understand language to briefly explain the circumstances of the incident and the fact that the individual is dead.
 - i. Officers should not use euphemisms such as "passed on" or "no longer with us" in order to avoid using the term "dead" as these may create confusion or false hope.
 - ii. Officers should avoid graphic aspects of the incident and the use of police jargon.
- d. Officers should be prepared for unexpected responses from survivors to include hysteria and possible verbal or physical attack.
- e. Officers should provide survivors with sufficient time to regain composure before proceeding. Avoid attempts in the interim to provide comfort by using simple platitudes or trite phrases (e.g. "I know how you feel," "I know how hard this is for you.").

3. Providing Assistance and Referral

- a. Officers shall not leave upon completion of the notification until reasonably assured that the survivor has adequate personal control and/or family or close friend(s) readily available to provide support. In gauging the need for assistance, officers shall also consider the following:
 - i. the emotional reaction and physical condition of the survivor;
 - ii. the availability of other adults in the home;
 - iii. responsibility for infants or small children;

- iv. home environment (e.g. evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); and
 - v. availability of a support system (e.g. including friends, family, close neighbors, access to clergy, means of transportation, etc.)
- b. Officers should provide any additional information on the incident requested by survivors. While graphic details may not be necessary, officers should provide information if asked specifically concerning the cause of death, condition of the body or other details of the fatality.
 - c. Officers should remain alert to the possible need for medical assistance.
 - d. Officers should be aware of confusion on the part of survivors; speak slowly and deliberately, and write down any pertinent information that the survivor may need. This includes such matters as the following:
 - i. disposition of the body;
 - ii. location of personal effects;
 - iii. identification requirements/procedures; and
 - iv. notifying officers' names, agency and telephone numbers.
 - e. Officers should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, family clergy, crisis counselors or other community social service agency.
 - f. Notifying officers should conduct a follow-up within 24 hours with any survivor when there is concern for the survivor's well-being.

P. Driving Under the Influence by a Minor

- 1. When a minor (a person who is under the age of 21) is operating a motor vehicle in a public place and has introduced alcohol into their body but is not intoxicated, officers determine if there is any detectable amount of alcohol in the minors system. The smell of alcohol on the minor's breath constitutes detectable amount. DUI is not a lesser included offence to DWI.
- 2. Officer conducts Standardized Field Sobriety Tests, including the use of a portable breath testing device, if possible.
- 3. If an arrest for DUI is not made and the officer determines the minor has a detectable amount of alcohol in their system, the officer may:
 - a. Issue a citation and complete a DIC-25, DIC-23, and release the minor to a responsible adult.

- b. If there is no responsible adult available, the subject is taken into custody and booked into the departmental holding facility on the appropriate charges.
 - c. If an arrest is made and a specimen of breath (Intoxilyzer Test) or blood is requested, then all standard DWI procedures are followed.
4. Disposition of Evidence
- a. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or City ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation
 - b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
 - i. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded. If there are more than 24 unopened containers, the arrested person should be asked about their disposition. Disposition may include destruction as previously indicated or release to a parent or guardian only.
 - ii. Destruction of any alcoholic beverage at the scene is done within view of the officers patrol units video camera.

Q. Criminal Trespass

1. Criminal Trespass is a misdemeanor that requires notice for removal from property or that entry is forbidden, and commission does not constitute a breach of the peace. Therefore, an arrest without a warrant must be for an on-view offense.
2. Enforcement Action
 - a. Upon contacting the suspect the officer obtains identification and checks for wanted information. The officer determines if a Criminal Trespass Warning has been issued to the suspect by interviewing the complainant or having Command Dispatch Center check the Criminal Trespass Issuance Tracking Master Name File.
 - b. If a warning has not been issued, the officer completes a Trespass Warning and gives a copy to the suspect, with instruction, that if the suspect returns they will be arrested.
 - c. The yellow copy of the warning is forwarded to the Command Dispatch Center. The Command Dispatch Center enters the suspect information in Criminal Trespass Issuance Tracking Master Name File, indicating a warning has been issued.
3. If a warrantless arrest is made, it is necessary that an officer be present whenever a suspect is verbally notified to depart from the premises.

4. It is legally permissible for a second officer to make a warrantless arrest for criminal trespass if the suspect has been issued a trespass warning by another officer. Information about who issued the warning is included in the case report.
5. If the suspect has never been given a prior trespass warning, an officer cannot make a warrantless jail arrest for criminal trespass when the suspect is being held against his will by a security guard, business owner, etc. Follow the above steps if proved that the subject had received a criminal trespass warning.
6. Disregarding signs, fences and locked or unlocked habitations is evidence that the subject received warning and can be arrested without the pursuit of a warrant.

R. Drug Paraphernalia

1. All drug paraphernalia seized in connection with a drug arrest will be placed in the property room and properly booked in as evidence with the following exceptions:
 - a. When the seizure and arrest is for an amount of marijuana less than a usable amount (typically less than 5 grams) or is for paraphernalia only with no other drug charge, the following process will be used.
 - i. The officer will check the subject for wanted and if clear, issue a citation for Possession of Drug Paraphernalia. The Paraphernalia charge will be the first charge on the citation if more than one charge is cited.
 - ii. The Paraphernalia and or drug residue will be seized and placed in a bag for transport to the police facility.
 - iii. Upon arrival at the police facility, the seizing officer will, in the presence of a second officer, photograph the evidence, and then destroy and dispose of the paraphernalia.
 - b. A copy of the photograph will be stapled to the citation and forwarded to the Justice of the Peace Court or any other court deemed necessary in the normal process. The seizing officer will indicate the manner of the destruction of the paraphernalia on the back of the white copy of the citation with his signature and the witnessing officer will also sign indicating they witnessed the destruction.

