CHIEF'S PREFACE

The Weatherford Police Department's Policy Manual provides the framework to perform our law enforcement mission. This Policy Manual is the ongoing product of changing laws, practices and procedures that are integral to providing guidance and direction to every member of this Department. Updates are included to incorporate the most contemporary National, State and Local standards and laws that range from critical incidents to reporting requirements.

While this Policy Manual is comprehensive, it cannot address all aspects of law enforcement nor all situations encountered by department personnel. Department personnel are expected to always exercise good judgment and discretion in the performance of their duties and to adhere to the Law Enforcement Code of Ethics, the department's mission statement, and the department's core values.

Every employee is expected to review this Manual and, if further clarification is necessary, to discuss it with their Supervisor. Employees detecting any corrections or amendments should notify their immediate supervisor. The police profession is a noble and honorable calling that requires integrity, honesty, dedication, and a commitment to serve our community. The contents of this manual, coupled with professional training, will assist you in making proper ethical decisions and will help prepare you for a satisfying and successful career.

Lance C. Arnold

Chief of Police

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LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

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MISSION STATEMENT

Mission of the Weatherford Police Department:

Our mission is to enrich our community through exceptional professionalism, collaboration, and commitment to proactive policing.

Vision of the Weatherford Police Department:

We shall forge a path toward becoming the safest city in Texas and establishing ourselves as a leader within the law enforcement community. We will remain steadfast in our commitment to this agency, our employees, and our community by delivering servant leadership, advanced training and development, wellness initiatives, and state of the art facilities and equipment.

Core Values of the Weatherford Police Department:

Justice- We are committed to ensuring both internal and external procedural justice; treating others with dignity and respect, giving people a voice, being neutral in our decision making, and conveying trustworthy motives.

Accountability- We hold ourselves accountable to the highest ideals of professionalism, ethics, and competency at every level of the Department. We take responsibility for our performance and our actions and are willing to admit our mistakes.

Integrity- We accept nothing less than total commitment to the highest moral and ethical principles. We believe that acting honorably is the foundation of everything we do and the basis of public trust. We earn credibility by doing the right thing, being open and honest, and actively living our core values.

Teamwork- We understand the strength of cooperation and collaboration, and that our success depends on our ability to perform together as one cohesive team. We are dedicated to creating a positive environment which fosters camaraderie for the common good.

Innovation- We encourage new ideas that support the fulfillment of our mission. We value input that challenges our current ways of doing business in order to better deliver our services.

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Chapter 1 - Law Enforcement Role and Authority

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Law Enforcement Authority

100.1 PURPOSE AND SCOPE

The purpose of this policy is to affirm the authority of the members of the Weatherford Police Department to perform their functions based on established legal authority.

100.2 POLICY

It is the policy of the Weatherford Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

Employees hired by the department are prohibited from performing law enforcement duties prior to attaining a peace officer license.

100.3 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters Louisiana, New Mexico or Oklahoma in fresh pursuit of a felony subject (La. Code Crim. P. art. 231 (Louisiana); 22 O.S. § 221 (Oklahoma); NMSA § 31-2-1 (New Mexico)).

(c) When an officer enters Arkansas in fresh pursuit of a felony subject or a person who has committed, or is reasonably suspected of having committed, an offense of driving or operating a vehicle while intoxicated, impaired or under the influence (A.C.A. § 16-81-404).

Whenever an officer makes an arrest in another state, the officer shall take appropriate action to see that the person is taken to a magistrate or judge in the county where the arrest was made as soon as practicable (A.C.A. § 16-81-405; La. Code of Crim. P. art. 232; 22 O.S. § 222; NMSA § 31-2-2).

100.3 PEACE OFFICER POWERS

Sworn members of this department shall be considered peace officers pursuant to Tex. Code of Crim. Pro. art. 2.12 and Tex. Occ. Code § 1701.001 et seq and in accordance with all City Of Weatherford ordinances and charters. The authority of any such peace officer extends to any place in the State of Texas and assigns the duty to every peace officer to preserve the peace within the State of Texas and his/her jurisdiction through all lawful means. A peace officer shall perform the duties as required under the Tex. Code of Crim. Pro. art. 2.13.

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Special or limited peace officer powers or authority to arrest may be granted to others as specified in Tex. Code of Crim. Pro. art. 2.121 through Tex. Code of Crim. Pro. art. 2.125.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE WEATHERFORD POLICE DEPARTMENT

The arrest authority within the jurisdiction of the Weatherford Police Department includes:

(a) In compliance with an arrest warrant.

(b) Without a warrant for any offense committed in an officer's presence or within his/her view (Tex. Code of Crim. Pro. art. 14.01).

(c) Without a warrant when ordered by a magistrate to make an arrest for a felony or breach-of-the-peace offense observed by the magistrate (Tex. Code of Crim. Pro. art. 14.02).

(d) Without a warrant when the officer (Tex. Code of Crim. Pro. art. 14.03):

1. Finds a person in a suspicious place and under circumstances that reasonably show that the person has committed a felony, a breach of the peace, an offense under Tex. Penal Code § 49.02 (public intoxication), or an offense under Tex. Penal Code Chapter 42 (disorderly conduct and related offenses), or is threatening to commit or about to commit some offense.

2. Has probable cause to believe that a person has committed an assault resulting in bodily injury to another and that further injury may occur if an arrest is not made.

3. Has probable cause to believe that a person has committed an offense under Tex. Penal Code § 25.07 (violation of certain court orders or conditions of bond in a family violence, sexual assault or abuse, indecent assault, stalking or trafficking case), regardless of whether the offense occurs within the presence of the officer.

4. Has probable cause to believe that a person has committed an offense involving family violence.

5. Has probable cause to believe that a person has prevented or interfered with another individual's ability to place an emergency call, even if the offense is committed outside the presence of the officer.

6. Is told by a person something that would be admissible against the person and establishes probable cause to believe that the person has committed a felony.

(e) Without a warrant when the officer is provided information, by a credible person, that a felony has been committed and that the offender is about to escape (Tex. Code of Crim. Pro. art. 14.04).

(f) Without a warrant when the officer has reasonable grounds to believe that a person is in possession of stolen property (Tex. Code of Crim. Pro. art. 18.16).

(g) Without a warrant when the officer observes a person committing a traffic offense under Subtitle C, Texas Transportation Code (Rules of the Road offenses) (Tex. Transp. Code § 543.001).

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100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE WEATHERFORD POLICE DEPARTMENT

The arrest authority of officers outside the jurisdiction of the Weatherford Police Department includes:

(a) Without a warrant for any offense committed within the presence or view of the officer except traffic offenses. Officers may make a warrantless arrest for a traffic offense under Subtitle C, Title 7, Texas Transportation Code if the offense is committed in the same county or counties where the Weatherford Police Department is located (Tex. Code of Crim. Pro. art. 14.03).

(b) When in fresh pursuit of a person who committed an offense within the officer's jurisdiction.

An officer making an arrest under this subsection shall, as soon as practicable after making the arrest, notify the agency having jurisdiction where the arrest was made (Tex. Code of Crim. Pro. art. 14.03).

100.4 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person's clearly established rights under the United States and Texas Constitutions.

100.4.1 INDIVIDUAL RIGHTS

Employees are to respect the rights of individuals and will not engage in discrimination, oppression, or favoritism. Officers shall protect the rights of all individuals, not just citizens or residents. Discrimination, oppression and favoritism is prohibited.

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Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Texas are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Weatherford Police Department, who is required to exercise the powers and duties of the office as prescribed by state law, and municipal ordinances of the City of Weatherford.

101.2 POLICY

It is the policy of the Weatherford Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law and applicable City of Weatherford ordinances and charter.

101.3 CHIEF OF POLICE REQUIREMENTS

Any chief executive officer of this department shall, as a condition of continued employment, complete the course of training prescribed by the Texas Commission on Law Enforcement (TCOLE) and be licensed by TCOLE within the time frame prescribed by Tex. Educ. Code § 96.641 (Tex. Occ. Code § 1701.358).

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Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY

It is the policy of the Weatherford Police Department that, before conducting law enforcement duties for the agency, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All department members, before conducting law enforcement duties for the agency, shall take and subscribe to the oaths or affirmations applicable to their positions (Tex. Const. art. XVI, § 1).

The form of the oath should be as follows:

“I, (state name), do solemnly swear or affirm that I will faithfully execute the duties of (state position) of the State of Texas, and will to the best of my ability preserve, protect and defend the Constitution and laws of the United States and of Texas, so help me God.”

“I, (state name), do solemnly swear or affirm that I have not directly or indirectly paid, offered, promised to pay, contributed or promised to contribute any money or thing of value, or promised any public office or employment for the giving or withholding of a vote at the election at which I was elected or as a reward to secure my appointment or confirmation, whichever the case may be, so help me God.”

If a member is opposed, the words “so help me God” may be omitted.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (Tex. Const. art. XVI, § 1).

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Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Weatherford Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Weatherford Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Weatherford Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Generally, for the purposes of criminal charges (Penal Code), an adult is someone 17 and older. Otherwise, someone is not considered an adult until 18 years old.

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Policy Manual

City - The City of Weatherford.

Non-sworn - Employees and volunteers who are not sworn peace officers.

Department/WPD - The Weatherford Police Department.

DADS - The Texas Department of Aging and Disability Services.

DFPS - The Texas Department of Family and Protective Services.

DPS - The Texas Department of Public Safety.

Employee - Any person employed by the Department.

Manual - The Weatherford Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Weatherford Police Department, including:

- Full- and part-time employees
- Sworn peace officers
- Reserve, auxiliary officers
- Non-sworn employees
- Volunteers

Officer - Those employees, regardless of rank, who are sworn peace officer employees of the Weatherford Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Rank - The title of the classification held by an officer.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

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When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

TCIC - Texas Crime Information Center.

TCOLE - The Texas Commission on Law Enforcement.

TDEM - Texas Division of Emergency Management.

THP - Texas Highway Patrol.

TLETS - Texas Law Enforcement Telecommunications System.

TXDOT - The Texas Department of Transportation.

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

The Policy Manual shall be numbered and organized in a manner that allows numerical reference.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Chief of Police will ensure that the Policy Manual is reviewed and updated as necessary in accordance with applicable Texas Law and shall be done at a minimum biennially.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

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Chapter 2 - Organization and Administration

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Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY

The Weatherford Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

An organizational chart will be made depicting the organizational components and this chart will be made available to all personnel. The chart will be updated as needed and will be reviewed annually.

The Chief of Police will designate at least one person in the Agency to be familiar with and review homeland security information that is pertinent to the agency and the jurisdiction. The Investigations Division Commander will be responsible for oversight of homeland security information.

The Professional Standards Sergeant will be responsible for monitoring continued compliance with Recognition Best Practices. The Professional Standards Sergeant must also develop a system – designed by the agency – to ensure these requirements are continuously met.

200.3 DIVISIONS

The Chief of Police is responsible for administering and managing the Weatherford Police Department. There are three divisions in the Department:

- Support Division
- Patrol Division
- Investigations Division

200.3.1 SUPPORT DIVISION

The Support Division is commanded by an assigned Commander, whose primary responsibility is to provide general management, direction and control for the Support Division. The Support Division consists of technical and administrative services, to include communications, records, and property & evidence.

200.3.2 PATROL DIVISION

The Patrol Division is commanded by an assigned Commander, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division

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consists of uniformed patrol and special operations, which includes the Traffic Section, and police aides/assistants.

200.3.3 INVESTIGATIONS DIVISION
The Investigations Division is commanded by an assigned Commander, whose primary responsibility is to provide general management, direction and control for the Investigations Division. The Investigations Division consists of the Criminal Investigations Unit, Special Crimes Unit, Task Force Unit, crime analysis and forensic services.

200.4 COMMAND PROTOCOL

200.4.1 SUCCESSION OF COMMAND
The Chief of Police exercises command over all members of the Weatherford Police Department. During planned absences, the Chief of Police will designate the Deputy Chief to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Investigations Division Commander

(b) Patrol Division Commander

(c) Support Division Commander

(d) Senior Sergeant on duty

200.4.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.5 AUTHORITY AND RESPONSIBILITIES
Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.6 ANNUAL BUDGET PROCEDURES
The Chief of Police has authority and responsi-bility for the fiscal management of the department's annual budget. The Chief of Police may appoint a designated person to be responsible for and assist with the budget preparation and the management of the budget by tracking and reconciling expenditures and revenues. During the budget planning process, the Deputy Chief of Police and Division Commanders will review their respective divisions and prepare recommendations for their division budgets to the Chief of Police.The Deputy Chief of Police shall have responsibility for

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exercising responsible judgment and accountability for the day to day fiscal management of the department's budget.

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Departmental Directives

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Departmental Directives.

201.2 POLICY

Departmental Directives will be used to modify policies of the Weatherford Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable collective bargaining agreements or memorandum of understanding and other alternatives should be considered before a Departmental Directive is issued.

201.3 PROTOCOL

Departmental Directives will be incorporated into the Policy Manual, as required, upon approval. Departmental Directives will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Chief of Police or the authorized designee should ensure that all Departmental Directives are disseminated appropriately. Departmental Directives should be numbered consecutively and incorporate the year of issue. All members will be notified when a Departmental Directive is rescinded or has been formally adopted into the Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall review Departmental Directives to determine whether they should be formally incorporated into the Policy Manual and, as appropriate, will recommend necessary modifications to the Chief of Police. This shall be done biennially.

201.4.2 CHIEF OF POLICE

Only the Chief of Police or the authorized designee may approve and issue Departmental Directives.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Departmental Directives. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

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Emergency Management Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Weatherford Police Department and responsibilities of its members pertaining to large-scale emergencies and the Texas Division of Emergency Management (TDEM).

202.2 POLICY

The Weatherford Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The Emergency Management Plan complies with the Texas Division of Emergency Management Plan. This plan provides guidance for City emergency operations within and outside its borders as may be required (Tex. Gov't Code § 418.001, et seq.; 37 Tex. Admin. Code § 7.13).

In cases where canine has been called, Weatherford Police Department policy on canine will be followed.

202.3 ACTIVATING THE EMERGENCY MANAGEMENT PLAN

The Emergency Management Plan can be activated in a number of ways. For the Weatherford Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Management Plan in response to a major emergency.

Upon activation of the plan, the Chief of Police or the authorized designee should contact the Texas Division of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies.

202.3.1 RECALL OF PERSONNEL

If the Emergency Management Plan is activated, all employees of the Weatherford Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.4 LOCATION OF THE EMERGENCY MANAGEMENT PLAN

Copies of the Emergency Management Plan are available in Support, the Shift Supervisor's office and Communications. All supervisors should familiarize themselves with the Emergency Management Plan and the roles members will play when the plan is implemented. The Support Division Commander should ensure that department members are familiar with the roles they will play when the plan is implemented.

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202.5 EMERGENCY MANAGEMENT PLAN REVIEW

The Chief of Police or the authorized designee shall review the Emergency Management Plan annually and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Chief of Police or the authorized designee should appropriately address any needed revisions (37 Tex. Admin. Code § 7.12).

The Weatherford Police Department requires an after action report for any natural or man-made disaster, or any unusual occurrence as defined by the Agency.

After action reports should be completed by the commander or other supervisor present at the incident. It will generally cover a description of the event, the plans made, the staffing level and how assignments were made, and any traffic issues.

202.6 TRAINING

The Department should provide annual training on the Emergency Management Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Management Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

The Training Manager shall ensure that appropriate personnel have completed the Texas Division of Emergency Management approved training (Tex. Gov’t Code § 418.005).

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Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local agencies and the Texas Commission on Law Enforcement Officer Standards and Education (TCOLE) training requirements. It is a priority of this department to provide continuing education and training for officer safety, the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of department members.

(c) Provide for continued professional development of department members.

(d) Ensure compliance with TCOLE rules and regulations concerning law enforcement training.

203.4 TRAINING MANAGER

The Chief of Police shall designate a Training Manager or managers, who are responsible for developing, reviewing, updating and maintaining the department training plan so that required training is completed. The Training Manager(s) should review the training plan annually.

203.5 TRAINING PLAN

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.

The plan will address all required training.

203.5.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations. Additional required training may be identified in individual policies. All Officers will complete the requirements made by TCOLE for each two year cycle.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training.

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(a) The Deputy Chief of Police, or his/her designee, shall conduct a yearly review of NIMS related training records to ensure that all sworn personnel have completed the required NIMS courses for their specific rank.

1. Sworn officers must complete ICS 700 Familiarization and ICS 100.
2. Sworn supervisors must also complete ICS 200.
3. Commanders, Deputy Chief and Chief of Police must also complete ICS 300.

(b) State-mandated training:

1. Members of this department shall successfully complete TCOLE approved basic law enforcement training and successfully pass the licensing examination before being issued a peace officer's license (37 Tex. Admin. Code § 217.1).

   (a) The basic law enforcement training requirement may be waived if the member is eligible for licensure by meeting the training and licensure standards within the parameters set by TCOLE.

2. Members of this department shall complete the required hours of TCOLE approved continuing education training applicable for their position with the department (Tex. Occ. Code § 1701.351; Tex. Occ. Code § 1701.352; 37 Tex. Admin Code § 218.3).
3. Members serving as school resource officers shall attend training specific to that position (Tex. Occ. Code § 1701.263).

203.5.2 PROFICIENCY CERTIFICATE

The Weatherford Police Department will provide all members with training necessary to obtain applicable proficiency certificates (Tex. Occ. Code § 1701.402; 37 Tex. Admin. Code § 221.1).

203.5.3 TEXAS COMMISSION ON LAW ENFORCEMENT APPROVED TRAINING

The Training Manager shall coordinate efforts and associated training advisory board requirements when the Chief of Police has directed the Training Manager to seek approval as a training provider from the Texas Commission on Law Enforcement (TCOLE) (37 Tex. Admin. Code § 215.1 et seq.; Tex. Occ. Code § 1701.252).

The Training Manager will meet the training coordinator duties specified in 37 Tex. Admin. Code § 215.9.

203.6 TRAINING COMMITTEE

The Training Manager may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Manager may remove or replace members of the committee at his/her discretion.

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The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Training Manager, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Manager. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Training Manager will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Manager shall be submitted to the command staff for review.

203.7 TRAINING SAFETY

The Weatherford Police Department shall maintain strict training guidelines and safety measures to protect all personnel during training scenarios.

(a) Command and accountability

1. Tactical training is overseen by the Lead Instructor, who is directly accountable to the Commander over the block of training.

    (a) Instructors are assigned to instructional duty, based on expertise and experience. As tactical instructors, they will be assigned the role of Lead Instructor, Assistant Instructor or Training Safety Officer.

    (b) The Training Safety Officer is accountable to the Lead Instructor. In the absence of the Lead Instructor, the Training Safety Officer is accountable to the Assistant Instructor.

    (c) The Lead Instructor is accountable to the Commander overseeing the training. In the absence of the Commander overseeing the training, the Lead Instructor is accountable to his/her designee.

    (d) The Assistant Instructors are accountable to the Lead Instructor.

    (e) The Lead Instructor, Training Safety Officer and Assistant Instructors fall under the Operations chain of command during training.

For training safety procedures, including weapon usage and protective equipment, refer to the Weatherford Police Department Procedure Manual: 200.1 SAFETY PROCEDURES

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203.7.1 DEFENSIVE TACTICS COORDINATOR RESPONSIBILITIES

The Defensive Tactics Coordinator shall coordinate planning, development and presentation of all defensive tactics training. Defensive Tactics Training should take place at least every two years. Additional responsibilities include:

(a) Maintain the supplies necessary for defensive tactics training.

(b) Maintain knowledge of TCOLE defensive tactics and other training standards.

(c) Maintain knowledge of the current law enforcement community's practices related to tactics training.

203.7.2 TRAINING SAFETY OFFICER RESPONSIBILITIES

The Training Safety Officer's primary responsibility is the safety of all personnel involved in the training. This is contingent upon the type of training being conducted. If a Training Safety officer is not designated, the Lead Instructor of the class is responsible for safety. The Training Safety Officer shall:

(a) Ensure all safety rules and procedures are followed.

(b) Ensure safe handling of training weapons by everyone.

(c) Ensure training site safety and security.

Additional responsibilities include:

(a) In the cadre, is the final authority on all safety matters.

(b) Has authority to stop training if any safety issue is not resolved.

(c) Maintain contact with Lead Instructor and Assistant Instructors.

(d) Perform safety inspection of Safe Zone/training area before arrival of students to ensure no unsafe conditions exist.

(e) Perform safety inspection of all safety equipment to be used in training to ensure it is in good working order.

(f) Perform safety inspection of all training weapons and training ammunition to ensure they are in fact training weapons and training ammunition and all equipment is in good working order.

(g) Conduct any safety brief prior to practical exercise.

(h) Ensure all weapons and ammunition used are non-lethal.

(i) Accountable for safe storage and issuance of training weapons, training ammunition and any other potentially hazardous training aid (e.g., inert chemical sprays).

(j) Conduct and/or personally supervise pre-scenario personnel and equipment inspections.

(k) Designates the Safe Zone as HOT or COLD (FX only).

(l) The Training Safety Officer may utilize Assistant Instructors as needed to achieve safety goals and responsibilities.

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(m) Be completely familiar with all training material and agendas.

(n) Oversee the training.

(o) Provide safety related support to Assistant Instructors as needed.

(p) Monitor everyone for safe conduct and professional behavior.

(q) Immediately take corrective action for any observed safety issue.

(r) Immediately report any safety violations to the Team Leader or Instructor.

(s) Ensure all equipment is cleaned, inspected and properly stored each day.

(t) Ensure classroom and training site cleanup is completed each day.

Note: Any instructor or supervisor may remove a student if there is such a lack of focus resulting from stress, horseplay, emotion or other factors that it would be unsafe for the student to continue the scenario exercise. The student may continue training once the Lead Instructor and Training Safety Officer are satisfied that the condition no longer exists.

203.7.3 LEAD INSTRUCTOR RESPONSIBILITIES

The Lead Instructor shall work closely with the Training Safety Officer to ensure the safety of all personnel involved in the training. Additional responsibilities include:

(a) Safely setting up and running scenarios/exercises.

(b) Ensure all safety rules and procedures are followed.

(c) Ensure safe handling of training weapons by everyone.

(d) The Lead Instructor may utilize Assistant Instructors as needed to achieve safety/training goals and responsibilities.

(e) Maintain contact with Training Safety Officer and Assistant Instructors.

(f) Be completely familiar with all training material and agenda.

(g) Be proficient with all techniques taught.

(h) Assign training to be taught by Assistant Instructors as needed.

(i) Compile data.

1. Ensure rosters are completed.
2. File training documentation appropriately.

(j) Oversee the training.

1. Ensure classroom is ready before each session.
2. Ensure the lesson plans are taught completely.
3. Provide support to Assistant Instructors as needed.
4. Provide instruction as needed.
5. Monitor everyone for safe conduct and professional behavior.
6. Immediately take action for any observed safety issue.

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7. Ensure the training day starts and ends on time.

(k) Give the scenario briefing to all participants.

(l) Give the commands for loading after the Safe Zone is declared HOT by the Training Safety Officer (when using FX ammunition).

(m) Give the commands for unloading prior to the Safe Zone being declared COLD by the Training Safety Officer (when using FX ammunition).

(n) Responsible for debriefing scenario/exercise.

203.7.4 ASSISTANT INSTRUCTOR RESPONSIBILITIES

The Assistant Instructor shall be responsible for all safety procedures and conduct of students. He/she shall maintain contact with the Lead Instructor, Training Safety Officer and Range Guard. Additional responsibilities include:

(a) Ensure safe handling of training weapons by everyone.

(b) Be completely familiar with all training material.

(c) Be proficient with all techniques taught.

(d) Ensure classroom and training aids are ready for any assigned instruction.

(e) Act as role players as needed.

(f) Teach modules or portions of class if assigned by the Lead Instructor.

(g) Monitor students for safety during scenario exercises.

(h) Provide instruction and ongoing support.

(i) Immediately take corrective action for safety violation(s) and report them to the Training Safety Officer and Lead Instructor.

(j) Communicate student deficiencies to the Lead Instructor after each exercise.

(k) Responsible for debriefing scenario/exercise.

203.8 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member’s participation.
5. Emergency situations or department necessity.

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(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Training Manager to attend the required training on an alternate date.

203.9 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Weatherford Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Manager.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Manager. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB during their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.10 TRAINING RECORDS

The Training Manager, or authorized designee, is responsible for the creation, filing and storage of all training records in compliance with TCOLE standards using the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) for sworn member records (37 Tex. Admin. Code § 218.5).

Training records shall be retained in accordance with the established records retention schedule.

Training for non sworn personnel will be maintained in guardian tracking and the non sworn employees personnel file.

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Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY

Weatherford Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Texas Public Information Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member's name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member's email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Texas Public Information Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

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Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY

The Weatherford Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 DEPARTMENT EMAILS

Department Emails may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police, or his designee. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender's department-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS

Departmental Directives and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the Departmental Directives Policy).

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Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY

The Weatherford Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any collective bargaining agreements or memorandum of understanding and activity levels to meet the needs of members and the goals of the Department.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

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Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Weatherford Police Department identification cards to qualified former or retired law enforcement officers under the Law Enforcement Officers' Safety Act (LEOSA) and/or Texas law (18 USC § 926C; Tex. Gov't Code § 411.199; Tex. Occ. Code § 1701.357).

207.2 POLICY

It is the policy of the Weatherford Police Department to provide identification cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

207.3 LEOSA

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT

The LEOSA identification card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Weatherford Police Department qualifies the former officer, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active-duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

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1. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Texas law or by a private person or entity on his/her property if such prohibition is permitted by Texas law.

207.4 FORMER OFFICER RESPONSIBILITIES

A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.4.2 RESPONSIBILITIES UNDER TEXAS LAW

A retiree with a Texas identification card shall:

(a) Surrender his/her identification to this department on or before its expiration date (Tex. Gov't Code § 614.124; Tex. Gov't Code § 614.1241).

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(b) Notify the Department if the identification card is lost or stolen and submit an affidavit stating the card was lost or stolen if he/she is requesting a replacement (Tex. Gov't Code § 614.127).

(c) If carrying a handgun under authority of a LTC, present the LTC and a driver's license or state identification whenever a law enforcement officer demands identification (Tex. Gov't Code § 411.205).

207.4 TEXAS STATE IDENTIFICATION CARD

The Chief of Police or the Chief of Police's designee is responsible for issuing identification cards to qualified retirees as follows:

(a) To qualifying honorably retired officers under Tex. Gov't Code § 614.121 who (Tex. Gov't Code § 614.124):

1. Did not retire in lieu of any disciplinary action.
2. Are eligible to retire in this state or are ineligible to retire only as a result of an injury received in the course of employment.
3. Are entitled to receive a pension or annuity for service or are not entitled to receive a pension or annuity only because those were not offered.
4. Possess a weapons proficiency certification under Tex. Occ. Code § 1701.357.

(b) To qualifying retired law enforcement officers under 18 USC § 926C who (Tex. Gov't Code § 614.1241):

1. Were last employed by the Weatherford Police Department or retired after 20 years of service with the Weatherford Police Department and are currently receiving retirement or pension benefits as a result of that service.
2. Possess a weapons proficiency certificate under Tex. Occ. Code § 1701.357.

207.4.1 TEXAS STATE IDENTIFICATION FORMAT

The identification card issued to qualifying retirees shall contain the following (Tex. Gov't Code § 614.124; Tex. Gov't Code § 614.1241; Tex. Gov't Code § 614.125):

(a) The full name of the retired officer

(b) A photograph of the officer

(c) The name of the Weatherford Police Department upon the card

(d) If applicable, the signature of the person authorizing the issuance of the card on behalf of the Weatherford Police Department

(e) A brief description of the officer, including height, weight and eye color

(f) The thumbprint of the officer or a bar code with a unique identification label for the honorably retired peace officer.

(g) The date the officer last served as a law enforcement officer for the Weatherford Police Department

(h) The date of issuance

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(i) A phone number operational 24 hours a day, seven days a week that a person may call to verify the validity of the identification card

(j) The words "State of Texas" and the state seal

(k) A statement as follows: "This identification card certifies that (insert the name of the officer) is an honorably retired peace officer of the Weatherford Police Department." If the identification card is issued under the authority of Tex. Gov't Code § 614.1241, the statement shall read: "This identification card certifies that (insert the name of the officer) is a qualified retired law enforcement officer of the Weatherford Police Department."

(l) An expiration date not later than one year after the date of issuance

207.4.2 LICENSE TO CARRY A HANDGUN

The Chief of Police shall issue a sworn statement to any retiree officer from this department who requests such a statement for the purpose of applying to the Texas Department of Public Safety for a LTC. The sworn statement must include (Tex. Gov't Code § 411.199):

(a) The name and rank of the officer.

(b) The status of the officer.

(c) Whether the officer was accused of misconduct at the time of his/her retirement.

(d) A description of the physical and mental condition of the applicant.

(e) The type of weapons the officer had demonstrated proficiency with during the last year of employment or service.

(f) If the officer is retired, whether the officer would be eligible for reemployment with the agency and, if not, the reasons the officer is not eligible.

(g) A recommendation regarding the issuance of a handgun license.

(h) Whether the applicant holds a current certificate of proficiency under Tex. Occ. Code § 1701.357.

207.4.3 AUTHORIZATION

Qualified former officers with a Texas handgun license issued by the Texas Department of Public Safety under state law may carry concealed, within this state, any handgun. The card does not itself authorize a retiree to carry a concealed firearm outside this state. The former officer must also meet state and LEOSA requirements.

207.5 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.

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207.6 FIREARM QUALIFICATIONS

The Rangemaster may provide former officers an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification.

The Rangemaster will maintain a record of the qualifications and weapons used (Tex. Occ. Code § 1701.357).

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Chapter 3 - General Operations

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Use of Force

300.1 PURPOSE AND SCOPE

This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

Force - The application of physical techniques or tactics, chemical agents or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Officers are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Officers must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

The Weatherford Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE

Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

300.3 USE OF FORCE

Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

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The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST

Officers may use reasonable force to effect an arrest, search, prevent escape or overcome resistance. If it is not reasonably apparent to the person to be arrested, or it is not reasonably impracticable to do so, officers should make clear their intent to arrest or search, and identify themselves as peace officers, before using force (Tex. Penal Code § 9.51).

300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to officers or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.

(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).

(d) The effects of drugs or alcohol.

(e) Individual’s mental state or capacity.

(f) Proximity of weapons or dangerous improvised devices.

(g) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

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(h) The availability of other options and their possible effectiveness.

(i) Seriousness of the suspected offense or reason for contact with the individual.

(j) Training and experience of the officer.

(k) Potential for injury to officers, suspects and others.

(l) Whether the individual appears to be resisting, attempting to evade arrest by flight or is attacking the officer.

(m) The risk and reasonably foreseeable consequences of escape.

(n) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(p) Prior contacts with the individual or awareness of any propensity for violence.

(q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers should only apply those pain compliance techniques for which they have successfully completed - training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

Training in physical arrest and self defense tactics should take place at least every two years.

300.3.4 CAROTID CONTROL HOLD

The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is subject to the following:

(a) The officer shall have successfully completed department-approved training in the use and application of the carotid control hold.

(b) The carotid control hold may only be used when circumstances perceived by the officer at the time indicate that such application reasonably appears necessary to control an individual in any of the following circumstances:

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1. The individual is violent or physically resisting.
2. The individual, by words or actions, has demonstrated an intention to be violent and reasonably appears to have the potential to harm officers, him/herself or others.

(c) The application of a carotid control hold on the following individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective, or would present a greater danger to the officer, the individual or others, and the officer reasonably believes that the need to control the individual outweighs the risk of applying a carotid control hold:

1. Individuals who are known to be pregnant
2. Elderly individuals
3. Obvious juveniles
4. Individuals who appear to have Down syndrome or who appear to have obvious neck deformities or malformations, or visible neck injuries

(d) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by medical personnel and should be monitored until examined by medical personnel.

(e) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(f) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(g) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.

300.3.5 USE OF FORCE TO SEIZE EVIDENCE

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Weatherford Police Department for this specific purpose.

300.4 DEADLY FORCE APPLICATIONS

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

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(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

300.4.1 SHOOTING AT OR FROM MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this department shall be documented promptly, completely and accurately in the Weatherford Police Department Use of Force Report. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law.

See attachment: Use of Force.pdf

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury

(b) The individual subjected to the force complained of injury or continuing pain.

(c) Any application of the Conducted Electrical Weapon or control device.

(d) Any application of a restraint device other than handcuffs, shackles or belly chains.

(e) The individual subjected to the force was rendered unconscious.

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(f) An individual alleges any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification should include circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called "excited delirium"), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away (see the Medical Aid and Response Policy).

300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to complete the Weatherford Police Department Use of Force Report:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.

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2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Officers will receive periodic training, at least annually,in the proper use of deadly force and the use of any firearm used in the course of law enforcement duties. Sims and Firearms training should include discussions on the use of deadly force.

300.9 USE OF FORCE ANALYSIS

At least annually, the Patrol Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

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Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Weatherford Police Department to review the use of force by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the use of force.

301.2 POLICY

The Weatherford Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Generally, whenever a member's actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another person.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the member was on- or off-duty, excluding training, animal euthanasia, or recreational use.

The Chief of Police or authorized designee may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Support Division Commander will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved member to notify the Support Division Commander of any incidents requiring board review. The involved member's Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Support Division Commander should staff the Use of Force Review Board with five individuals from the following:

- Representatives of each division
- Command staff representative from the involved member's chain of command
- Training Manager

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- Non-administrative supervisor
- A peer officer/department member
- Department instructor for the type of weapon, device or technique used

The senior ranking command staff representative who is not in the same division as the involved member will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Weatherford Police Department disciplinary procedures, the Personnel Complaints Policy, any applicable collective bargaining agreement, or memorandum of understanding and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member's actions were within department policy and procedure.

(b) The member's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

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The Chief of Police shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional training for the involved officer, additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member's Division Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.

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Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Weatherford Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Weatherford Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.

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No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others (Tex. Local Gov't. Code § 361.082).

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age may, at the officer's discretion not be restrained, unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

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Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Officers should avoid commingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints, the following guidelines should be followed:

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(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.9 TRAINING

Subject to available resources, the Training Manager should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

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(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

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Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Weatherford Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training on this policy and the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or those in specialized assignments who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES

The Rangemaster, or the Chief of Police's designees shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster, designee or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

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Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster, or designee for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES

The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.6 CHEMICAL AGENT GUIDELINES

Chemical agents may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Shift Supervisor, Incident Commander or Weatherford/ Parker County Special Operations Group Commander may authorize the delivery and use of chemical agents, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of chemical agents to control any fires and to assist in providing medical aid or gas evacuation, if needed.

Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray, pepper gun, and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles, OC spray or pepper guns should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

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Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.7.1 OC SPRAY

Uniformed members carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.7.2 CENTURION LAW ENFORCEMENT DEPLOYMENT SYSTEM (CLE)

Designated members are authorized to carry the JPX CLE on the duty belt, on the side opposite the duty weapon. Targeting of a subject's facial area is recommended when the end of the weapon is 7 feet or further from the subject. To avoid potential injury, if the distance is within 7 feet, intentional targeting should be to the suspect's chest.

When fired, the JPX emits a sound similar to small caliber gunfire, although it is significantly lower in volume. This is to reduce the likelihood of an accidental discharge of a backup officer due to a “sympathetic fire response.” The officer deploying the JPX should take appropriate steps to ensure safety. Any time the JPX is to be deployed the officer shall say “JPX!” in a clear and audible tone, so that other officers will be aware that the shot is from a JPX and not a firearm.

Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.7.3 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system

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incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.7.4 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be provided with clean water as soon as practicable to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE

Whenever chemical agents or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.9 SPECIALTY IMPACT MUNITIONS GUIDELINES

This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

303.9.1 DEPLOYMENT AND USE

Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

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Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

(g) Individuals who are known to be pregnant.

(h) Elderly individuals or obvious juveniles

(i) Individuals with obviously low body mass.

(j) Individuals who are handcuffed or otherwise restrained.

(k) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles)

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

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The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES

The Training Manager shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the member's training file.

(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

(d) Required training should be conducted at least biennially and should be conducted by instructors having appropriate certification for the weapon or by instructors utilizing instructional materials for that weapon. The training portion of this standard may be met by showing that officers have received specific instruction in the operation of the weapon used and have demonstrated proficiency with the weapons carried.

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303.11 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.

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Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the Conducted Electrical Weapon.

304.2 POLICY

The Conducted Electrical Weapon is used to control a violent or potentially violent individual. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING CONDUCTED ELECTRICAL WEAPONS

Only members who have successfully completed department-approved training may be issued and may carry the Conducted Electrical Weapon.