S. Escorts

1. Personnel refrain from providing non-emergency escorts unless requested by another Law Enforcement Agency, a District, County or State agency. Such escorts are limited to:
 - a. Funeral of a law enforcement Officer, fire fighter or civilian member of the NFISD or immediate family member.
 - b. Hazardous materials;
 - c. Oversize vehicles

d. Dignitaries and public officials

2. Medical Escorts:

- a. Officers refrain from providing emergency medical escorts to private vehicles, except when such escort is of such short distance that medical attention would clearly be delayed by utilization of ambulance personnel.
- b. In the case of minor injury the officer may direct the parties to the nearest medical facility or location for assistance. For those more seriously injured, an ambulance is contacted.
- c. Extreme caution is utilized during such escorts.

T. Executing Warrants With Other Agencies

1. When outside agencies request patrol assistance to execute search and/or arrest warrants a patrol shift supervisor will be notified and respond.
2. The supervisor will meet with the agency prior to executing the process, to determine the exact needs.
3. The supervisor ensures the following is followed:
 - a. The supervisor will determine how many officers will be needed.
 - b. All officers wear ballistic vests
 - c. All officers participating will have an organizational meeting prior to serving the process.
 - d. Due to various monitoring equipment available the shift supervisor will notify the communicator via telephone only the exact location prior to the warrant being served.
 - e. If circumstances warrant the shift supervisor may at their discretion withdraw his personnel and equipment.
4. Arrest
 - a. Custody of those taken into custody is that of the agency initiating the service of the warrant.

U. Family Disturbances/Family Violence

1. Officers investigate family violence cases and make appropriate arrests of family violence suspects, to end the possibility of further violence being committed on the victim. Officers will refer to Policy for operational procedures.
2. If the victim of family violence does not want to prosecute the suspect, officers still make the arrest. Officers refrain from telling the complainant that charges can be dropped at a later time.

3. If the suspect is not at the scene, officers make diligent efforts to apprehend the suspect, if the suspect is believed to be in proximity to the scene and it is believed the suspect may return and engage in additional family violence.
4. Officers collect and preserve evidence in family violence situations in the same manner that such evidence is collected and preserved in other criminal cases.
5. Officers give all victims or alleged victims of family violence a family violence pamphlet.
6. Officers should consult with the victim to determine if an Emergency Protective Order (EPO) is needed.
7. Required Reporting Documentation
 - a. Case Report (if family violence occurred)
 - b. Family Violence Report (if family violence occurred)
 - c. Assault Victims Statement (if family violence occurred)

V. Fireworks

1. Officers should take action when these violations are observed or brought to their attention. Patrol officer may file charges against adults for displaying, possessing, shooting, throwing fireworks etc.
2. If the offender is a juvenile, the officer contacts the juvenile's parents or guardian, informs them of the violation, and files the appropriate charges, up to and including, filing a case against the parent or guardian for permitting the juvenile to violate the fireworks ordinance.
3. The seizing officer will, in the presence of a second officer, photograph the evidence, and then destroy and dispose of the fireworks.
4. The photograph will be stapled to the citation and forwarded to the Court in the normal process. The seizing officer will indicate the manner of the destruction of the paraphernalia on the back of the citation with his signature and the witnessing officer will also sign indicating they witnessed the destruction.
5. All confiscated fireworks are destroyed on video camera.

W. Hazardous Materials

1. In the event of a case involving hazardous materials, the officer contacts the Fire Department immediately and takes the appropriate action to protect life and property. This may include evacuating or limiting access to the scene. The Fire Department personnel undertake the command and control of hazardous material scenes and hold responsibility for all ensuring removal and cleanup measures are undertaken.

2. The Fire Department has the equipment and training required to properly respond to Hazardous Materials and Bio-Hazard incidents, including full Level III Protective Equipment as well as decontamination equipment.

X. Injured Persons

1. Patrol officers are dispatched to respond to injured person calls (other than those resulting from criminal activity, motor vehicle accidents, cases of major magnitude, or if the injury occurs on District property) only when the presence of the officer will protect life, render first aid, or restore order.
2. In the event a child or elderly person has been injured a case report may be generated if the officer believes negligence was involved.
3. For the purpose of this section, a child is a person under 15 years of age and an elderly person is over 64 years of age.
4. If the person is injured on District property, a case report is generated.

Y. Junk and Abandoned Vehicles

1. Texas Traffic Laws and a District Ordinance authorize the Police Department to take into custody an abandoned motor vehicle found on public or private property.
2. Texas Traffic Laws and City Ordinance allow authorized persons to enter private property to examine vehicles or vehicle parts, obtain information as to the identity of the vehicle, and cause the removal of a vehicle or vehicle part that constitutes a nuisance when so ordered by the judge of the municipal court.
3. Procedures for removal of abandoned or junk vehicle-public property
 - a. Vehicles found left unattended creating a hazardous traffic situation may require immediate removal if they cannot be pushed out of the roadway.
 - b. Vehicles abandoned in non-hazardous locations, Communications attempt to contact the owner.
4. Officers determine if the vehicle meets the criteria to be classified as an abandoned motor vehicle. A Violation Warning Sticker is affixed to the vehicle in the following manner:
 - a. Place sticker on the rear window either on the lower left or right side - whichever can easily be seen by passing motorists.
 - b. Do not place sticker in a position in which it may obstruct the driver's view.
 - c. Do not place on any painted surface.
 - d. Do not place more than one sticker on any vehicle.

5. Follow-up and impoundment - Communications will maintain a log of vehicles that have been tagged abandoned or junk.
 - a. Attempt to locate the owner to move the vehicle.
 - b. If unable to locate the owner, the communications specialist will document the attempt to locate owner in the log.
6. Procedures for removal of abandoned or junk vehicles - private property
 - a. Although police officers are authorized to perform this task, a private towing company should remove the vehicle to an identified location for storage and safekeeping at the expense of the registered owner.

Z. Juvenile Parties and Large Gatherings

1. Officers responding to calls regarding Juvenile Parties and Gatherings investigate each call to determine if a criminal offense has taken place. Officers are to conduct their investigations following State Law and Departmental Policy to determine the correct course of action.
2. If the violation of law involves a Class C Misdemeanor only officers are not authorized to enter a residence or fenced in area of the residence, without first obtaining consent to enter from an individual who holds possessory interest in the property, regardless if the violation is an on view offense. All other entry into any residence or fenced property should be supported by:
 - a. probable cause to believe that a criminal offense classified as a Class B Misdemeanor or higher is in progress, and
 - b. urgent circumstances exist where an officer would not have time to secure a search warrant, or
 - c. consent from someone with possessory interest in the property, or
 - d. a reasonable belief that immediate entry is necessary to protect anyone from physical harm.
3. If it is determined an offense has taken place, officers are to take appropriate enforcement action following established guidelines.
4. If a violation has been determined to involve a minor, the parents or guardian of the minor is contacted and requested to come to the scene to take custody of the violator.
5. Evidence obtained will be photographed and disposed of following established guidelines.

AA. Liquor Law Violations

1. When an arrest is made in licensed premises because intoxicated persons are permitted to remain on the premise (T.A.B.C Section 104. (6) a copy of the arrest reports are provided to the alcoholic Beverage Commission.

2. In order that desired administrative action be taken, the arrest report must contain the following additional information if applicable:
 - a. Observation by the arresting officer of the licensee or his employee is permitting the intoxicated person to remain on the premise. (or was in the position to see the intoxicated person, but did nothing to cause him to be removed).
 - b. Identity of the licensee or the employee who served the intoxicated person (name, age, physical description, address and employment status).
 - c. Res Gestae statements made by the licensee, employee or intoxicated person.
 - d. Answers to questions made by the licensee, employee/ and/or intoxicated person.
 - e. The TABC license number for the premises.

BB. Major Crime Scenes

1. Initial responding officers shall initiate the preliminary investigation and perform tasks as designated below until otherwise directed by a superior officer, detective or other officer specifically assigned to criminal investigations.
2. In transit to crime scenes, officers shall be cognizant of suspects/vehicles that may be in flight.
3. Upon arrival the officer should:
 - a. Verify that a crime has been committed and relay essential information to communications.
 - b. Administer first aid and/or summon emergency medical assistance if required and take those steps necessary to protect victims or others.
 - c. Arrest the perpetrator if at the scene. A decision to leave the crime scene to arrest or pursue the perpetrator should be made based on weighing the immediate needs of victims and others against the safety of the public if the perpetrator were allowed to escape.
 - d. Provide communications with such information as:
 - i. nature of the crime committed;
 - ii. description of the perpetrator and mode/direction of flight;
 - iii. description of any vehicle used by the offender and any accomplices;
 - iv. use of firearms or other deadly weapons; and
 - v. any support required at the crime scene.

- e. Identify any witnesses to the crime, secure their identities and request that they remain present at the crime scene until they can be interviewed.
- f. Where reasonably possible, obtain the identities on any other persons who were present upon arrival at the crime scene.
- g. Note the license tags of vehicles parked near the crime scene and be aware of suspicious persons on hand at or near the crime scene.
- h. Provide superior officers and any other investigative personnel arriving on the scene with complete information on the offense and the measures taken thus far by officers and others.
- i. Responding officers shall enter crime scenes only for purposes of aiding victims or bystanders in need of immediate assistance, apprehending perpetrators or securing the area. Other entries shall be permitted only under direction of a supervisor.
- j. Officers making initial entries for the above purposes shall, where feasible, avoid touching, walking upon, moving objects or otherwise altering or contaminating the crime scene.
- k. Define the boundaries of the crime scene to include all areas that may reasonably be searched for evidence. As necessary, considering the nature and seriousness of the crime, officers should:
 - i. request backup assistance to restrict access to the crime scene and control any on-lookers;
 - ii. erect barricade tape, rope or cordon off, lock or otherwise secure the immediate crime scene and restrict access to defined crime perimeters; and
 - iii. record any alterations made at the crime scene due to emergency assistance to victims, the actions of persons reporting the crime, handling of any items of evidentiary value or other actions.
- l. Restrict all persons from the crime scene who are not directly involved in the investigation. In the case of homicides or other major crimes the officer-in-charge (OIC) shall ensure that the identity of all persons entering the crime scene is recorded.
- m. Homicides and other major crime scenes should be approached only as needed in a single defined line in order to avoid destruction of footprints and other impressions and the contamination of scent trails that may be useful in canine searches. The “place last seen” of kidnapped or missing persons should also be protected in a similar manner.

CC. Missing Persons/ Missing Children

1. Reporting/Classification of Missing Persons

- a. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident.
- b. A person may be declared “missing” when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans or routines.
- c. An individual may be considered “missing-critical” who meets the foregoing criteria and who, among other possible circumstances,:
 - i. A reasonable suspicion the individual may be the subject of foul play,
 - ii. Under 13 or over 65 and may be unable to properly safeguard or care for himself/herself,
 - iii. suffers from diminished mental or medical conditions that are potentially life threatening if left untreated/unattended;
 - iv. is a patient of a mental institution and is considered potentially dangerous to himself or others;
 - v. has demonstrated the potential for suicide; or
 - vi. may have been involved in a boating, swimming or other sporting accident or natural disaster.
- d. On any Critical Missing, an officer will remain on Special Assignment attempting to locate the individual until the individual is found or until the Assignment is lifted by the Chief of Police.
- e. Reports of juveniles who have voluntarily left home (i.e., “runaways”) should be classified as such only after thorough investigation.