Conducted Electrical Weapons are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the Conducted Electrical Weapon and cartridges that have been issued by the Department. Uniformed officers who have been issued the Conducted Electrical Weapon shall wear the device in an approved holster. Non-uniformed officers may secure the Conducted Electrical Weapon in the driver's compartment of their vehicles.

Members carrying the Conducted Electrical Weapon should perform a spark test prior to every shift.

Officers who carry the Conducted Electrical Weapon while in uniform shall carry it in a weak-side holster on the side opposite the duty weapon.

(a) All Conducted Electrical Weapons shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the Conducted Electrical Weapon.

(c) Officers shall be responsible for ensuring that the issued Conducted Electrical Weapon is properly maintained and in good working order.

(d) Officers should not hold a firearm and the Conducted Electrical Weapon at the same time.

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the Conducted Electrical Weapon should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

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(b) Provide other officers and individuals with a warning that the Conducted Electrical Weapon may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the electrical arc (provided that a cartridge has not been loaded into the device) or the laser in a further attempt to gain compliance prior to the application of the Conducted Electrical Weapon. The aiming laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the Conducted Electrical Weapon in the related report.

304.5 USE OF THE CONDUCTED ELECTRICAL WEAPON

The Conducted Electrical Weapon has limitations and restrictions requiring consideration before its use. The Conducted Electrical Weapon should only be used when its operator can safely approach the subject within the operational range of the device. Although the Conducted Electrical Weapon is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE CONDUCTED ELECTRICAL WEAPON

The Conducted Electrical Weapon may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of the Conducted Electrical Weapon to apprehend an individual.

The Conducted Electrical Weapon shall not be used to psychologically torment, to elicit statements or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the Conducted Electrical Weapon on certain individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

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(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the Conducted Electrical Weapon in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS

The preferred targeting areas include the individual's back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the Conducted Electrical Weapon probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CONDUCTED ELECTRICAL WEAPON

Officers should apply the Conducted Electrical Weapon for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one Conducted Electrical Weapon at a time against a single individual.

If the first application of the Conducted Electrical Weapon appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the Conducted Electrical Weapon, including:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the Conducted Electrical Weapon. As soon as practicable, officers shall notify a supervisor any time the Conducted Electrical Weapon has been discharged. Confetti tags should be collected and the expended cartridge, along with both probes and wire,

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should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS
The Conducted Electrical Weapon may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department Conducted Electrical Weapons while off-duty.

Officers shall ensure that Conducted Electrical Weapons are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION
Officers shall document all Conducted Electrical Weapon discharges in the related arrest/crime reports and the Conducted Electrical Weapon report forms. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device, other than for testing purposes, will also be documented on the report form.

304.6.1 CONDUCTED ELECTRICAL WEAPON REPORT FORM
Items that shall be included in the Conducted Electrical Weapon report form are:

(a) The type and brand of Conducted Electrical Weapon and cartridge and cartridge serial number.

(b) Date, time and location of the incident.

(c) Whether any display, laser or arc deterred a subject and gained compliance.

(d) The number of Conducted Electrical Weapon activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the Conducted Electrical Weapon was used.

(f) The type of mode used (probe or drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

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(l) Whether any officers sustained any injuries.

See attachment: 304 Form.pdf

The Training Manager should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Manager should also conduct audits of data downloads and reconcile Conducted Electrical Weapon report forms with recorded activations. Conducted Electrical Weapon information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS

The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing Conducted Electrical Weapons

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove Conducted Electrical Weapon probes from a person's body. Used Conducted Electrical Weapon probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by Conducted Electrical Weapon probes or who have been subjected to the electric discharge of the device or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The Conducted Electrical Weapon probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be

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witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the Conducted Electrical Weapon (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the Conducted Electrical Weapon may be used. A supervisor should respond to all incidents where the Conducted Electrical Weapon was activated.

A supervisor should review each incident where a person has been exposed to an activation of the Conducted Electrical Weapon. The device's onboard memory should be downloaded through the data port by a supervisor or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.9 TRAINING

Personnel who are authorized to carry the Conducted Electrical Weapon shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the Conducted Electrical Weapon as a part of their assignments for a period of six months or more shall be recertified by a qualified Conducted Electrical Weapon instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued Conducted Electrical Weapons should occur every year. A reassessment of an officer's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Training Manager. All training and proficiency for Conducted Electrical Weapons will be documented in the officer's training files.

Command staff, supervisors and investigators should receive Conducted Electrical Weapon training as appropriate for the investigations they conduct and review.

Officers who do not carry Conducted Electrical Weapons should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Manager is responsible for ensuring that all members who carry Conducted Electrical Weapons have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of Conducted Electrical Weapons during training could result in injuries and should not be mandatory for certification.

The Training Manager should ensure that all training includes:

(a) A review of this policy.

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(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the Conducted Electrical Weapon and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the Conducted Electrical Weapon.

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Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of a Weatherford Police Department employee, a Weatherford Fire Department Arson Investigator or Weatherford Marshal. For Police Department personnel and the Weatherford Marshall, this will include being involved in a traffic accident, that has intentionally or accidentally resulted in the serious injury or death of a person

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Weatherford Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner. The Texas Department of Public Safety and Texas Rangers shall take the lead investigative role for officer-involved shootings, deaths and/or serious injury incidents when the incident occurs anywhere within the Weatherford City limits.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect's actions.
- A criminal investigation of the involved officer's actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect's crime occurred. For example, the Weatherford Police Department would control the investigation if the suspect's crime occurred in Weatherford.

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If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.

305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved officer's conduct during the incident will be determined by the employing agency's protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency's officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved WPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Department or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved WPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

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(b) If necessary, the supervisor may administratively order any WPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Shift Supervisor and Communications. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional WPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved WPD officer should be given an administrative order not to discuss the incident with other involved officers or WPD members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

(f) Ensure employees present at the scene, and not involved as participants or witnesses and not necessary to the successful operation at the scene, are immediately returned to their regular duties.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Division Commander.

All outside inquiries about the incident shall be directed to the Shift Supervisor.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Chief of Police
- Investigations Division Commander
- Outside agency investigators (if appropriate)
- Professional Standards Unit supervisor
- Psychological/peer support personnel
- Chaplain

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- Medical Examiner (if necessary)
- Involved officer's agency representative (if requested)
- Public Information Officer

305.5.5 INVOLVED OFFICERS
The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.

1. Involved WPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-WPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.

(c) Discussions with employee groups/agency representatives will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Department to each involved WPD officer. A licensed psychotherapist may also be provided to any other affected WPD members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged.
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) The Department will honor the confidentiality of communications with peer support team members consistent with Tex. Health & Safety Code § 784.003.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved WPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

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(a) WPD supervisors and Professional Standards Unit personnel should not participate directly in any voluntary interview of WPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED WPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved WPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved WPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/ witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved WPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

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(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

Comprehensive interviews with involved and/or witness employees shall be conducted only by members of the Incident Investigation Team and Internal Affairs investigators.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Criminal Investigations supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the District Attorney's Office and may be assigned to separately handle the investigation of any related crimes not being investigated by the District Attorney's Office.

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Criminal Investigations supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved WPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Professional Standards Unit and will be considered a confidential officer personnel file.

Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from

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the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer's physical and psychological needs have been addressed before commencing the interview.
2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.
3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.
4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her *Garrity rights* and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.
5. The Professional Standards Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.
6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings to whether there was compliance with the Use of Force Policy.
7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

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All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/ Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney's Office, as appropriate.

305.10 DEBRIEFING

Following an officer-involved shooting or death, the Weatherford Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.10.1 CRITICAL INCIDENT STRESS DEBRIEFING

A critical incident stress debriefing should occur as soon as practicable. The Support Division Commander is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order (Tex. Health & Safety Code § 784.003).

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., telecommunicators, non-sworn personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Professional Standards Unit personnel (Tex. Health & Safety Code § 784.002).

305.10.2 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

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305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and the department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor, Investigations Division Commander and Public Information Officer in the event of inquiries from the media.

No involved WPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 REPORTING

If the death of an individual occurs in the Weatherford Police Department jurisdiction and qualifies to be reported to the state as an in-custody death, or when an officer discharges a firearm causing injury or death to another person, the Patrol Division Commander will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements of Tex. Code of Crim. Pro. art. 49.18 and Tex. Code of Crim. Pro. art. 2.139, as applicable.

305.13 GRAND JURY REVIEW

All incidents resulting in the death of a person which involves a department member acting in an official capacity shall be submitted to the Grand Jury for review, with the exception of those deaths ruled as suicide or natural causes by the County Medical Examiner or appropriate investigating body. In the event of a death ruled as a suicide or natural causes, the decision to submit the investigation to the Grand Jury shall be made by the District Attorney's Office in the county of occurrence.

An incident resulting in serious bodily injury but not death to a person, which involves a department member acting in an official capacity, may be submitted to the Grand Jury for review upon recommendation by the Chief of Police.

The Department shall furnish to the District Attorney’s Office, upon its request, all criminal investigative material associated with any incident which resulted in injury to a person involving a department member acting in an official capacity.

When applicable, the Incident Investigation Team will be responsible for providing criminal investigative materials to the District Attorney’s Office for purposes of Grand Jury review and seeking criminal prosecutions, to include prosecutions against department employees.

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Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Weatherford Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS

Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander. This exclusion does not apply to the carrying of a single pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized department-issued handgun is the Glock Model 22 .40 caliber. Other make and model handguns may be carried with the written approval of the department's Rangemaster.

306.3.2 SHOTGUNS

The authorized department-issued shotgun is the Mossberg 590A1 12 gauge. Other make and model shotguns may be carried with the written approval of the department's Rangemaster.

When not deployed, the shotgun shall be properly secured consistent with department training.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the AR-15 platform .223. Other make and model rifles may be carried with the written approval of the department's Rangemaster.

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Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured consistent with department training.

306.3.4 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the department list of approved firearms.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

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(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Chief of Police but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as peace officers, will be required to meet the following guidelines:

(a) If a personally owned firearm is carried, it shall be inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) Members shall only carry department-authorized ammunition.

(i) When armed, officers shall carry their badges and Weatherford Police Department identification cards under circumstances requiring possession of such identification.

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306.3.7 AMMUNITION

Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member's firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member's personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

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Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except in a safe area as determined by the Rangemaster.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, in a safe area.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member's primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE

Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift.

306.5.2 STORAGE AT HOME

Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability (Tex. Penal Code § 46.13).

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306.5.3 ALCOHOL AND DRUGS

Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or taken any combination thereof that would tend to adversely affect the member's senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS

All members who carry a firearm while on-duty are required to successfully complete training with their duty firearms. In addition to training, all members will qualify at least annually with their duty firearms (Tex. Occ. Code § 1701.355). Members will qualify with off-duty and secondary firearms at least once a a year. Training and qualifications must be on an approved range course that meets the requirements of 37 Admin. Code § 218.9.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

In the event that the above requirements present a hardship, the Department may request in writing that the Texas Commission on Law Enforcement (TCOLE) waive an officer's annual demonstration of weapons proficiency requirement (Tex. Occ. Code § 1701.355(b); 37 Tex. Admin. Code § 218.9).

Each firearms instructor shall meet the proficiency requirements in 37 Tex. Admin. Code § 221.19.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall notify his/her immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for:

1. Unauthorized range make-up.
2. Failure to meet minimum standards or qualify after remedial training.

Members who fail to meet the qualification requirements will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional

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statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted electrical weapon, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS

With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING AND OTHER SHOTS

Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

306.8 RANGEMASTER DUTIES

The Chief of Police will designate a firearms proficiency officer, known as the Rangemaster, who will be responsible for maintaining department records of firearms proficiency for each officer (37 Tex. Admin. Code § 218.9).

The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Manager or designee after each range date. Failure of any member to sign in with the Rangemaster may result in non-participation or non-qualification.

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The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation (37 Tex. Admin. Code § 218.9).

The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry (37 Tex. Admin. Code § 218.9).

The Rangemaster shall complete and submit to the Training Manager or designee, documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Weatherford Police Department identification card, bearing the officer's name, a full-face photograph, identification number, the officer's signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(c) The Weatherford Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer's travel. If approved, TSA will send the Weatherford Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer's need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

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(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Weatherford Police Department identification card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

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Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

Boxing-in - A tactic designed to stop a suspect's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Pursuit Intervention Technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles.

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer's emergency signal to stop.

307.2 POLICY

It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

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307.3 OFFICER RESPONSIBILITIES

Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law unless exempt under Tex. Transp. Code § 546.004 (Tex. Transp. Code § 546.003).

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (Tex. Transp. Code § 546.001; Tex. Transp. Code § 546.005):

(a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

307.3.1 WHEN TO INITIATE A PURSUIT

Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that should be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and telecommunicator/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights,

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concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) The availability of other resources, such as air support assistance.

(l) Whether the pursuing vehicle is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards posed to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

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(h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 MOTORCYCLES

When involved in a pursuit, police department motorcycles should be replaced by marked emergency vehicles as soon as practicable.

307.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

307.4.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing officer should notify the telecommunicator, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

(a) The location, direction of travel and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

(e) The number of occupants and identity or description.

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(f) The weather, road and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the telecommunicator of his/her entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing officer is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

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(c) As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Request assistance from available air support.
2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
3. Request other officers to observe exits available to the suspect.

(d) Notify the Texas Department of Public Safety or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If officers on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.3 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

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Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the telecommunicator of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Shift Supervisor is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing Weatherford Police Department officers when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 SHIFT SUPERVISOR RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

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The Shift Supervisor shall review all pertinent reports for content and forward them to the Division Commander.

307.7 COMMUNICATIONS

If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or telecommunicator. If the pursuit leaves the jurisdiction of this department or such is imminent, involved officers should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

307.7.1 RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the telecommunicator is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Supervisor as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Weatherford Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved

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officers should proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local law enforcement agencies, a request for another agency's assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Weatherford Police Department, the supervisor should consider:

(a) The public's safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by officers of this department may conclude at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

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307.10 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the PIT, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED

Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

307.10.2 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.
2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of danger to those involved or the public.
4. The suspect vehicle is stopped or traveling at a low speed.
5. Only law enforcement vehicles should be used in this tactic.

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(b) The PIT is limited to use by properly trained officers with the approval of a supervisor and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

(d) Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle. Officers should be trained in the boxing-in of vehicles before attempting use.

(e) Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment. Only officers trained in the use of tire deflation devices should deploy them, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

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307.11 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

307.12 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) The primary pursuing officer or supervisor shall complete the appropriate pursuit report. See attachment: Vehicle Pursuit Review.pdf

(c) After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a supervisor's log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or the authorized designee. This log or memorandum should include, at a minimum:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
   (a) Any use of force shall be reported and documented in compliance with the Use of Force Policy.
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(d) After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

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(e) Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.13 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.

307.14 POLICY REVIEW

Officers of this department shall certify in writing that they have received, read and understand this policy initially, upon any amendments and whenever training on the policy is provided.

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Foot Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE

The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, should be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual's involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor should be disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

(e) Air support.

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(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the telecommunicator or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect’s location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

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(o) The officer's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers should be mindful of using the emergency button on their handheld radio. Officers initiating a foot pursuit should broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast their location should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the telecommunicator of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

308.5.2 ASSISTING OFFICER RESPONSIBILITIES

Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot

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pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor may proceed to the termination point to direct any follow-ups.

308.5.4 COMMUNICATIONS RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the telecommunicator is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved officers.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS

The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and officers.

(f) Whether a suspect was apprehended as well as the means and methods used.

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

The supervisor reviewing the report will make a preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

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Foot Pursuits

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

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Officer Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (Tex. Transp. Code § 546.003; Tex. Transp. Code § 546.004).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.

(c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the telecommunicator.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.3.2 RESPONSE TO ALARMS

The following guidelines will be used for responding to alarms as described below:

A. Medical Alarms: The primary purpose of the dispatch is to ensure the call for medical help is not the result of criminal activity. Officers responding with the fire department to medical alarms are also expected to assist with traffic or with life-saving activities as necessary.

1. Officers shall respond code 1 unless the information provided by dispatch denotes the situation as life threatening.

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2. If the situation is determined to be life threatening, officers may respond Code 3.

B. Fire Alarms: The dispatcher will assign a unit to respond to fire alarms, if needed. Officers responding to fire alarms are primarily responsible for traffic direction but are also expected to assist in life or property saving activities as necessary. Officers on scene may call for additional units as needed.

1. Officers shall respond Code 1 unless the information provided by dispatch denotes that flames are showing or the situation is deemed life threatening.

2. If the situation is determined to be life threatening, officers may respond Code 3.

C. Panic or Hold-Up Alarms: Panic or hold-up alarms are generally received through a monitoring company. They can generate from a business or from a private residence. The dispatcher will assign at least two units to a panic or hold-up alarm. The following serve as guidelines for responding to panic or hold-up alarms:

1. Officers shall respond Code 2 silent unless the information provided by dispatch denotes the suspects have fled the scene.

2. If the suspects have fled the scene, Officers should upgrade to Code 3, continuous lights and siren.

3. Arriving officers will position themselves using all available cover and / or concealment in a manner that allows them to view the perimeter of the business or residence.

4. The primary unit will advise the dispatcher to make telephone contact with the resident / employee to determine the validity of the alarm.

5. The dispatcher will request the resident / employee to step outside and talk to officers if informed the alarm is false. The dispatcher will obtain a brief description of the resident / employee and provide it to officers before the resident / employee steps outside. Officers should check businesses after being advised an alarm is false. Officers should check residences with the consent of the key holder after being advised the alarm is false.

6. Officers will assume an alarm is good if the resident / employee refuses to step outside or does not answer the dispatcher's call. Officers will call for sufficient back-up to maintain the perimeter before making entry into a business or residence.

7. If the alarm is on a business, officers will make entry as soon as the perimeter is secured unless there is evidence to believe a barricaded suspect situation exists.

8. If the alarm is on a residence, officers will make every effort to contact the resident / property custodian (including attempts through the alarm company) before making forced entry. Officers will make forced entry only if able to articulate reason(s) to believe a life threatening situation exists (i.e. something seen through a window, signs of entry, information from a neighbor, etc.).

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D. Burglar Alarms: Burglar alarms are generally received by dispatch through a monitoring company. They can generate from a business or from a private residence. They can be silent or audible. The dispatcher will assign at least two units to a burglar alarm. The dispatcher may send one unit depending on factors like the time of day, weather conditions or alarm history at the location. The following serve as guidelines for responding to a burglar alarm:

1. Officers shall respond Code 1 unless dispatch denotes that a burglary is in progress or suspects are being seen fleeing the area.

2. If the situation is determined to be life threatening or in progress, officers may upgrade to Code 2 silent or Code 3

3. Arriving officers will position themselves using all available cover and / or concealment in a manner that allows them to view the perimeter of the business or residence. The first officer on the scene will direct arriving officers to a point on the perimeter.

4. Officers will coordinate the perimeter search for entry in such a manner as to ensure the entire perimeter is visible at all times.

5. If there is no sign of entry, officers may simply clear the call and return to service. Officers may wait for a representative and conduct a building search when the representative arrives as call load allows.

6. Officers will ensure an outside perimeter is maintained before entering to conduct a building search regardless of whether entry was found. Generally, a representative should not be permitted to enter a building until the search is completed.

7. The dispatcher will attempt to locate a representative. If there is an actual offense or entry, the dispatcher will advise the representative of the offense. Dispatch will get a response time for the representative, if applicable.

8. Officers will secure buildings to the best of their ability if no representative makes the scene. The dispatcher will make a note in the call for service that no representative responded.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency

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- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the telecommunicator.

309.5 SAFETY CONSIDERATIONS

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (Tex. Transp. Code § 546.001; Tex. Transp. Code § 546.005):

- Disregard regulations governing parking or standing.
- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.

309.5.1 NUMBER OF OFFICERS ASSIGNED

The number of officers assigned to respond to an emergency call or request for assistance should be limited to that which is reasonably necessary.

An emergency response involving more than one police vehicle should be coordinated by Communications to avoid any unanticipated intersecting of response routes. The telecommunicator shall notify the Shift Supervisor or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor, field supervisor or the telecommunicator of the equipment failure so that another officer may be assigned to the emergency response.

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309.7 OFFICER RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the telecommunicator. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the telecommunicator of his/her determination. Any subsequent change in the appropriate response level should be communicated to the telecommunicator by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 COMMUNICATIONS

When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the telecommunicator shall assign an emergency response and ensure acknowledgement and response of handling and assisting officers. In all other circumstances, the telecommunicator shall obtain authorization from the Shift Supervisor or a field supervisor prior to assigning an emergency response.

309.8.1 RESPONSIBILITIES

Upon notification or assignment of an emergency response, the telecommunicator is responsible for:

(a) Confirming the location from which the officer is responding or requesting assistance.

(b) Attempting to assign the closest available assisting officers to the location of the emergency call.

(c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.

(d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).

(e) Notifying the Shift Supervisor as soon as practicable.

(f) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Shift Supervisor or field supervisor.

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309.9 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Shift Supervisor or the field supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those officers reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Shift Supervisor or the field supervisor should consider:

- The type of call or crime involved.
- The type and circumstances of the request.
- The necessity of a timely response.
- Weather, traffic and road conditions.
- The location of the responding officers and the location of the incident.

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Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Weatherford Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Supervisor to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Shift Supervisor.

310.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

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310.5 REQUESTS FOR CANINE TEAMS

Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Shift Supervisor, or sergeant of the requesting unit. In cases of deployment for Emergency Operations as outlined in the Emergency Operations Plan, the canine handler will follow guidelines set out in this policy.

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Supervisor and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

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Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other officers at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

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310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Canines used by law enforcement agencies are generally exempt from quarantine, impoundment, and reporting requirements (Tex. Health & Safety Code § 822.046; Tex. Health & Safety Code § 826.048).

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

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(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags, and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

310.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

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(a) An officer who is currently off probation.

(b) Residing in an adequately fenced single-family residence with locking gates

(c) Living within 30 minutes travel time from the Weatherford City limits.

(d) Agreeing to be assigned to the position for a minimum of three years.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection, and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Weatherford Police Department facility.

(d) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles to verify that conditions and equipment conform to this policy.

(e) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(f) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler's home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(g) The canine should be permitted to socialize in the home with the handler's family for short periods of time and under the direct supervision of the handler.

(h) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Supervisor.

(i) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Supervisor.

(j) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

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310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming, and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the collective bargaining agreement or memorandum of understanding (29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

310.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Supervisor.

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310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Weatherford Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) To ensure that all training is consistent, no handler, trainer, or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler's and the canine's training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using, or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Weatherford Police Department may work with outside trainers with the applicable licenses or permits.

310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(f); Tex. Health & Safety Code § 481.062).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Weatherford Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

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310.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine's accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler's assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

310.12.7 EXPLOSIVE TRAINING AIDS

Officers may possess, transport, store, or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; Tex. Local Gov't Code § 235.001 et seq.).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

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(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).

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Family Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce family violence through vigorous enforcement and to address family violence as a serious crime against society. The policy specifically addresses the commitment of the Weatherford Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of family violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to family violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Family violence - An act by one of the following individuals against the same that is intended to result in physical harm, bodily injury, assault or sexual assault, or that is a threat that reasonably places the victim in fear of imminent physical harm, bodily injury, assault or sexual assault, but does not include defensive measures to protect oneself (Tex. Fam. Code § 71.003; Tex. Fam. Code § 71.004; Tex. Fam. Code § 71.005; Tex. Fam. Code § 71.006):

(a) Persons related by blood or marriage

(b) Former spouses

(c) Individuals who have a child in common without regard to marriage

(d) Foster children and foster parents without regard to whether the individuals reside together

(e) Persons who reside together in the same dwelling without regard to their relation to one another, including persons who have previously lived together

The term "family violence" also includes dating violence as defined by Tex. Fam. Code § 71.0021 and certain types of abuse, as defined by Tex. Fam. Code § 261.001, by one of the above-mentioned individuals against a child of same (Tex. Fam. Code § 71.004).

311.2 POLICY

The Weatherford Police Department’s response to incidents of family violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that family violence is criminal behavior. It is also the policy of this department to facilitate victims’ and witnesses' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of family violence cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede

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the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by officers when investigating family violence cases:

(a) Calls of reported, threatened, imminent or ongoing family violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) Officers should ask the parties about injuries, including those that may be concealed by clothing or otherwise not readily apparent including strangulation. If the victim has sustained injury, complains of pain, or if it appears that strangulation has occurred officers should seek medical assistance for the victim as soon as practicable.

(c) Officers should Inform the victim in advance of actions to be taken and obtain consent to search the scene or obtain a search warrant as necessary.

(d) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence. The victim's safety and privacy should be protected by interviewing the victim in an area apart from the suspect and witnesses.

(e) Officers should list the full name and date of birth (and school if available) of each child who was exposed to the incident. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up. Any signs of trauma and apparent wounds, or healing of wounds, to children should be documented and appropriate action taken, in accordance with state law, to prevent imminent harm to the children.

(f) When practicable and legally permitted, video or audio record all significant statements and observations.

(g) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Criminal Investigations Division in the event that the injuries later become visible.

(h) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(i) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(j) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

(k) Officers should ask the victim about the existence of a protection order and, if one is said to exist, ask whether the victim possesses a copy. Check for the existence of a protection order through dispatch or by whatever means available.

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(l) When completing an incident or arrest report for violation of protective order, officers should include specific information that establishes that the offender has been served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(m) All physical evidence to support prosecution should be collected, preserved, and documented, including evidence substantiating the victim's injuries, evidentiary articles (torn clothing,phone cords, and so on) and evidence recording the crime scene, in accordance with departmental policy on evidence collection.

(n) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the violence.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the violence occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural or social identity, professional position or sexual orientation of the victim or suspect.

(o) A detective should be assigned to any family violence case whether an arrest has been made or not. For post-incident follow-up procedures refer to the Weatherford Police Department Procedure Manual: 311.3 INVESTIGATION FOLLOW-UP PROCEDURES

The responding or investigating officers shall not do the following:

(a) Make any statement that would discourage a victim from reporting an act of domestic violence

(b) Threaten, suggest, or otherwise indicate the possible arrest of all parties

311.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

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(b) Provide the victim's contact information to the jail staff to enable notification of the victim upon the suspect's release from jail, unless a pseudonym form had been completed.

311.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report.

311.4.3 INVOLVEMENT OF POLICE OFFICERS, PUBLIC OFFICIALS AND PROMINENT CITIZENS
Family violence involving police officers, public officials and prominent citizens may present particular difficulties for the responding officers. In such circumstances, the responding officers should request that a supervisor respond to the scene and shall ensure that this incident be handled the same as any other family violence incident.

In the case of a police officer from this agency, the responding supervisor should be of higher rank than the involved officer.

Responding officers shall be aware of the heightened risk that a suspect who is a police officer will likely possess firearms, other weapons, physical combat training, or all three.

Officers should be aware that the suspect might attempt to make emotional appeals to officers.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, officers should be aware that a victim's behavior and actions may be affected.

(a) Victims shall be provided with the department family violence information handout, even if the incident may not rise to the level of a crime (Tex. Code of Crim. Pro. art. 5.04).

(b) Victims shall also be alerted to any available victim advocates, shelters and community resources (Tex. Code of Crim. Pro. art. 5.04).

(c) When a victim requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time (Tex. Code of Crim. Pro. art. 5.045).

(d)

(e) Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.

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(f) Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(g) Officers should be cognizant of the fact that pets can be used to elicit fears in the victim of leaving the house and should be taken into account.

(h) If appropriate, officers should seek or assist the victim in obtaining an emergency order.

311.6 DISPATCH ASSISTANCE

All calls of family violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Telecommunicators are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that telecommunicators check whether any of the involved persons are subject to the terms of a court order.

For Communications Procedures refer to the Weatherford Police Department Procedure Manual: 311.1 COMMUNICATIONS PROCEDURES

311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in family violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

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Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

311.9 STANDARDS FOR ARRESTS

Officers investigating a family violence report should consider the following:

(a) An arrest is required when an officer has probable cause to believe that a person has violated a court order specified in Tex. Penal Code § 25.07, and the offense has occurred in the presence of the officer (Tex. Penal Code § 25.07).

(b) An arrest should be made whenever an officer has probable cause to believe that a person has committed any of the following even if the act is committed outside the presence of the officer (Tex. Code of Crim. Pro. art. 14.03):

1. An offense involving family violence
2. Interference with a person's ability to make an emergency telephone call
3. A violation of a court order specified in Tex. Penal Code § 25.07

(c) If an officer has probable cause to believe that two or more persons committed a misdemeanor or felony, or if two or more persons make complaints to the officer, the officer shall attempt to determine whether one party acted in self-defense and whether one party was the predominant aggressor. An arrest should be made once the predominant aggressor had been determined.

(d) The arresting officer should notify a magistrate when an arrest has been made and the offense involved serious bodily injury to the victim or included the use or exhibition of a deadly weapon, so that an emergency protective order may be issued (Tex. Code of Crim. Pro. art. 17.292).

Any decision not to arrest a person, when there is probable cause to do so, must be approved by a supervisor.

311.10 SUPERVISOR RESPONSIBILITIES

Field supervisors should be responsible for monitoring any domestic violence calls dispatched to the officers under their direct supervision or within their area of responsibility.

(a) Whenever possible, the supervisor should respond to the scene for the purpose of providing additional safety, monitoring the situation, and being available to offer advice.

(b) In situations where the supervisor is not able to respond, he or she should perform follow-up to ensure departmental policy has been followed.

311.11 REPORTS AND RECORDS

(a) When an officer investigates an assault, aggravated assault or terroristic threat, the officer shall complete a report that includes, at a minimum (Tex. Code of Crim. Pro. art. 2.30; Tex. Code of Crim. Pro. art. 5.05):

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1. The names of the suspect and complainant.
2. The date, time and location of the incident.
3. Any visible or reported injuries.
4. A description of the incident and a statement of its disposition.
5. Whether the suspect is a member of the state military forces or is serving in the armed forces of the United States in an active-duty status.
6. The reasons for filing an Emergency Protective Order on a victim's behalf, if one was filed.

(b) Upon request of the victim of a family violence incident, the following information that is not exempt from disclosure under the Texas Public Information Act shall be released (Tex. Code of Crim. Pro. art. 5.05):

(a) The name of the suspect and complainant

(b) The date, time and location of the incident

(c) An officer who investigates a family violence incident or who responds to a disturbance call that may involve family violence shall make an oral or electronic report to the Department of Family and Protective Services within 24 hours if the location of the incident or call, or the known address of a person involved in the incident or call, matches the address of a current licensed foster home or a verified agency foster home, as listed in the Texas Crime Information Center (TCIC) system (Tex. Code of Crim. Pro. art. 5.05).

(d) If a suspect is identified as being a member of the military, the officer shall ensure a copy of the report is provided to the staff judge advocate at Joint Force Headquarters (Tex. Code of Crim. Pro. art. 5.05).

(e) The Records Supervisor will maintain records on the number of family violence-related calls reported to the Department and forward such records to the state as required (Tex. Code of Crim. Pro. art. 5.05).

(f) To ensure that officers responding to a call are aware of the existence and terms of court orders, the Support Division Commander shall establish a procedure to provide adequate information or access to the name of persons protected by the orders and those to whom orders are directed (Tex. Code of Crim. Pro. art. 5.05; Tex. Code of Crim. Pro. art. 17.292; Tex. Fam. Code § 86.001; Tex. Fam. Code § 86.005).

(g) Upon receipt of an original or modified court order, the Records Supervisor should immediately, but no later than three business days following receipt, enter the information into the statewide law enforcement information system (Tex. Code of Crim. Pro. art. 17.292; Tex. Fam. Code § 86.0011).

Public narratives for family violence offenses will not include the name of the victim. The officer will describe the victim using Race/Sex and age.The location of the incident will be listed as occurring inside the city limits of Weatherford. This will insure the right of the victim to use a pseudonym at a later date if they wish to do so.

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311.11.1 USE OF PSEUDONYM BY VICTIMS

A victim of family violence may choose a pseudonym to be used in place of the name of the victim in all public files and records concerning the offense (Tex. Code of Crim. Pro. art. 57.02). For pseudonym procedures, refer to the Weatherford Police Department Procedure Manual: 311.2 PSEUDONYM PROCEDURES

311.12 TRAINING

All members of the department should receive initial training on this policy and on a continual basis.

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Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Weatherford Police Department personnel to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Weatherford Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to:

- Valid consent.
- Incident to a lawful arrest.
- Legitimate community caretaking interests.
- Vehicle searches under certain circumstances such as, pursuant to a search warrant, consent, incident to arrest, probable cause.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

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312.4 SEARCH PROTOCOL

Although conditions will vary, and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers are responsible for documenting any search and ensuring that any required reports are sufficient including, at minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search including a description of any property or contraband seized.
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.

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Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Weatherford Police Department members are required to notify the Department of Family and Protective Services (DFPS) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence, criminal negligence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency.

313.2 POLICY

The Weatherford Police Department will investigate all reported incidents of alleged criminal child abuse and ensure that DFPS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Weatherford Police Department shall notify DFPS when an allegation has been made of abuse or neglect involving a person responsible for a child's care, custody or welfare (Tex. Fam. Code § 261.101; Tex. Fam. Code § 261.103; Tex. Fam. Code § 261.105).

Members of the Weatherford Police Department shall also notify DFPS when a child who was taken or retained without the permission of the child's custodian for a period of 48 hours or more is located and it reasonably appears that the child was the victim of abuse or neglect. The child may be placed into protective custody if necessary pursuant to Chapter 262 of the Texas Family Code (Tex. Code of Crim. Pro. art. 63.009).

In addition, a member shall notify DFPS when the member has reasonable cause to believe that a person was the victim of abuse or neglect as a child, and the member determines in good faith that disclosure of the information is necessary to protect the health or safety of another child (Tex. Fam. Code § 261.101).

For purposes of notification, abuse and neglect includes, but is not limited to, acts or omissions related to impairment to the child's growth, development or psychological functioning; physical injury that results in substantial harm to the child; sexual conduct involving the child; child trafficking or prostitution; use of controlled substances by the child or the use of controlled substances by a person that results in physical, mental or emotional injury to a child; and any other act or omission as provided by Tex. Fam. Code § 261.001.

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313.3.1 NOTIFICATION PROCEDURE

Notification shall occur immediately by phone or by using the online reporting website provided by DFPS and contain the following, if known (Tex. Fam. Code § 261.104; Tex. Fam. Code § 261.105). Officers should be aware that online reporting is not immediately monitored and there may be a delay in investigation if online reporting is used:

(a) The name and address of the child and any person responsible for the care, custody or welfare of the child.

(b) Any other pertinent information concerning the alleged abuse

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

313.5 INVESTIGATIONS AND REPORTING

In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

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(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

The investigation of an allegation that a child has been or may be the victim of criminal conduct that poses an immediate risk of death or serious harm from either physical or sexual abuse shall be conducted jointly by the investigating officer and DFPS (Tex. Fam. Code § 261.301).

The investigatory steps, as set forth in the existing memorandum of understanding (MOU) with a child advocacy center, should be followed when the terms apply to an allegation of child abuse or neglect (Tex. Fam. Code § 264.405).

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.5.1 REPORTS BY PHYSICIANS

When a physician or physician's agent notifies an officer that a child has claimed he/she has been physically or sexually abused, or the physician has reason to believe such abuse has occurred, the officer shall (Tex. Fam. Code § 33.008):

(a) Respond and write a report when notified of the alleged abuse. The report shall be finished before the end of the officer's shift

1. The report is required even if the officer has knowledge that a report about the abuse may have previously been made. This report may be a supplement to the original report.

(b) If warranted, refer the case to the prosecuting attorney.

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DFPS. Generally, removal of a child from his/her family, guardian or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DFPS.

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Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian in the following situations:

(a) When a court order has been issued authorizing removal.

(b) If there is no time to obtain a court order before taking possession of a child and there is an immediate need to protect the health and safety of that child, an officer may take possession of a child without a court order. Emergency custody may also be taken under the following conditions (Tex. Fam. Code § 262.104):

1. On personal knowledge of facts that lead an officer to believe that the child has been the victim of sexual abuse or trafficking, or that the parent or person who has possession of the child has permitted the child to remain on premises used for the manufacture of methamphetamine.

2. On information furnished by another that has been corroborated by personal knowledge of the facts all of which, taken together, lead an officer to believe that the child has been the victim of sexual abuse or trafficking, or that the parent or person who has possession of the child is currently using a controlled substance or has permitted the child to remain on premises used for the manufacture of methamphetamine.

(c) Without a court order on the voluntary delivery of the child by the parent, managing conservator, possessory conservator, guardian, caretaker or custodian who is presently entitled to possession of the child (Tex. Fam. Code § 262.004).

(d) When, during a criminal investigation relating to a child's custody, an officer discovers that the child is a missing child and believes that a person may flee with or conceal the child (Tex. Fam. Code § 262.007).

313.6.1 RELEASE OF CERTAIN CHILDREN TAKEN WITHOUT A COURT ORDER

Officers who take a child into protective custody without a court order pursuant to Tex. Fam. Code § 262.104 may release the child to an approved governmental entity, including DFPS, or to a person authorized by law to take possession of the child (Tex. Code of Crim. Pro. art. 2.273).

Prior to releasing a child taken into protective custody to a non-governmental entity, officers shall (Tex. Code of Crim. Pro. art. 2.273):

(a) Verify that the person to whom the child is to be released is at least 18 years old.

(b) Verify through NCIC that the child is not a missing child.

(c) Search NCIC databases for relevant information about the person to whom the child is being released, such as whether he/she is the subject of a protective order or a registered sex offender who is not permitted to take possession of the child.

(d) Contact the DFPS Abuse Hotline to determine whether the person is in the DFPS registry as someone who abused or neglected a child.

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Officers shall document the placement of the child in an appropriate report. The report should include the name and address of the person to whom the child is released and identifying information about the child.

313.6.2 SAFE HAVEN LAW
Members presented with an infant by a parent seeking to voluntarily surrender the child should immediately notify DFPS. Members should also notify appropriate emergency medical services personnel if it reasonably appears that the infant requires medical attention.

Any report to this department from DFPS of a surrendered child shall be investigated to determine whether the child is reported as missing (Tex. Fam. Code § 262.305).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

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In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Criminal Investigations supervisor, or authorized designee should:

(a) Work with professionals from the appropriate agencies, including DFPS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Criminal Investigations supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES

Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Special Crimes supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

Texas requires or permits the following:

313.10.1 CHILD SAFETY CHECK ALERT LIST

The Texas Department of Public Safety maintains a Child Safety Check Alert List as part of the Texas Crime Information Center (TCIC) to help locate a family for purposes of investigating a report of child abuse or neglect, or providing protective services to families (Tex. Fam. Code § 261.3022).

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An officer who encounters either a person or a child on the alert list shall (Tex. Code of Crim. Pro. art. 2.272; Tex. Fam. Code § 261.3023):

(a) Immediately contact DFPS using the dedicated law enforcement telephone number and request information regarding the case involving the child or other person.

(b) Request information from the person and the child regarding the child's well-being and current residence.

The officer should investigate whether it is appropriate to take possession of the child without a court order and in accordance with the laws specified in Tex. Fam. Code § 262.104.

If the officer does not take possession of the child, the officer shall obtain the child's current address and any other relevant information to be forwarded to DFPS (Tex. Code of Crim. Pro. art. 2.272).

The officer should inform a supervisor as soon as practicable when a child on the TCIC Child Safety Check Alert List is located. The circumstances shall be documented in an appropriate report. The officer shall ensure that TCIC is updated to reflect that the child has been located, to whom the child was released, as applicable, and the case number related to the incident (Tex. Code of Crim. Pro. art. 2.272; Tex. Fam. Code § 261.3024).

313.10.2 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Tex. Fam. Code § 261.201).

313.10.3 MEMORANDUM OF UNDERSTANDING FOR CHILDREN'S ADVOCACY CENTER

The Criminal Investigations Supervisor should ensure that a current copy of the MOU with a children's advocacy center regarding child abuse or neglect investigations is available to all department members (Tex. Fam. Code § 264.405).

313.11 TRAINING

The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Coordinating or scheduling forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

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The Professional Standards Unit Manager should ensure that members receive training on the Child Safety Check Alert List (Tex. Occ. Code § 1701.402).

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Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Weatherford Police Department members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Weatherford Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

Members of the Weatherford Police Department shall notify Adult Protective Services (APS) when there is cause to believe that an elderly person or person with a disability has been abused. In addition, members shall notify the Texas Department of Health if allegations relate to the abuse of an elderly person or person with a disability in a care facility or under the care of a facility, regardless of whether a crime report is taken (Tex. Hum. Res. Code § 48.051; 25 Tex. Admin. Code § 1.205).

For purposes of such notification (Tex. Hum. Res. Code § 48.002):

(a) "Abuse" includes the negligent or willful infliction of injury to, unreasonable confinement of, cruel punishment of or the sexual abuse of an elderly person or a person with a disability, or the exploitation or neglect of such a person as provided in Tex. Hum. Res. Code § 48.002.

(b) "Elderly person" means someone who is age 65 or older.

(c) "Person with a disability" means someone age 18 or older who has a mental, physical, intellectual or developmental disability that substantially impairs the person's ability to provide adequately for his/her own care or protection

314.3.1 NOTIFICATION PROCEDURE

Notification should occur immediately and may be made orally or in writing. The report shall include (Tex. Hum. Res. Code § 48.051):

(a) The basis of the member's knowledge of the alleged abuse.

(b) The name, age and address of the adult victim.

(c) The name and address of the person responsible for the adult victim's care.

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(d) The nature and extent of the adult victim's condition and injuries.

314.3.2 ADDITIONAL NOTIFICATION
In addition, a member shall notify APS within 48 hours when the member has reasonable cause to believe that a person was the victim of abuse or neglect as a child, and the disclosure of that information is necessary to protect the health or safety of an elderly person or person with a disability (Tex. Fam. Code § 261.101).

314.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all legitimate cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING
All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

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(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

(j) Any information that indicates a victim or critical witness may suffer from a health condition that may warrant an expedited investigation/prosecution or the preservation of testimony under Tex. Code of Crim. Pro. art. 39.025.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact APS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim. Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to APS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should gather information necessary to begin an investigation.

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314.7.2 DETAINING VICTIMS FOR INTERVIEWS

An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) The adult cannot adequately provide for his/her own care or protection and exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult's transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. The supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES

The Criminal Investigations supervisor, or designee should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Criminal Investigations supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

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(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Special Crimes supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS
Texas requires or permits the following:

314.10.1 RECORDS SECTION RESPONSIBILITIES
The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to the APS as required by law (Tex. Hum. Res. Code § 48.154).

(b) Retaining the original adult abuse report with the initial case file.

314.10.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (Tex. Hum. Res. Code § 48.101).

314.11 TRAINING
The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

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Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Weatherford Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on race, color, religion, sex, age, national origin or ancestry, genetic information, disability, military service, sexual orientation and other classifications protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual's protected class. It has the effect of interfering with an individual's work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments, crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters or material; making inappropriate physical contact; or using written material or department equipment and/or systems to transmit or receive offensive material, statements or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.

315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination,

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participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT

The Department prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors or other verbal, visual or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS

Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Texas Workforce Commission, Civil Rights Division guidelines.

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES

This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director of Human Resources or the City Manager.

Any member who believes, in good faith, that he/she has been discriminated against, harassed or subjected to retaliation, or who has observed harassment, discrimination or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

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Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

315.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Director of Human Resources or the City Manager for further information, direction or clarification.

315.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of each supervisor and manager shall include, but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment or retaliation no later than the next business day.

315.4.3 SUPERVISOR’S ROLE

Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.

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315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation or harassment shall be fully documented and promptly and thoroughly investigated.

315.5.1 SUPERVISORY RESOLUTION

Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include, but is not limited to, details of the specific incident, frequency and dates of occurrences and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, Director of Human Resources or the City Manager.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate paperwork and in a manner designated by the Chief of Police. The outcome of all reports shall be:

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(a) Approved by the Chief of Police, the City Manager or the Director of Human Resources, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

315.6.1 NOTIFICATION OF DISPOSITION

The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

All members shall receive periodic training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.

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Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations.

316.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk missing - Includes persons who are (Tex. Code of Crim. Pro. art. 63.051):

(a) Missing as a result of an abduction by a stranger.

(b) Missing under suspicious or unknown circumstances, such as when the person:

1. Is 13 years of age or younger.
2. Regardless of age, is believed or determined to be experiencing one or more of the following circumstances:
   - (a) Out of the zone of safety for his/her chronological age and development stage.
   - (b) Mentally or behaviorally disabled.
   - (c) Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
   - (d) Absent from home for more than 24 hours before being reported to law enforcement as missing.
   - (e) In a life-threatening situation.
   - (f) In the company of others who could endanger his/her welfare.
   - (g) Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
   - (h) Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

(c) Missing more than 30 days, or less than 30 days at the discretion of the Department, if there is reason to believe that the person is in danger or deceased.

(d) Reported missing on four or more occasions in a 24-month period (Tex. Code of Crim. Pro. art. 63.0091).

(e) In foster care or in the conservatorship of the Department of Family and Protective Services (DFPS) and reported missing on two or more occasions in a 24-month period (Tex. Code of Crim. Pro. art. 63.0091).

(f) At a high risk of human trafficking, sexual assault, exploitation, abuse or neglectful supervision.

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Missing person - Any person who is reported missing to law enforcement when that person's location is unknown (juvenile runaway). This includes a person 18 years of age or older whose disappearance is possibly not voluntary (Tex. Code of Crim. Pro. art. 63.001).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the Texas Crime Information Center (TCIC) and the Texas Department of Public Safety's (DPS) Missing Children and Missing Persons Information Clearinghouse.

316.2 POLICY

The Weatherford Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Criminal Investigations supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form. The initial entry form for TCIC is mandatory for all missing person reports, to be entered within two hours of being reported missing. See attachment: NCIC Initial Entry Report.pdf
- Texas Department of Public Safety Missing Persons Clearinghouse Report Form. See attachment: Missing Persons Clearinghouse Report Form.pdf
- Missing person investigation checklist. See attachment: Missing Person Checklist.pdf
- Missing person school notification. An email to the SRO and/or school contact should be sufficient unless otherwise notated by a supervisor
- Medical records release form See attachment: Medical Release.pdf

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

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316.5 INITIAL INVESTIGATION

Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.

(b) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be considered high-risk missing.

(c) Notify a supervisor immediately if there is evidence that a missing person is either high-risk missing or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast "Be on the Look-Out (BOLO) bulletin", if the person is under 16 years of age or there is evidence that the missing person is considered high-risk missing. The BOLO should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 16 years of age or may be high-risk missing.

(e) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is a high-risk missing person

2. In cases involving attempted child abductions, immediately but not later than eight hours after receiving the report as provided in Tex. Code of Crim. Pro. art. 63.0041.

(a) In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (42 USC § 5780).

(b) Consistent with any rules and procedures adopted by the Texas DPS and to include what qualifies the person as a high-risk missing person when applicable (Tex. Code of Crim. Pro. art. 63.0092).

(f) Complete the appropriate report forms accurately and completely and initiate a search as applicable according to the facts.

(g) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.

2. Any documents that may assist in the investigation, such as court orders regarding custody.

3. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(h) Complete a dental and medical record release form (Tex. Code of Crim. Pro. art. 63.006; Tex. Code of Crim. Pro. art. 63.007).

(i) When circumstances permit and if appropriate, attempt to determine the missing person’s location through his/her telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate

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report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) If a member receives a report that a child was taken or retained without the permission of the child's custodian for a period of 48 hours or more, he/she shall immediately make a reasonable effort to locate the child and determine the child's well-being (Tex. Code of Crim. Pro. art. 63.001; Tex. Code of Crim. Pro. art. 63.009).

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Section receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Criminal Investigations.

(e) Processing all written requests that the Department received and searching the DPS Missing Children and Missing Persons Information Clearinghouse for information regarding a child whose whereabouts are unknown. Results of the inquiry shall be

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reported to the requestor within 14 days (Tex. Code of Crim. Pro. art. 63.011; Tex. Code of Crim. Pro. art. 63.012).

(f) Coordinating with the National Crime Information Center (NCIC) Terminal Contractor for Texas to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 CRIMINAL INVESTIGATIONS FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Shall ensure that the missing person's school is notified immediately if the missing person is a juvenile under the age of 11 (Tex. Code of Crim. Pro. art. 63.020).

1. The notice shall be in writing and should also include a photograph.
2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school.
3. The investigator shall notify the DPS Missing Children and Missing Persons Information Clearinghouse that school notification has been made.

(b) Shall ensure that the bureau of vital statistics is notified if the missing person is a child under the age of 11 who was born in Texas (Tex. Code of Crim. Pro. art. 63.020).

(c) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(d) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(e) Shall verify and update the DPS Missing Children and Missing Persons Information Clearinghouse, the TCIC, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(f) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(g) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(h) Should make appropriate inquiry with the Medical Examiner.

(i) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.

1. If the missing person is considered high risk, the investigator shall inform the reporting person, within 30 days of the report being filed, that a biological sample

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or a personal article can be submitted for analysis if not previously obtained during the investigation (Tex. Code of Crim. Pro. art. 63.057).

(a) Upon verification that the person is still a high-risk missing person, the investigator shall submit the biological sample, as soon as practicable, to the University of North Texas Health Science Center at Fort Worth Missing Persons DNA Database (Tex. Code of Crim. Pro. art. 63.060).

(j) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the DPS Missing Children and Missing Persons Information Clearinghouse and enter the photograph into applicable missing person networks (34 USC § 41308).

(k) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(l) Shall forward any medical or dental records received to the DPS Missing Children and Missing Persons Information Clearinghouse (Tex. Code of Crim. Pro. art. 63.006; Tex. Code of Crim. Pro. art. 63.007).

(m) Shall verify that the missing person does not meet the requirements of Tex. Code of Crim. Pro. art. 63.0091(a) (missing four or more times within 24 months or, if in foster care/conservatorship of DFPS, missing two or more times within 24 months). If it is determined that the missing person meets either of these definitions, the investigator shall ensure prompt entry into the NCIC database.

(n) In the case of a high-risk missing person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Immediate notification is made to NCIC, TCIC and the DPS Missing Children and Missing Persons Information Clearinghouse (Tex. Code of Crim. Pro. art. 63.009).

(b) The missing child’s school is notified.

(c) Entries are made in the applicable missing person networks.

(d) When a person is considered high-risk missing, the fact that the person has been found should be reported within 24 hours to the DPS Missing Children and Missing Persons Information Clearinghouse.

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(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File and the DPS Missing Children and Missing Persons Information Clearinghouse (Tex. Code of Crim. Pro. art. 63.009).

(c) Use available resources, such as those related to missing persons, to identify the person.

316.8.2 SCHOOL REQUESTS

If a child enrolled in school fails to provide valid documentation, the school will contact law enforcement. On receipt of notification, the Records Supervisor shall immediately check the DPS Missing Children and Missing Persons Information Clearinghouse to determine if the child has been reported missing. If reported missing, the Records Supervisor shall immediately notify appropriate law enforcement agencies that the missing child has been located (Tex. Code of Crim. Pro. art. 63.019).

316.9 CASE CLOSURE

The Criminal Investigations supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Weatherford or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

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316.10 TRAINING

Subject to available resources, the Training Manager should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.

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Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television, City Alert System, social media, press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Weatherford Police Department should notify their supervisors, Shift Supervisor or Criminal Investigations supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.

(b) Canceling alerts.

(c) Ensuring all appropriate reports are completed.

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander.

317.4 AMBER ALERTS™

AMBER Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding abducted children (37 Tex. Admin. Code § 9.21).

317.4.1 CRITERIA

An AMBER Alert can only be activated by the state network if all of the following criteria are met (Tex. Gov’t Code § 411.355; Tex. Gov’t Code § 411.356):

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(a) There is reason to believe that a child 17 years of age or younger has been abducted. For purposes of this section, abduction includes a child who is younger than 14 years of age; who departed willingly with someone more than three years older than the child; who departed without a parent or legal guardian's permission; and the person with whom the child departed is not an immediate relative of the child, as defined by Subchapter B, Chapter 573, Tex. Gov't. Code.

(b) It is believed that the abducted child is in immediate danger of serious bodily injury or death or of becoming the victim of a sexual assault.

(c) A preliminary investigation has taken place that verifies the abduction and eliminates alternative explanations for the child's disappearance.

(d) There is sufficient information available to disseminate to the public that could assist in locating the child, the person suspected of abducting the child or a vehicle that may have been used in the abduction.

317.4.2 PROCEDURE

The following is the procedure for initiating an AMBER Alert:

(a) Submit the completed AMBER Alert Request Form to the State Operations Center (SOC). The supervisor may only submit the form after it has been verified that all statutory criteria for activation are clearly established by the specific facts of the case (37 Tex. Admin. Code § 9.22).

(b) Email photographs of the missing child and suspect, if available, to the SOC.

(c) Confirm that the form and any sent emails were received by the SOC.

(d) Ensure that appropriate entries are made in the Texas Crime Information Center (TCIC) and National Crime Information Center (NCIC) databases.

(e) Inform the SOC of any updates, including when the child or suspect is located.

(f) Consider contracting the regional AMBER Alert program, if available.

The activating official should be notified of all relevant updates that may require modification or termination of the AMBER Alert.

317.5 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding a violent criminal who has seriously injured or killed a local, state, or federal law enforcement officer (37 Tex. Admin. Code § 9.81).

317.5.1 CRITERIA

The following criteria are utilized to determine if a Blue Alert should be issued (Tex. Gov't Code § 411.446; 37 Tex. Admin. Code § 9.82):

(a) A law enforcement officer has been killed or seriously injured by an offender.

(b) The offender poses a serious risk or threat to the public or other law enforcement personnel.

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(c) A detailed description of the offender's vehicle, vehicle tag, or partial tag is available for broadcast to the public.

317.5.2 PROCEDURE

The following is the procedure for initiating a Blue Alert (Tex. Gov't Code § 411.446; Tex. Gov't Code § 411.449; 37 Tex. Admin. Code § 9.82):

(a) Submit the completed Blue Alert Request Form to the SOC.

(b) Email photographs of the suspect and the suspect's vehicle, if available, to the SOC.

(c) Confirm that the form and any sent emails were received by the SOC.

(d) Ensure that appropriate entries are made in the TCIC and NCIC databases.

(e) Inform the SOC of any updates, including when the vehicle or suspect is located.

(f) Consider contacting the regional Blue Alert program, if available.

(g) Inform the SOC if there is reason to believe the suspect poses a threat to other law enforcement officers and to the public.

The activating official should be notified of all relevant updates that may require modification or termination of the Blue Alert.

317.6 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing person who is a senior citizen and has an impaired mental condition, including an individual who has been diagnosed with Alzheimer's disease (37 Tex. Admin. Code § 9.31).

317.6.1 CRITERIA

The following criteria are utilized to determine if a Silver Alert should be issued (Tex. Gov't Code § 411.386; 37 Tex. Admin. Code § 9.32):

(a) The person reported missing is 65 years of age or older or has Alzheimer's disease.

(b) The person's location is unknown.

(c) The person has an impaired mental condition, including Alzheimer's disease, and the family or legal guardian provides documentation of the condition.

(d) It is determined that the person's disappearance poses a credible threat to his/her health and safety.

(e) The Silver Alert request is made within 72 hours of the person's disappearance.

(f) There is sufficient information available to disseminate to the public that could assist in locating the person.

317.6.2 PROCEDURE

The following is the procedure for initiating a Silver Alert:

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(a) Submit the completed Silver Alert Request Form to the SOC. The supervisor may only submit the form after it has been verified that all statutory criteria for activation are clearly established by the specific facts of the case (37 Tex. Admin. Code § 9.32).

(b) Include documentation of the person's age and condition of the person with the request for activation (37 Tex. Admin. Code § 9.32; Tex. Gov't Code § 411.386).

(c) Email photographs of the missing senior citizen, if available, to the SOC.

(d) Confirm that the form and any sent emails were received by the SOC.

(e) Ensure that appropriate entries are made in the TCIC and NCIC databases.

(f) Inform the SOC of any updates, including when the missing senior citizen is located.

(g) Consider contacting the regional Silver Alert program, if available.

The activating official should be notified of all relevant updates that may require modification or termination of the Silver Alert.

317.7 ENDANGERED MISSING PERSONS ALERTS

Endangered Missing Persons Alerts are used to provide a statewide system for the rapid dissemination of information regarding those with intellectual disabilities.

317.7.1 CRITERIA

The following criteria are utilized to determine if an Endangered Missing Persons Alert should be issued (Tex. Gov't Code § 411.355; Tex. Gov't Code § 411.356):

(a) There is reason to believe that a person with an intellectual disability is missing and the person's location is unknown. For purposes of this section, a person is considered to have an intellectual disability if he/she has been evaluated by a physician or psychologist licensed in this state, as required by Tex. Health and Safety Code § 593.005, and the medical professional has determined that the person suffers from an intellectual disability.

(b) The activating official shall obtain a written diagnosis documenting the missing person's intellectual disability from the treating licensed physician or psychologist.

(c) The Endangered Missing Persons Alert request is made within 72 hours of the person's disappearance.

(d) It is believed that the person's disappearance poses a credible threat to his/her health and safety.

(e) There is sufficient information available to disseminate to the public that could assist in locating the person.

317.7.2 PROCEDURE

The following is the procedure for initiating an Endangered Missing Persons Alert (37 Tex. Admin. Code § 9.42):

(a) Submit the Endangered Missing Persons Alert Request Form to the SOC, including documentation of a diagnosed intellectual disability for the missing person.

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(b) E-mail photographs of the missing person, if available, to the SOC.

(c) Confirm that the form and any sent emails were received by the SOC.

(d) Ensure that appropriate entries are made in the TCIC and NCIC databases.

(e) Inform the SOC of any updates, including when the missing person is located.

The activating official should be notified of all relevant updates that may require modification or termination of the Missing Persons Alert.

317.8 MISSING ADULT ALERTS

Missing Adult Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing adult who is younger than age 65.

317.8.1 CRITERIA

The following criteria are utilized to determine if a Missing Adult Alert should be issued (Tex. Gov't Code § 411.466):

(a) The person has been reported missing to the Department and a member has verified:

1. The person is between 18 and 64 years of age.
2. The person's location is unknown.
3. The person has been missing for less than 72 hours.

(b) There is reason to believe that the person is in imminent danger of bodily injury or death or that the person's disappearance is not voluntary.

(c) There is sufficient information available to disseminate to the public that could assist in locating the person or a vehicle suspected of being related to the disappearance of the person.

317.8.2 PROCEDURE

The following is the procedure for initiating a Missing Adult Alert:

(a) Submit the completed Missing Adult Alert Request Form to the SOC : Endangered Missing Person Report Form (Adult)

(b) Email photographs of the missing person, if available, to the SOC.

(c) Confirm that the form and any sent emails were received by the SOC.

(d) Ensure that appropriate entries are made in the TCIC and NCIC databases.

(e) Inform the SOC of any updates, including when the missing person is located.

The activating official should be notified of all relevant updates that may require modification or termination of the Missing Adult Alert.

317.9 CAMO ALERTS

Camo Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing military member who has elected to participate in the system and who suffers from a mental illness or a traumatic brain injury.

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317.9.1 CRITERIA

The following criteria are utilized to determine if a Camo Alert should be issued (Tex. Gov't Code § 411.466):

(a) The person has been reported missing to the Department and a member has verified:

1. The person is a current or former military member and is a participant in the Camo Alert System.
2. The person's location is unknown.
3. The person suffers from a mental illness, including post-traumatic stress disorder (PTSD), or a traumatic brain injury. When practicable, the member receiving the report should request documentation regarding the person's illness or injury.

(b) There is reason to believe that the person's disappearance poses a credible threat to the person's health and safety, or to the health and safety of another.

317.9.2 PROCEDURE

The following is the procedure for initiating a Camo Alert:

(a) Submit the completed Camo Alert Request Form to the SOC.

(b) Email photographs of the missing person, if available, to the SOC.

(c) Confirm that the form and any sent emails were received by the SOC.

(d) Ensure that appropriate entries are made in the TCIC and NCIC databases.

(e) Inform the SOC of any updates, including when the missing person is located.

The activating official should be notified of all relevant updates that may require modification or termination of the Camo Alert.

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Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Weatherford Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Weatherford Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON

The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Weatherford Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison shall:

(a) Be responsible for consulting with the victim assistance coordinator in the office of the attorney representing the state to determine the most effective manner in which the crime victim liaison can perform his/her duties (Tex. Code of Crim. Pro. art. 56.04).

(b) Ensure department members afford victims and witnesses the rights described in Tex. Code of Crim. Pro. art. 56.02.

(c) Facilitate the return of property to victims (Tex. Code of Crim. Pro. art. 56.02).

318.4 CRIME VICTIMS

Officers should provide all victims with the applicable victim information handouts.

Officers should never guarantee a victim's safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources.

318.5 VICTIM INFORMATION

The Support Division Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic violence and sexual assault victims.

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(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

(e) Information regarding available compensation for qualifying victims of crime (Tex. Code of Crim. Pro. art. 56.31 et seq.).

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender's custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer's name, badge number, and any applicable case or incident number.

(j) A place for the contact information of the department Crime Victim Liaison and the Crime Victim Assistance Coordinator of the Office of the Attorney General (OAG) (Tex. Code of Crim. Pro. art. 56.07).

(k) The Notice to Adult Victims of Family Violence required by Tex. Code Crim. Pro. art. 5.04.

(l) Information that a victim of family violence, sexual assault, stalking, or human trafficking may be eligible to use a pseudonym to designate him/herself in all public files and records concerning the offense (Tex. Code of Crim. Pro. art. 57.02; Tex. Code of Crim. Pro. art. 57A.02; Tex. Code of Crim. Pro. art. 57B.02; Tex. Code of Crim. Pro. art. 57D.02).

(m) Information that a victim of family violence or sexual assault may be eligible to participate in the Texas Address Confidentiality Program (ACP) administered by the OAG (Tex. Code of Crim. Pro. art. 56.82).

(n) A clear explanation of relevant court orders and how they can be obtained (Tex. Fam. Code § 82.002; Tex. Code of Crim. Pro. art. 7A.01).

(o) Reassurance that any property seized as evidence by the Department will be promptly returned when it is no longer needed for evidentiary purposes (Tex. Code of Crim. Pro. art. 56.02).

(p) An explanation of the rights available to a victim of sexual assault, abuse, indecent assault, stalking, or trafficking or to the victim's guardian or relative as applicable (Tex. Code of Crim. Pro. art. 56.021).

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(q) The following statement, "You may call the Weatherford Police Department for the status of the case and information about victims' rights" (Tex. Code of Crim. Pro. art. 56.07).

318.6 WITNESSES

Officers should never guarantee a witness' safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 PSEUDONYM FORMS

(a) Upon receipt of a victim's pseudonym form, ensure the following: (Tex. Code of Crim. Pro. art. 57.02; Tex. Code of Crim. Pro. art. 57A.02; Tex. Code of Crim. Pro. art. 57B.02; Tex. Code of Crim. Pro. art. 57D.02):

1. The victim's name is removed and substituted with the pseudonym on all reports, files and records in the department's possession.
2. The attorney for the state is notified of the victim's election to use a pseudonym.
3. The victim receives a copy of the completed pseudonym form showing that the form was returned to this department.
4. Maintenance of the pseudonym form in a manner that protects the confidentiality of the information on the form.

(b) Forms used shall be those from the Office of the Attorney General, Crime Victim Services Division. The forms and are attached to this policy, along with Instructions for completion.

See attachment: Pseudonym Form Instructions.pdf

See attachment: Pseudonym Form for Stalking.pdf

See attachment: Pseudonym Form for Sexual Assault.pdf

See attachment: Pseudonym Form for Human Trafficking.pdf

See attachment: Pseudonym Form for Family Violence.pdf

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Hate Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on the actual or perceived race, color, religion, national origin, gender, sexual orientation, age, gender identity or disability of the victim (Tex. Code of Crim. Pro. art. 42.014).

319.2 POLICY

The Weatherford Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources to do so.

(c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS

Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.

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(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked "Hate Crime."

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (Temporary Protective Order) through the courts or City Attorney.

319.4.1 CRIMINAL INVESTIGATIONS RESPONSIBILITIES

If a hate crime case is assigned to the Criminal Investigations, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the District Attorney's Office and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining, within the report, statistical data and tracking of suspected hate crimes, as indicated or required by state law.

319.4.2 HATE CRIME REPORTING

This department shall report hate crimes in the form and manner and at regular intervals as prescribed by rules adopted by the Texas Department of Public Safety (DPS). This shall be conducted by the Records Supervisor or assigned to the Criminal Investigations (Tex. Gov't. Code § 411.046).

The Department may request hate crime-related information or statistics from the Texas DPS to carry out investigations or other lawful business (Tex. Gov't. Code § 411.046).

319.5 TRAINING

All members of this department should receive training on hate crime recognition and investigation.

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Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Weatherford Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member's supervisors.

320.2 POLICY

The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

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The person countermanding the original order shall notify in writing, as soon as possible, the person who issued the original order, indicating the action taken and the reason why.

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Texas Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.

320.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in department or City manuals.

(b) Disobedience of any legal directive or order issued by any department member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

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(d) Failure to update Personnel Change Notice within 24 hours of change of address, phone number or marital status. See attachment: PERSONNEL CHANGE NOTICE 2.pdf

320.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Weatherford Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM

Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member

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knows, or reasonably should know of such criminal activities, except as specifically directed and authorized by this department.

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Weatherford Police Department badge, uniform, identification card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address or contact telephone numbers.

(f) Failure to notify the Department of Human Resources of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

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320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform, or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the collective bargaining agreement, memorandum of understanding or contract, or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the collective bargaining agreement, memorandum of understanding or contract, or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law

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enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of indecent, derogatory or inappropriate language while on duty or in uniform.

(h) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member's conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement, memorandum of understanding or contract, including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

320.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver's license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member's appointing authority.

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(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic accident.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member's ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

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Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of department information technology resources including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Weatherford Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY

It is the policy of the Weatherford Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.

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321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Supervisors.

Members shall not use another person's access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company's copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE

Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

321.4.3 INTERNET USE

Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain

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exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

321.4.4 OFF-DUTY USE

Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned devices that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

321.6 INSPECTION AND REVIEW

A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

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Department Use of Social Media

322.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY

The Weatherford Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

322.3 AUTHORIZED USERS

Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member's chain of command.

322.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.

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Examples of appropriate content include:

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the department mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Weatherford Police Department or its members.

(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.5.1 PUBLIC POSTING PROHIBITED

Department social media sites shall be designed and maintained to prevent posting of content by the public.

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The Department may provide a method for members of the public to contact department members directly.

322.6 MONITORING CONTENT

The Chief of Police may appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7 RETENTION OF RECORDS

The Support Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.

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Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Weatherford Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member's memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

Incomplete reports, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member's opinions should not be included in reports unless specifically identified as such.

323.4.1 HANDWRITTEN OR TYPED REPORTS

Handwritten or typed reports are temporary in nature, and used if the computer system is inoperable. Once the computer system becomes operable, the reported information shall be inputted.

323.4.2 ELECTRONIC SIGNATURES

The Weatherford Police Department has established an electronic signature procedure for use by all members of the Weatherford Police Department. The Patrol Division Commander shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for his/her electronic signature and that the use of electronic signatures otherwise complies with the law (Tex. Code of Crim. Pro. art. 2.26).

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(a) Members may only use their electronic signatures for official reports or other official communications.

(b) Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes.

(c) Non-felony criminal incidents involving threats or stalking behavior.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy.
2. Family Violence Policy.
3. Child Abuse Policy.
4. Adult Abuse Policy.
5. Hate Crimes Policy.
6. Suspicious Activity Reporting Policy.

(e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

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(d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of force by members of this department against any person (see the Use of Force Policy).

(g) Any firearm discharge (see the Firearms Policy).

(h) Any time a member points a firearm at any person, with the exclusion of a felony takedown.

(i) Any traffic accidents above the minimum reporting level (see the Traffic Accidents Policy).

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES

Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

323.5.5 CITY PERSONNEL OR PROPERTY

Incidents involving City personnel or property shall be reported in accordance with City policy.

(a) An injury occurs as the result of an act of a City employee or on City property.

(b) There is damage to City property or equipment.

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323.6 ALTERNATIVE REPORTING FOR VICTIMS

Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.

(b) Misdemeanor thefts of property, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.

1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.

(c) Misdemeanor vandalism with no suspect information and no hate crime implications.

(d) Vehicle burglaries with no suspect information or evidence.

(e) Stolen vehicle attempts with no suspect information or evidence.

(f) Annoying telephone calls with no suspect information.

(g) Identity theft without an identifiable suspect.

(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.

(i) Hit-and-run vehicle accidents with no suspect or suspect vehicle.

(j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to any alternative means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., the Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

323.7 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should notate this, stating the reasons for rejection.

The original report and notation should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

323.7.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution should not be modified or altered except by way of a supplemental report.

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Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member or the reviewing supervisor.

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Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY

It is the policy of the Weatherford Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Shift Supervisors and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

324.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized

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representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

324.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express written consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

324.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower.

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If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

324.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

Requests made through email or fax shall be made to the Custodian of Records (records supervisor) or the records office. These entities are the designated persons who are authorized to receive open records requests by fax and/or email.

(a) If any officer receives a fax or email for an open records request, please respond to the sender the following: “To be valid, the request must be made to the Custodian of Records or the Records Department.”

(b) Any request not made in writing (verbal requests) will not be considered to be an open records request.

324.7.1 EMPLOYEE INFORMATION

The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request filed.

Any requests for additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Custodian of Records. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Texas Public Information Act).

324.8 RELEASE OF INFORMATION

The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

324.8.1 INFORMATION LOG

The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives.

The daily information log will generally include:

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(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

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Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for department members who must appear in court. It will allow the Weatherford Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY

Weatherford Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

Criminal subpoenas may be served upon members in accordance with Tex. Code of Crim. Pro. art. 24.04 by personally delivering or reading the subpoena to the member; electronically transmitting the subpoena, with a receipt requested, to the last known email address of the member; or by certified mail with a return receipt requested.

Civil subpoenas may be served upon a member by personally delivering a copy of the subpoena to the member along with any fees required by law (Tex. RCP Rule 176.5; Tex. Civ. Prac. & Rem. Code § 22.001).

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, by any person or entity other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member's on-duty activity or because of his/her association with the Weatherford Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Weatherford Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police, or authorized designee should determine if additional legal consultation or support is necessary.

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No member shall be retaliated against for testifying in any matter.

325.3.2 CIVIL SUBPOENA
The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current memorandum of understanding or collective bargaining agreement or memorandum of understanding.

The Department should seek reimbursement for the member's compensation through the civil attorney of record who subpoenaed the member.

325.3.3 OFF-DUTY RELATED SUBPOENAS
Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR
Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline by the Department in addition to any legal consequences otherwise arising from the failure to comply with the subpoena. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY
To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL
When appearing in court, members shall:

(a) Be punctual and prepared to proceed immediately with the case for which they are scheduled to appear.

(b) Dress in the department uniform or business attire.

(c) Observe all rules of the court in which they are appearing and remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY
Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.6.2 EVIDENCE
When a member is directed by a subpoena to appear in court with evidence, that member should:

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(a) Notify the Property and Evidence Section promptly after receiving the subpoena that the specified evidence is needed for court, and verify that the evidence is readily available.

(b) Check with the prosecuting attorney on a timely basis if in doubt about what items or materials to bring to court.

(c) Notify the prosecuting attorney on a timely basis in the event that evidence has been lost, stolen or misplaced, or if previously undisclosed information about the evidence has become available.

(d) Comply with provisions of the Property and Evidence Section Policy regarding the transfer of evidence to court.

All civil subpoenas for evidence should be directed to the Administrative Sergeant. The Administrative Sergeant and/or Property Clerk will ensure that subpoenas for evidence are served to the appropriate person so evidence will be available for trial. Should an officer receive such a subpoena, his/her immediate supervisor shall be notified and the subpoena should be immediately forwarded to the Administrative Sergeant.

325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with City policy.

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Paid Part-Time Officers

326.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Weatherford Police Department paid part-time reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide professional and special functions and part-time services that can augment regular staffing levels.

326.1.1 DEFINITIONS

Definitions related to this policy include:

Paid part-time officer- A person who has been elected, employed or appointed as peace officer, as defined by Tex. Code of Crim. Pro. art. 2.12, and who is assigned to work less than 32 hours per week, is compensated at least at the federal minimum wage.

326.2 POLICY

The Weatherford Police Department shall ensure that part-time officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

326.3 RECRUITMENT AND SELECTION

The Weatherford Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular full-time police officers before appointment.