2. Initial Report Taking

- a. The responding officer must gather as much pertinent information as quickly possible in order to properly classify a missing person report and initiate proper response. This includes the following information:
 - i. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
 - ii. Time and place of last known location and the identity of anyone accompanying the subject.

- iii. The extent of any search for the subject.
- iv. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
- v. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
 - i. The current physical condition of the subject and whether the person is currently on prescription medication.
- b. If the missing person is a child, inquiry should also determine if the child
 - i. is or may be with any adult who could cause him/her harm;
 - ii. may have been the subject of a parental abduction;
 - iii. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
 - iv. The current custodial status of the child.
- c. A supervisory officer shall also respond on all missing persons cases.

2. Preliminary Investigation

- a. The preliminary investigation is intended to gather information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:
 - i. Complete description of the subject and a recent photograph.
 - ii. Officers will conduct a complete and thorough consensual search of the missing person's home and surrounding property as soon as possible. Many children have been found hiding, trapped or asleep in their home. On occasion, evidence of a crime involving the person has also been located.
 - iii. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
 - iv. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
 - v. Indications of missing personal belongings, particularly money and other valuables.
 - vi. Any suggestions of foul play or accident.

- b. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as
 - i. the presence of behavioral problems;
 - ii. past instances of running away;
 - iii. signs of an abusive home environment or dysfunctional family situation;
 - iv. whether the child is believed to be with adults who may pose a danger; and
 - v. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- c. When possible, officers should gain permission to search a missing child's school locker, as appropriate.
- d. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made as soon as possible in state and national information databases in accordance with established NCIC and TCIC procedures.
- e. In the case of persons designated as "missing- critical," a supervisory officer may direct that
 - i. The agency should utilize the Amber Alert System, the A Child is Missing system, or other local notification systems.
 - ii. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person.
 - iii. Regional and statewide missing persons reports will also be made as directed by a supervisor.

3. Criminal Investigations will:

- a. Request release of dental records and any fingerprints available.
- b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
- c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
- d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to

explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.

- e. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
- f. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief executive and the missing person's family.
- g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.

4. Recovery of Missing Persons and Case Closure

- a. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 - i. advise them that they are the subject of a wanted to locate investigation;
 - ii. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - iii. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
- b. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.
- c. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- d. In cases involving juveniles, officers shall ensure that:
 - i. the juvenile receives medical attention if necessary in a timely manner;
 - ii. initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/or whether an abusive or negligent home environment was a contributory factor, and
 - iii. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
- e. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

DD. Parking Violations

1. Officers actively enforce parking ordinances in:
 - a. handicapped spaces;
 - b. fire lanes; and
 - c. no parking zones.
 - d. Special attention is given to parking violations in the following circumstances:
 - e. High traffic areas;
 - f. Peak traffic times; and
 - g. high complaint areas
2. Enforcement activity is only undertaken in areas lawfully designated by official means or as stipulated by State law. Division Commanders may direct the enforcement activity be discontinued in specific areas for special events or unusual circumstances.
3. Officers may remove vehicles in an emergency situation or with the approval of a Supervisor in a non-emergency and in accordance with the law.

EE. Possession of Alcohol by a Minor

1. If the minor is under the age of ten years:
 - a. The child is released to a parent or another responsible adult, and a case / case report completed.
 - b. Because of statutory limitations, a citation is not issued to the minor in this case.
2. If the minor is at least age ten years, but less than 14 years:
 - a. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor.
 - b. The minor may be taken into custody, transported to the Police Facility, processed as a juvenile offender, and detained in a court-approved area inside the facility.
 - c. A citation is not issued to the minor.
3. If the minor is at least 14 years, but less than seventeen years and it is determined by the officer that the minor is in possession of an alcoholic beverage, the officer undertakes one of the following actions:

- a. The officer notifies the parent. A citation may be issued and the subject released if not under the influence.
 - b. The minor is detained at the scene while the officer notifies the parent, and arrangements are made for the parent or another responsible adult to take custody of the minor. A citation may be issued.
 - c. The minor may be taken into custody, transported to the Police Facility, processed as a juvenile offender, and detained in a court-approved area inside the facility. The officer notifies the parent. A citation is issued and the juvenile released to the parent or responsible adult.
4. If the minor is at least 17 years, but less than 21 years:
- a. If it is determined by the officer that the minor is in possession of an alcoholic beverage, and that the subject is not intoxicated, a citation may be issued and the subject released.
 - b. If the minor is intoxicated and in public, underage person may be taken into custody, transported to the Police Facility and processed as an adult offender.
5. Disposition of Evidence:
- a. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or District ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation:
 - i. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded. If there are more than 24 unopened containers, the arrested person should be asked about their disposition. Disposition may include destruction as previously indicated or release to a parent or guardian only.
 - ii. Destruction of any alcoholic beverage at the scene is done within view of the officers patrol units video camera or vidmic.

FF. Public Intoxication

1. When a person is found to be intoxicated to the point that the person presents a danger to themselves or others, the appropriate enforcement option may be custodial arrest. Nothing contained herein is intended to restrict or inhibit the release of an intoxicated person to a person or appropriate treatment facility that accepts responsibility for the intoxicated person and in accordance with the law.
2. Whenever possible and practical to do so, such field sobriety tests are conducted in conjunction with all intoxication related arrests.