326.3.1 APPOINTMENT

Applicants who are selected for appointment as part-time officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Part-time officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Part-time officers shall have no property interest in continued appointment. However, if a part-time officer is removed for alleged misconduct, the part-time officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

326.4 IDENTIFICATION AND UNIFORMS

Part-time officers will be issued Weatherford Police Department uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards will be the standard Weatherford Police Department

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identification cards, with the exception that "Part-time" will be indicated on the cards (see the Badges, Patches and Identification Policy).

326.5 AUTHORITY

Part-time officers shall perform law enforcement officer duties within the scope of their approved training. Part-time officers:

(a) Perform law enforcement functions and have the authority to arrest on behalf of this department (see the Law Enforcement Authority Policy).

326.6 COMPENSATION

Compensation for part-time officers is provided as follows:

(a) Part-time officers shall work as per agreement with the City of Weatherford or the Chief of Police.

(b) Part-time officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to part-time officers shall be returned to this department upon termination or resignation.

326.7 PERSONNEL WORKING AS PART-TIME

Qualified regular department personnel, when authorized, may also serve as part-time officers. However, this department shall not utilize the services of part-time officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a part-time officer for reduced pay or no pay). Therefore, the part-time officer coordinator should consult with the Department of Human Resources prior to allowing regular department personnel to serve in a part-time officer capacity (29 CFR 553.30).

326.8 COMPLIANCE

Part-time officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each part-time officer upon appointment. The officers shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a part-time officer, unless by its nature it is inapplicable.

Part-time officers are required by this department to meet department-approved training requirements.

All part-time officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the part-time officer coordinator.

326.9 FIREARMS

Part-time officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by

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this department or otherwise acting as part-time officers on behalf of the Weatherford Police Department.

Part-time officers will be issued duty firearms as specified in the Firearms Policy. Any part-time officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Part-time officers are required to maintain proficiency with firearms used during their assignments. Part-time officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

326.9.1 FIREARMS OFF DUTY

A part-time officer shall follow the same guidelines for off-duty carry as a full-time officer (see the Firearms Policy).

An instance may arise where a part-time officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the part-time officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any part-time officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

Before being allowed to carry any optional firearm during an assigned tour of duty, the part-time officer shall demonstrate his/her proficiency with the weapon.

326.10 PART-TIME OFFICER COORDINATOR

The Chief of Police shall delegate certain responsibilities to a part-time officer coordinator.

The part-time officer coordinator may appoint a senior part-time member or other designee to assist in the coordination of part-time officers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Assigning part-time officers.

(b) Conducting part-time officer meetings.

(c) Establishing and maintaining a part-time officer callout roster.

(d) Maintaining and ensuring performance evaluations are completed.

(e) Monitoring the field training progress of part-time officers.

(f) Monitoring individual part-time officer performance.

(g) Monitoring overall part-time officer activities.

(h) Maintaining a liaison with other agency part-time officer coordinators.

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326.11 FIELD TRAINING

All part-time officers shall complete the same department-specified field training as regular full-time police officers, as described in the Field Training Policy.

326.12 SUPERVISION

Part-time officers may perform the same duties as regular full-time officers of this department. Part-time officers should not supervise a regular full-time officer.

326.12.1 EVALUATIONS

While in training, part-time officers should be continuously evaluated using standardized daily and weekly observation reports. The part-time officer will be considered a trainee until he/she has satisfactorily completed training. Part-time officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time officer.

326.12.2 INVESTIGATIONS AND COMPLAINTS

If a part-time officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

326.13 TRAINING

The Reserves Supervisor will ensure that reserve officers are provided with a continuing education program at least once every 48-month training cycle as required by Texas Commission on Law Enforcement (TCOLE) (37 Tex. Admin. Code § 218.3).

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Reserve Officers

327.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Weatherford Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels.

327.1.1 DEFINITIONS

Definitions related to this policy include:

Reserve officer - A person who has been appointed by the Chief of Police to serve as a reserve officer.

327.2 POLICY

The Weatherford Police Department shall ensure that reserve officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

327.3 RECRUITMENT AND SELECTION

The Weatherford Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment.

327.3.1 APPOINTMENT

Applicants who are selected for appointment as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued appointment. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

327.4 IDENTIFICATION AND UNIFORMS

Reserve officers will be issued Weatherford Police Department uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards will be the standard Weatherford Police Department identification cards, with the exception that "Reserve" will be indicated on the cards (see the Badges, Patches and Identification Policy).

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327.5 AUTHORITY

Reserve officers shall perform peace officer duties within the scope of their approved training. Reserve officers:

(a) Perform law enforcement functions and have the authority to arrest on behalf of this department.

(b) Reserve officers who hold permanent peace officer licenses issued under Chapter 1701,Texas Occupations Code are considered peace officers pursuant to Tex. Code of Crim. Pro. art. 2.12.

327.6 COMPENSATION

Compensation for reserve officers is provided as follows:

(a) Reserve officers shall work as directed by the Chief of Police or the authorized designee.

(b) Reserve officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to reserve officers shall be returned to this department upon termination or resignation.

(c) The Department may provide hospital and medical assistance to a member of the reserve force who sustains injury in the course of performing official duties. Additionally, a reserve officer is eligible for death benefits as provided by Chapter 615, Texas Government Code (Tex. Local Gov't Code § 142.003).

327.7 PERSONNEL WORKING AS RESERVE OFFICERS

Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the Department of Human Resources prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30).

327.8 COMPLIANCE

Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable.

Reserve officers are required by this department to meet department-approved training requirements.

All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

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327.9 FIREARMS

Reserve officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Weatherford Police Department.

Reserve officers will be issued duty firearms as specified in the Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Reserve officers are required to maintain proficiency with firearms used during their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

327.9.1 FIREARMS OFF DUTY

A reserve officer shall follow the same guidelines for off-duty carry as a full-time officer (see the Firearms Policy).

An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall demonstrate his/her proficiency with the weapon.

327.10 RESERVE COORDINATOR

The Chief of Police shall delegate certain responsibilities to a reserve coordinator. The reserve coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities.

The responsibilities of the coordinator or the authorized designee include but are not limited to:

(a) Assigning reserve officers.

(b) Conducting reserve officer meetings.

(c) Establishing and maintaining a reserve officer callout roster.

(d) Maintaining and ensuring performance evaluations are completed.

(e) Monitoring the field training progress of reserve officers.

(f) Monitoring individual reserve officer performance.

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(g) Monitoring overall reserve officer activities.

(h) Maintaining a liaison with other agency reserve coordinators.

327.11 FIELD TRAINING

All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Policy.

327.12 SUPERVISION

Reserve officers may perform the same duties as regular full-time officers of this department. Reserve officers shall never supervise a regular full-time officer.

327.12.1 EVALUATIONS

While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed training. Reserve officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

327.12.2 INVESTIGATIONS AND COMPLAINTS

If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

327.13 TRAINING

The Reserves Supervisor will ensure that reserve officers are provided with a continuing education program at least once every 48-month training cycle as required by Texas Commission on Law Enforcement (TCOLE) (37 Tex. Admin. Code § 218.3).Reserve Officers will receive the same in-service training as regular sworn full time personnel in the functions that the Reserve Officers are designated by the Agency to perform.

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Outside Agency Assistance

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

328.2 POLICY

It is the policy of the Weatherford Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

328.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the on-duty patrol supervisor's office for approval. In some instances, a memorandum of understanding or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this department, the on-duty patrol supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, written documentation shall be made by the handling member unless otherwise directed by a supervisor.

328.3.1 AGREEMENTS

All supervisors should remain familiar with the existence of any interlocal contracts or agreements entered into between the Weatherford Police Department and surrounding agencies when considering requests for assistance (Tex. Local Gov’t Code § 362.002; Tex. Gov’t Code § 418.109; Tex. Gov’t Code § 791.027).

328.3.2 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Weatherford Police Department shall notify his/her supervisor or the Shift Supervisor and Communications as soon as practicable.

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This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

328.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

328.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in an information report or as directed by the Shift Supervisor.

328.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Commander authorizing use of the equipment or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the equipment and supplies.
2. The members trained in the use of the equipment and supplies.

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Police Planning and Development Coordinator to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

Documentation should be maintained in Guardian Tracking that the appropriate members have received the required training.

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Registered Offender Information

329.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Weatherford Police Department will address issues associated with certain offenders who are residing in the jurisdiction, and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders.

329.2 POLICY

It is the policy of the Weatherford Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

329.3 REGISTRATION

The Criminal Investigations supervisor shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Department of Public Safety (DPS) in accordance with Chapter 62 of the Texas Code of Criminal Procedure.

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

329.3.1 CONTENTS OF REGISTRATION

Members of the Weatherford Police Department who are responsible for registering offenders shall obtain and report the information required by DPS on the applicable form (Tex. Code of Crim. Pro. art. 62.051). Registration forms provided to an offender should comply with Tex. Code of Crim. Pro. art. 62.058.

329.3.2 PROOF OF IDENTITY

A person who is required to register as an offender is required to provide proof of his/her identity and residence before a member of the Weatherford Police Department may verify the individual's registration form (Tex. Code of Crim. Pro. art. 62.051).

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329.4 MONITORING OF REGISTERED OFFENDERS

The Criminal Investigations supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the DPS Sex Offender Registration Program website.

(c) Contact with a registrant's parole or probation officer.

Any discrepancies should be reported to DPS.

The Criminal Investigations supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Weatherford Police Department members, including timely updates regarding new or relocated registrants.

329.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant's presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the DPS Sex Offender Registration Program website or the Weatherford Police Department's website.

The Records Supervisor shall release local registered offender information to residents in accordance with Tex. Code of Crim. Pro. art. 62.005 and in compliance with a Public Information Act request.

329.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

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329.5.2 MANDATORY DISSEMINATION

The Criminal Investigations Supervisor shall make the following notifications:

(a) Within eight days of receiving notice from a court, penal institution or parole/community supervision department that a person will be required to register with the Weatherford Police Department, notice shall be sent to each superintendent of a public school district and each administrator of a private primary or secondary school in the Weatherford Police Department's jurisdiction if one of the following conditions apply (Tex. Code of Crim. Pro. art. 62.054).

1. The offense requiring registration of the individual involved a child enrolled in a public or private secondary school or a child less than 17 years of age.
2. The registrant is a student in a public or private secondary school.
3. The basis of the registration is a conviction, including deferred adjudication, for an offense under Tex. Penal Code § 43.25 (Sexual Performance by a Child), Tex. Penal Code § 43.26 (Possession or Promotion of Child Pornography), or an offense of another jurisdiction that contains substantially similar elements.

(b) For a non-resident individual who is required to register in another state and who is employed or is a student in this state (Tex. Code of Crim. Pro. art. 62.152; Tex. Code of Crim. Pro. art. 62.153):

1. Notice to each school within the district where the person will work or attend school.
2. Notice to the administrative office of the school the individual is attending of any information obtained pursuant to Tex. Code of Crim. Pro. art. 62.005.

The notice sent to the school officials shall not contain the registrant's Social Security number, driver's license number, telephone number or any information that could identify the victim of the offense.

329.5.3 ADDITIONAL DISSEMINATION

If the Weatherford Police Department registers an individual who has been assigned a numeric risk level of three, the Chief of Police may authorize notice to the public in any manner determined to be appropriate (Tex. Code of Crim. Pro. art. 62.056). This may include any information that is available to the public under Chapter 62 of the Texas Code of Criminal Procedure through use of any of the following methods:

(a) Publishing notice in a newspaper, periodical or circular in the area where the registrant intends to reside.

(b) Holding a neighborhood meeting.

(c) Posting notices in the area where the registrant intends to reside.

(d) Distributing printed notices to area residents.

(e) Establishing a specialized local website.

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Major Incident Notification

330.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Weatherford Police Department in determining when, how and to whom notification of major incidents should be made.

330.2 POLICY

The Weatherford Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

330.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Division Commander and the City. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- High-risk missing persons
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries
- Death of a prominent Weatherford official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Weatherford official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident that has attracted or is likely to attract significant media attention

330.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor is responsible for making the appropriate notifications. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as

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possible before notification, and shall attempt to make the notifications as soon as practicable. Notification should be made by using the call notification protocol posted in Communications.

330.4.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the Chief of Police shall be notified along with the affected Division Commander and the Investigations Division Commander if that division is affected.

330.4.2 INVESTIGATOR NOTIFICATION

If the incident requires that an investigator respond from home, the immediate supervisor of the appropriate detail shall be notified, who will then contact the appropriate investigator.

330.4.3 TRAFFIC SECTION NOTIFICATION

In the event of a major injury or traffic fatality, the Shift Supervisor is responsible for notifying the on-call Advanced Accident Investigation Supervisor, who will then contact the appropriate personnel, if necessary.

330.4.4 PUBLIC INFORMATION OFFICER

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.

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Death Investigation

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

331.2 POLICY

It is the policy of the Weatherford Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, conducted and properly documented.

331.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigations Division Commander as necessary. The Shift Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

331.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

331.3.2 MEDICAL EXAMINER REQUEST

Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. The Medical Examiner shall also be called anytime officers reasonably believe the Medical Examiner should investigate the death. State law requires that the Medical Examiner be notified when a person dies (Tex. Code of Crim. Pro. art. 49.04; Tex. Code of Crim. Pro. art. 49.05; Tex. Code of Crim. Pro. art. 49.18; Tex. Code of Crim. Pro. art. 49.25):

(a) While in jail.

(b) From unnatural or unknown causes.

(c) Under circumstances that reasonably indicate that the death may have been caused by unlawful means.

(d) By suicide or when it reasonably appears that the death may have been caused by suicide.

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(e) Without having been attended by a physician.

(f) Having been attended by a physician but when the physician is unable to certify the cause of death.

(g) Who is a child younger than 6 years of age.

Except in emergency circumstances as described in the CCP, the body shall not be moved or disturbed from the position or place of death without permission from the Medical Examiner (Tex. Code of Crim. Pro. art. 49.25 Sec 8).

331.3.3 SEARCHING DEAD BODIES

(a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is near death, for the purpose of identification or for information identifying the individual as an anatomical donor.

(c) The Medical Examinermay take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death. All property taken from the scene, that was not on the body itself, will be logged and placed into a report.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer shall first obtain verbal consent from the Medical Examiner or his/her assistant..

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

331.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Criminal Investigations shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Supervisor or Criminal Investigations supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.

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331.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling officer will note in report that the body was turned over to the Medical Examiner as John/Jane Doe.

331.4.1 UNIDENTIFIED BODIES DATA ENTRY

No later than 10 working days after the date a death is reported to the Department, all available identifying features of the unidentified body, including dental records, fingerprints, any unusual physical characteristics and a description of clothing or personal belongings found on or with the body shall be entered into the Texas Department of Public Safety's Missing Children and Missing Persons Clearinghouse and the National Crime Information Center file (Tex. Code of Crim. Pro. art. 63.009).

331.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Medical Examiner's Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

331.6 RIGHT OF A PARENT OF DECEASED PERSON TO VIEW PERSON'S BODY

Members investigating a person's death shall permit a parent to view the person before the Medical Examiner assumes control over the body, when practicable. If the Medical Examiner has already assumed control over the body before the parent has requested to see the person's body, the investigating member should facilitate obtaining the Medical Examiner's consent for the parent to view the body (Tex. Code of Crim. Pro. art. 49.52).

If the person's death is subject to an inquest pursuant to Tex. Code of Crim. Pro. art. 49.04 or Tex. Code of Crim. Pro. art. 49.25, the viewing of the person's body is subject to the following conditions (Tex. Code of Crim. Pro. art. 49.52):

(a) The viewing shall be supervised by an officer or, with the officer's consent, a physician, nurse, Medical Examiner, or a person acting on behalf of the Medical Examiner.

(b) The parent may not have contact with the body without the prior consent of the Medical Examiner or a person acting on behalf of the Medical Examiner.

(c) No medical device shall be removed from the body and the body shall not be altered in any way for the purpose of conducting the viewing without the prior consent of the Medical Examiner or a person acting on behalf of the Medical Examiner.

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Identity Theft

332.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting and investigation of fraudulent use or possession of identifying information (identity theft).

332.2 POLICY

It is the policy of the Weatherford Police Department to effectively investigate cases of fraudulent use or possession of identifying information (identity theft).

332.3 ACCEPTANCE OF REPORTS

A report should be taken any time a person living within the jurisdiction of the Weatherford Police Department reports that he/she has been a victim of identity theft. This includes:

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with department information (i.e., information from the Federal Trade Commission guidelines). Encourage the individual to review the material, and assist with any questions.

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Weatherford to facilitate the crime).

332.3.1 CONTENT OF REPORT

Officers investigating an incident of identity theft shall include in their report (Tex. Code of Crim. Pro. art. 2.29; Tex. Code of Crim. Pro. art 2.295):

(a) The name of the victim.

(b) The name of the suspects, if known.

(c) The type of identifying or financial information obtained, possessed, transferred or used, including specific numbers of compromised accounts or identity.

(d) The results of any investigation.

(e) Location of offense, if known.

(f) Copies of any documentation (i.e., documents showing fraudulent transactions).

(g) All known incidents of fraud.

Upon request, a copy of the report shall be provided to the victim (Tex. Code of Crim. Pro. art. 2.29; Tex. Code of Crim. Pro. art 2.295).

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332.3.2 SPECIFIC VICTIM INFORMATION

Officers should make a notation in the report narrative if the victim is a child or an elderly individual, as defined by Tex. Penal Code § 22.04, since the penalty for offenses committed against an elderly individual is enhanced (Tex. Penal Code § 32.51).

332.4 FOLLOW-UP INVESTIGATION

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.

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Private Person's Arrest

333.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a private person's arrest.

333.2 POLICY

It is the policy of the Weatherford Police Department to accept a private person's arrest only when legal and appropriate.

333.3 ARRESTS BY PRIVATE PERSON

A private person may arrest another under the following circumstances:

(a) When an offense is committed in his/her presence or within his/her view and if the offense is one classed as a felony or as an offense against the public peace (Tex. Code of Crim. Pro. art. 14.01).

(b) When the person has reasonable grounds to believe property is stolen (Tex. Code of Crim. Pro. art. 18.16).

1. The person must bring the person suspected of committing the theft and the property before a magistrate or to a police officer for the purpose of examination.

(c) When the person reasonably believes that another has stolen or is attempting to steal property (Tex. Civ. Prac. & Rem. Code § 124.001).

1. The person may detain that person is a reasonable manner and for a reasonable time to investigate ownership of the property.

333.4 OFFICER RESPONSIBILITIES

An officer confronted with a person claiming to have made a private person's arrest should determine whether such an arrest is lawful.

If the officer determines that the private person's arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.

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333.5 PRIVATE PERSON'S ARREST FORM

The arresting person should be asked to complete and sign a statement. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person's arrest, to take the individual into custody and determines an arrest is appropriate.

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Limited English Proficiency Services

334.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

334.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Weatherford Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

334.2 POLICY

It is the policy of the Weatherford Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

334.3 LEP COORDINATOR

The Chief of Police shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

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(a) Coordinating and implementing all aspects of the Weatherford Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Supervisor and Communications Supervisor. The list should include information regarding:

1. Languages spoken.
2. Contact information.
3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

334.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

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(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

334.5 TYPES OF LEP ASSISTANCE AVAILABLE

Weatherford Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language. See attachment: LLS Language ID Guide - to E-mail.pdf

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

For the Language Line service instructions, see attachment: Partnering with an Interpreter.pd f and attachment: Weatherford Police Department QRG.pdf

334.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

334.7 AUDIO RECORDINGS

The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

334.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues

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involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the Department as having the requisite skills and competence may be requested.

334.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

334.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.

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- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.

334.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

334.10 CONTACT AND REPORTING

Although all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

334.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Weatherford Police Department will take reasonable steps and will work with the Department of Human Resources to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

334.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is

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known and a qualified bilingual member is available in Communications, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller's language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

Although 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

334.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

334.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

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Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

334.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

To ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

334.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

334.16 COMPLAINTS

The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

334.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue

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to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

334.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Manager shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Manager shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with the established records retention schedule.

334.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Manager shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

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Communications with Persons with Disabilities

335.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

335.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

Disability or impairment – A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the person with a disability uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters should hold a current certification issued by the Board for Evaluation of Interpreters or another current certificate approved by the Department of Assistance and Rehabilitative Services (Tex. Hum. Res. Code § 82.001).

335.2 POLICY

It is the policy of the Weatherford Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

335.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Chief of Police shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be responsible to the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the City ADA coordinator regarding the Weatherford Police Department's efforts to ensure equal access to services, programs and activities.

(b) Developing reports or new procedures or recommending modifications to this policy.

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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Supervisor and Communications Supervisor. The list should include information regarding:

1. Contact information.
2. Availability.

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas indicating that auxiliary aids are available free of charge to individuals with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

335.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure persons with disabilities have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

335.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

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Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Weatherford Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

335.6 TYPES OF ASSISTANCE AVAILABLE

Weatherford Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to persons with disabilities through a variety of services.

A person with a disability may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

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335.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

335.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who has a disability shall be required to provide his/her own interpreter (28 CFR 35.160). See attachment: Texas Interpreting Services LLC.pdf

335.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

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335.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

335.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

335.12 REPORTING

Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

335.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and court orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

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The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

335.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

335.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

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To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

335.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the officer reasonably determines another effective method of communication exists under the circumstances.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

335.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this department.

335.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

335.18 TRAINING

To ensure that all members who may have contact with persons with disabilities are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

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(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Manager shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Manager shall maintain records of all training provided and will retain a copy in each member's training file in accordance with the established records retention schedule.

335.18.1 TEXAS COMMISSION ON LAW ENFORCEMENT TRAINING

The Training Manager shall ensure that the Texas Commission on Law Enforcement (TCOLE) training related to deaf or hard of hearing drivers is provided to officers (Tex. Occ. Code § 1701.253).

335.18.2 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Communications members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.

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Biological Samples

336.1 PURPOSE AND SCOPE

This policy provides guidelines for the collection of biological samples from those individuals required to provide samples upon conviction or arrest for certain offenses. This policy does not apply to biological samples collected at a crime scene or taken from an individual in conjunction with a criminal investigation, nor does it apply to biological samples collected from those required to register, for example, as sex offenders.

336.2 POLICY

The Weatherford Police Department will assist in the expeditious collection of required biological samples from arrestees and/or offenders in accordance with the laws of this state and with as little reliance on force as practicable.

336.3 ARRESTEES AND/OR OFFENDERS SUBJECT TO BIOLOGICAL SAMPLE COLLECTION

The following arrestees or offenders must submit a biological sample (Tex. Gov't Code § 411.1471; Tex. Gov't Code § 411.148):

(a) Persons indicted for the following felony offenses:

1. Aggravated kidnapping with the intent to inflict bodily injury or sexually abuse the victim
2. Indecency with a child
3. Sexual assault
4. Aggravated sexual assault
5. Prohibited sexual conduct
6. Burglary of a habitation of the 1st degree
7. Compelling prostitution
8. Sexual performance by a child
9. Possession or promotion of child pornography
10. Continuous sexual abuse of a child
11. Continuous trafficking of persons

(b) Persons who are arrested for an offense described above and who have a prior conviction for or who have been placed on deferred adjudication for either an offense above or burglary of a habitation of the 2nd degree.

(c) Persons who have been convicted of:

(a) Any offense punishable as a Class A misdemeanor or higher under Title 5, Penal Code (Offenses Against the Person), except for a Class A misdemeanor of unlawful restraint, assault or deadly conduct.

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(b) Indecent exposure.

(c) Enticing a child.

(d) Promotion of prostitution or solicitation of prostitution.

(e) Sale, distribution or display of harmful material to a minor.

(d) Individuals who are required to submit a sample pursuant to a court order.

336.4 PROCEDURE

When an arrestee or an offender is required to provide a biological sample, a trained member shall attempt to obtain the sample in accordance with this policy (37 Tex. Admin. Code § 28.125).

336.4.1 COLLECTION

The following steps should be taken to collect a sample:

(a) Verify that the arrestee or offender is required to provide a sample pursuant to Tex. Gov't Code § 411.1471.

(b) Verify that a biological sample has not been previously collected from the arrestee or offender by querying the individual's computerized criminal history record. If a determination cannot be made from the individual's criminal history record, verification should be sought by contacting the Texas Department of Public Safety (DPS) Combined DNA Index System (CODIS) lab. There is no need to obtain a biological sample if one has been previously obtained.

(c) Use the designated collection kit provided by DPS to perform the collection and take steps to avoid cross contamination (37 Tex. Admin. Code § 28.125).

336.5 USE OF FORCE TO OBTAIN SAMPLES

If an arrestee and/or offender refuses to cooperate with the sample collection process, members should attempt to identify the reason for refusal and seek voluntary compliance without resorting to using force. Force will not be used in the collection of samples except as authorized by court order or approval of legal counsel, and only with the approval of a supervisor.

Methods to consider when seeking voluntary compliance include contacting:

(a) The individual's parole or probation officer, when applicable.

(b) The prosecuting attorney to seek additional charges against the individual for failure to comply or to otherwise bring the refusal before a judge.

(c) The judge at the individual's next court appearance.

(d) The individual's attorney.

(e) A chaplain.

(f) Another custody facility with additional resources, where the individual can be transferred to better facilitate sample collection.

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(g) A supervisor who may be able to authorize custodial disciplinary actions to compel compliance, if any are available.

The supervisor shall review and approve any plan to use force and be present to document the process.

336.5.1 VIDEO RECORDING
A video recording should be made any time force is used to obtain a biological sample. The recording should document all persons participating in the process, in addition to the methods and all force used during the collection. The recording should be part of the investigation file, if any, or otherwise retained in accordance with the established records retention schedule.

336.6 LEGAL MANDATES AND RELEVANT LAWS
Texas law provides for the following:

336.6.1 SUBMISSION OF SAMPLE
The Property and Evidence Section supervisor shall ensure that the kit is sent to a DPS crime lab capable of examining biological evidence for DNA typing, or other approved laboratory. The sample must be submitted no later than the end of the third business day after its collection (37 Tex. Admin. Code § 28.126).

336.6.2 RECORDS AND RETENTION
The Department shall maintain a record of the collection of a biological sample taken from an eligible individual (Tex. Gov’t Code § 411.146).

Upon receipt of a notice of acquittal of an eligible individual or dismissal of the case against an eligible individual, the Records Section, or designated division,shall ensure that the record of collection is destroyed as soon as practicable (Tex. Gov’t Code § 411.1471).

336.6.3 CONFIDENTIALITY OF RECORDS
It is unlawful for any person to knowingly misuse or disclose to an unauthorized entity a biological sample collected or a profile obtained for DNA database purposes (Tex. Gov't Code § 411.153).

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Chaplains

337.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Weatherford Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

337.2 POLICY

The Weatherford Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

337.3 ELIGIBILITY

Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.

(b) Managing his/her household, family and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) A minimum of five years of successful counseling experience.

(f) Possession of a valid driver's license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

337.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Weatherford Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

337.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

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337.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate application.

(b) Include a recommendation from employers or volunteer programs.

(c) Interview with the Chief of Police and the chaplain coordinator.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

337.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Weatherford Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Weatherford Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

337.6 CHAPLAIN COORDINATOR

The Chief of Police shall delegate certain responsibilities to a chaplain coordinator.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Shift Supervisor.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

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(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain callout roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

337.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Department, its members and the community as needed. Assignments of chaplains will usually be to augment the Patrol Division, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person's intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Weatherford Police Department.

337.7.1 COMPLIANCE

Chaplains are volunteer members of this department and, except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

337.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for a period designated by the chaplain coordinator.

(b) Generally, each chaplain will serve with Weatherford Police Department personnel a minimum of eight hours per month.

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(c) Chaplains shall be permitted to ride with officers during any shift and observe Weatherford Police Department operations, provided the Shift Supervisor has been notified and has approved the activity.

(d) Chaplains shall not be evaluators of members of the Department.

(e) In responding to incidents, a chaplain shall never function as an officer.

(f) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(g) Chaplains shall serve only within the jurisdiction of the Weatherford Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(h) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

337.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

337.7.4 ASSISTING THE DEPARTMENT

The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in defusing a conflict or incident, when requested.

(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Shift Supervisor or supervisor believes the chaplain could assist in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.

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(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Training others to enhance the effectiveness of the Department.

337.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing a liaison with various civic, business and religious organizations.

(d) Assisting the community when they request representatives or leaders of various denominations.

(e) Assisting the community in any other function, as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

337.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

337.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Department may work or volunteer for the Weatherford Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Weatherford Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

337.9 TRAINING

The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Manager, may include:

- Stress management
- Death notifications

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- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Suicide
- Officer injury or death
- Sensitivity and diversity

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Public Safety Video Surveillance System

338.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

338.2 POLICY

The Weatherford Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

338.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

338.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Temporary cameras may be used for special events. Monitoring for special events should not include recordings.

Cameras should only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

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(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Supervisor's office and Communications. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Supervisor or trained Communications personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention of anything documented by public safety surveillance equipment is prohibited.

338.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment should be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

338.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, video enhancement or other analytical technology, requires additional safeguards.

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338.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members follow department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

338.4.1 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

338.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

338.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

338.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Weatherford Police Department.

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

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338.7 TRAINING

All department members authorized to operate or access public safety video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

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Child and Dependent Adult Safety

339.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

339.2 POLICY

It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Weatherford Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

339.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

339.3.1 AFTER AN ARREST

Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

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Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify Department of Family and Protective Services (DFPS) or the Department of Aging and Disability Services, if appropriate.

(e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

339.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

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339.3.3 REPORTING

(a) For all arrests where children are present or living in the household and there are no other responsible parties present, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household and there are no other responsible parties present, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

339.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

339.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care. In this section a child is a person under the age of 17.

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339.5 TRAINING

The Training Manager or designee is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

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Service Animals

340.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

340.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

340.2 POLICY

It is the policy of the Weatherford Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

340.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

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- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

340.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Weatherford Police Department affords to all members of the public (28 CFR 35.136).

340.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

340.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

340.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

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340.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

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Volunteers

341.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Weatherford Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

Reserve police officers and explorers, who also provide volunteer services for the Department, are addressed in separate polices.

341.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns and persons providing administrative support.

341.2 POLICY

The Weatherford Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

341.3 ELIGIBILITY

Requirements for participation as a volunteer for the Department may include, but are not limited to:

(a) Being at least 18 years of age.

(b) Possession of a valid driver's license if the position requires vehicle operation.

(c) Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.

(d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.

(e) No conviction of a misdemeanor or gross misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.

(f) No mental illness or chemical dependency condition that may adversely affect the person's ability to serve in the position.

(g) Ability to meet physical requirements reasonably appropriate to the assignment.

(h) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

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341.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Weatherford Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

341.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested department members to the volunteer coordinator through the requester's immediate supervisor. A complete description of the volunteer's duties and a requested time frame should be included in the request. All department members should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The volunteer coordinator may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

341.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

(a) Submit the appropriate written application. See attachment: Weatherford Police Department Internship Volunteer Application.pdf

(b) Interview with the volunteer coordinator.

(c) Successfully complete an appropriate-level background investigation.

(d) Sign the Citizen Volunteer Confidentiality Agreement. See attached Confidentiality Agreement.pdf

341.4.3 APPOINTMENT

Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Department.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

Volunteers serve at the discretion of the Chief of Police.

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341.5 IDENTIFICATION AND UNIFORMS

As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties.

Volunteers will be issued Weatherford Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Weatherford Police Department identification cards, except that “Volunteer” will be indicated on the cards.

341.6 VOLUNTEER COORDINATOR

The volunteer coordinator shall be appointed by and directly responsible to the Community Services Commander or the authorized designee.

The function of the coordinator is to provide a central coordinating point for effective volunteer management within the Department, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Chief of Police or the authorized designee, volunteers shall report to the volunteer coordinator and/or Shift Supervisor.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the coordination of volunteers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified volunteers.

(b) Conducting volunteer meetings.

(c) Establishing and maintaining a volunteer callout roster.

(d) Maintaining records for each volunteer.

(e) Tracking and evaluating the contribution of volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.

(j) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the coordinator.

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341.7 DUTIES AND RESPONSIBILITIES

Volunteers assist department personnel as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

341.7.1 COMPLIANCE

Volunteers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments.

341.7.2 VOLUNTEER MEETINGS

All volunteers should attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

341.8 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training should correspond to his/her assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Department and law enforcement procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Department.

341.8.1 VOLUNTEER TRAINING MATERIALS

Each new volunteer may, when necessary, be issued volunteer training materials. The materials outline the subject matter and skills necessary to properly function as a volunteer with the Weatherford Police Department. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

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341.9 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Weatherford Police Department.

341.9.1 EVALUATIONS

Volunteers should be evaluated periodically to ensure that they are able to perform their duties in a safe and efficient manner.

341.9.2 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to:

(a) Driver's license.

(b) Medical condition.

(c) Arrests.

(d) Criminal investigations.

(e) All law enforcement contacts.

341.10 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Department of Public Safety to obtain

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clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

341.10.1 RADIO AND MOBILE DATA COMPUTER USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or Mobile Data Computers and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

341.11 EQUIPMENT

Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

341.11.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

(a) A driving safety briefing and department-approved driver safety course.

(b) Verification that the volunteer possesses a valid driver’s license.

(c) Verification that the volunteer carries current vehicle insurance.

The coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate department vehicles while using the vehicle's emergency equipment (e.g., emergency lights siren) without supervisor approval.

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341.12 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

341.12.1 EXIT INTERVIEWS

The volunteer coordinator should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Department.

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Native American Graves Protection and Repatriation

342.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

342.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes, or to contain human remains.

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

342.2 POLICY

It is the policy of the Weatherford Police Department that the protection of Native American human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

342.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

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Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Appropriate Texas land management agency, the Texas Historical Commission and the Medical Examiner, when appropriate (Tex. Code of Crim. Pro. art. 49.05; Tex. Code of Crim. Pro. art. 49.25; 13 Tex. Admin. Code § 26.2).
- Tribal land - Responsible Indian tribal official

342.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).

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Off-Duty Law Enforcement Actions

343.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for officers of the Weatherford Police Department with respect to taking law enforcement action while off-duty.

343.2 POLICY

It is the policy of the Weatherford Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

343.3 DECISION TO INTERVENE

There is no legal requirement for off-duty officers to take law enforcement action. Officers should consider waiting for on-duty uniformed peace officers to arrive instead of immediately intervening and, while waiting, gather as much accurate intelligence as possible. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other peace officers.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding peace officers.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

343.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

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Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Weatherford Police Department until acknowledged. Official identification should also be displayed when possible.

343.4 CONSIDERATIONS

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

343.4.1 NON-SWORN RESPONSIBILITIES

Non-sworn members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

343.4.2 INCIDENTS OF PERSONAL INTEREST

Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

343.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the on-duty shift supervisor regarding any law enforcement action taken while off-duty. The on-duty shift supervisor may send another supervisor to the location. The supervisor may request assistance from the Professional Standards Unit, if deemed appropriate.

The shift supervisor shall determine whether a crime report or an administrative report should be completed by the involved officer.

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Community Relations

344.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

344.2 POLICY

It is the policy of the Weatherford Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

344.3 MEMBER RESPONSIBILITIES

Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Communications of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Communications of their location and status during the foot patrol.

344.4 COMMUNITY RELATIONS COORDINATOR

The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or authorized designee and is responsible for:

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(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department's relationship with the community.

(d) Working with community groups, department members and other community resources to:

1. Identify and solve public safety problems within the community.
2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Patrol Division Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending City council and other community meetings to obtain information on community relations needs.

(h) Assisting with the department's response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department's community relations goals, as appropriate.

344.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

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344.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).

(b) Police-community get-togethers (e.g., cookouts, meals, charity events).

(c) Youth leadership and life skills mentoring.

(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.

(e) Neighborhood Watch and crime prevention programs.

344.7 INFORMATION SHARING

The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.

(b) Social media (see the Department Use of Social Media Policy).

(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

344.8 LAW ENFORCEMENT OPERATIONS EDUCATION

The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.

(b) Department website postings.

(c) Presentations to driver education classes.

(d) Instruction in schools.

(e) Department ride-alongs (see the Ride-Alongs Policy).

(f) Scenario/Simulation exercises with community member participation.

(g) Youth internships at the Department.

(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make

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a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

344.9 SAFETY AND OTHER CONSIDERATIONS

Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

344.10 TRANSPARENCY

The Department should periodically publish statistical data and analysis regarding the department's operations. The reports should follow state guidelines.

344.11 TRAINING

Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.

(b) Cultural, racial and ethnic diversity and relations.

(c) Building community partnerships.

(d) Community policing and problem-solving principles.

(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.

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School Resource Officers

345.1 PURPOSE AND SCOPE

This policy establishes guidelines for the Weatherford Police Department School Resource Officer (SRO) Program to bridge the gap between law enforcement and youth while providing a safe and secure learning environment for the Weatherford Independent School District (WISD) administration, faculty members and students.

345.2 POLICY

It is the policy of the Weatherford Police Department to enhance the safety of students and faculty on Independent School District campuses by forming a partnership with the Independent School District school, faculty members and students. The SRO shall work with the principals and security staff in their assigned schools as a staff member and will be considered an "agent of the school." The SRO Program should fill all the duties of a law enforcement officer, teacher (guest speaker), and informal counselor (mentor).

345.3 SCHOOL RESOURCE OFFICER PROGRAM

The Chief of Police shall appoint, in consultation with the school superintendent, SROs to serve in public elementary and secondary schools as is outlined in the applicable agreement. The goals and objectives of the SRO Program partnership include, but are not limited to:

(a) Creating respect for law and order in the public school system and minimizing criminal activity.

(b) Identifying students at risk of becoming involved in the criminal justice system and guiding them toward more positive and socially acceptable ways to behave.

(c) Reducing criminal activity on or near a school campus.

(d) Enhancing communication and understanding between students, their families, district staff and the Department.

(e) Assisting with the coordination of security measures for school activities such as sports events, dances and other large gatherings.

(f) Auditing security measures, at least annually, throughout the school and making recommendations to enhance safety and reduce risk.

The Chief of Police shall enter into a memorandum of understanding (MOU) or inter-local agency agreement with the school Superintendent concerning the deployment and responsibilities of SROs (G.L. c. 71, § 37P).

345.3.1 OFFICER RESPONSIBILITIES

The Chief of Police or the authorized designee should appoint members as SROs whose duties and responsibilities include:

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(a) Responding to calls and the preliminary investigation of criminal offenses that occur on student-occupied property while the SRO is on-duty or during school hours in accordance with applicable federal, state and local criminal laws and ordinances.

(b) Conducting follow-up investigations of criminal offenses that occur on student-occupied property during school hours in accordance with applicable federal, state and local criminal laws and ordinances.

(c) Notifying WISD Director of Safety and Security and Campus Administrators of significant actions taken by SROs including arrests which will be reported to the Director of Safety and Security as soon as practically possible.

(d) Assisting the Criminal Investigation Division (CID) with follow-up investigations that originate on student-occupied property or involve a student.

(e) Assisting in educating students as to the role of police in our society and other law enforcement related issues (e.g., crime prevention, recognition of substance abuse, driver safety, gang violence, traffic safety, suicide and runaway prevention, family violence and child abuse).

(f) Mentoring and educating students of the consequences of juvenile delinquency through close contact with students and school personnel. School Resource Officers may counsel and advise on substance abuse, sexual abuse, or any form of child abuse. School Resource Officers may help resolve, by advice, issues between students that may result in a criminal matter, disturbance, or disruption as well.

(g) Providing education for students, faculty and administrators as requested and when available regarding law enforcement functions.

(h) Assisting faculty and administrators in establishing policies that contribute to the safety of school staff and students.

(i) Participating in student conferences, as requested and appropriate.

(j) Providing youth gang task force intelligence as appropriate.

345.3.2 SUPERVISOR RESPONSIBILITIES

The Chief of Police or the authorized designee should appoint an SRO supervisor whose duties and responsibilities include:

(a) Supervising day to day operations of the SRO Program and ensure each SRO is adhering to current policy and procedure, as well as federal, state and local ordinances.

(b) Assigning SROs to WISD campuses to ensure maximum coverage of all school campuses and coordinate that schedule with the district Director of Safety and Security.

(c) Routinely visiting WISD campuses and the district Director of Safety and Security on a regular basis to determine the effectiveness of the program.

(d) Ensuring law enforcement matters are handled in accordance with current policy and procedure.

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(e) Reporting to the Community Services Commander any problems that have been encountered and what action has taken place to resolve the problem.

(f) Assisting by performing the duties and responsibilities of an SRO in addition to supervisory duties.

345.4 SCHOOL RESOURCE OFFICER QUALIFICATIONS

Members appointed as SROs shall be selected using criteria that includes, but is not limited to:

(a) A selection process to be determined by the Chief of Police or authorized designee

(b) The ability of the appointee to foster an optimal learning environment and educational community.

(c) School Resource Officers should have a minimum of at least three years of law enforcement experience with one year of service with the Weatherford Police Department, or a minimum of at least two years of law enforcement experience while possessing an Intermediate Certification, with one year of service with the Weatherford Police Department.

(d) School Resource Officers should have a willingness to develop youth and consideration should be given to officers who engage with youth either on- or off-duty

(e) School Resource Officers should have excellent verbal and written communication skills

(f) School Resource Officers should not be considered for appointment if there are any serious disciplinary issues that contradict any of the above qualifications.

At the end of each school year, the district Director of Safety and Security, along with campus administrators, will be surveyed on the effectiveness of the SRO assigned at a school. Consideration should be taken to review any complaints made by the school administration for any future assignments or removal with the sole decision of removal being made by the Chief of Police or his/her designee.

345.5 TRAINING

The Department should provide members appointed as SROs appropriate training for the assignment.

(a) Newly appointed SROs will be provided with formal department-approved training for the assignment to review current practices, law, and to go over the duties and responsibilities of the SRO. School Resource Officers should also complete:

1. NASRO Basic Training Course, or School Based Law Enforcement Introductory, or equivalent certification within one year of appointment.

2. NASRO Advanced Training Course, or School Based Law Enforcement Intermediary, or equivalent certification within two years of appointment.

3. Single Officer Rapid Deployment Training bi-annually.

(b) School Resource Officers should attend one NASRO Conference, TASRO conference or SBLE conference, if feasible, within three years of appointment.

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(c) School Resource Officers shall complete mandatory training per department policy and procedure and will attend specialized training approved by the SRO supervisor.

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Handgun License

346.1 PURPOSE AND SCOPE

The Director of the Department of Public Safety (DPS) is given the statutory discretion to issue a license to carry a handgun to residents within the state. This policy will provide a guide for handling incidents involving a License to Carry a Handgun (LTC) and a written process for the revocation or suspension of such licenses (Tex. Gov't Code § 411.186; Tex. Gov't Code § 411.187).

346.2 CONTACT OF A HANDGUN LICENSE DEALER

An officer, acting in the lawful discharge of his/her official duties, is authorized to disarm an LTC holder any time when the officer has a reasonable belief that it is necessary for the protection of him/herself, the license holder or others. However, during routine contacts it is preferred to avoid such action (Tex. Gov't Code § 411.207).

(a) During traffic stops and contacts officers should:

1. Follow the seven-step violator contact.
2. If the driver advises he/she is an LTC holder, ask if he/she is currently carrying a handgun and where the handgun is located.
3. Caution the driver not to reach for, touch or display the weapon unless requested to do so.
4. Recognize that an LTC holder need not identify him/herself as an LTC holder if no handgun is in his/her possession.
5. Complete the traffic stop or contact in a normal manner unless there is reasonable need to disarm the LTC holder.

(b) During a response to a disturbance, officers should:

1. Ascertain during the initial contact if any of the parties present or involved in the incident are LTC holders and if they currently are in possession of a handgun.
2. Ascertain the need to remove any handgun from the scene, and if necessary, to do so as safely and quickly as possible.
3. Assess and respond to violations of the LTC laws by an LTC holder who is involved in a disturbance, assault or similar situation or incident.

(c) Disarming an LTC holder:

1. If an officer decides to disarm an LTC holder, it should be done in the safest, but least intrusive manner possible. Simply having the LTC holder move away from the location of a handgun should suffice in most situations. The less a gun is handled, the less chance there is of an accidental discharge.
2. In the case of a traffic stop, the best practice should be to place the weapon in the trunk of the licensee's vehicle, if the officer is not comfortable having the handgun left in the passenger compartment.

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346.3 ARRESTED PERSONS

When a person is arrested for any offense that would qualify for suspension or revocation of an LTC under Texas handgun laws, a check should be conducted to determine whether he/she has been issued an LTC. The arresting officer should ensure that a check for an LTC be conducted regardless of whether the arrested person was in possession of a license or a handgun at the time of the arrest.

Offenses that qualify for suspension or revocation include:

- Any felony
- Any Class A or B misdemeanor
- Any Class C misdemeanors involving violence, assault, disorderly conduct or similar behavior.

Any handgun or LTC in possession of a person arrested for a qualifying offense shall be seized as evidence and booked into property (Tex. Gov't Code § 411.206).

If the offense does not qualify for suspension or revocation of an LTC and the arrested person holds a valid LTC, any handgun found in possession of the arrested person shall be placed into property for safekeeping.

346.4 REVOCATION OF LICENSES

An officer may request revocation of an LTC for any of the following reasons (Tex. Gov't Code § 411.186):

(a) The licensee has violated any of the restrictions or conditions placed upon the license.

(b) The licensee was not entitled to the license at the time it was issued.

(c) The licensee gave false information on the application.

(d) The license holder becomes ineligible for a license under Tex. Gov't Code § 411.172, unless the sole basis for ineligibility is that the license holder is charged with the commission of a Class A or Class B misdemeanor or an offense under Tex. Penal Code § 42.01, or of a felony under an information or indictment.

(e) The license holder is convicted of an offense under Tex. Penal Code § 46.035.

(f) The license holder engaged in conduct constituting a reason to suspend a license listed in Tex. Gov't Code 411.187(a) after the person's license has been previously suspended twice for the same reason.

(g) The licensee submitted an application fee that was not honored or reversed.

If an officer believes there is reason to revoke the license, the officer shall:

(a) Prepare an affidavit on form LTC-88 (3/2017) provided by DPS stating the reason(s) for revocation. See attachment : LTC-88.pdf.

(b) Attach all related reports to the affidavit.

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(c) Submit the forms and reports to DPS no later than the fifth working day after the date the form is prepared.

(d) Send a copy of the form and attachments to the licensee.

346.5 SUSPENSION OF LICENSE

An officer may request suspension of an LTC for any of the following reasons (Tex. Gov't Code § 411.187):

(a) The license holder is charged with the commission of a Class A or Class B misdemeanor or an offense under Tex. Penal Code § 42.01, or of a felony under an information or indictment.

(b) The license holder fails to notify the Department of a change of address or name, as required by Tex. Gov't Code § 411.181.

(c) The license holder commits an act of family violence and is the subject of an active protective order rendered under Title 4, Tex. Family Code.

(d) The license holder is arrested for an offense involving family violence or an offense under Tex. Penal Code § 42.072, and is the subject of an order for emergency protection issued under Tex. Code of Crim. Pro. art. 17.292.

If an officer believes there is reason to suspend the license, the officer shall:

(a) Prepare an affidavit on form LTC-81 (4/2017) provided by DPS stating the reason(s). See attachment : LTC-81.pdf.

(b) Attach all related reports to the affidavit.

(c) Submit the forms and reports to DPS no later than the fifth working day after the date the form is prepared.

(d) Send a copy of the form and attachments to the licensee.

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Chapter 4 - Patrol Operations

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Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The Weatherford Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Weatherford. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.

(e) Responding to reports of both criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Directing and controlling traffic.

(h) Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.

(i) Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily roll call briefings and to attend roll call briefings of other divisions or specialized units.

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Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.5 CROWDS, EVENTS AND GATHERINGS

Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

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Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Weatherford Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach and partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Tex. Code of Crim. Pro. art. 3.05).

401.2 POLICY

The Weatherford Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing and profiling based on ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR CONTACT

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

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To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS

The Support Services Commander should ensure that the Department has appropriate systems in place to collect information required by state racial profiling laws (Tex. Code of Crim. Pro. art. 2.132 (Tier One); Tex. Code of Crim. Pro. art. 2.133 (Tier Two)).

Each time an officer makes a traffic stop, the officer shall gather the required information using the system in place for racial profiling reporting.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

    1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Computer (MDC) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.

    1. Supervisors should document these periodic reviews.

    2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

401.6 STATE REPORTING

The Chief of Police shall annually submit a report of the information required in Tex. Code of Crim. Pro. art. 2.132 to the Texas Commission on Law Enforcement (TCOLE) and to each governing body served by the Department.

The Chief of Police shall also provide to TCOLE and each governing body served by the Department a report containing an analysis of the information required by Tex. Code of Crim.

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Pro. art. 2.133. The report must be submitted by March 1 of each year (Tex. Code of Crim. Pro. art. 2.134).

The reports may not include identifying information about any officer who made the traffic stop or about any individual who was stopped or arrested (Tex. Code of Crim. Pro. art. 2.132; Tex. Code of Crim. Pro. art. 2.134).

401.7 ADMINISTRATION

The Chief of Police's designee should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service (Tex. Code of Crim. Pro. art. 2.132).

Supervisors should review the report submitted to TCOLE and the governing body and the annual report and discuss the results with those they are assigned to supervise.

401.8 COMPLIMENTS AND COMPLAINTS

The Community Services Commander is responsible for educating the public on the Department’s compliment and complaint process (see the Personnel Complaints Policy). This education may be achieved by information provided through the Department website. This information shall include the telephone number, mailing address and e-mail address to make a compliment or complaint regarding a ticket, citation or warning issued by an officer.

In the event that an investigation is initiated against an officer for a violation of this policy, the Patrol Division Commander should ensure that a copy of any related recording is provided as soon as practicable to the officer upon written request (Tex. Code of Crim. Pro. art. 2.132).

401.9 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Training Manager or designee. Training will be conducted at least every two years in accordance with Texas Law and TCOLE standards.

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Roll Call Briefing

402.1 PURPOSE AND SCOPE

This policy discusses the activity of roll call briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Roll Call Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 ROLL CALL BRIEFING

All divisions and specialized units will conduct regular roll call briefing to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct roll call briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Roll Call Briefing should include, but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:

1. Wanted persons.
2. Crime patterns.
3. Suspect descriptions.
4. Intelligence reports and photographs.
5. Community issues affecting law enforcement.
6. Major investigations.

(b) Notifying members of changes in schedules and assignments.

(c) Reviewing recent incidents for situational awareness and training purposes.

(d) Providing training on a variety of subjects.

(e) Conducting periodic personnel inspections.

Supervisors should also ensure that all members are informed about Departmental Directives and any recent policy changes.

402.3.1 RETENTION OF ROLL CALL BRIEFING TRAINING RECORDS

Roll Call Briefing training materials and a curriculum or summary shall be placed in Guardian Tracking for inclusion in training records, as appropriate.

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402.4 PREPARATION OF MATERIALS

The member conducting roll call briefing is responsible for preparation of the materials necessary for a constructive roll call briefing.

402.5 TRAINING

Roll Call Briefing training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.

(b) Presentation and discussion of the proper application of existing policy to routine daily activities.

(c) Presentation and discussion of the proper application of existing policy to unusual activities.

(d) Review of recent incidents for training purposes.

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Crime Scene Integrity and Investigations

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling crime scene investigations. For guidelines on packaging and submitting evidence, see the Property and Evidence Section Policy.

403.2 POLICY

It is the policy of the Weatherford Police Department to secure crime scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime for the safety of the community and those required to enter or work near the scene.

403.3 DEFINITIONS

Crime Scene Investigator - Officer responsible for the processing and the collection of physical evidence at a crime scene.

Criminal Investigator - Officer responsible for the investigation of a criminal offense.

Major crime scene - Those investigations that, due to the nature of the crime, require expertise or specialization in the collection of evidence such as photography, swabs, casts or collection of fluids, fibers, hair or special finger printing techniques or complex measurements and diagrams.

Minor crime scene - Those investigations that are limited to simple diagrams, fingerprinting or preservation of items of physical evidence for the processing and the collection of physical evidence at a crime scene.

403.4 SCENE RESPONSIBILITY

The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

Minor crimes will be investigated by patrol officers under the following circumstances:

(a) The officers are equipped and trained to conduct such investigations.

(b) The officer’s workload will allow him/her sufficient time to conduct investigations.

(c) The offense or crime does not require a major crime scene investigation.

When determined by a patrol officer or supervisor that the crime scene requires expertise or specialization in criminal investigation or crime scene investigation the supervisor shall request a Criminal Investigator and/or Crime Scene Investigator.

(a) The Criminal Investigator or Crime Scene Investigator should be contacted as soon as possible after it is determined that he/she is needed.

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(b) A Crime Scene Investigator may be called without calling in a Criminal Investigator, when there is physical evidence that needs to be collected at the crime scene, such as fingerprints or other evidence, and there is no immediate follow-up necessary by a Criminal Investigator.

(c) When photographs are not taken of a major crime scene or where no physical evidence is recovered from a major crime scene, the Criminal Investigator assigned to the case will document the reason for such in his/her investigative report.

403.5 FIRST RESPONDER RESPONSIBILITIES

The following list generally describes the first responder's function at a crime scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify and record names and addresses of potential witnesses, and any persons in the scene or those having access to the scene.

(j) Start a chronological log noting critical times and personnel allowed access.

(k) Notify a supervisor who will determine if a Criminal Investigator is required.

A patrol officer will stand by at a crime scene with the Criminal Investigator and/or with the Crime Scene Investigator for scene protection and to provide information regarding the crime.

403.6 SUPERVISOR RESPONSIBILITIES

Upon arrival to the scene, the Field Supervisor shall:

(a) Receive briefing from the officer in charge of the crime scene.

(b) Assume command of officers assigned to perimeter and crime scene protection.

(c) Determine if a Criminal Investigator or Crime Scene Investigator is required at the crime scene.

(d) Notify chain of command as soon as possible.

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(e) Relinquish command of crime scene to ranking Criminal Investigator after briefing him/her.

(f) Assume command of such functions as traffic or crowd control.

(g) Provide necessary assistance to criminal investigative or crime scene investigation personnel.

403.7 INVESTIGATOR IN CHARGE OF SCENE RESPONSIBILITIES

The investigator in charge of crime scene shall:

(a) Receive briefing from officer in charge of crime scene.

(b) Assume command of the crime scene.

(c) Coordinate general investigative procedure.

(d) Contact the Crime Scene Investigator if needed.

(e) Coordinate crime scene search activity.

(f) Request additional personnel if necessary.

(g) Keep notes of activities conducted during investigation.

403.8 CRIME SCENE SEARCH INVESTIGATOR RESPONSIBILITIES

The Crime Scene Investigator shall:

(a) Assume functional control of evidence collection and crime scene search activity.

(b) Initiate steps to notify the Medical Examiner's Office immediately if a deceased person is involved.

(c) Ensure that all physical evidence at the crime scene is seized, properly tagged and documented.

(d) Clean up all excessive identification materials.

(e) Process vehicles at the crime scene when necessary or when feasible.

(f) Accompany each person who enters the crime scene.

(g) Keep notes of activities conducted during the crime scene investigation.

(h) Complete all related paperwork concerning the investigation.

403.9 SEARCHES

Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

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When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

No person will enter the crime scene once the crime scene area has been established, except:

(a) The Criminal Investigator (detective) in charge of the investigation.

(b) The Crime Scene Investigator.

(c) The medical investigator.

(d) Medical personnel, if needed.

(e) Those authorized by the Criminal Investigator or the Crime Scene Investigator.

(f) The officer in charge of the perimeter at the crime scene will submit documentation of the identities of anyone, including police personnel, who entered the crime area, their purpose of entry and the times of their entry and exit of the crime scene.

403.10 COLLECTION OF EVIDENCE

Evidence will only be collected at a major crime scene by a Criminal Investigator, a Crime Scene Investigator or an officer under the Criminal Investigator or Crime Scene Investigator's direction.

Any officer or investigator who collects physical evidence at a crime scene is responsible for:

(a) Tagging and marking the item(s) for evidence.

(b) Entering items into property.

(c) The placement of items in a secure area or locker.

(d) Ensuring proper chain of custody.

Chain of custody of evidence collected shall be limited as much as possible and documented clearly.

Officers shall document all evidence at a crime scene, without discrimination, of whether the evidence is exculpatory or inculpatory.

For evidence collection procedures, refer to the Weatherford Police Department Procedure Manual: 403.1 EVIDENCE COLLECTION PROCEDURES

403.11 RECOVERED PROPERTY

An officer is required to conduct a crime scene investigation on recovered property, including vehicles, when:

(a) The property is related to a criminal offense.

(b) There is an association with a particular suspect.

(c) Specifically requested to do so by:

1. An outside agency

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2. A Criminal Investigator
3. The Crime Scene Investigator
4. A supervisor

Upon completion of the investigation, the recovered property shall be placed into the evidence drop box or locker as in accordance with department policy.

403.12 ENFORCING HEALTH ORDERS

When the Department of Health or a health authority has ordered a group of five or more individuals who have been exposed to or infected with a communicable disease to implement control measures to prevent the spread of the disease, officers have authority to secure the members of the group and to prevent the members from leaving the group or others from joining the group (Tex. Health & Safety Code § 81.083). In addition, when an area quarantine has been imposed by the Department of Health or a health authority, officers have authority to secure the area and to prevent individuals from entering or leaving the quarantine area (Tex. Health & Safety Code § 81.085).

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Weatherford/Parker County SWAT

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the Weatherford/Parker County SWAT team in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the Weatherford Police Department to maintain a SWAT, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT should develop sufficient resources to perform three basic operational functions:

(a) Command and control

(b) Containment

(c) Emergency action

404.3 CAPABILITIES

This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.

404.4 MANAGEMENT AND SUPERVISION

Under the direction of the Weatherford Chief of Police and the Parker County Sheriff the Weatherford/Parker County SWAT Team shall be managed by the appointed SWAT Commander.

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The SWAT Commander shall be selected by the Weatherford Chief of Police and the Parker County Sheriff.

404.4.1 TEAM SUPERVISORS
The negotiation team and tactical team will be under the direction of designated team supervisors, who shall be selected by the SWAT Commander.

The primary responsibility of the team supervisors is to oversee the operation of their teams, which includes deployment, training, first-line supervisor participation and other duties as directed by the SWAT Commander.

404.5 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

404.5.1 EQUIPMENT INSPECTIONS
The SWAT Commander shall appoint a team supervisor to perform operational readiness inspections of all SWAT equipment at least quarterly. The result of the inspection will be forwarded to the SWAT Commander in writing. The inspections will include personal equipment issued to members of the SWAT, operational equipment maintained in the SWAT facility and equipment maintained or used in SWAT vehicles.

404.5.2 MULTIJURISDICTIONAL OPERATIONS
The SWAT team should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

(a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.

(b) Members of the Weatherford Police Department SWAT shall operate under the policies, procedures and command of the Weatherford Police Department when working in a multi-agency situation.

404.6 PROCEDURES

Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.6.1 ORGANIZATIONAL PROCEDURES
The Department shall develop a separate written set of organizational procedures that should address, at a minimum:

(a) Specific missions the SWAT is capable of performing.

(b) SWAT organization and function.

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(c) Member selection, retention and termination criteria.

(d) Training and required competencies, including record production and retention.

(e) Procedures for notification, activation, deactivation and deployment.

(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

404.6.2 OPERATIONAL PROCEDURES

The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT's level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association's (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).

1. All SWAT members should have an understanding of operational planning.

2. SWAT training should include planning for both spontaneous and planned events.

3. SWAT planning should incorporate medical emergency contingency plans as part of the SWAT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, briefings should include the specialized teams and other supporting personnel.

(c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SWAT.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

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(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:

1. Documentation of the incident.
2. Transition to investigations and/or other divisions.
3. Debriefing after every deployment of the SWAT.
   (a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.
   (b) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.
   (c) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.

404.7 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

404.7.1 APPROPRIATE USE

Incidents that may result in the activation of the SWAT include:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

(c) Individuals who are threatening suicide and have refused to surrender.

(d) Arrests of potentially armed or dangerous persons.

(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.

404.7.2 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether to request SWAT to respond to the scene.

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The Incident Commander should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.

(b) The number of suspects, identity and criminal history.

(c) The known weapons and resources available to the suspect.

(d) If the suspect is in control of hostages and/or barricaded.

(e) Whether contact has been made with the suspect and whether there have been demands.

(f) If potential victims are still within the inner perimeter.

(g) If the suspect has threatened or attempted suicide.

(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor will then make the determination to have SWAT respond to the scene.

The Shift Supervisor will notify the Patrol Division Commander as soon as practicable.

404.7.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team's tasks may include:

1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.

2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.

(g) Plan for, and stage, anticipated resources.

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404.7.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.

404.7.5 COMMUNICATIONS WITH SWAT MEMBERS

All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during any active tactical deployment. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

404.8 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The tactical team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

404.8.1 SELECTION OF TACTICAL MEMBERS

Interested SWAT members who are off probation shall submit a change of assignment request to their appropriate Division Commanders.

Recognizing that the nature of SWAT operations require disciplined, physically fit, mission-capable professionals, applicants will be selected on their ability to be trained in the essential tasks deemed necessary for the performance on the SWAT Team.

(a) Minimum qualifications

1. Applicants must be a sworn certified peace officer with the exception of Tactical Medics and Hostage Negotiators.
2. Have a minimum of two years of full-time law enforcement experience as a certified peace officer.
3. Have completed their probationary period at their respective agency.
4. The Chief of Police or Sheriff my wave this requirement in exceptional cases where applicants may have the necessary training and experience and the decision would be in the best interest of the Department and/or team.
5. Must not be subject to any internal investigation or in violation of any department rules and regulations.

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6. Have current and past favorable performance evaluations.

(b) Team operator selection process

1. When vacancies occur, the Team Commander will post a notice of the opening at the Weatherford Police Department and the Parker County Sheriff's Office. Qualified personnel from other agencies within Parker County may apply and be considered for the SWAT Team.
2. Applicants must submit a letter of intent through their chain of command and receive approval from their respective Chief, Sheriff, department head or their designee, in order to apply for the opening.
3. If approval is granted from their respective department, applicants must complete an application and submit it, along with department approval, to the Team Commander.
4. Applicants will have a background investigation conducted by a current team member.
5. Complete a physical fitness assessment.
   (a) Physical agility - The physical agility test is designed to determine the physical capabilities of the applicant as they relate to performance of tactical team-related duties. The test and scoring procedure will be established by the Commander. A minimum qualifying score shall be attained by the applicant to be considered for the position.
6. Complete a firearms proficiency assessment.
7. The applicant will submit to an oral interview with current team members.

(c) Applicants who are accepted to SWAT must agree to a minimum two year commitment and will have a six month probationary period.

404.8.2 TACTICAL TRAINING

All members should complete the State approved Basic SWAT school or the equivalent before active participation in an ERT operation

Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training. Training shall consist of the following:

(a) Each tactical team member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.

(b) Any tactical team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest. Within 30 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.

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(c) Those who are on vacation, are ill or are on light-duty status with a medical professional's note of approval on the test date shall be responsible for reporting to a team supervisor and taking the test within 30 days of their return to regular duty. Any member who fails to arrange for and perform the physical fitness test within the 30-day period shall be considered as having failed to attain a qualifying score for that test period.

(d) Each tactical team member shall complete the quarterly tactical team handgun qualification course. The qualification course shall consist of the SWAT basic drill for the handgun. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the SWAT Commander. Team members who fail to qualify will not be used in SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days, with or without remedial training, may result in dismissal from the team.

(e) Each tactical team member shall complete the quarterly tactical qualification course for any specialty weapon issued to, or used by, the team member during tactical team operations. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the SWAT Commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.8.3 TACTICAL TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all tactical team members. Any member of the tactical team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 NEGOTIATION TEAM ADMINISTRATIVE GUIDELINES

The negotiation team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the negotiation team.

404.9.1 SELECTION OF CRISIS NEGOTIATION MEMBERS

When vacancies occur, the Team Commander will post a notice of the opening at the Weatherford Police Department and the Parker County Sheriff's Office. Qualified personnel from other agencies within Parker County may apply and be considered for the Crisis Negotiations Team.

Applicants must submit a letter of intent through their chain of command and receive approval from their respective Chief, Sheriff, department head or their designee, in order to apply for the opening.

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If approval is granted from their respective department, applicants must complete an application and submit it, along with department approval, to the SWAT Team Commander.

Applicants will have a background investigation conducted by a current Crisis Team member or SWAT Team member.

Qualified applicants will then be invited to an oral interview. Interested members shall be evaluated by certain criteria, which include:

(a) Recognized competence and ability as evidenced by performance.

(b) Demonstrated good judgment and understanding of the critical role of a negotiator and the negotiation process.

(c) Effective communication skills.

(d) Special skills, training or appropriate education as it pertains to the assignment.

(e) Commitment to the SWAT, realizing that the assignment may necessitate unusual working hours, conditions and training obligations.

The oral interview board shall submit a list of successful applicants to command staff for final selection.

Applicants who are accepted to the Crisis Negotiation Team must agree to a minimum two year commitment and will have a six month probationary period.

404.9.2 NEGOTIATION TRAINING

Training shall be coordinated by the SWAT Commander. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor.

404.9.3 NEGOTIATION TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the negotiation team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.10 UNIFORMS AND EQUIPMENT

SWAT specialized teams from this department should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

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404.10.1 EQUIPMENT
SWAT specialized teams from this department should be adequately equipped to meet the specific missions identified by the Department.

404.10.2 FIREARMS
Weapons and equipment used by the SWAT specialized teams and any supporting resources should be department-issued or approved, including any modifications, additions or attachments.

404.11 TRAINING
The SWAT Commander shall conduct an annual SWAT training needs assessment to ensure that training correlates to the team's capabilities and department policy.

404.11.1 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

404.11.2 INITIAL TRAINING
Tactical and negotiation team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by this department.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Department.

(b) Untrained members may be used in a support or training capacity.

404.11.3 MANAGEMENT TRAINING
Command and executive personnel are encouraged to attend training for managing the SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this department.

404.11.4 SCENARIO-BASED TRAINING
SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

404.11.5 TRAINING DOCUMENTATION
Individual and team training shall be documented and records maintained by the Training Manager. Such documentation shall be maintained in each member's training file. A separate department SWAT training file shall be maintained with documentation and records of all team training.

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Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Weatherford Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, City employees and members of this department to observe and experience, first-hand, various functions of the Weatherford Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as Communications.

405.3 ELIGIBILITY

A ride-along is available to Weatherford residents and business owners, students currently attending class in Weatherford and those employed within the City of Weatherford. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the city.
- Denial by any supervisor.

405.4 AVAILABILITY

A ride-along or job observation is available most days of the week, from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Shift Supervisor.

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Shift Supervisor. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver’s license number, birthdate, address and telephone number.

See attachment: Ride Along form updated.pdf

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The Shift Supervisor will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate division as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

405.6 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Explorers
- Volunteers
- Chaplains
- Reserves
- Weatherford Police Department applicants
- Any others with approval of the Shift Supervisor
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Explorers are covered in the Explorers Policy.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this department or any other law enforcement agency, and employees of the City, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Shift Supervisor.

In the event that such participation is permitted, the off-duty department member, other law enforcement agency personnel or City employee shall not:

(a) Be considered on-duty.

(b) Represent him/herself as a member of this department or any other law enforcement agency.

(c) Participate in any law enforcement activity except as emergency circumstances may require.

405.6.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check via the Texas Law Enforcement Telecommunication System (TLETS). The criminal history check may include a local records check and a check of records in the NCIC and TCIC systems prior to approval of the ride-along.

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405.6.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES

The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the telecommunicator that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The telecommunicator will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

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Upon completion of the ride-along, the member shall return the waiver form to the Shift Supervisor.

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Hazardous Material Response

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY

It is the policy of the Weatherford Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond to and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

The Texas Department of Public Safety (DPS) will be responsible for on-site coordination of transportation emergencies for all unincorporated areas and may assume the on-site coordination role within cities when requested to do so by local government (37 Tex. Admin. Code § 4.2).

406.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

(b) Notify Communications, appropriate supervisors, the appropriate fire department and hazardous response units.

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1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

(c) Wear personal protective equipment (PPE) being cognizant that some hazardous material can be inhaled.

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.
2. Driver's statements or shipping documents from the person transporting the material.
3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
   (a) The type of material.
   (b) How to secure and contain the material.
   (c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) Notify the Texas DPS, as necessary (37 Tex. Admin. Code § 4.2).

406.5 REPORTING EXPOSURE

Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Shift Supervisor as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

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Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

406.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, PPE is available from supervisors. PPE not maintained by this department may be available through the appropriate fire department or emergency response team.

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Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Weatherford Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

407.3.1 EMERGENCY COMMUNICATIONS

A supervisor may order the telephone company to disconnect or control telephone lines in order to prevent an armed and barricaded suspect or person holding a hostage from communicating

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with anyone other than designated personnel when the supervisor has probable cause to believe that the suspect is committing a crime (Tex. Utilities Code § 186.021).

407.4 FIRST RESPONDER CONSIDERATIONS

First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

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(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

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(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the PIO.

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting Weatherford/Parker County Special Operations Group (SWAT) response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Communications.

(i) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

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407.6 SWAT RESPONSIBILITIES

It will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct communications at all times.

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.

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Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Weatherford Police Department in their initial response to incidents involving explosives or explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Weatherford Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 WEATHERFORD POLICE DEPARTMENT FACILITY

If the bomb threat is against the Weatherford Police Department facility, the Shift Supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Weatherford Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor deems appropriate.

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408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this department receives notification of a bomb threat at a location in the City of Weatherford, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied and, if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Shift Supervisor should be notified when police assistance is requested. The Shift Supervisor will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Supervisor determine that the Department will assist or control such an incident, he/she will determine:

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(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.

2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes:

1. Two-way radios.

2. Cell phones.

3. Other personal communication devices.

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

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(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Shift Supervisor including:

1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Fire marshal
- Bomb squad

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- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Shift Supervisor
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

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Crisis Intervention Incidents

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY

The Weatherford Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation or lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

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Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer's authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

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409.5.1 TRANSFER TO TREATMENT CENTER

An officer should transfer a person to an available treatment center, in lieu of making an arrest, when it is reasonable and it appears that a mental health crisis or substance abuse issue led the person to commit the offense. Transfer to a treatment center is not an option when the offense was any of the following (Tex. Code of Crim. Pro. art. 16.23):

(a) A felony

(b) A misdemeanor involving violence

(c) Any of the following:

1. Driving while intoxicated (Tex. Penal Code § 49.04)
2. Driving while intoxicated with a child passenger (Tex. Penal Code § 49.045)
3. Flying while intoxicated (Tex. Penal Code § 49.05)
4. Boating while intoxicated (Tex. Penal Code § 49.06)
5. Assembling or operating an amusement park ride while intoxicated (Tex. Penal Code § 49.065)

409.5.2 RELEASE OF PERSONS WITH INTELLECTUAL OR DEVELOPMENTAL DISABILITIES

In lieu of making an arrest, an officer may release a person who has an intellectual or developmental disability at the person's residence when (Tex. Code of Crim. Pro. art. 14.035):

(a) The person resides at a group home or an intermediate care facility as defined by 40 Tex. Admin. Code § 9.153.

(b) The officer reasonably believes that confinement of the person is unnecessary to protect the person and the other persons who reside at the residence.

(c) The officer has made reasonable efforts to consult with staff at the person's residence and with the person regarding the decision not to make an arrest.

409.6 DE-ESCALATION

Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.

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- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the telecommunicator provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous police response.

(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor may respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Absent an imminent threat to the public, consider strategic disengagement. This may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

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409.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

409.10 NON-SWORN INTERACTION WITH PEOPLE IN CRISIS

Non-sworn or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

409.11 EVALUATION

The Division Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

409.12 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

The Department shall provide crisis intervention training as required by the Texas Commission on Law Enforcement (TCOLE) (Tex. Occ. Code § 1701.253; Tex. Occ. Code § 1701.352; Tex. Occ. Code § 1701.402; Tex. Educ. Code § 96.641).

409.12.1 BRAIN INJURIES AND TRAUMA-AFFECTED VETERANS

Training in acquired and traumatic brain injuries and trauma-affected veterans should be provided as developed by TCOLE (Tex. Occ. Code § 1701.264; Tex. Occ. Code § 1701.265).

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Emergency Detentions

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when officers may place a person under an emergency detention.

410.2 POLICY

It is the policy of the Weatherford Police Department to protect the public and individuals through legal and appropriate use of the emergency detention process.

410.3 AUTHORITY

An officer who has reason to believe that an individual has a mental illness and is at a substantial risk of harming him/herself or others may take the individual into custody, regardless of the age of the person, and transport him/her to an inpatient mental health facility or otherwise appropriate facility capable of providing a 48-hour evaluation. Officers may also request that Emergency Medical Services (EMS) personnel transfer the person to an appropriate facility if the Weatherford Police Department has a memorandum of understanding with the EMS provider under Tex. Health & Safety Code § 573.005 (Tex. Health & Safety Code § 573.001; Tex. Health & Safety Code § 573.021).