3. Disposition of Evidence.

- a. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or City ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation.
- b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
 - i. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded. If there are more than 24 unopened containers, the arrested person should be asked about their disposition. Disposition may include destruction as previously indicated or release to a parent or guardian only.
 - ii. If the person arrested or cited is 21 years of age or older, any open container will be poured out and the container properly discarded. Any unopened container will be released with the consent of the person taken into custody, to a third party who is 21 years of age or older; locked in the persons vehicle; or stored by the police department as prisoner's personal property pending the release of the person in custody.
 - iii. Destruction of any alcoholic beverage at the scene is done within view of the officers patrol units video camera.

GG. Protective Orders

1. A Protective Order is issued by a court that finds that family violence has occurred and is likely to occur again.
2. Protective orders are usually valid for a period of one year. Officers must ascertain that the Protective Order is valid before taking any enforcement action.
3. Officers dispatched to an address will be informed by the Communications Center if a Protective Order is in effect at the address at which they are responding to. The Communications Center will also inform the officers of the identity of those listed in the order.
4. If through the officer's investigation, it is determine a violation of a protective order has occurred, the violator shall be arrested.
5. Once the order has been in effect, no party involved, including the victim can allow a violation to take place.

HH. Robbery Investigations

1. Crime Scene Control

- a. The initial responding patrol officer secures the crime scene and ensures the protection of evidence from victims, suspects, witnesses, spectators and other Department personnel. Adequate perimeters are established for the preservation of the crime scene. Officers remove or cause to be removed any animals or other conditions which may adversely affect the integrity of the scene. Officers request additional assistance as needed.
- b. Personnel may enter the crime scene only if they have a legitimate law enforcement function to perform there, and only at the discretion of the Crime Scene Investigator. They are accompanied at all times by a Crime Scene Investigator.

2. Supervisor's Response

- a. The responding supervisor assumes direct control of the scene.
- b. The supervisor of the initial responding officer directs any assistance that is required and designates an officer to secure the crime scene if the initial officer must assume other duties, i.e., take custody of offender, accompany victim to hospital, etc.
- c. The supervisor assigns an officer the task of maintaining a crime scene log containing the names of individuals entering and exiting the crime scene including the time of entry/exit.
- d. The supervisor assigns officers to conduct a neighborhood inquiry:
- e. Persons near the scene are interviewed concerning what they may have seen or heard as well as what they know about the victim and his/her associates

II. Robbery in Progress Calls for Service

1. On all robbery in progress calls a minimum of two (2) officers are dispatched to the scene. In addition the shift supervisor is also requested to respond.
2. Upon Arrival the Following Takes Place:
 - a. The officers arrive and an exterior perimeter is established.
 - b. Officers do not enter the building.
 - c. When the perimeter is set, the supervisor has the communications center contact the business.
 - d. The communications center instructs the business representative, to come outside and meet with the officers.

- e. Upon speaking with the business representative the dispatcher notifies the supervisor as to the following:
 - i. Name of the subject coming out;
 - ii. Description, including clothing;
 - iii. The identification of the subject is verified by officers;
3. Unless circumstances prevent, in the event the suspects are still inside the business, officers will refrain from making contact with any suspect until they exit.
4. The officer in charge of the scene makes the determination if the radio channel should be closed to all but emergency traffic, or if the call should be switched to an alternate channel.

JJ. Sexual Assault Investigations

1. Dispatcher or Call-Taker Response

- a. Due to the trauma of a sexual assault, a victim reaching out for assistance may be in crisis. The victim's behaviors may actually be symptomatic of this condition and can range from hysteria, crying and rage to laughter, calmness, and unresponsiveness. There is no one typical reaction, so it is important to refrain from judging or disregarding any victim.
- b. When a caller reports a sexual assault, communications personnel shall follow standard emergency response to include evaluating and properly prioritizing the call, securing medical assistance, inquiring about a suspect's current location, and obtaining detailed information to identify the suspect. Information about the relationship with the victim, weapon use, and history of violence shall also be obtained.
- c. To ensure critical evidence is not lost, communications personnel shall:
 - i. Ask whether the victim has bathed, douched, urinated, or made other physical changes and advise against doing so
 - ii. Ask the victim to use a clean jar to collect the urine should the victim have to urinate Let the victim know that other evidence may still be identified and recovered so the crime should still be reported if the victim has bathed or made other physical changes
 - iii. Preserve the communications tape and printout for the investigation
 - iv. Explain to the caller that these questions will not delay an officer's response to the caller's location

2. Initial Officer Response

- a. As part of the emergency response, officers shall:
 - i. Make contact with the victim as soon as possible to address safety concerns and summon emergency medical assistance if needed.
 - ii. Attempt to obtain a suspect description immediately and broadcast to other officers
 - iii. Evaluate the scene for people, vehicles, or objects involved as well as possible threats
 - iv. Relay all vital information to responding officers and supervisors, including any possible language barriers
 - v. Secure the crime scene to ensure that evidence is not lost, changed, or contaminated
 - vi. Request response from detectives and crime scene technicians as appropriate
 - vii. Begin a search for the suspect when appropriate

3. Assisting the Victim

- a. As part of the emergency response, officers shall:
 - i. Show understanding, patience, and respect for the victim's dignity and attempt to establish trust and rapport.
 - ii. Inform the victim that an officer of the same sex will be provided if desired and available.
 - iii. Contact a victim advocate as soon as possible to provide assistance throughout the reporting and investigative process.
 - iv. Supply victims of sexual assault with the phone number for the Rape, Abuse, and Incest National Network (RAINN) Hotline, 1-800-656-HOPE. Operators at this hotline connect the caller with the rape crisis center closest to the victim's location.
- b. Request a response from investigations, and clearly explain his or her role and limit the preliminary interview so that the victim is not then asked the same questions by a detective.
- c. Be aware that a victim of sexual assault may bond with the first responding officer. It is important to explain the role of the different members of the sexual assault response team and help with transitions through introductions.