An officer may also transport a person pursuant to a court order issued under Tex. Health & Safety Code § 574.023.

410.3.1 ADVISEMENT

Officers who take an individual into custody for an emergency detention shall immediately inform the individual in simple terms (Tex. Health & Safety Code § 573.001):

(a) Of the reason for the detention.

(b) That a member of the mental health facility will inform the individual of his/her rights within 24 hours after admission (Tex. Health & Safety Code § 573.025).

Officers shall also give these notices to the individual when EMS personnel will be transporting the individual for evaluation (Tex. Health & Safety Code § 573.005).

410.3.2 NOTIFICATIONS

If an officer determines that a person taken into custody for an emergency detention is a person for whom a guardian has been appointed (i.e., ward of the state), the officer shall notify the appropriate probate court with jurisdiction over the person's guardianship of the person's detention or transportation to a facility as soon as practicable but no later than one business day after the detention (Tex. Health & Safety Code § 573.0021).

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410.3.3 VOLUNTARY EVALUATION

If an officer encounters an individual who may qualify for emergency detention, he/she may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.

(b) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with the Peace Officer's Notification of Emergency Detention, if appropriate.

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any officer handling a call involving a person who may qualify for an emergency detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Emergency detentions should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

410.5 TRANSPORTATION

When transporting any individual for an emergency detention, the transporting officer should have Communications notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport.

410.5.1 TRANSPORTING PURSUANT TO A COURT ORDER

When a member transports a person pursuant to a court order, the member shall ensure that the person is transported in the manner prescribed by Tex. Health & Safety Code § 574.045.

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410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the Notification of Emergency Detention and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

410.7 DOCUMENTATION

The officer shall complete a Notification of Emergency Detention, provide it to the facility staff member assigned to the individual or to the EMS personnel transporting the individual and retain a copy for inclusion in the case report (Tex. Health & Safety Code § 573.002). See attachment: Emergency Detention Notification.pdf

The officer should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

410.8 CRIMINAL OFFENSES

Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody on an emergency detention should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an emergency detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the detention.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an emergency detention.

In the supervisor's judgment, the individual may instead be transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

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410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an emergency detention, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent) (Tex. Health & Safety Code § 573.001).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer shall immediately provide the individual a written receipt for the firearm and written notice of the procedure for the return of the firearm (Tex. Health & Safety Code § 573.001; Tex. Code of Crim. Pro. art. 18.191). See attachment: Firearm Seizure.pdf

410.10 TRAINING

This department will provide training approved by the Texas Commission on Law Enforcement (TCOLE) on interacting with persons with mental disabilities, emergency detentions and crisis intervention (Tex. Occ. Code § 1701.352).

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Citation Releases

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Weatherford Police Department with guidance on when to release adults who are suspected offenders on a citation for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Family Violence Policy.

411.2 POLICY

The Weatherford Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation, when authorized to do so.

411.3 RELEASE

A suspected offender may be released on issuance of a citation as follows (Tex. Code of Crim. Pro. art. 14.06):

(a) For class C misdemeanors, other than public intoxication, by issuing a citation that contains a written notice with the following information:

1. The name and address of the person.
2. The offense with which the person is charged.
3. The time and place the person must appear before a magistrate.
4. The admonishment required by Tex. Code of Crim. Pro. art. 14.06 regarding possession of a firearm.
5. Information regarding alternatives to the full payment of any fine and costs that the person would incur if the person was convicted of the offense and could not pay the amount.

(b) For certain Class A and B misdemeanors, as specified by Tex. Code of Crim. Pro. art. 14.06(d), by issuing a citation that contains a written notice with the following information consistent with procedures established by the appropriate local prosecutor's office:

1. The name and address of the person.
2. The offense with which the person is charged.
3. The time and place the person must appear before a magistrate.

411.4 PROHIBITIONS

The release of a suspected offender on a citation is not permitted for public intoxication (Tex. Code of Crim. Pro. art. 14.031; Tex. Code of Crim. Pro. art. 14.06). If the offender is not arrested, he/she must be released as provided by Tex. Code of Crim. Pro. art. 14.031.

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See the Family Violence Policy for release restrictions related to those investigations.

411.5 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual's ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.

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Foreign Diplomats, Consular Notifications, State Military Personnel, and Legislator Immunity

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Weatherford Police Department extend appropriate privileges and immunities to foreign diplomats, consular representatives, active state military personnel and legislative representatives in accordance with law.

412.2 POLICY

The Weatherford Police Department respects all laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States, as well as legislative representatives of the United States, and active military personnel

All foreign diplomats, consular representatives, active military personnel and U.S. legislators shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims legislative, state military, diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.

(c) Request the person's identification card, either issued by a U.S. legislative authority, the U.S. Department of State (DOS), U.S. Military, Office of the Chief of Protocol or, in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) If applicable, contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating "US" as the state.

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412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving, may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

412.4.1 LEGISLATIVE IMMUNITY

In accordance with Article I – Section 6 of the Constitution: Members of the United States Congress, Senators and Representatives, shall in all cases, except treason, felony and breach of the peace, be privileged from arrest during their attendance at the session of their respective

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Houses, and in going to and returning from the same; and for any speech or debate in either House, they shall not be questioned in any other place.

Members of the Texas Legislature are exempt from arrest during a legislative session (or allowing for one day for every 20 miles such member may reside from the place where the legislature meets before the beginning or after the ending of any session) except in cases of treason, a felony, or a breach of the peace.

412.4.2 STATE MILITARY PERSONNEL

A person en route to or from active state military duty may not be arrested except for treason, a felony or an offense involving a breach of the peace (Tex. Gov't. Code § 437.223). For all other offenses, these persons may be issued a citation as specified within this policy.

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

412.5.1 DOCUMENTATION PROCEDURES

An officer shall document all of the relevant information required by Tex. Transp. Code § 543.011 when, a person holding a driver's license issued by the DOS or otherwise claiming privileges or immunities is stopped or issued a citation by the officer for any of the following offenses:

(a) A traffic violation

(b) Driving While Intoxicated (DWI)

(c) Intoxication assault

(d) Intoxication manslaughter

The Records Section shall forward such information with a copy of the traffic citation, accident report or written report of the incident, as applicable, to the DOS within five working days (Tex. Transp. Code § 543.011).

412.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)

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Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability
Diplomatic-Level Staff of Missions to Int'l Org	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

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(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

412.7 CONSULAR NOTIFICATION FOR ARREST OF FOREIGN NATIONAL CONSULAR NOTIFICATION

A. Arrested persons or persons significantly detained for long period of time shall be asked their Citizenship. Should a detainee/arrestee have something other than a US Citizenship, the officer making the arrest or detainment shall ask the detainee/arrestee if they wish for their consul to be notified.

1. If the detainee requests his or her Consul to be notified, the arresting officer shall attempt to make contact utilizing the protocol set forth in the U.S. Department of State Consular Notification and Access Guide.

a. Link to the Notification guide: https://travel.state.gov/content/dam/travel/CNAtrainingresources/CNA%20Manual%205th%20Edition_September%202018.pdf

b. Link to U.S. State Department Consular Notification and Access: https://travel.state.gov/content/travel/en/consularnotification.html

B. An individual's Consul is allowed to visit in the same manner as attorneys with the exception that they are not left alone with the subject.

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Active Shooter

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in their response to incidents involving active shooter(s).

413.1.1 DEFINITIONS

Active Shooter- For the purpose of this policy an Active Shooter will be defined as an armed person who has used deadly force on others and continues to do so while having unrestricted access to additional victims. The suspect's overriding objective appears to be that of mass murder rather than other criminal conduct.

Rapid Deployment- The swift and immediate deployment of law enforcement resources to ongoing life threatening situations, where a delayed response could otherwise result in death or serious bodily injury to innocent persons.

Contact Team- An officer or group of officers whose primary mission is to stop the active shooter's deadly behavior and prevent escape.

Rescue Team- A group of officers whose primary mission is to locate and facilitate the evacuation process of victims to safe areas or to medical personnel for treatment.

413.2 POLICY

The Weatherford Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

The preservation of human life shall be the highest priority of the Weatherford Police Department during an Active Shooter incident.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

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(d) Attempt, if feasible and based upon the suspect's actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably practicable, while requesting additional assistance.

Each crisis situation is unique and dynamic.The incident may go in and out of an "active" status.An active shooter incident may transition to a hostage situation or a barricaded person with or without access to victims.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

For procedures on responding to an active shooter incident, refer to the Weatherford Police Department Procedure Manual: 413.1 RESPONSE PROCEDURES

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413.5 DIRECTED FIRE

Directed fire is defined as “controlled and deliberate fire, directed at a life endangering threat. ”Directed fire can be utilized when exposed to an immediate life endangering threat in order to protect others and stop the threat, especially if the threat has gained an advantage by height or barricade.

Directed fire towards the position of an active shooter is permissible; so long as it appears that no innocent victims are in the line of fire and beyond. The decision to use directed fire should be considered deadly force and should be coordinated with other officers in the area and the Incident Commander if possible.

413.6 INCIDENT COMMAND

The first officer to arrive at 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. Personnel at the command post should remain in their role until relieved by an individual of higher rank

Establishing incident command will include coordination with additional resources that may include but not limited to:

(a) Additional Law Enforcement agencies/personnel

(b) Emergency medical services

(c) Fire Department

For procedures on incident command, refer to the Weatherford Police Department Procedure Manual: 413.2 INCIDENT COMMAND PROCEDURES

For post incident procedures by the incident commander, refer to the Weatherford Police Department Procedure Manual: 413.3 POST INCIDENT PROCEDURES

413.7 PLANNING

The Patrol Division Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

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(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

413.8 TRAINING

The Training Manager should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma. Basic or refresher training in Self Aid/Buddy Aid must be completed every two years.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

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Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Weatherford Police Department relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Weatherford Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, ethnicity, or national origin in any way that would violate the United States or Texas constitutions.

414.3.1 INQUIRY INTO IMMIGRATION STATUS

Members should not inquire into the nationality or immigration status of a victim or witness unless doing so is relevant to the investigation or to provide the victim or witness with information about visas for individuals providing assistance to law enforcement (i.e., T visa or U visa) (Tex. Code of Crim. Pro. art. 2.13).

414.4 DETENTIONS

An officer should not detain any individual for any length of time for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual's status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and

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may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, an officer will not need to notify federal immigration officials when booking arrestees at the City jail. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

414.6 FEDERAL REQUEST FOR ASSISTANCE

Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

414.7 INFORMATION SHARING

No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; Tex. Gov't Code § 752.053):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in department records

(c) Exchanging such information with any other federal, state, or local government entity

(d) Permitting federal immigration officials to enter a jail and conduct enforcement activities

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414.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

414.7.2 COMPLYING WITH IMMIGRATION DETAINERS

The Weatherford Police Department will comply with lawful immigration detainer requests related to a person already in custody unless there is reason to believe the person is a citizen of the United States or has lawful immigration status in the United States based on proof such as a Texas driver's license or similar government-issued identification.

An individual who is being held in custody and who is the subject of a federal immigration detainer shall be informed he/she is being held pursuant to an immigration detainer request issued by federal immigration officials (Tex. Code of Crim. Pro. art. 2.251).

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Criminal Investigations supervisor assigned to oversee the handling of any related case. The Criminal Investigations supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

    1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING

The Training Manager should ensure officers receive immigration training on this policy. Training should include:

(a) Identifying civil versus criminal immigration violations.

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(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

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Utility Service Emergencies

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for addressing City utility service emergencies. This policy will address calls for service that are directed to the Police Department.

415.2 POLICY

It is the policy of the Weatherford Police Department to appropriately respond to City emergency utility service requests received by this department.

415.3 UTILITY SERVICE EMERGENCY

A current contact list of City personnel to be notified in the event of a utility service emergency should be available in Communications.

415.3.1 WATER LINES

The City's responsibility for water lines ends at the water meter; any break or malfunction in the water system from the water meter to a residence or business is the responsibility of the customer.

If a water line break occurs on the City side of the water meter, public works personnel should be notified as soon as practicable.

415.3.2 ELECTRICAL LINES

When a power line poses a hazard, a member of this department should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the public works department should be promptly notified, as appropriate.

415.3.3 RESERVOIRS, PUMPS, WELLS

In the event of flooding or equipment malfunctions involving City reservoirs, pumps or wells, the public works department should be contacted as soon as practicable.

415.3.4 NATURAL GAS LINES

All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and the local entity responsible for gas lines. A member of this department should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

415.3.5 TRAFFIC SIGNALS

A member of this department should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise Communications of the problem with the traffic signal. The telecommunicator should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.

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A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

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Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the Weatherford Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

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416.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Medical Examiner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

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- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the City of Weatherford shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of WPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

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416.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

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Field Training

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Weatherford Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

417.2 POLICY

It is the policy of the Weatherford Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.3 FIELD TRAINING

The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

Procedures for field training, as listed below, are maintained in the Weatherford Police Department Field Training Manual:

(a) Issuance of training materials to each trainee at the beginning of his/her field training.

(b) Daily, and bi-weekly evaluation and documentation of the trainee's performance.

(c) A multiphase structure that includes:

1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the on-duty shift supervisor, the Field Training Sergeant and Patrol Division Commander.
2. Assignment of the trainee to a variety of shifts and geographical areas.
3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.

(d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.

(e) Retention of all field training documentation in the officer trainee's training file including:

1. All performance evaluations.
2. A certificate of completion or a memorandum from the last phase FTO certifying that the trainee has successfully completed the required number of field training hours.

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(f) Newly certified or inexperienced officers must complete all phases of the training program before operating as a "solo" officer.

(g) Recently hired experienced officers may have the phases reduced according to the FTO Training Manual but training should include at a minimum, operational procedures and directives specific to that Agency.

(h) All training will be in accordance with the FTO manual and will never be less than 4 weeks in duration.

417.4 FTO COORDINATOR

The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Assignment of trainees to FTOs.

(b) Conducting FTO meetings.

(c) Maintaining and ensuring FTO and trainee performance evaluations are completed.

(d) Maintaining, updating and issuing department training materials to each FTO and trainee.

(e) Developing ongoing training for FTOs.

(f) Mentoring and supervising individual FTO performance.

(g) Monitoring the overall performance of field training.

(h) Keeping the Shift Supervisor informed through bi-weekly evaluation reports about the trainees' progress.

(i) Maintaining a liaison with FTO coordinators from other law enforcement agencies.

(j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.

(k) Performing other activities as may be directed by the Patrol Division Commander.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

417.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

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417.5.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Each part of the selection process is stand alone and failure to meet the minimum requirement will result in disqualification from the process. Selection will be based on the officer's:

(a) Desire to be an FTO expressed by submitting a letter of intent to the immediate supervisor. The immediate supervisor will submit a letter either recommending or disqualifying the applicant.

(b) Experience, which shall include a minimum of the following requirements:

1. Possess a basic certificate and have at least three years' experience as a full-time police officer with the Weatherford Police Department and have completed all of the required core coursework for an intermediate certificate.
2. Possess an Intermediate Peace Officer Certificate and have at least two years' experience as a full-time police officer with the Weatherford Police Department.
3. Possess an Advanced certificate with at least one of the years of full-time experience being at the Weatherford Police Department.
4. The candidate, if having a written reprimand or above within the last year, will be reviewed by the Chief of Police and the Chief will recommend whether the candidate will continue in the process.

(c) Written aptitude test with a minimum score of 70 percent or higher.

(d) Successful completion of an internal oral interview process with an average score of 70 percent or higher.

(e) Evaluation by supervisors and FTOs that have worked with candidate within the last year.

(f) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

417.5.2 TRAINING

An officer selected as an FTO shall successfully complete the TCOLE certified course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

417.5.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

417.5.4 RESPONSIBILITIES

The responsibilities of the FTO include, but are not limited to:

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(a) Issuing his/her assigned trainee field training materials.

1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.

(b) Completing and reviewing daily performance evaluations with the trainee.

(c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.

(d) The shift Corporal, or designated person, will complete a detailed bi-weekly performance evaluation based on the FTO's Daily Observation Reports

(e) Providing the shift supervisor with a verbal synopsis of the trainee's activities at the end of each day or during any unusual occurrence needing guidance or clarification.

417.6 FTO PROCESS REVIEW

The Field Training Coordinator (FTC) or his designee will conduct and document two Field Training Process Review meetings a year. A summary of the meetings and an attendance roster will be documented and at least include any changes in directives or procedures.

The "Process Review" will be a meeting of all active FTOs for discussion, training, refreshing, and updating in changes in departmental policy or modifications to the FTO program operation. The meeting will also serve as an opportunity for FTOs to discuss training problems and offer input towards program improvement.

The meetings should be scheduled as near to every six (6) months as possible but may allow for 'called' meetings when specific issues arise.

Field Training Officers should attend at least one such meeting/review throughout the calendar year to remain active within the Field Training Program. The FTC or his designee may permit an FTO to meet with and discuss the same topics with the FTC in lieu of attending at the FTC's discretion.

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Air Support

418.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

418.2 POLICY

It is the policy of the Weatherford Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

418.3 REQUEST FOR AIR SUPPORT

If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

418.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

(a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.

(b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.

(c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(d) Vehicle pursuits.

(e) Pre-planned events or actions that require air support.

(f) Due to a request under an existing mutual aid agreement.

(g) When the Shift Supervisor or equivalent authority determines a reasonable need exists.

418.3.2 ALLIED AGENCY REQUEST

After consideration and approval of the request for air support, the Shift Supervisor or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.

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Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

The taking of photographs of a juvenile is handled by the Temporary Custody of Juveniles Policy.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee or others.

Reasonable suspicion - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When an officer intentionally, through words, actions or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

419.2 POLICY

The Weatherford Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

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419.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Weatherford Police Department to strengthen community involvement, community awareness and problem identification.

If the questioning is related to general questioning, there is no need for *Miranda* rights to be given. However, if the person being contacted does not feel free to leave or questioning goes beyond general roadside questioning, *Miranda* rights should be given.

Officers should identify themselves when initiating a field interview or contact unless his/her identity is obvious.

419.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the officer.

419.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with the officer's training and experience, an officer may pat a suspect's outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

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(b) Where more than one suspect must be handled by a single officer.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

419.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports should be submitted to a supervisor and retained in compliance with this policy.

419.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Shift Supervisor with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Supervisor should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Shift Supervisor will forward the photograph

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and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be destroyed.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

419.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

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Criminal Organizations

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Weatherford Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

Criminal street gang – Three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

TXGANG – Statewide repository that is comprised of an index of certain records related to criminal street gang members. Information submitted to TXGANG can be accessed by other member agencies in Texas.

420.2 POLICY

The Weatherford Police Department recognizes that certain criminal activities, including, but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

420.3 CRIMINAL INTELLIGENCE SYSTEMS

No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20. System information may be compiled on paper, by computer, or in any other useful manner.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

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420.3.1 TXGANG

Weatherford Police Department will establish a user agreement with TXGANG and submit WPD gang intelligence information in accordance with CCP Chapter 61.

The Chief of Police will appoint a user to be properly qualified, trained and authorized under the policies and procedures of TXGANG.

Texas Department of Public Safety will provide the initial system training for TXGANG users and DPS will be the overall system administrator.

420.3.2 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any supporting documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Records Supervisor may not purge such documents without the approval of the designated supervisor.

420.3.3 INTELLIGENCE DATABASE ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information into a local or regional criminal intelligence system authorized by Tex. Code of Crim. Pro. art. 67.051. Any criminal intelligence system created or maintained under this section should meet or exceed the standards of 28 CFR 23.20. The designated supervisor shall approve entry of information into the local or regional criminal intelligence system only when the information meets the criteria established by Tex. Code of Crim. Pro. art. 67.054.

420.3.4 INTELLIGENCE SUBMISSIONS RELATING TO CRIMINAL STREET GANG

Criminal information collected relating to a criminal street gang must:

(a) Be relevant to the identification of an organization that is reasonably suspected of involvement in criminal activity; and

(b) Consist of:

1. A judgment under any law that includes, as a finding or as an element of a criminal offense, participation in a criminal street gang;

2. A self-admission by the individual of a criminal street gang membership that is made during a judicial proceeding; or

(c) Any two of the following:

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1. A self-admission by the individual of criminal street gang membership that is not made during a judicial proceeding, including the use of the Internet or other electronic format or medium to post photographs or other documentation identifying the individual as a member of a criminal street gang;
2. An identification of the individual as a criminal street gang member by a reliable informant or other individual;
3. A corroborated identification of the individual as a criminal street gang member by an informant or other individual of unknown reliability;
4. Evidence that the individual frequents a documented area of a criminal street gang and associates with known criminal street gang members;
5. Evidence that the individual uses, in more than an incidental manner, criminal street gang dress, hand signals, tattoos, or symbols, including expressions of letters, numbers, words, or marks, regardless of how or the means by which the symbols are displayed, that are associated with a criminal street gang that operates in an area frequented by the individual and described by Subparagraph (iv);
6. Evidence that the individual has been arrested or taken into custody with known criminal street gang members for an offense or conduct consistent with criminal street gang activity;
7. Evidence that the individual has visited a known criminal street gang member, other than a family member of the individual, while the gang member is confined in or committed to a penal institution; or
8. Evidence of the individual's use of technology, including the Internet, to recruit new criminal street gang members.

The WPD Gang Intelligence Field Interview Form will be used by officers to document the necessary information for submission to WPD's authorized individual for entry into the intelligence file and subsequent submission to TXGANG. The form will follow a format acceptable to TXGANG. For procedures in completing the form, refer to the Weatherford Police Department Procedure Manual: 420.1 GANG INTELLIGENCE FIELD INTERVIEW FORM PROCEDURES

See attachment: Gang Intelligence Field Interview Form.pdf

420.4 TEMPORARY INFORMATION FILE

No member may create or keep intelligence files for entry into the gang or criminal organization database for individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the member responsible for consideration of criminal intelligence system entries.

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420.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Section or Property and Evidence Section, but should be copies of, or references to, retained documents, such as copies of reports, FI forms, Communications records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution to a source should be retained with the information.

420.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

420.5 INFORMATION RECOGNITION

Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Manager to train members to identify information that may be particularly relevant for inclusion.

420.6 RELEASE OF INFORMATION

Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

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Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy (Tex. Code of Crim. Pro. art. 61.101).

420.6.1 RIGHT TO REQUEST EXISTENCE OR REVIEW OF CRIMINAL INFORMATION
When an inquiry is made by a person or the parent or guardian of a juvenile as to whether information about that person or the juvenile is in a temporary information file created by the Department pursuant to Tex. Code of Crim. Pro. art. 67.051, the supervisor responsible for the temporary information file should respond as required by Tex. Code of Crim. Pro. art. 67.201.

Upon receipt of a written request challenging the information contained in the temporary information file from the person or the parent or guardian of a juvenile, the supervisor responsible for the file should conduct a review and make a determination and proper notification in accordance with Tex. Code of Crim. Pro. art. 67.202.

420.7 CRIMINAL STREET GANGS

The Chief of Police should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above-average familiarity with identification of criminal street gangs, criminal street gang members and patterns of criminal gang activity.

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

420.7.1 GANG RELATED GRAFFITI
Documentation of gang related graffiti will aid to establish a “documented area” of criminal street gang activity. For procedures in reporting gang related graffiti, refer to the Weatherford Police Department Procedure Manual: 420.2 GANG RELATED GRAFFITI REPORTING PROCEDURES

Officers will cover/remove the graffiti as soon as possible or contact the appropriate city department to assist.

420.8 TRAINING

The Training Manager or authorized designee should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multi-agency criminal intelligence system.

(c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

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(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

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Shift Supervisors

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

421.2 POLICY

Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the Weatherford Police Department. To accomplish this, a Sergeant shall be designated as the Shift Supervisor for each shift.

421.3 DESIGNATION AS ACTING SHIFT SUPERVISOR

With prior authorization from the Patrol Division Commander, generally when a Sergeant is unavailable for duty as Shift Supervisor, a qualified lower-ranking member shall be designated as acting Shift Supervisor in accordance with the terms of applicable collective bargaining agreements or memorandum of understanding and the Temporary Supervisors subsection of the Supervision Staffing Levels Policy.

421.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring at least one uniformed patrol supervisor is deployed during each shift, in addition to the Shift Supervisor.

(b) Ensuring sufficient members are on-duty to accomplish the mission of the Weatherford Police Department.

(c) Providing command-level oversight of major crime scenes, tactical situations or disasters.

(d) Establishing service-level priorities.

(e) Providing job-related training and guidance to subordinates.

(f) Acquiring outside resources or providing assistance to other agencies, when applicable.

(g) Handling service inquiries or complaints from the public.

(h) Acting as the Public Information Officer when appropriate.

(i) Managing risk exposure.

(j) Ensuring the security of all department facilities.

(k) Ensuring the proper equipment and vehicles are available for member use.

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(l) Representing the Department at community functions.

(m) Serving as a temporary Division Commander when so designated.

421.5 SUPERVISOR TRAINING

New supervisors in all ranks below Chief of Police, including non-sworn supervisors, should be provided training appropriate to their position/rank. The training should take place within the 12 months prior to or after the promotion.

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Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The Weatherford Police Department has equipped marked law enforcement vehicles with Mobile Audio/Video (MAV) recording systems to provide records of events and to assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and MAV system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods and storage and retrieval methods and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio/video signals recorded or digitally stored on a storage device or portable media.

422.2 POLICY

It is the policy of the Weatherford Police Department to use mobile audio/video recording technology to more effectively fulfill the mission of the Department and to ensure these systems are used securely and efficiently.

422.3 OFFICER RESPONSIBILITIES

Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Weatherford Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training.

System documentation is accomplished by the officer recording his/her name, serial number, badge or personal identification number (PIN) and the current date and time at the start of their shift. At the end of the shift, officers must log off the system. If the system is malfunctioning, the

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officer shall take the vehicle out of service unless a supervisor requests the vehicle remain in service.

422.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the vehicle's emergency lights are activated. The system remains on until it is turned off manually.

422.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. Driving while intoxicated (DWI) investigations, including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify Communications

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, including:

1. Family violence
2. Disturbance of the peace

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3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording

(e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

Activation of the MAV system is not required when exchanging information with other officers, during breaks or lunch periods, or when not in service or not actively on patrol.

422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For the purpose of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

422.4.3 SURREPTITIOUS RECORDING

No member of this department may surreptitiously record a conversation of any other member of this department except with a court order or when lawfully authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

422.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Communications.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date the media was issued.
3. The name of the department member or the vehicle to which the media was issued.
4. The date the media was submitted for retention.
5. The name of the department member submitting the media.
6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new members is assessed and reviewed no less than biweekly.

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When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved traffic accidents), a supervisor shall respond to the scene and ensure that the appropriate person properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of an officer.

422.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the Department, MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) By officers for use when preparing reports or statements

(b) By a supervisor investigating a specific act of officer conduct

(c) By a supervisor to assess officer performance

(d) To assess proper functioning of MAV systems

(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data, and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with the permission of the Chief of Police or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

(k) For training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the officer's objection

(l) By a supervisor during periodic reviews for compliance with racial profiling laws (Tex. Code of Crim. Pro. art. 2.132)

(m) As may be directed by the Chief of Police or the authorized designee

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Members desiring to view any previously uploaded or archived MAV recording that has been marked restricted access should submit a request in writing to the Shift Supervisor. Approved requests should be forwarded to the Shift Supervisor for processing. Officers needing to view recordings made by other officers shall submit a request to the Shift Supervisor.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

422.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer's report. If a citation is issued, the officer shall make a notation on the back of the records copy of the citation indicating that the incident was recorded.

422.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area. All recording media that is not booked as evidence will be retained in accordance with the established records retention schedule.

422.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

422.7.2 MAV RECORDINGS AS EVIDENCE

Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a potential claim against the officer or against the Weatherford Police Department should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

422.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer's recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d)

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(e) Officers using digital transmitters that are synchronized to their individual MAVs shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Officers shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed or otherwise inserted into any device not approved by the Department MAV technician or forensic media staff.

422.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:

1. Ensures it is stored in a secure location with authorized controlled access.
2. Makes the appropriate entries in the chain of custody log.

(c) Erasing of media:

1. Pursuant to a court order.
2. In accordance with the established records retention schedule, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field:

1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the department evidence storage protocols and the established records retention schedule.

422.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

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Mobile Data Computer Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDC) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications.

423.2 POLICY

Weatherford Police Department members using the MDC shall comply with all appropriate federal and state rules and regulations and shall use the MDC in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDC use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDC system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDC by another member to their supervisors or Shift Supervisors.

Use of the MDC system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDC system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member's name or to use the password of another member to log in to the MDC system unless directed to do so by a supervisor. Members are required to log off the MDC or secure the MDC when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

423.4.1 USE WHILE DRIVING

Use of the MDC by the vehicle operator should be limited to times when the vehicle is stopped. Information that is required for immediate enforcement, investigative, tactical or safety needs should be transmitted over the radio.

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In no case should an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Supervisor or other department-established protocol, all calls for service assigned by a telecommunicator should be communicated by voice over the police radio and electronically via the MDC unless security or confidentiality prevents such broadcasting.

MDC and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a telecommunicator.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDC.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDC system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDC when the vehicle is not in motion.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Shift Supervisor are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are handling a different emergency.

423.6 EQUIPMENT CONSIDERATIONS

423.6.1 MALFUNCTIONING MDC

Whenever possible, members will not use vehicles with malfunctioning MDCs. Whenever members must drive a vehicle in which the MDC is not working, they shall notify Communications. It shall be the responsibility of the telecommunicator to document all information that will then be transmitted verbally over the police radio.

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Portable Audio/Video Recorders

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Weatherford Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

Additional related provisions are in the Records Maintenance and Release and Protected Information policies.

424.2 POLICY

The Weatherford Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

424.3 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

(b) Establishing procedures for accessing data and recordings.

(c) Establishing procedures for logging or auditing access.

(d) Establishing procedures for transferring, downloading, tagging or marking events.

(e) Preparing the annual report required by Tex. Occ. Code § 1701.653.

(f) Ensuring that Texas Commission on Law Enforcement (TCOLE) training is provided to members who are assigned to wear body-worn recording devices and any other personnel who may come into contact with data obtained from the devices (Tex. Occ. Code § 1701.656).

(g) Establishing procedures for making backup copies of recordings (Tex. Occ. Code § 1701.655).

424.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

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424.5 MEMBER RESPONSIBILITIES

Prior to going into service, including approved off-duty employment when cameras are available, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. For check out procedures, refer to the Weatherford Police Department Procedure Manual: 424.1 CHECK-OUT AND PRE-SHIFT INSPECTION PROCEDURES

The Chief of Police or authorized designee may waive the use of body cameras during certain assignments. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a recorder, the assigned member shall record his/her name, WPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. **This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.**

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation. In addition, members should document instances where the member did not activate the device at all and the reason for such decision (Tex. Occ. Code § 1701.657).

Members using a portable recorder shall upload recordings to the department server at the end of duty. For uploading procedures, refer to the Weatherford Police Department Procedure Manual: 424.2 UPLOADING VIDEO AND END OF SHIFT PROCEDURES

424.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations

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(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which an officer would normally notify Communications

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

424.6.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Texas law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (Tex. Penal Code § 16.02).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

424.6.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.7 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned

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recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor, and then only if allowed under Tex. Occ. Code § 1701.658. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

424.8 RETENTION OF RECORDINGS

All recordings shall be retained for a period consistent with the requirements of the established records retention schedule.

424.8.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

424.9 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone’s privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

(g) The recording or portions of the recording may be protected under Tex. Occ. Code § 1701.660 et seq. or the Texas Public Information Act.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

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424.10 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases.) However, members shall not retain personal copies of recordings. **Members should not use the fact that a recording was made as a reason to write a less detailed report.**

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

(e) By a supervisor during periodic reviews for compliance with racial profiling laws (Tex. Code of Crim. Pro. art. 2.132). Supervisors shall review at least three random videos, at least every six months, per officer.

All recordings should be reviewed by the Custodian of Records prior to public release (See the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

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Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

425.2 POLICY

The Weatherford Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer's effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

425.4 OFFICER RESPONSE

Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

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individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the

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evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.

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Bicycle Patrol

426.1 PURPOSE AND SCOPE

This policy establishes guidelines for the Weatherford Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

426.2 POLICY

It is the policy of the Weatherford Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

426.3 OPERATIONS

Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the bicycle patrol coordinator or the Shift Supervisor.

426.4 SELECTION

Interested officers who are off probation shall submit a change of assignment request to their appropriate Division Commander.

Interested officers shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance

(b) Special skills or training as it pertains to the assignment

(c) Good physical condition

(d) Willingness to perform duties using the bicycle as a mode of transportation

426.4.1 OFFICER RESPONSIBILITIES

Officers should operate the bicycle in compliance with Tex. Transp. Code § 551.101 et seq. under normal operation, unless their duties require otherwise.

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

Officers are exempt from the rules of the road under the following conditions (Tex. Transp. Code § 546.002):

(a) In response to an emergency call

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(b) In the immediate pursuit of an actual or suspected violator of the law

(c) While directing or diverting traffic or conducting a police escort

(d) When responding to a fire alarm call

426.5 BICYCLE PATROL COORDINATOR

The Chief of Police shall delegate certain responsibilities to a bicycle patrol coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The coordinator may appoint a senior bicycle patrol officer or other designee to assist in the coordination of bicycle patrol officers and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.

(c) Inspecting, no less than every three months, bicycles that are not in active service and documenting that they are in serviceable condition.

(d) Scheduling maintenance and repairs.

(e) Evaluating the performance of bicycle patrol officers.

(f) Coordinating activities with the Patrol Division.

(g) Other activities as required to maintain the efficient operation of bicycle patrol.

426.6 PATROL BICYCLE

Bicycle patrol officers will be assigned a specially marked and equipped patrol bicycle.

Patrol bicycles should have a “Police” decal affixed to each side of the crossbar or the bicycle’s gear bag. Every patrol bicycle shall be equipped with:

(a) Front and rear reflectors.

(b) A steady or flashing blue and red warning light that is visible from the front, sides or rear of the bicycle (Tex. Transp. Code § 547.702).

(c) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.

(d) A gear bag that should include a first-aid kit, tire pump, repair tool, tire tube, security lock, high-visibility vest and equipment information and use manuals. These items are to remain with/on the patrol bicycle at all times.

Patrol bicycles shall be properly secured when not in the officer’s immediate presence.

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426.6.1 TRANSPORTING THE PATROL BICYCLE

The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

426.6.2 MAINTENANCE

(a) Bicycle patrol officers should conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

(b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

1. Each patrol bicycle should have scheduled maintenance to be performed by a repair shop or technician approved by the Department.

(c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol coordinator, or in the event of an emergency.

(d) If a needed repair is beyond the ability of the bicycle patrol officer, a repair work order will be completed and forwarded to the coordinator for repair by a technician approved by the Department.

(e) When equipped, patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty.

1. During prolonged periods of nonuse, each bicycle patrol officer assigned a patrol bicycle shall periodically rotate the batteries on the respective chargers to increase battery life.

(f) At the end of a patrol bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

426.7 UNIFORMS AND EQUIPMENT

Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Weatherford Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

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426.8 TRAINING

Officers must complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol officers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include:

(a) Bicycle patrol strategies.

(b) Bicycle safety and accident prevention.

(c) Operational tactics and techniques using bicycles.

Bicycle patrol officers will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

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Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the Weatherford Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Weatherford Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Support Division Commander. The Support Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

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(e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

427.5 DATA COLLECTION AND RETENTION

The Support Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Weatherford Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.
3. The intended purpose of obtaining the information.

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(b) The request is reviewed by the Support Division Commander or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

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Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the Weatherford Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Weatherford Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY

The Chief of Police shall delegate certain responsibilities to a liaison to the homeless community. The liaison shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the liaison include, but are not limited to:

(a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless community. Remain aware of homeless issues and services through the Department of Housing and Community Affairs (charged with homeless assistance under Tex. Gov't Code § 2306.094) and the related Texas Interagency Council for the Homeless (Tex. Gov't Code § 2306.902).

(c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with homelessness, including personal property rights.

(e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.

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(f) Developing training to assist members in understanding current legal and social issues relating to the homeless.

428.4 FIELD CONTACTS

Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person's welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a "nonviolent misdemeanor" and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES

When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by

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the person, and approved by a supervisor. Officers should consider detaining the person under an emergency detention when facts and circumstances reasonably indicate such a detention is warranted (see the Emergency Detention Policy).

428.6 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor’s responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

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Medical Marihuana

429.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production or use of marihuana under Texas's medical marihuana laws.

429.1.1 DEFINITIONS

Definitions related to this policy include (Tex. Occ. Code § 169.001; Tex. Health & Safety Code § 487.001):

Dispensing organization - An organization licensed by the Texas Department of Public Safety (DPS) to cultivate, process, and dispense low-tetrahydrocannabinol (THC) cannabis to a patient under a prescription.

Low-THC cannabis - Marihuana and any part of that plant or any compound, manufacture, salt, derivative, mixture, preparation, resin, or oil of that plant that contains not more than 0.5 percent by weight of THCs.

429.2 POLICY

It is the policy of the Weatherford Police Department to prioritize resources to avoid making arrests related to marihuana that the arresting officer reasonably believes would not be prosecuted by state or federal authorities.

Texas medical marihuana laws are intended to provide protection from prosecution to those who use or possess marihuana in the form of low-THC cannabis by prescription. However, Texas medical marihuana laws do not affect federal laws and there is no medical exception under federal law for the possession or distribution of marihuana. The Weatherford Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Texas law and the resources of the Department.

429.3 INVESTIGATION

Investigations involving the possession, delivery, production or use of marihuana generally fall into one of two categories:

(a) Investigations when no person makes a medicinal claim.

(b) Investigations when a medicinal claim is made by a person with a prescription.

429.3.1 INVESTIGATIONS WITH NO MEDICAL CLAIM

In any investigation involving the possession, delivery, production or use of marihuana or drug paraphernalia where no person claims that the marihuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal defense may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marihuana was possessed or produced for medicinal purposes.

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429.3.2 INVESTIGATIONS INVOLVING A PERSON WITH A PRESCRIPTION
A patient for whom low-THC cannabis is prescribed or the patient's legal guardian shall not be arrested for possession of low-THC cannabis obtained under a valid prescription from a dispensing organization (Tex. Health & Safety Code § 481.111).

Reasonable effort should be taken to confirm a person has a prescription for low-THC cannabis if it is not in the person's possession.

429.3.3 ADDITIONAL CONSIDERATIONS
Officers should consider the following when investigating an incident involving marihuana possession, delivery, production or use:

(a) Officers may obtain information from the Compassionate-Use Registry for the purpose of verifying whether a patient has a prescription for low-THC cannabis and whether it has been filled (37 Tex. Admin. Code § 12.41).

(b) Before proceeding with enforcement related to a licensed dispensing organization, officers should consider conferring with appropriate legal counsel (Tex. Health & Safety Code § 487.101).

429.4 FEDERAL LAW ENFORCEMENT
Officers should provide information regarding a marihuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

429.5 PROPERTY AND EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES
The Property and Evidence Section supervisor should ensure that marihuana, drug paraphernalia or other related property seized from a person engaged or assisting in the use of medical marihuana is not destroyed. The Property and Evidence Section supervisor is not responsible for caring for live marihuana plants.

Upon the prosecutor's decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Section supervisor should as soon as practicable return to the person from whom it was seized any useable marihuana, plants, drug paraphernalia or other related property.

The Property and Evidence Section supervisor should not destroy marihuana that was alleged to be for medical purposes except upon receipt of a court order.

The Property and Evidence Section supervisor may release marihuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Special Crimes supervisor.

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Medical Aid and Response

430.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

430.2 POLICY

It is the policy of the Weatherford Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

430.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex and age, if known.
4. Whether the person is conscious, breathing and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

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Members should not direct EMS personnel whether to transport the person for treatment.

430.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

430.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with or an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

430.5.1 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

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If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor's approval.

430.6 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

430.7 AIR AMBULANCE

Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Patrol Division Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider's minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider's minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.

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- Always approach the aircraft from the front.
- Avoid the aircraft's tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

430.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

A member should use an AED only after he/she has received the required training as provided in 25 Tex. Admin. Code § 157.41.

430.8.1 AED USER RESPONSIBILITY

Members who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Manager who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact Communications as soon as possible and request response by EMS (Tex. Health & Safety Code § 779.004).

430.8.2 AED REPORTING

Any member using an AED will complete an incident report detailing its use.

430.8.3 AED TRAINING AND MAINTENANCE

The Training Manager shall ensure appropriate training approved by the Department of State Health Services is provided to members authorized to use an AED (Tex. Health & Safety Code § 779.002).

The Training Manager is responsible for ensuring AED devices are appropriately maintained and tested consistent with the manufacturer's guidelines, and will retain records of all maintenance and testing in accordance with the established records retention schedule (Tex. Health & Safety Code § 779.003; 25 Tex. Admin. Code § 157.41).

430.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members may administer opioid overdose medication in accordance with protocol specified by the physician who prescribed the overdose medication for use by the member (Tex. Health & Safety Code § 483.106).

430.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check

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the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Manager.

Any member who administers an opioid overdose medication should contact Communications as soon as possible and request response by EMS.

430.9.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report.

430.9.3 OPIOID OVERDOSE MEDICATION TRAINING
The Training Manager should ensure training is provided to members authorized to administer opioid overdose medication.

430.10 ADMINISTRATION OF EPINEPHRINE

Members who have received training approved by TCOLE may administer epinephrine in accordance with the standing order issued by the physician, or other individual with prescriptive authority, who prescribed the medication for use by the member (Tex. Occ. Code § 1701.702; Tex. Occ. Code § 1701.703).

430.10.1 EPINEPHRINE USER RESPONSIBILITIES
Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Manager.

Any member who administers epinephrine should contact Communications as soon as possible and request response by EMS.

430.10.2 EPINEPHRINE REPORTING
Any member administering epinephrine should detail its use in an appropriate report.

The Training Manager will ensure that the Records Supervisor is provided enough information to meet applicable state reporting requirements including the required reporting to the physician or person who prescribed the epinephrine as required by Tex. Occ. Code § 1701.705.

430.10.3 EPINEPHRINE TRAINING
The Training Manager should ensure that training is provided to members authorized to administer epinephrine.

430.11 FIRST AID TRAINING

Subject to available resources, the Training Manager should ensure officers receive periodic first aid training appropriate for their position.

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First Amendment Assemblies

431.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

431.2 POLICY

The Weatherford Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

431.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting, loitering and funeral service disruptions. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and to prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.

(b) Harass, confront or intimidate participants.

(c) Seize the cameras, cell phones or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

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431.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION
Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

431.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to:

- Location.
- Number of participants.
- Apparent purpose of the event.
- Leadership (whether it is apparent and/or whether it is effective).
- Any initial indicators of unlawful or disruptive activity.
- Indicators that lawful use of public facilities, streets or walkways will be impacted.
- Ability and/or need to continue monitoring the incident.

Initial assessment information should be promptly communicated to Communications, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

431.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events. Refer to the Emergency Management Plan Policy.

431.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.

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- The potential time, duration, scope and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

431.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) An established liaison with demonstration leaders and external agencies.

(h) An established liaison with City government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

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(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

431.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

431.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

431.7 USE OF FORCE

Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and Conducted Electrical Weapons should be considered only when the participants' conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

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Force or control devices, including oleoresin capsicum (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

431.8 ARRESTS

The Weatherford Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence.

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

431.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

431.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

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431.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include:

(a) Operational plan.

(b) Any incident logs.

(c) Any assignment logs.

(d) Vehicle, fuel, equipment and supply records.

(e) Incident, arrest, use of force, injury and property damage reports.

(f) Photographs, audio/video recordings, Communications records/tapes.

(g) Media accounts (print and broadcast media).

431.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event.

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

(c) Problems identified.

(d) Significant events.

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

431.12 TRAINING

Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.

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Civil Disputes

432.1 PURPOSE AND SCOPE

This policy provides members of the Weatherford Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Family Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Texas law.

432.2 POLICY

The Weatherford Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

432.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While the following is not intended to be an exhaustive list, members should give consideration to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice; however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

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432.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

432.4.1 STANDBY REQUESTS

Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

432.5 VEHICLES AND PERSONAL PROPERTY

Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

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432.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

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Suspicious Activity Reporting

433.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

433.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR)- An incident report used to document suspicious activity

433.2 POLICY

The Weatherford Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

433.3 RESPONSIBILITIES

The Investigations Division Commander and the authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Investigations Division include, but are not limited to:

(a) Remaining familiar with those databases available to the department that would facilitate the purpose of this policy.

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(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

433.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any non-sworn member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about the involved parties and the circumstances of the incident. If, during any investigation an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

433.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to:

- The Criminal Investigations supervisor.
- The Special Crimes Unit.
- Other authorized designees.

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Chapter 5 - Traffic Operations

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Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Weatherford Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic accidents, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic accidents are a valuable resource. Factors for analysis include but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic accidents, and also will consider the hours and locations where traffic accidents tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic accidents frequently occur.

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500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance (Tex. Transp. Code § 720.002).

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a minor violation was inadvertent.

500.4.2 CITATIONS

Citations should be issued when a member believes it is appropriate. When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, motorists should be provided with:

(a) An explanation of the violation or charge.

(b) The court appearance procedure, including the optional or mandatory appearance by the motorist.

(c) A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

An officer shall issue a citation and give the person an opportunity to sign the citation for the offense of speeding, using a wireless communication device under Tex. Transp. Code § 545.4251 or a violation of the open container law. If the person refuses to sign the citation, an arrest may be made in accordance with this policy (Tex. Transp. Code § 543.004).

500.4.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with but are not limited to:

(a) Vehicular manslaughter.

(b) Felony and misdemeanor driving under the influence (DUI or DWI) of alcohol or drugs.

(c) Felony or misdemeanor hit-and-run.

(d) Refusal to sign a notice to appear.

(e) Any other misdemeanor at the discretion of the officer, such as reckless driving with extenuating circumstances.

While state law permits officers to make an arrest for most class C traffic offenses, prior to doing so, officers should obtain supervisor approval.

500.5 SUSPENDED OR REVOKED LICENSES

If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

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500.6 HIGH-VISIBILITY VESTS

The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic or by maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic or will be maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic accident investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

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Traffic Accidents

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic accidents.

501.2 POLICY

It is the policy of the Weatherford Police Department to respond to traffic accidents and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of accidents by attempting to identify the cause of the accident and through enforcing applicable laws. Unless restricted by law, traffic accident reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

(a) Is within the jurisdiction of this department and there is:

1. A life-threatening injury.
2. A fatality.
3. A City vehicle involved.
4. A City official or employee involved.
5. Involvement of an on- or off-duty member of this department.

(b) Is within another jurisdiction and there is:

1. A City of Weatherford vehicle involved.
2. A City of Weatherford official involved.
3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.

(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

(c) First aid for any injured parties if it can be done safely.

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(d) The potential for involvement of hazardous materials.

(e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).

(f) Clearance and cleanup of the roadway.

(g) Involved Vehicles

1. Any vehicle involved in an accident shall be removed to the shoulder of the road or elsewhere as soon as possible after officers have obtained necessary investigative information. Vehicles should be removed from the shoulder without unnecessary delay.

2. Vehicles may be removed to the shoulder of the road or other legal parking spot which does not obstruct or impede vehicle travel on the roadway. Officers shall not use departmental vehicles to push cars unless equipped with push bars and the officer has been trained in its use

3. If the procedure above is not possible and a traffic hazard results, the officer may order towing of the vehicle at the owner's expense and a vehicle impound form is not required.

4. Vehicles may be impounded if the vehicle is needed for purposes of the investigation following a vehicle crash. See Towing Policy.

5. Vehicles may also be impounded when the operator is unwilling or unable to take charge of the vehicle, and

(a) The vehicle cannot be legally parked and sufficiently secured at the scene, or

(b) There is property in or attached to the vehicle that cannot be sufficiently secured at the scene or placed in the custody of a responsible third party. See Towing Policy.

501.4 NOTIFICATION

If a traffic accident involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Shift Supervisor. The Shift Supervisor or any supervisor should contact the Advanced Accident Investigation Team to investigate the incident. The Shift Supervisor will ensure notification is made to the Shift Supervisor, department command staff and City Manager in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim’s immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim’s immediate family.

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501.5 MINIMUM REPORTING REQUIREMENTS

An accident report shall be taken when:

(a) A fatality, any injury (including complaint of pain), driving under the influence or hit-and-run is involved.

(b) An on-duty member of the City of Weatherford is involved.

(c) The accident results in any damage to any City-owned or leased vehicle.

(d) The accident involves any other public agency driver or vehicle.

(e) There is damage to public property.

(f) There is damage to any vehicle to the extent that towing is required.

(g) Prosecution or follow-up investigation is contemplated.

(h) Directed by a supervisor.

501.5.1 PRIVATE PROPERTY

Reports may be taken for accidents occurring on private property when the accident results in injury to or death of any person or total apparent property damage of $1,000 or more. This does not apply to privately owned residential parking areas or a privately owned parking lot where a fee is charged for parking or storing a vehicle (Tex. Transp. Code § 550.041).

501.5.2 TRAFFIC ACCIDENTS DAMAGING FENCES

An officer who responds to, or investigates, an incident involving a fence that the officer reasonably believes is intended to enclose livestock or other animals is required to immediately notify a land owner who has registered to receive notifications pursuant to Tex. Local Gov't Code § 370.004.

501.5.3 CITY VEHICLE INVOLVED

A traffic accident report shall be taken when a City vehicle is involved in a traffic accident that results in property damage or injury.

A general information report may be taken in lieu of a traffic accident report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a City vehicle, the City of Weatherford Accident/Incident Report shall be completed and forwarded to the appropriate Division Commander. See attachment: AccidentInjuryForm.pdf .

The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.4 INJURED ANIMALS

Department members should refer to the Animal Control Policy when a traffic accident involves the disposition of an injured animal.

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501.6 INVESTIGATION

When a traffic accident meets minimum reporting requirements, the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Shift Supervisor or on-duty Shift Supervisor should request that the Texas Department of Public Safety or other outside law enforcement agency investigate and complete a traffic accident investigation when a life-threatening injury or fatal traffic accident occurs within the jurisdiction of the Weatherford Police Department and involves:

(a) An on- or off-duty member of the Department.

1. The involved member shall complete the department traffic accident form. If the member is unable to complete the form, the supervisor shall complete it.

(b) An on- or off-duty official or employee of the City of Weatherford.

In the case of a fatal or life-threatening injury traffic accident as a result of a vehicle pursuit, the Texas Department of Public Safety shall be contacted for investigation.

Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic accident. The accident investigation and report shall be completed by the agency having jurisdiction.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the accident, authorized members may issue a citation as appropriate (Tex. Transp. Code § 550.041).

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter, or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.8 REPORTS

Department members shall utilize forms provided by the Texas Department of Transportation (TXDOT) for the reporting of traffic accidents. All such reports shall be forwarded to the Traffic Section for approval and filing.

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501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member (Tex. Transp. Code § 550.068).

501.8.2 SHIFT SUPERVISOR RESPONSIBILITIES

The responsibilities of the Shift Supervisor include but are not limited to:

(a) Ensuring the monthly and quarterly reports on traffic accident information and statistics are forwarded to the Patrol Division Commander or other persons as required.

(b) All accident reports taken by members of this department involving injury, death or more than $1,000 in property damage must be submitted to TXDOT no later than the 10th day after the accident (Tex. Transp. Code § 550.062).

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Traffic Accident Review Board

502.1 PURPOSE AND SCOPE

This policy establishes a process for the Weatherford Police Department to review motor vehicle accidents involving members driving department vehicles, or other vehicles when the member is operating in an official capacity.

This review process shall be in addition to any other review or investigation that may be conducted by any outside agency having jurisdiction over the accident investigation.

502.2 POLICY

It is the policy of the Weatherford Police Department to objectively evaluate motor vehicle accidents involving members working in an official capacity to ensure that the operation of the vehicle was consistent with department training and policy.

502.3 ADMINISTRATIVE ASSIGNMENT

Generally, whenever a member's actions in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police or the authorized designee may exercise discretion and alter the duration or choose not to place a member in an administrative assignment.

502.4 TRAFFIC ACCIDENT REVIEW BOARD

The Traffic Accident Review Board will be convened on a regular basis as determined by the Patrol Division Commander to review motor vehicle accidents involving property damage and at a reasonable time following a motor vehicle accident that results in injury or death.

It will be the responsibility of the Division Commander or supervisor of the involved member to notify the Patrol Division Commander of any incidents requiring board review. The involved member's Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

502.4.1 COMPOSITION OF THE BOARD

The Patrol Division Commander should staff the Traffic Accident Review Board with at least four individuals including, but not limited to:

- A member of command staff not involved in previous recommendations (a single member from command staff may sit in review when the board is reviewing multiple property damage accidents).
- A non-administrative supervisor.
- A department driving instructor or driver training supervisor.
- A member of the department of the same rank.

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- A non-voting member of the Advanced Accident Investigation Team to provide the facts of the Accident or the investigating officer from DPS when available.

The senior ranking command staff member will serve as chairperson.

502.4.2 RESPONSIBILITIES OF THE BOARD

The Traffic Accident Review Board is empowered to conduct an administrative review and inquiry into the circumstances of the motor vehicle accidents.

The Chief of Police will determine whether the board should delay its review until after completion of any accident investigation, review by any prosecutorial body, the filing of charges or the decision not to file charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information and request the involved member to appear. If the involved member is requested to attend, he/she will be notified of the meeting of the board and may choose to have a representative present.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

Any questioning of the involved member conducted by the board will be in accordance with Weatherford Police Department disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement or memorandum of understanding and any applicable state or federal law.

The board shall make one of the following recommended findings:

- The member's actions were within department policy and procedure.
- The member's actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. If the vote is tied, the Chief of Police will make a determination as to fault.

The board may also recommend additional investigations or reviews, such as training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The board does not have the authority to recommend discipline.

502.5 DIVISION COMMANDER RESPONSIBILITIES

The member's Division Commander shall review the recommendation of the board and make an independent determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. If the member's Division Commander concludes the member is at fault, a disciplinary process will be initiated in accordance with the provisions in the Personnel Complaints Policy.

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At the conclusion of any additional reviews, copies of all relevant reports and information will be filed in Guardian Tracking. All accidents will be reviewed through the chain of command.

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Vehicle Towing

503.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing.

503.2 POLICY

The Weatherford Police Department will tow vehicles when appropriate and in accordance with the law.

503.3 BLOCKING DRIVEWAYS, PARKING AREAS AND ABANDONED VEHICLES

Any officer discovering or having report of any motor vehicle, trailer, or other vehicle blocking a driveway or parking area, or obstructing or interfering with the movement on any driveway or parking area without the land owner's permission may order the vehicle towed at the owner's expense.

The officer should make a reasonable attempt to locate the owner of the vehicle and have it moved, before having it towed from the scene.

Abandoned vehicles:

(a) Whenever any motor vehicle is abandoned, whether on public property or private property without the owner's consent, the officer may:

1. Place a 48-hour sticker on the vehicle as notice to have the vehicle moved within the following 48 hours or risk it being towed.
2. Once the 48-hour notice has expired, the officer may tow the vehicle at the owner's expense.

(b) A citizen may request a specific or private wrecker service to assist or aid in removing their vehicle from an accident, abandon vehicle, blocking driveway and emergency situation if their request can be accommodated in a timely and/or safe manner.

503.4 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Communications to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (Tex. Transp. Code § 545.305).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

Any vehicle found illegally parked in the vicinity of a fire, traffic accident or area of emergency which creates a traffic hazard or interferes with the necessary work of police, fire, or other rescue

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workers may be towed on an officer's orders at the owner's expense. Vehicles being used by radio, T.V., and press are exempt unless they obstruct police, fire, or rescue operations, or create an unreasonable traffic hazard.

503.5 ARREST SCENES

Generally, any officer that arrests an individual, should safely secure the subject's vehicle by having it towed and inventoried. By towing the vehicle, it reduces the liability placed on an officer and the Department and generally expedites the officer's ability to return to service.

There are two circumstances in which an officer should not tow a vehicle:

(a) The vehicle's registered owner is on scene and if not intoxicated, has requested the car be released to another party that is present on scene, and:

1. The person taking custody of the vehicle has a valid driver's license and is not intoxicated; and/or
2. That it wouldn't create a delay in the officer's ability to return to service.

(b) The vehicle is legally parked on, or in front of, the registered owner's or operator's residence/property, unless another legal justification for impounding/towing exists. The owner's/operator's intoxication status should not be a factor and therefore a waiver is not required.

Only the legal registered owner of the vehicle, or the driver with some proof of ownership, can make the request of releasing the vehicle to another party. Other proof of ownership may include a bill of sale or insurance in the person's name.

An officer should place a vehicle in impound:

(a) If the owner and/or operator is suspected to be under the influence of alcohol, drugs or any other substance that creates a deficiency in their mental faculties.

(b) If articulable facts show the ownership or possession of the vehicle is in question and further investigation is needed to establish legal possession of the vehicle.

(c) If the owner/operator requests such impoundment after his/her arrest for safekeeping, providing it is not on subject’s private property.

(d) If a person is arrested and his/her vehicle is on private property of another individual and either the property owner, or the vehicle owner/operator requests it to be moved, the vehicle will be impounded and inventoried.

503.6 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Officers should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Officers should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

An officer shall place a vehicle in impound:

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(a) If the vehicle is used in connection with the illegal transportation of felony-type drugs/ controlled substances. The vehicle may be impounded for possible seizure by the District Attorney's Office.

(b) If the vehicle was used in connection with any felony.

(c) If the vehicle is considered evidence in a criminal case such as aggravated assault with a deadly weapon.

503.7 COMMUNICATIONS PERSONNEL

Communications personnel shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

503.7.1 VEHICLE STORAGE REPORT

Department members towing a vehicle shall complete a Vehicle Impound Report. In cases of vehicles with Holds placed, the vehicle impound report should be submitted to communications personnel as soon as practicable after the vehicle is towed.

503.7.2 NOTICE OF TOW/IMPOUNDED VEHICLES

The vehicle storage facility holding a vehicle that has been impounded by this department is required to provide the registered owner or operator of the vehicle with formal notice of his/her right to a court hearing on whether probable cause existed for the removal of the vehicle (Tex. Occ. Code § 2303.151, Tex. Occ. Code § 2308.454).

If an owner or operator of an impounded vehicle contacts the Department to dispute an impound and it is determined that he/she has not received formal notice from the vehicle storage facility, the Records Section Manager should refer the owner or operator to the vehicle storage facility so that he/she may obtain a copy of such notice.

To ensure that the owner or operator of an impounded vehicle has a basic understanding of the remedies available, the Records Section Manager may advise the owner or operator of their right to submit a written request for a hearing to the justice court in accordance with Tex. Occ. Code § 2308.456.

If the impounded vehicle was abandoned as defined by Tex. Transp. Code § 683.002, the Records Section Manager should attempt to determine the names and addresses of any individuals having an interest in the vehicle as soon as practicable. The Records Section Manager shall send notice to all such individuals by certified mail within 10 days of the impound (Tex. Transp. Code § 683.012).

For procedures on impounding a vehicle, refer to the Weatherford Police Department Procedure Manual 500.1 IMPOUND PROCEDURES

When releasing a hold on a vehicle, it is the officer's responsibility to ensure the Vehicle Hold Release form has been completed. See attachment: Vehicle Hold Release Form.pdf

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503.8 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

503.9 VEHICLE INVENTORY

The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger compartment of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger compartment as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner or booked into property for safekeeping.

Large amounts of cash, valuable jewelry or other small items of great value located during the inventory process will be held for safekeeping, in accordance with the Property and Evidence Section Policy. A copy of the property receipt should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

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Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

503.10 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

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Impaired Driving

504.1 PURPOSE AND SCOPE

This policy provides guidance to those department members who play a role in the detection and investigation of driving while intoxicated (DWI).

504.2 POLICY

The Weatherford Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Texas's impaired driving laws.

504.3 INVESTIGATIONS

Officers should not enforce DWI laws to the exclusion of their other duties unless specifically assigned to DWI enforcement. All officers are expected to enforce these laws with due diligence.

The Shift Supervisor will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency. Any DWI investigation will be documented using these forms. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The officer's observations that indicate impairment on the part of the individual, and the officer's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Texas or another jurisdiction.

504.4 FIELD TESTS

Officers should be trained in Standardized Field Sobriety Testing. If officers use alternate testing, they should be trained in the alternate method.

504.5 CHEMICAL TESTS

A person implies consent under Texas law to a chemical test or tests, and to providing the associated chemical sample, under any of the following (Tex. Transp. Code § 724.011):

(a) The person is arrested by an officer having reasonable grounds to believe the person is DWI.

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(b) The person is under 21 years of age and is arrested by an officer for operating a motor vehicle in a public place while having any detectable amount of alcohol in the person's system.

If a person withdraws this implied consent, or is unable to withdraw consent *(e.g.,* the person is unconscious*),* the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS

Before requesting that a person submit to the taking of a breath or blood sample, whether or not consent has been given, the officer shall inform the person orally and in writing of the required information contained in Tex. Transp. Code § 724.015.

504.5.2 BREATH SAMPLES

The Patrol Commander or the designee should ensure that all portable devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

504.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples (Tex. Transp. Code § 724.017). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

504.5.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

504.5.5 ADDITIONAL TESTING

A person who submits to a chemical test at the request of An officer may, on request and within a reasonable time (not to exceed two hours after arrest), have a qualified medical professional of his/her own choosing take an additional specimen of the person's blood for analysis. While the

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person must be provided with a reasonable opportunity to contact a professional to respond and administer an additional sample, officers are not required to transport the person for testing (Tex. Transp. Code § 724.019).

504.6 REFUSALS

When an arrestee refuses to provide a chemical sample, officers should:

(a) Advise the arrestee of the requirement to provide a sample (Tex. Transp. Code § 724.011).

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test as required by law, officers shall personally serve the notice of license suspension upon the person and take possession of any Texas-issued license to operate a motor vehicle that is held by that person. If prior to the arrest the person held a valid driver's license, the arresting officer shall issue a temporary driving permit to the person (Tex. Transp. Code § 724.032).

504.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.

504.6.3 FORCED BLOOD SAMPLE

If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.

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1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure that the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

504.7 ARREST AND INVESTIGATION

504.7.1 OFFICER RESPONSIBILITIES

If a person refuses to submit to a chemical test, the officer shall request that the person sign a statement of refusal (Tex. Transp. Code § 724.031). In addition, the officer shall make a written report of the refusal (Tex. Transp. Code § 724.032).

The officer shall forward a copy of the refusal report along with the following to the Department of Public Safety (DPS) on the prescribed forms within five business days (Tex. Transp. Code § 724.032):

(a) A copy of the notice of suspension or denial.

(b) Any license taken by the officer pursuant to this policy.

(c) A copy of any temporary driving permit issued to the person.

504.7.2 REPORTING

The Shift Supervisor shall ensure that this department complies with all state reporting requirements pursuant to (Tex. Gov't. Code § 411.049).

504.8 RECORDS SECTION RESPONSIBILITIES

The Records Supervisor will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

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504.8.1 VIDEO RECORDINGS OF ARRESTS FOR INTOXICATION

Upon request of a person stopped or arrested for DWI, the Records Supervisor shall supply a copy of any video recordings related to the stop or arrest as required by Tex. Code of Crim. Pro. art. 2.1396.

504.9 ADMINISTRATIVE HEARINGS

The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the DPS.

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Traffic and Parking Citations

505.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

505.2 POLICY

It is the policy of the Weatherford Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

505.3 RESPONSIBILITIES

The Patrol Commander shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this department. Citations will be kept in a secure location and issued to members by the Patrol Commander or designee. Members will sign for the citation books when issued or upon return of unused citations.

Members of the Weatherford Police Department shall only use department-approved traffic and parking citation forms.

505.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the department member believes it is appropriate. Communications should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

505.4 TRAFFIC CITATIONS

505.4.1 VOIDING

Voiding a citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Patrol Commander or designee.

505.4.2 DISMISSAL

Members of this department do not have the authority to dismiss a citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Shift Supervisor. Upon a review of the circumstances involving the issuance of the citation, the Shift Supervisor may request the Patrol Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of citations whose request for dismissal has been denied shall be referred to the appropriate court.

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Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the citation, the supervisor may forward the request to the Patrol Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Patrol Division Commander for review.

505.4.3 DISPOSITION

The court and file copies of all citations issued by members of this department shall be forwarded to the member's immediate supervisor for review by the end of each shift. The citation copies shall then be filed with Communications.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Patrol Commander or designee.

505.4.4 JUVENILE CITATIONS

Completion of citation forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a citation.

505.4.5 DATA COLLECTION

For data collection requirements related to racial profiling laws, see the Bias-Based Policing policy.

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Disabled Vehicles

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Weatherford Police Department.

506.2 POLICY

It is the policy of the Weatherford Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 RESPONSIBILITIES

When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the telecommunicator should be advised of the location of the disabled vehicle and the need for assistance. The telecommunicator should then assign another department member to respond as soon as practicable.

506.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the availability of department resources and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Department members should not make mechanical repairs to a disabled vehicle. The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety is not considered a mechanical repair.

506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.4.3 ASSISTING MOTORISTS

The relocation of a motorist should only occur with the person’s consent, and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the motorist or transport him/her to a safe area to await pickup.

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Chapter 6 - Investigation Operations

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Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Weatherford Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES

An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the officer shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects to include potential child witnesses as practicable.
5. Collect any evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.
8. Call the Qualified Crime Scene Technician as necessary.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

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600.3.2 NON-SWORN MEMBER RESPONSIBILITIES
A non-sworn member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 ASSIGNMENT OF FOLLOW UP INVESTIGATIONS

All offenses should be followed up by an investigator after the initial/preliminary investigation, unless the C.I.D. Supervisor determines there is no additional investigation needed. The CAD RMS system provides a guide for selection of reports that should have follow up investigations.

1. Officers who conduct preliminary investigations of any offenses shall complete the initial investigation and report as soon as practical so that an investigator can be assigned to follow-up in a timely manner.

2. The initial responding officer is responsible for completing the original offense report with all details of the preliminary investigation included in the report.

3. Patrol personnel should conduct follow-up investigations on hit and run accidents, all other offenses should be forwarded to CID for follow-up after the initial investigation and report has been completed.

4. Unless the investigator responds to the scene and is part of the preliminary investigation, the report will be forwarded to the investigator the following work day.

The Criminal Investigations Division supervisor shall determine which investigator is assigned to a specific case for follow-up investigations. The following procedures should be followed: Weatherford Police Department Procedure Manual: 601.1 Follow Up Investigation Procedures

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

Officers should receive training, as appropriate to their assignment, in methods to conduct an interrogation.

600.5.1 AUDIO/VIDEO RECORDINGS
Any custodial interrogation of an individual who is suspected of having committed any felony offense listed in Tex. Code of Crim. Pro. art. 2.32 shall be recorded (audio or video with audio as available) in its entirety when conducted at the Weatherford Police Department, jail, or any other law enforcement facility unless (Tex. Code of Crim. Pro. art. 2.32):

(a) The suspect refuses to respond or cooperate while being recorded.

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1. A refusal by a suspect to provide a recorded statement should be recorded when possible.
2. The refusal should be documented in the associated report.

(b) There is an equipment malfunction.

(c) Exigent circumstances exist.

(d) The person was not suspected of one of the listed offenses when the interrogation began.

Any custodial interrogation of any other violent felony offense should also be recorded in its entirety. Regardless of where the interrogation occurs, reasonable efforts should be made to secure functional recording equipment to accomplish such recordings. If the person expresses the desire to provide a voluntary oral statement during the course of the interrogation, officers should ensure that the requirements of Tex. Code of Crim. Pro. art 38.22 are satisfied to facilitate the admissibility of the statement.

Consideration should also be given to recording any investigative interview when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered until a final conviction is obtained, all direct appeals are exhausted or prosecution is barred by law (Tex. Code of Crim. Pro. art 38.22). Written authorization from the prosecuting attorney and the Criminal Investigations supervisor should be obtained and placed in the related case file. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

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2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Family Violence, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

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Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party's account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of the Criminal Investigations shift supervisor ,Division Commander Deputy Chief or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor. This does not include requesting that a case with the DA or County Attorney's Office be reviewed for appropriate charges.

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Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in Title 5, Chapter 21 (Sexual Offenses) and Chapter 22 (Assaultive Offenses) of the Texas Penal Code and in Tex. Penal Code § 25.02 (Prohibited Sexual Conduct).

601.2 POLICY

It is the policy of the Weatherford Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies, and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates, and support for the victim.

(f) Participate in or coordinate with SART or other multidisciplinary investigative teams as applicable.

(g) Ensure relevant information is included in the FBI's Violent Criminal Apprehension Program (ViCAP) as required by Tex. Gov't Code § 420.035.

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601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call to the Communications, should be the health and safety of the victim, the preservation of evidence and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in the initial report.

601.5.1 POLYGRAPH EXAMINATIONS

Members of the Weatherford Police Department may not require a victim of a sexual assault to submit to a polygraph examination as a condition for proceeding with a criminal investigation (34 USC § 10451; Tex. Code of Crim. Pro. art. 15.051).

A polygraph examination may only be conducted with the victim's written informed consent that includes the notice that the examination is not required and that a criminal complaint will not be dismissed solely based on the results of the examination or because the victim chooses not to take the examination (Tex. Code of Crim. Pro. art. 15.051).

601.5.2 VICTIM CONFIDENTIALITY

Officers investigating or receiving a report of an alleged sex offense may keep the identity of the victim confidential by providing the victim with a pseudonym form as provided to this department by the Sexual Assault Prevention and Crisis Services program of the Texas Office of the Attorney General. The victim may choose a pseudonym to be used instead of his/her name (Tex. Code of Crim. Pro. art. 57.02).

Once the pseudonym form has been completed by the victim and returned to this department, the Department may not be required to disclose the victim's name, address and telephone number. The Department shall also (Tex. Code of Crim. Pro. art. 57.02):

(a) Remove the victim's name and substitute the pseudonym for the name on all reports, files and records in the Department's possession.

(b) Notify the attorney for the state of the pseudonym and that the victim has elected to be designated by the pseudonym.

(c) Maintain the form in a manner that protects the confidentiality of the information.

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601.5.3 VICTIM'S RIGHTS
Victims should be apprised of applicable victim's rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

Officers investigating or receiving a report of an alleged sexual offense that occurred within 120 hours of the offense shall, with the consent of the victim, a person authorized to act on behalf of the victim, or an employee of the Department of Family and Protective Services, request a forensic medical examination of the victim (Tex. Code of Crim. Pro. art. 56.06).

If a sexual assault is not reported within 120 hours of the offense, the Department may still request a forensic medical examination of the victim provided consent is given by the victim, a person authorized to act on behalf of the victim, or an employee of the Department of Family and Protective Services (Tex. Code of Crim. Pro. art. 56.06).

Officers should assure the victim of an alleged sexual offense that the Department will pay for all fees associated with the forensic medical examination. The Department will be entitled to a reimbursement from the Office of the Attorney General upon request, if the examination is performed by a qualified individual. The Criminal Investigations supervisor is responsible for forwarding any necessary documentation to obtain reimbursement (Tex. Code of Crim. Pro. art. 56.06).

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Subject to requirements set forth in this policy, biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated, or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.6.1 COLLECTION AND TESTING REQUIREMENTS
Members investigating sexual assaults or handling related evidence are required to do the following (Tex. Gov't Code § 420.031; Tex. Gov't Code § 420.041; Tex. Gov't Code § 420.042):

(a) Use an evidence collection kit provided by the Attorney General.

(b) Submit the evidence to an accredited crime laboratory for analysis within 30 days from the date the evidence was received.

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(c) Include a signed, written certification with the evidence submission, stating “This evidence is being submitted by (name of the person making the submission) in connection with a criminal investigation."

(d) Upon notice from a health care facility or other entity that performs a medical examination, take possession of the evidence collected within the time frame specified in Tex. Gov't Code § 420.035.

Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Section Policy.

601.6.2 DNA TEST RESULTS

Upon request, members investigating sexual assault cases shall notify victims of any DNA test results as soon as reasonably practicable, unless the results would interfere with the investigation or prosecution of the offense (Tex. Code of Crim. Pro. art. 56.021).

An investigator should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in by the Victim and Witness Assistance policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.6.3 REQUESTS FOR FORENSIC EXAMINATION

When members investigating sexual assaults request that a victim submit to a forensic medical examination, the member should document the request on the form prescribed by the Attorney General, as required by Tex. Code of Crim. Pro. art. 56.06. A copy of the documentation should be provided to the facility or the examiner and to the victim or person who consented on behalf of the victim. The Department shall maintain the documentation in accordance with established records retention schedules (Tex. Code of Crim. Pro. art. 56.06).

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Criminal Investigations supervisor.

Classification of a sexual assault case as unfounded requires the Criminal Investigations supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

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601.8 CASE REVIEW

The Criminal Investigations supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The investigator and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.