- d. Record observations of the crime scene, including the demeanor of the suspect and victim and document any injuries or disheveled clothing.

4. Evidence Collection Issues

- a. Officers shall request assistance or direction from supervisors.
- b. Officers shall introduce the need for a medical examination to the victim explaining the importance to investigative and apprehension efforts as well as for the victim's well being.
- c. If field officers are required to collect or assist in collecting evidence, proper evidence collection procedures will be used.
- d. DNA evidence plays a crucial role in the sexual assault investigation. In addition to the victim's and suspect's bodies and clothing, there are many other potential sources such as condoms, sheets, blankets, pillows, and bottles that may contain biological evidence such as blood, sweat, tissue, saliva, hair, and urine. To properly collect DNA evidence, officers shall:
 - i. Use sterile gloves and change as needed
 - ii. Use sterile swabs, papers, solutions, and tools
 - iii. Package evidence in individual envelopes
 - iv. Avoid touching the area where potential DNA evidence may exist
 - v. Avoid talking, sneezing, and coughing over evidence
 - vi. Air dry evidence before packaging
 - vii. Put evidence into new paper bags or envelopes, not plastic
- e. The sexual assault evidence kit shall be accepted from the medical staff after it has been properly sealed and labeled.
- f. The kit will contain whole blood that requires that the kit be placed and logged into an evidence refrigerator as soon as possible. The kit may also contain a urine sample for toxicology testing. If it does, the urine sample shall also be refrigerated. Investigating officers or supervisors shall have access to the evidence refrigerator after regular business hours, on weekends, and on holidays.
- g. The kit shall not be allowed to freeze or be exposed to heat such as being near a car's interior heater.

KK. Stranded Motorists

1. Motorists who are stranded due to accident or mechanical difficulty are provided reasonable assistance as needed.
2. Should the motorist need a wrecker, the Officer inquires as to which wrecker company is preferred. If the motorist has no preference, a District contract wrecker is requested.
3. The Officer remains at the scene if:
 - a. The street or freeway is obstructed.
 - b. A traffic hazard exists;
 - c. Debris or other hazards are present.
 - d. The stranded party is elderly, disabled, small children are present, or the person has expressed fear or a desire for the officer to remain until assistance arrives.
4. Officers may use whatever emergency equipment is necessary to provide protection. but is not necessarily limited to, the following:
 - a. emergency lights;
 - b. hazard lights;
 - c. flares;
 - d. traffic cones; and
 - e. temporary barricades
5. Officers arrange for or provide local transportation to stranded motorists. Officers restrict this transportation to the NFISD, or contiguous cities when the situation reasonably allows such, unless otherwise approved by a Supervisor.
6. Officers may allow the motorist to use of their assigned unit's cellular telephone to arrange for assistance.

LL. Suspicious Persons

1. At least two officers respond to all suspicious person calls. Officers use caution when approaching a suspicious person:
 - a. If possible approach from behind in a well-lit area.
 - b. Stop far enough back to allow time for you to exit your unit.
 - c. Never pull alongside the individual.

2. Responding to residences, the officers first make contact with the complainant prior to conducting any search. Communications keeps the caller on line, updating you with information.

MM. Truants

1. Officers taking truants into custody will take them to the school from which they are absent. Truants involved in other specific violations will be processed as set out on Juvenile Custody.
2. If a School Resource Officer is available, the SRO takes custody of the child. In cases where the SRO is unavailable the officer transports the truant to the school from which they are absent.

VI. EQUIPMENT MAINTENANCE AND READINESS

A. Vehicle Maintenance Procedure

1. Employees assigned a department vehicle assume responsibility to ensure that any malfunctions or mechanical problems with the assigned vehicle are promptly reported to the on-duty sergeant.
2. The dealer performs all warranty maintenance of department vehicles while under warranty.
3. A private vendor may be utilized for out of warranty vehicles.
4. All such maintenance is scheduled through the on-duty sergeant.
5. Any employee experiencing difficulties with any vehicle of this department during their tour of duty that would obviously cause additional damage to the unit shall:
 - a. Discontinue its use; and
 - b. Immediately notify the shift supervisor of such problem with the vehicle; and
 - c. Determine the appropriate course of action for the vehicle.
6. All requests for maintenance work on department vehicles are documented on a Vehicle Maintenance Request Form.
7. No employee alters, or authorizes the alteration, of any vehicle, without the approval of the chief of police or his designee.

B. Equipment Maintenance Procedure

1. Maintenance and servicing of all department equipment is scheduled through the sergeant.
2. Any employee experiencing a malfunction or failure of any equipment belonging to the Department reports the problem to their immediate supervisor without unnecessary delay.
3. All requests for maintenance work to be done on department equipment will be documented on a Vehicle Maintenance Request form.

4. Each employee of this department is responsible to ensure that any personal use equipment issued by the department is kept in good repair and working order.
5. Personal equipment obtained at the expense of the employee is maintained and repaired at the employee's expense.
6. Maintenance of Inventory:
 - a. Officers conduct a pre-shift inspection of their assigned patrol unit, noting any deficiencies on their Daily Activity Report Form checklist.
 - b. Supplies should be replenished immediately when depleted.

C. Equipment Readiness

1. All equipment assigned to the patrol division is kept in a state of readiness. The Administrative Sergeant is responsible for the maintenance and readiness of all equipment assigned to the Police Department

D. Knife Use and Safety

1. This department recognizes the need for its officers to be properly equipped to handle a wide variety of duty responsibilities. Officers may carry police folding utility knives as authorized by this policy and consistent with their duty assignment. A knife maybe used to cut a victim or injured party from a seatbelt in their vehicle.
2. The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.
3. Officers serving in specialized assignments, such as special weapons and tactics, ordnance disposal, and canine units, may carry a utility knife of such quality and design to withstand the rigors and job responsibilities of their assignment as determined by their commanding officer or unit supervisor.
4. Police utility knives shall be folded and secured by a fastening device so as to ensure officer safety, knife retention, and concealment. The blade and securing device shall be carried in the least obtrusive manner possible, whether the officer is on or off duty, and consistent with the officer's duty assignment or tactical deployment.
5. Folding blade utility knives shall conform to agency-defined quality standards to meet the demands of work assignments as defined by departmental policy and the officer's commanding officer. The cutting edge of such knives shall not exceed four and one-half inches in length as measured from blade tip to handle. Authorized users shall not:
 - a. Display a knife in any offensive or threatening manner without legitimate operational justification.

- b. Carry a knife in any manner other than clipped in a pocket or waistband, or inside the pants or vest.
 - c. Carry a knife while handling prisoners in a custodial facility, except when needed for rescue, suicide prevention, or other authorized purposes as determined by supervisory officers.
6. Uses as a Weapon. The police utility knife is not intended for use as a weapon and officers are discouraged from using it in this Police Agency. However, if it is used in defensive or offensive capacities under exigent circumstances, it shall be deemed a use of deadly force and is governed by this department's policies on use of force to include, but not be limited to, summoning a supervisor and reporting it as a use of force.

E. M-16 Usage and Storage (***when made available and authorized by Departmental Policy***)

1. Each patrol vehicle is equipped with an M-16. The weapon is stored in a case, which has been sealed. The seal of the case is broken only upon the approval of a supervisor or under extreme emergencies (i.e. active shooter, etc.).
2. The weapon is not to be removed from the vehicle except under emergency situations, when the vehicle is removed from service or upon the approval of a supervisor.
3. Weapons cases which had their seals broken are removed from service and transferred to the department armorer to be checked for readiness.
4. During vehicle servicing/repair the weapon is removed from the vehicle and stored in the department's equipment locker.

F. Video Recording System (***when made available and authorized by Departmental Policy***)

1. The use of a Video Recording (VIDMIC) system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct.
2. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the VIDMIC and the integrity of evidence and related video documentation.
3. General Procedures
 - a. It shall be the responsibility of this department to ensure that the audio-video recording equipment is properly utilized according to the manufacturer's recommendations. VIDMIC equipment shall be activated when emergency equipment (lights). The VIDMIC may also be activated manually.
 - b. Placement and operation of system shall be based on officer safety requirements.
 - c. All officers shall successfully complete this department's approved course of instruction prior to being deployed with the VIDMIC in operational settings.

- d. Inspection and general maintenance of VIDMIC equipment shall be the responsibility of the Field Operations Commander.
- e. Prior to beginning each shift, the assigned officer shall perform an inspection to ensure that the VIDMIC is performing in accordance with the manufacturer's recommendations covering the following matters.
 - i. Adequate power source
 - ii. recording properly
 - iii. camera lens free of debris
 - iv. Camera facing intended direction
 - v. Recording mechanism capturing both audio and video information
- f. Malfunctions, damage or theft of VIDMIC equipment shall be reported to the immediate supervisor prior to placing the unit into service.
- g. Mandatory Use:
 - i. All official contacts whether on call or officer initiated.
 - ii. Traffic stops (to include, but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops)
 - iii. Priority responses
 - iv. Vehicle pursuits
 - v. Prisoner transports
- h. When the VIDMIC is activated, officers shall ensure that the audio portion is also activated so all events are properly documented. Officers are encouraged to narrate events using the audio recording, so as to provide the best documentation for pretrial and courtroom presentation.
- i. All officers initiating or involved in the contact shall activate his or her VIDMIC.
- j. All officers shall activate their VIDMIC when responding in a support in order to obtain additional perspectives of the incident scene.
- k. Officers shall not erase, alter, reuse, modify or tamper with VIDMIC recordings. Only a supervisor or VIDMIC technician may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy or training.
- l. To prevent damage, original recordings shall not be viewed in any equipment other than the equipment issued or authorized by the Chief of Police, violation of this

provision will be deemed as tampering with a government record and disciplinary action will be initiated or criminal charges filed or both.

- m. Relevant VIDMIC recordings shall be marked as containing evidence and submitted to the property custodian or VIDMIC assigned technician to be held and/or duplicated for criminal prosecution when they record any of the following.
 - i. Arrests
 - ii. Assaults
 - iii. Physical or verbal confrontations,
 - iv. vehicle pursuits
 - v. Vehicle searches in which contraband is recovered
 - vi. Driving while intoxicated or under the influence arrests
- n. When the VIDMIC is activated to document an event, it shall not be deactivated until:
 - i. the event has been concluded unless the incident or event is of such duration that the VIDMIC may be deactivated to conserve recording times; and
 - ii. the officer does not reasonably believe that deactivation will result in the loss of critical documentary information; and
 - iii. the intention to stop the VIDMIC has been noted by the officer either verbally or in a written notation.
- o. Supervisors' Responsibilities
 - i. Supervisors shall issue unrecorded media and when possible prior to issuance, shall assign and affix an identification number to the exterior of the media.
 - ii. The numbered media is then recorded in the chain of custody log.
 - iii. Should the media be a computer hard drive, a computer generated file number shall be generated internally.
 - iv. The chain of custody log shall include, but need not be limited to:
 - i. Tracking number of media
 - ii. Date issued
 - iii. Officer or vehicle issued
 - iv. Date submitted

- v. Officer submitting the media
- vi. Hold for evidence indication (In the event an officer works at a remote location and reports in only periodically, multiple recording media may be issued.)
- v. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, departmental shootings, departmental accidents), a supervisor shall respond to the scene and ensure crime scene investigator removes the recorded media.
- vi. The technician or investigator shall then place the media into evidence and provide copies to authorized investigative personnel; and
- vii. ensure the appropriate notation is made in the chain of custody log
- p. The supervisor shall periodically review the chain of custody log to ensure that issued media is surrendered in a timely manner. The supervisor is responsible for determining causes for such problems (e.g., unreported problems with the VIDMIC equipment or equipment not being used in accordance with departmental policy).
- q. Supervisors who are informed or otherwise become aware of malfunctioning equipment shall ensure that authorized personnel make repairs in a timely manner.
- r. Supervisors shall conduct periodic reviews of officer assigned media in order to periodically assess officer performance; assure proper functioning of VIDMIC equipment; determine if VIDMIC equipment is being operated properly; and identify recordings that may be appropriate for training.
- s. Supervisors shall conduct monthly reviews of personnel who are newly assigned VIDMIC equipment in order to ensure compliance with departmental policy. Supervisors shall thereafter conduct quarterly reviews.
- t. Minor infractions (not criminal in nature) discovered during the routine review of recorded material should be viewed as training opportunities and not as routine disciplinary actions.
- u. Should the behavior or action become habitual after being informally addressed, the appropriate disciplinary or corrective action shall be taken
- v. Supervisor shall ensure that adequate recording media is on hand and available for issuance
- w. Technicians' Responsibilities A designated officer or other employee shall be responsible for the ordering, issuance, retrieval, storage, erasing and duplication of all recorded media.

- i. Recorded media used as evidence may only be degaussed/erased pursuant to a court order; or in accordance with established retention guidelines of at least 90 days.
- x. Media Duplication
 - i. **All recording media, recorded images and audio recordings are the property of this department. Dissemination outside of the law enforcement agency is strictly prohibited without specific written authorization of the Chief of Police. Failure to comply with this aforementioned section or a breach of this aforementioned section will result in disciplinary action up to and including termination.**

VII. SUPERVISOR, MANAGEMENT, & FIELD OPERATIONS PROTOCOLS

- A. Consular Notification & Access Protocol Summary of Requirements Pertaining to Foreign Nationals: A copy of the U.S. State Department's Consular Notification and Access Booklet will be maintained in the NFISD Police Department Command Center Dispatch for permanent access.
 1. When foreign nationals are arrested or detained, they must be advised of the right to have their consular officials notified.
 2. In some cases, the nearest consular officials *must* be notified of the arrest or detention of a foreign national, **regardless of the national's wishes.**
 3. Consular officials are entitled to access to their nationals in detention, and are entitled to provide consular assistance.
 4. When a government official becomes aware of the death of a foreign national, consular officials must be notified.
 5. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
 6. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.
- B. Steps to Follow When a Foreign National is Arrested or Detained
 1. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel documents the foreign national travels.
 2. If the foreign national's country is **not** on the mandatory notification list
 - Offer, without delay, to notify the foreign national's consular officials of the arrest/detention.

- If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country without delay.
3. If the foreign national's country **is** on the list of mandatory notification countries:
- Notify that country's nearest consular officials, without delay, of the arrest/detention.
 - Tell the foreign national that you are making this notification.
3. Keep a written record of the provision of notification and actions taken.
- C. The respect and professionalism protocol of this Police Department require a professional interactions between superior officers and subordinate officers (i.e. yes or no sir, yes or no ma'am). Each member of this Department will address each co-worker by assigned rank and name or merely assigned rank.
- D. Daily activity reports shall be submitted prior to the completion of the officer's tour of duty.
- E. Personnel shall provide reasonable notice to the Command Dispatch Center if personnel will be absent from duty or late. A reasonable notice would constitute three (3) hours prior to the start of the officers tour of duty. Secondly, personnel must notify their immediate supervisor if they will be absent from duty or late. Command Dispatch Center personnel after documented the absent or late information on the departmentally approved form will notify the immediate supervisor of said personnel and that supervisor will notify the Field Operations Division Commander.
- F. Plain clothes may only be worn upon authorization of the Chief of Police.
- G. Police vehicles shall be refueled prior to the end of the officer's tour of duty.
- H. Supervisor's Class "C" uniforms will only be worn upon agreement of all supervisors or express permission of the Chief of Police.
- I. Supervisors shall submit weekly Daily Activity Reports with cover letters to the Field Operations Commander. Each day of the officer's work week shall be accounted for. The Field Operations Commander shall submit after reviewing and approving the appropriately quality controlled Daily Activity Reports to the Chief of Police.
- J. Monthly Reports: On the sixth business day of the month prior to close of business monthly reports are due. The Field Operations Commander, the Administration Operations Commander, the Internal Affairs Supervisor, and Fleet Manager will submit his/her monthly report to the Chief of Police office unless an expressed written extension has been issued. The expressed written extension shall be attached to the Monthly Report prior to its submission.
- K. Personnel assigned to attend meetings on behalf of the Police Department shall submit to the Office of the Chief of Police an informative memorandum detailing the agenda and topics discussed during the meeting.

- L. Roll Calls shall be conducted each shift and copies shall be time and date stamped and then submitted to the Chief of Police office.
- M. The Field Operations Commander and the Administration Operations Commander shall conduct quarterly meetings with their division personnel and supervisors.
- N. Under shirts shall not be visible. V-neck t-shirts are acceptable. Crew neck shirts are not acceptable regardless of any color.
- O. Any request to review personnel files of any nature shall be done in writing and granted only with the express authorization of the Chief of Police.
- P. All departmental file cabinets shall be secured 24 hours/7days a week.

Policy Implementation Ordered

By

Holland D. Jones B.S., M.A., J.D.
Chief of Police

Date: June 5, 2010

Date: Effective Date: July 01, 2010