601.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Criminal Investigations supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.10 TRAINING

Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:

1. Initial response to sexual assaults.
2. Legal issues.
3. Victim advocacy.
4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:

1. Interviewing sexual assault victims.
2. SART or multidisciplinary response team.
3. Medical and legal aspects of sexual assault investigations.
4. Serial crimes investigations.
5. Use of community and other federal and state investigative resources, such as ViCAP.
6. Techniques for communicating with victims to minimize trauma.

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Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Weatherford Police Department seizes property for forfeiture or when the Weatherford Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the assigned forfeiture attorney.

Property subject to forfeiture - Also referred to as contraband, is property of any nature, including real, personal, tangible or intangible property that is either used or intended to be used in the commission/facilitation of certain offenses, or that has been acquired directly or indirectly through the commission of certain offenses as specified in Tex. Code of Crim. Pro. art. 59.01(2). Contraband may also include proceeds gained from the commission of offenses as specified in Tex. Code of Crim. Pro. art. 59.01(2). However, contraband as defined by Tex. Code of Crim. Pro. art. 59.01(2)(B)(v) related to the Texas Litter Abatement Act only applies to a municipality with a population of 250,000 or more (Tex. Code of Crim. Pro. art. 59.02).

Property subject to forfeiture may also include items associated with a conviction related to gambling, an offense involving a criminal instrument (specially designed, made or adapted for use in the commission of an offense), possession of an obscene device or material, child pornography or for an offense involving a scanning device or a re-encoder (Tex. Code of Crim. Pro. art. 18.18).

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Weatherford Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person's due process rights.

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It is the policy of the Weatherford Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer (Tex. Code of Crim. Pro. art. 59.03):

(a) Property subject to forfeiture seized under the authority of a search warrant or other court order.

(b) Property subject to forfeiture may be seized without warrant under any of the following circumstances:

1. The owner, operator or agent in charge of the property knowingly consents to the seizure.
2. The owner, operator or agent in charge of the property knowingly consented to a search that led to the discovery of the property subject to forfeiture and the seizing officer has a reasonable belief that a substantial connection exists between the property and the criminal activity.
3. The seizure was incident to a lawful arrest, lawful search or lawful search incident to arrest and the seizing officer has a reasonable belief that a substantial connection exists between the property and the criminal activity.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture attorney's current minimum forfeiture thresholds

(b) Property when it is reasonably known to the officer that a third party may be an "innocent owner" as defined by Texas law (Tex. Code of Crim. Pro. art. 59.02).

If there is a question as to whether a third party might be an innocent owner, the officer should seek guidance from the forfeiture reviewer or the assigned attorney.

602.3.3 CONTRABAND LOCATED OUT OF STATE

If property subject to seizure is located out of state, the officer making such discovery shall provide the forfeiture attorney with a sworn statement that identifies the contraband and reasons it is

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subject to seizure so that a notice of intended forfeiture may be filed in the appropriate state court (Tex. Code of Crim. Pro. art. 59.022).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so. Note: A seizure of currency under $1,000 should not be made without supervisor approval.

(b) Notify the forfeiture reviewer(s) at time of seizure.

(c) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(d) Forward the original seizure forms and related reports to the forfeiture reviewer(s) within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.4.1 DOCUMENTATION AND FOLLOW UP

An officer who seizes property subject to forfeiture shall (Tex. Code of Crim. Pro. art. 59.03):

(a) Provide the forfeiture attorney with a sworn statement containing a list of the property seized, an acknowledgement that the officer has seized the property and an explanation of the officer’s reasons for the seizure.

(b) Document an assertion of an interest in, or right to, the property by the person in possession of the property at the time of seizure.

No member may request, require or in any manner induce any person, including a person who asserts an interest in, or right to, the property, to execute a document purporting to waive the person’s interest in, or rights to, property seized under this chapter (Tex. Code of Crim. Pro. art. 59.03).

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Within 72 hours after the seizure, the officer shall place the property under seal, remove the property to a place ordered by the court or have the property taken into custody by another agency having jurisdiction.

602.4.2 DOCUMENTATION IN SUITS FOR PROCEEDS
An officer who identifies proceeds gained from the commission of an offense specified in Tex. Code of Crim. Pro. art 59.01(2) shall provide the forfeiture attorney for the state with an affidavit identifying the amount of the proceeds and the officer's basis for probable cause to believe the proceeds are contraband subject to forfeiture (Tex. Code of Crim. Pro. art. 59.023).

For procedures on filing the affidavit, refer to the Weatherford Police Department Procedure Manual: 600.1 FILING PROCEDURES

602.5 MAINTAINING SEIZED PROPERTY

The Property and Evidence Section supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER

The Chief of Police will appoint forfeiture reviewer(s) as necessary.. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer(s) should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly the Tex. Code of Crim. Pro. art. 59.01 et seq., and Tex. Code of Crim. Pro. art. 18.18 and the forfeiture policies of the forfeiture attorney's office.

(b) Serving as the liaison between the Department and the forfeiture attorney and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

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(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Departmental Directives. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.

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9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Weatherford Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

(l) Reviewing cases for potential “substitute property” that may be forfeitable through the forfeiture attorney when more direct proceeds or property may have been converted into other assets (Tex. Code of Crim. Pro. art. 59.021).

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures (Tex. Code of Crim. Pro. art. 59.06).

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives (Tex. Code of Crim. Pro. art. 59.06).

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

602.7.1 PROHIBITIONS

Proceeds or property received under Tex. Code of Crim. Pro. art. 59.01 et seq. will not be used to (Tex. Code of Crim. Pro. art. 59.06):

(a) Contribute to a political campaign.

(b) Make a donation to any entity, except as provided by Tex. Code of Crim. Pro. art. 59.06(d-2).

(c) Pay expenses related to the training or education of any member of the judiciary.

(d) Pay any travel expenses related to attendance at training or education seminars if the expenses violate generally applicable restrictions established by the commissioner’s court or the governing body of the municipality, as applicable.

(e) Purchase alcoholic beverages.

(f) Make any expenditure not approved by the proper authority.

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(g) Increase a salary, expense or allowance for an employee of the law enforcement agency, a forfeiture attorney who is budgeted by the commissioner's court or the governing body of the municipality, unless the commissioner's court or the governing body first approves the increase.

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Cooperating Individuals

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of cooperating individuals.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Cooperating Individual - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Weatherford Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Weatherford Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money). There are two classes of Cooperating Individuals.

Class I Cooperating Individual - A person who has a criminal record, reputation for involvement or association with individuals in the criminal underworld, or who has a prior state or federal criminal conviction.Both defendants and non-defendants will be included if they meet this basic definition.

Class II Cooperating Individual - A person who do not have a criminal record or reputation for involvement in or association with individuals in the criminal underworld. Examples of a Class II individual include hotel clerks, airport employees, business owners, and concerned citizens who observe activities as a course of their daily business.

Establishment - the appropriate documentation regarding the identification, background, criminal record check, photograph, and debriefing of cooperating individuals.

603.2 POLICY

The Weatherford Police Department recognizes the value of cooperating individuals to law enforcement efforts and will strive to protect the integrity of the cooperating individual process.

The proper use of confidential sources to assist in gathering intelligence and in developing prosecutable cases is crucial to accomplishing Weatherford Police Department Street Crime Unit's (SCU) overall goals. All SCU Officers should strive to utilize cooperating individuals in an efficient, cost-effective way to secure intelligence and information necessary to investigate arrest and prosecute criminals. Additionally, it is the intent that this be done in a manner designed to maintain the highest professional standards.

603.3 USE OF COOPERATING INDIVIDUALS

603.3.1 ESTABLISHMENT OF COOPERATING INDIVIDUALS

A query will be performed to determine if the individual has been previously established or terminated by Principle or SCU personnel.If the individual has been previously established, the SCU officer will contact the prior establishing officer or supervisor.

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(a) Class I Cooperating Individuals.Class I cooperating individuals must be identified by:

1. Criminal History
2. State issued Identification
3. Recent photograph

(a) Class I cooperating individual shall be debriefed by an SCU officer and a supervisor.During the initial debriefing, the cooperating individual should be informed that the possibility exists that he may be subject to court subpoena and testimony in future judicial proceedings. It will be documented whether or not the cooperating individual is willing to testify in these proceedings

(b) Class I cooperating individuals will not be utilized without the prior approval of a SCU supervisor.

(c) Class I cooperating individuals will be assigned a cooperating individual number. Additionally, at the discretion of the SCU Commander, an alias name may also be assigned.All cooperating individuals will undergo periodic debriefing in order that their potential may be established, priorities assigned, and effectiveness evaluated. SCU supervisors will be directly involved with investigative personnel in this ongoing process.

(b) Class II Cooperating Individuals.The use of Class II cooperating individuals, acting under the specific direction of an investigator, requires prior supervisory approval and the submission of an establishment report.

1. Class II cooperating individuals will be assigned a cooperating individual number. As with Class I cooperating individuals, an alias name may be assigned at the discretion of the SCU Commander.
2. Full establishment is required if rewards or reimbursements are paid to Class II cooperating individuals.

603.3.2 UTILIZATION OF COOPERATING INDIVIDUALS

A Cooperating Individual is a useful asset in conducting criminal investigations.All Cooperating Individuals should be fully debriefed as to their knowledge of illegal drug activities, other non-drug criminal activities, possible terrorist activities and related terrorist signature crimes and this information documented during the establishment.When appropriate this intelligence information should be shared with appropriate law enforcement agencies to further enhance criminal investigations.

The potential uses for a Cooperating Individual include the development of criminal intelligence information on criminal activity, enhancing investigative efforts, including the development of probable cause for search warrants and purchases of evidence for establishing credibility and furthering investigations.

Cooperating Individuals have also been used for “controlled buys” (purchases of evidence) for the purpose of filing criminal charges against suspects. The utilization of “controlled buys” will be done within established guidelines of the prosecuting attorney’s office.

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Cooperating Individuals should not be used for “controlled buys” unless the handling officer has directed the efforts of the Cooperating Individual towards specific identified suspects.

TEX CR. CODE ANN. § 38.141: Texas Statutes - Article 38.141: TESTIMONY OF UNDERCOVER PEACE OFFICER OR SPECIAL INVESTIGATOR.

(a) A defendant may not be convicted of an offense under Chapter 481, Health and Safety Code, on the testimony of a person who is not a licensed peace officer or a special investigator but who is acting covertly on behalf of a law enforcement agency or under the color of law enforcement unless the testimony is corroborated by other evidence tending to connect the defendant with the offense committed.

(b) Corroboration is not sufficient for the purposes of this article if the corroboration only shows the commission of the offense.

(c) In this article, "peace officer" means a person listed in Article 2.12, and "special investigator" means a person listed in Article 2.122.

603.3.3 RECRUITMENT OF COOPERATING INDIVDUALS
Cooperating Individuals may generally be recruited from the following sources:

(a) Department arrestees pending adjudication proceedings

(b) Volunteers

(c) Informants of other law enforcement agencies.

603.3.4 HANDLING OF COOPERATING INDIVIDUALS
The following is a guide to handling cooperating indivduals:

(a) Cooperating Individuals are assets of the department, not the individual handler.
(b) Confidential informants shall not be used without authorization of the department through procedures identified in this policy.
(c) Confidential informants shall not be used to gather information on individuals who are not otherwise under investigation or suspicion of criminal conduct.
(d) Confidential informants shall not be used for gathering information purely of a political nature or for other information gathering efforts that are not connected with a criminal investigation.
(e) All cooperating individuals shall sign and abide by the provisions of the departmental informant agreement.
(f) The primary officer handling the cooperating individual shall discuss each of the provisions of the agreement with the confidential informant, with particular emphasis on the following:

1. Cooperating Individuals are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and will not carry a weapon.
2. Cooperating Individuals should be arrested if found engaging in any illegal activity.

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3. Cooperating Individuals are prohibited from engaging in actions or activities that could be deemed entrapment.
4. Cooperating Individuals are prohibited from engaging in self-initiated information or intelligence gathering without departmental direction and approval.
5. Every reasonable effort will be taken to ensure the confidentiality of the Cooperating Individual but, upon judicial order, he or she may be required to testify in open court.
6. Cooperating Individuals may be directed to wear a listening and recording device.
7. Cooperating Individuals and their personal property will be thoroughly searched before and after a controlled purchase.
8. Cooperating Individuals will be de-briefed after an operation in an attempt to identify pertinent information including but not limited to:

A. Statements of the subject(s) who are the focus of the criminal investigation
B. The layout of a residence, business, or other designated location
C. The identification and location of narcotics, stolen merchandise, United States currency, and/or weapons
D. Number of additional residents especially children
E. Associates that are present
F. Any animals that may pose a threat
G. Any other information pertinent for conducting a safe and viable criminal investigation

(g) A supervisor shall be present during all narcotic purchase investigations (controlled buy, buy/bust, reverse drug buy).

(h) Officers shall take the utmost care to avoid conveying any confidential investigative information to a confidential informant (such as the identity of other informants, surveillance activities, covert vehicles or search warrants) other than what is absolutely necessary and appropriate for operational purposes.

(i) Meetings with confidential informants shall be conducted at locations and times that vary and with another officer present. One officer surveilling from a nearby position is acceptable.

603.4 COOPERATING INDIVIDUAL REPORTS

All investigative activities resulting from the utilization of a cooperating individual shall be properly documented in an investigative report and will be subject to review by the SCU Commander. This includes not only the reporting of information obtained for prosecution of criminal cases but also for documenting intelligence information.

In preparing reports that are likely to be used in criminal prosecutions, it is preferable to refer to sources as “cooperating individuals.”However, it is permissible to refer to cooperating individuals by their assigned number. The respective SCU Commanders may establish more detailed and specific reporting procedures in this regard.

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(a) Update Reports

1. Update Reports for Class I and Class II cooperating individuals are required at twelve-month intervals.These reports summarize the activity of the individual since the last reporting date and will include the following information at a minimum: additional intelligence provided, investigations initiated, cases initiated, and monies paid. Also include a recommendation as to continued utilization. Document supervisory participation in the cooperating individual debriefings as required. If the cooperating individual is a defendant in a criminal proceeding, report any change of legal status in the case.

2. If the required annual update report is not submitted prior to the end of the twelve-month period, the cooperating individual automatically reverts to inactive status. Cooperating individuals may be carried on inactive status for an indefinite period of time.However, once a cooperating individual becomes inactive, he must be re-established prior to further utilization.

3. A supervisor will participate in at least one debriefing interview with each Class I cooperating individual assigned to an investigator under his supervisory control during each six-month period.Update Reports will document supervisory participation in the debriefing of the cooperating individual.

(b) Re-establishment Reports

1. The re-establishment report will include the same basic information required in the original establishment report.The information should be updated as appropriate to include a recent criminal history check and wanted check.

(c) Termination Reports

1. In the event an individual is determined to be unsuitable for further utilization as a cooperating individual, a written report will be directed to the SCU Commander.This form will only be completed when the supervising officer believes that the Cooperating Individual is unsuitable for use by himself or other officers.This report will indicate the recommendation for termination and will include adequate details why the cooperating individual is not suitable for further utilization.

603.5 RELATIONSHIP OF INVESTIGATOR WITH COOPERATING INDIVIDUAL

SCU officers shall operate within legal boundaries when working with cooperating individuals. All contact with a cooperating individual shall be lawful.

(a) The relationship between SCU officers and cooperating Individuals will remain ethical and professional at all times.The purpose for using a cooperating individual is to assist in the detection, apprehension, and prosecution of individuals violating the law.Less than ethical or professional conduct on the part of officers with regard to cooperating individuals may jeopardize prosecution and will not be tolerated. At no time will any officer solicit or accept anything of value from a cooperating individual.

(b) All officers shall maintain a professional relationship with the cooperating individual. Off-duty fraternizing or social contact with the criminal-type cooperating individual

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is prohibited.Examples of prohibitive behavior include, but are not limited to, the following:

1. Engaging in any business or personal financial dealing with a cooperating individual.
2. Romantic involvement with a cooperating individual (including cohabitation and intimate relationships).
3. Giving to, receiving gifts, gratuities, or loans from a cooperating individual.
4. Interaction between any officer and a cooperating individual that is not duty-related.

603.6 ILLEGAL CONDUCT BY COOPERATING INDIVIDUAL

SCU personnel will not suggest, condone, or knowingly allow involvement of cooperating individuals in illegal activities outside the scope of an approved criminal investigation.However, in furtherance of an ongoing criminal investigation, SCU personnel expressly controlling the investigation may direct a cooperating individual to violate certain laws.

Examples of such directed actions, in furtherance of a criminal investigation, include the purchase or possession of drugs, stolen property or other contraband.If a cooperating individual commits a crime outside the scope of an approved criminal investigation, that individual will be at risk of criminal prosecution.

603.7 SPECIAL REQUIREMENTS

Types of Individuals requiring prior approval:

(a) There are additional restrictions applicable to the utilization of certain types of cooperating individuals regardless of the cooperating individual's classification. Prior to the utilization of cooperating individuals in the following circumstances, an establishment report with a written justification should be submitted to the SCU Commander:

1. The proposed utilization of a person of either sex who has not attained the age of 17 years. This request will be accompanied by written consent of either one or both parents, or the legal guardian.
2. The proposed reinstatement of any person who has been declared an unreliable or unsatisfactory cooperating individual.
3. The continued utilization of any person who is arrested for a felony in either federal or state court while in use as a cooperating individual.
4. The continued utilization of any person who is arrested for a felony by either federal or state officers while in use as a cooperating individual will require prior approval from the SCU Commander and the heads of the participating agencies.Additionally, the defendant will only be utilized upon the approval and concurrence of the federal or state prosecutor responsible for the prosecution of the pending charge.

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Note: In instances where there is insufficient time to submit written justification for prior approval, verbal approval will be acceptable.The written justification must be subsequently forwarded through channels for approval as prescribed above.

Individuals on probation, parole or conditional release:

(a) Approval must be obtained from the appropriate state or federal official prior to utilizing a cooperating individual who is on probation, parole, or who has been conditionally released from a prison unit.Approval to use such an individual should be in writing and should be included with the Establishment Report.

(b) Exception: In situations where written approval is not immediately possible, an investigator or supervisor may obtain verbal approval from the appropriate state or federal official.The following information will be included in the Establishment Report:

1. The name of the state or federal official from whom approval was received;
2. The SCU Officer who secured the approval; and
3. Any restrictions placed on the utilization of the cooperating individual.

603.8 LEGAL OR ADMINISTRATIVE PROCEEDINGS INVOLVING COOPERATING INDIVIDUALS

Appearance on behalf of Cooperating Individuals.

(a) All SCU officers will obtain approval from the SCU Commander prior to appearing or making representations at legal or administrative proceedings in behalf of an active, former, or potential cooperating individual.

Recommendations regarding prosecution.

(a) The SCU Commander is authorized, in appropriate cases, to communicate with federal, state and county prosecutors to explain the extent of cooperation rendered by a cooperating individual.As a general rule, if representations are to be made on behalf of a cooperating individual in any legal proceeding, all supervisors will notify and coordinate such representations with other affected agencies and prosecutors.

Security of cooperating individual files and related documents.

(a) All original files related to the establishment, updating, and re-establishment of a cooperating individual will be maintained at the SCU Headquarters office.

603.9 PAYMENTS TO COOPERATING INDIVIDUALS

All payments to cooperating individuals will be fully documented and in accordance with the Imprest Funds Procedures of the Weatherford Police Department. No payments will be made to individuals who have not been properly established.

(a) Payments to cooperating individuals generally fall into the following categories:

1. Payments for information and/or active participation.This category pertains to payments for information and assistance necessary to the development of a

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case or for intelligence information.Payments for information leading to a seizure of contraband, with no defendants, should be held to a minimum.

2. Payments for security.Any payments for a cooperating individual's personal security may be in lump sum or for actual expenses as they occur.These expenses include:
   (a) Travel to relocate the cooperating individual and his family;
   (b) Movement and storage of household goods; and
   (c) Living expenses at a new location for a stated period of time.
3. Payments to informants of another agency. These payments should not be a duplication of a payment from another agency; however, sharing a payment is acceptable.

(b) Records of payments:
   1. Informant Payment Record, or equivalent SCU form will be used to document all payments made to a cooperating individual and placed in the cooperating individual's file at the SCU office. These records will assist in the preparation of required "update reports" on each cooperating individual.

(c) Receipts and witnesses:
   1. Signed receipts shall be obtained from cooperating individuals for any cash payment or reward made by SCU Officers.Cooperating individuals will utilize either their true name or, at the discretion of the SCU Commander, a designated alias name when signing all receipts.The signing of receipts by a cooperating individual should be witnessed by two officers. A supervisor or other law enforcement officer may be utilized as one of these witnesses.

603.10 COOPERATING INDIVIDUAL FILE SYSTEM

The Street Crimes Unit Supervisor under the direction of the Investigations Division Commander shall be responsible for developing and maintaining master informant files and a confidential informant indexing system. The Street Crimes Unit Supervisor shall retain the Master File logbook in a secure location.

Each file shall be coded with an assigned informant control number for identification within the indexing system and shall include the following information:

1. The completion of the Cooperating Individual Establishment Report
2. Completion of the signed waiver
3. Verification of residence, address, telephone, and place of employment
4. Marital status
5. Vehicles owned and their registration numbers
6. Color photograph of the confidential informant
7. Fingerprinting of the confidential informant
8. Prior cooperation with law enforcement agencies -- case history and disposition

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9. Any notes made by the handling investigator pertinent to the cooperating individual

A Cooperating individual files shall be used for the following purposes:

1. Provide a source of background information about the informant
2. Provide a complete history of the information received from the informant
3. Enable supervisory review and evaluation of information given by the informant
4. Minimize incidents that could be used to question the integrity of investigators or the reliability
5. Help prevent unwanted duplicate uses of the same confidential informant by officers in this department

(B) The SCU Supervisor shall ensure that information concerning cooperating individuals is strictly controlled and distributed only to officers and other authorities who have a need and a right to such information.

(C) The name of a cooperating individual shall not be included in an affidavit for warrant unless judicial authority is obtained to seal the document from public record or the informant is a subject of the investigation upon which the affidavit is based. Additionally, officers shall scrupulously avoid providing details of a confidential informant's actions or involvement in arrest reports and other documents available to the public.

(D) No portion of a confidential informant's file shall be entered into any other electronic or related database without controls sufficient to exclude access to all but authorized personnel with a need and a right to know.

(E) The handing SCU Investigator will be responsible for ensuring that information of potential value to other elements of the department are provided promptly to other authorized supervisory personnel.

(F) Employees leaving employment with the department have a continuing obligation to maintain as confidential the identity of any confidential informant and the information provided unless obligated to reveal such identity or information by law or court order.

(G) The SCU Supervisor or Division Commander must approve all cooperating individuals used by the unit.

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Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Weatherford Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers (Tex. Code of Crim. Pro. art. 38.20).

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Criminal Investigations supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications (Tex. Code of Crim. Pro. art. 38.20).

The process should include appropriate forms or reports that provide:

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

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(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

The forms to be used by Weatherford Police Department personnel are attached to the applicable sections of this policy.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

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Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out (Tex. Code. of Crim. Pro. art. 38.20). In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding (Tex. Code of Crim. Pro. art. 38.20).

See attachment: Live Lineup Forms.pdf

See attachment: Photo Lineup Blind.pdf

See attachment: Photo Lineup Blinded.pdf

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

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(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

See attachment: Show-up Forms.pdf

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

604.9 TRAINING

The Training Manager shall ensure that an eyewitness identification education and training program established by the Texas Commission on Law Enforcement (TCOLE) is provided to officers (Tex. Code of Crim. Pro. art. 2.1386).

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Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Weatherford Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Weatherford Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Weatherford Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.

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605.4 BRADY PROCESS

The Chief of Police shall select a member of the Department to coordinate requests for *Brady* information. This person shall be directly responsible to the Deputy Chief of Police or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the appropriate prosecutors' offices and the City Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

1. Updating this list whenever potential *Brady* information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of *Brady* information.

(b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in camera review by the court.

1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, the Custodian of Records should request a protective order from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

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605.6 INVESTIGATING BRADY ISSUES

If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 TRAINING

Department personnel should receive periodic training on the requirements of this policy.

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Unmanned Aerial System

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Image - Any capturing of sound waves, thermal, infrared, ultraviolet, visible light, or other electromagnetic waves, odor, or other conditions existing on or about real property in this state or an individual located on that property (Tex. Gov't Code § 423.001).

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording, or any other means.

606.2 POLICY

A UAS may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

The Weatherford Police Department does not own or operate a UAS. UAS services shall be from the Weatherford Fire Department, Fire Marshall, or other outside agency as applicable.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to Federal Aviation Administration (FAA) altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 USE OF UAS

Request for UAS services shall be made by a supervisor.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

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UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

UAS shall only be used pursuant to a valid search or arrest warrant. Exceptions to the warrant requirement if the image is captured (Tex. Gov't Code § 423.002):

(a) In immediate pursuit of a person law enforcement officers have reasonable suspicion or probable cause to suspect has committed a felony.

(b) For the purpose of documenting a crime scene where a felony has been committed.

(c) For the purpose of investigating the scene of:

1. A human fatality.
2. A motor vehicle accident causing death or serious bodily injury to a person.
3. Any motor vehicle accident on a state highway or federal interstate or highway.

(d) In connection with the search for a missing person.

(e) For the purpose of conducting a high-risk tactical operation that poses a threat to human life.

(f) Of private property that is generally open to the public where the property owner consents to law enforcement public safety responsibilities.

(g) To survey an area to determine if a state of emergency should be declared or to preserve public safety and protect property during a state of emergency.

(h) For the purpose of fire suppression or rescuing a person whose life is in imminent danger.

606.5 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender, or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.6 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

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606.7 REPORTING

Images captured by an unmanned aircraft pursuant to Tex. Gov't Code § 423.002 will be stored in compliance with this policy. The Records Section supervisor shall ensure that the information for reports filed with the state is collected and submitted as required by Tex. Gov't Code § 423.008.

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Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY

It is the policy of the Weatherford Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 OPERATIONS DIRECTOR

The Operations Director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The Operations Director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she should complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the Operations Director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

607.5 ARREST WARRANTS

If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the Operations Director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the Operations Director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence

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to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

607.6 WARRANT PREPARATION

An officer who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.7 HIGH-RISK WARRANT SERVICE

The Operations Director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the

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designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified by the Code of Criminal Procedure.

607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The Operations Director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment

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- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Operations Director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The Director should ensure that members of the Weatherford Police Department are utilized appropriately. Any concerns regarding the requested use of Weatherford Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Operations Director is unavailable, the Shift Supervisor should assume this role.

If officers intend to serve a warrant outside Weatherford Police Department jurisdiction, the Operations Director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Weatherford Police Department when assisting outside agencies or serving a warrant outside Weatherford Police Department jurisdiction.

607.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.12 TRAINING

The Training Manager should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

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Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Weatherford Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR

The Chief of Police will designate members of this department to be an Operations Director for warrant service.

The Operations Director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The Operations Director will review risk assessment forms with involved supervisors to determine whether an incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT FORM PREPARATION

Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present at the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:

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(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the Operations Director.

The supervisor and Operations Director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS

If the Operations Director, after consultation with the involved supervisor, determines that the operation is high risk, the Operations Director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. Weatherford/Parker County Special Operations Group (SWAT)
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation

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7. Additional surveillance
8. Canines
9. Property and Evidence Section or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The Operations Director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)
2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present,

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information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan.

(l) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and

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responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Any items to be seized should be identified at the briefing.

(c) The Operations Director shall ensure that all participants are visually identifiable as law enforcement officers.

1. Exceptions may be made by the Operations Director for officers who are conducting surveillance or working undercover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

1. It is the responsibility of the Operations Director to ensure that Communications is notified of the time and location of the operation, and to provide a copy of the operations plan prior to officers arriving at the location.

2. If the radio channel needs to be monitored by Communications, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operations plan.

3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 SWAT PARTICIPATION

If the Operations Director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

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608.11 TRAINING

The Training Manager should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

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Imprest Funds

609.1 PURPOSE AND SCOPE

The purpose of this policy is provide guidelines for the use and management of imprest funds utilized by the Weatherford Police Department's Investigations division for investigational purposes.

609.2 POLICY

All City funds that are designed for use by the Weatherford Police Department's Investigational Division will be disbursed and administered according to the procedures outlined in this order.

609.3 IMPREST FUNDS

The Weatherford Police Department's Street Crimes Unit Supervisor (SCU) will maintain cash on hand for the purchase of evidence, services and compensation of cooperating persons relating to criminal investigations.

a. All funds held by the Street Crimes Unit will be stored in a combination or key locked vault located at the offices of the Street Crimes Unit.

b. Access to these funds will be limited to those persons who are approved by the SCU Supervisor or Division Commander in accordance with the City of Weatherford and Weatherford Police Department policies and procedures.

c. Only authorized personnel, The SCU Supervisor, the Division Commander, Deputy Chief of Police, Chief of Police or his or her designee may access the funds.

609.4 ISSUANCE OF FUNDS

The following guidelines should be followed when disbursing funds:

A. Authorization to issue imprest funds is limited to the Supervisor or Commander over SCU. The Commander may authorize the issuance of funds to an investigator for a time period not to exceed 30 days.

B. The special crimes unit Sergeant will record the issuance, return and utilization of imprest funds by means of a Case Expenditure Report that will record the following information:

(a) Requesting Officer Signature and printed name

(b) Disbursing Officer signature and printed name

(c) Amount issued

(d) Date disbursed

(e) Date returned

(f) Officer returning signature and printed name

(g) Officer Receiving signature and printed name

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(h) Amount returned

(i) Amounts expended for the purchase of evidence to include type weight, if drug evidence, and the documenting file number.

(j) Amounts expended for the purchase of information. Must include the unique control number issued to the cooperating person.

(k) Amounts expended for the purchase of goods and services. Receipt should be obtained and attached to the Cash Expenditure Report when possible.

(l) Total Expenditures

(m) Upon requesting funds, the requesting officer will retain a carbon copy of the signed Cash Expenditure Report and the original report will be maintained inside the locked vault with Imprest Funds by the disbursing officer. Upon returning the funds the requesting officer will attach all expenditures inscribed on the carbon copy for the disbursing officer to reconcile along with the original report.

C. If funds are maintained for a period exceeding the authorized limits, the person in control of the funds will be required to submit a memo to the Commander detailing the events and circumstances that delayed the timely reconciliation. This memo will be attached to the Cash Expenditure Report.

D. Any single expenditure of $200 or more must be approved by the SCU Supervisor.

E. Any single expenditure of $500 or more must be approved by the SCU Commander

F. A Cash Ledger will be maintained by the Street Crimes Supervisor that tracks current cash amounts on hand as well as amounts that are expended for each officer.

609.5 AUDITS

All funds on hand as well as the cash ledger and cash expenditure reports will be made available to the City of Weatherford's Finance Department or other designee for scheduled audits every 6 months.

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Chapter 7 - Equipment

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Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or entity or department-owned property is damaged or lost.

700.2 POLICY

The Weatherford Police Department will ensure that members are issued appropriate property and equipment necessary for the member's job function. The department will take steps to minimize the cost associated with maintaining department property, including personal property authorized for use in the member's duties.

700.3 DEPARTMENT-ISSUED PROPERTY

The Police Finance Specialist should document all property and equipment issued to members by the Department in the appropriate file at the time of issuance. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

A capital asset is defined as all agency owned capital property, equipment and other assets of a value of $5,000.00 or more that has a useful life of two years or more. Capital Assets will be inventoried on an annual basis by the Purchasing Coordinator for the city. Weatherford Police Department Procedure Manual: 702.1 Accounting for Agency Owned Capital Assets The results of the inventory will be forwarded to the agency director for review.

700.3.1 MEMBER RESPONSIBILITIES

Members shall be responsible for the safekeeping, serviceable condition, proper care, use and replacement of department property assigned or entrusted to them.

(a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipment.

(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available.

(c) Except when otherwise directed by a supervisor or when exigent circumstances exist, department-issued property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department-issued property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without prior approval.

(e) Members should obtain a supervisor's approval before any attempt to repair damaged or unserviceable property, unless the repair is of a minor or temporary nature.

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700.3.2 SPECIAL USE EQUIPMENT

Equipment Readiness Inspections will be conducted on all department special use equipment on a quarterly basis.

B. Each division will create an inspection checklist of equipment possessed by the unit for special or periodic use. (Typically, this may be equipment that is not assigned to specific individual members of the department)

C. Inspection checklists should indicate the unit, date inspected, condition of each item, and the person who inspected the equipment. Any maintenance needs will be identified.

D. Copies of completed checklists shall be forwarded to the Chief of Police for review each quarter.

700.4 PERSONAL PROPERTY

Carrying and/or using personal property or equipment on-duty requires prior written approval by the Chief of Police or appropriate Division Commander. The member should submit a request that includes a description of the property, and the reason and length of time it will be used. Personal property of the type routinely carried by persons not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Department will not replace or repair items (e.g., jewelry, expensive watches) that are not reasonably required as part of work.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

A member requesting reimbursement for damage to, or loss of, personal property must submit the request in writing to the member's immediate supervisor. The supervisor may require a separate written report.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police, who will then forward the claim to the City department responsible for issuing payments.

700.5 SUPERVISOR RESPONSIBILITIES

The supervisor receiving a report that property, including personal property authorized for use, has been damaged should conduct an investigation and direct a memo to the appropriate Division Commander. The memo should include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Cases where the supervisor has reason to believe that misconduct or negligence was involved in the loss, damage or unserviceable condition of property should be handled in accordance with the Standards of Conduct and Personnel Complaints policies.

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700.6 DAMAGE TO PROPERTY OF ANOTHER PERSON OR ENTITY

Members who intentionally or unintentionally damage or cause to be damaged the real or personal property of another person or entity while performing any law enforcement function shall promptly report the damage through his/her chain of command.

700.6.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the City of Weatherford or of another person while performing their duties within the jurisdiction of this department. The department member present or the member responsible for the property is responsible to report the damage as follows:

(a) A verbal report shall be made to the member's immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the member goes off-duty or as otherwise directed by the supervisor.

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Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Weatherford Police Department allows members to utilize department-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable public records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.4 DEPARTMENT-ISSUED PCD

Depending on a member's assignment and the needs of the position, the Department may, at its discretion, issue or fund a PCD for the member's use to facilitate on-duty performance. Department-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

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Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will be either secured in the workplace at the completion of the tour of duty or turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained per city policy..

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Chief of Police

(e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, public records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Weatherford Police Department and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, memorandum of understanding, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall

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promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD worn visible while in uniform, shall be conservative and present a professional image. This includes an approved carrier.

(b) All PCDs in the workplace should be set to silent or vibrate mode.

(c) A PCD is generally used for departmental purposes. However, limited personal use is acceptable. Members should endeavor to limit their use of PCDs to authorized break times.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

2. Before conducting any administrative search of a member’s personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information

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is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Officers operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Except in an emergency, members who are operating vehicles that are not equipped with lights and siren should not use a PCD while driving unless the device is specifically designed and configured to allow hands-free use. Hands-free use should be restricted to business-related calls or calls of an urgent nature.

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Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY

The Weatherford Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer's parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair. For minor work, such as an oil change or tire repair, and the officer remains in sight of the vehicle, secured firearms, weapons, control devices, computers and items designated by the Chief of Police do not need to be removed. Any unsecured firearms, weapons, control devices, computers and items designated by the Chief of Police need to remain with the officer.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all department vehicles.

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702.5.1 PATROL VEHICLES

Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- emergency road flares
- 1 roll crime scene barricade tape
- 1 first-aid kit
- 1 blanket
- 1 fire extinguisher
- 1 bloodborne pathogen kit
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- Spare tire, jack and lug wrench if available
- Traffic Cone
- Traffic Wand
- Hand sanitizer
- Go bags

702.5.2 UNMARKED VEHICLES

Members driving unmarked department vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

- 1 roll crime scene barricade tape
- 1 first-aid kit
- 1 blanket
- 1 bloodborne pathogen kit
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- Spare tire, jack and lug wrench

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702.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at authorized locations (sites using city fuel card).

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

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Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Weatherford to provide assigned take-home vehicles.

This policy also provides guidelines for the use of special use vehicles and vessels.

703.2 POLICY

The Weatherford Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Supervisor shall ensure a copy of the shift assignment, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number should be documented.

703.3.2 OTHER USE OF VEHICLES

Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

Employees conducting official work-related functions should not use their personal vehicle unless authorization has been obtained from their supervisor.

703.3.3 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

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When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MOBILE DATA COMPUTER

Members assigned to vehicles equipped with a Mobile Data Computer (MDC) shall log onto the MDC with the required information when going on-duty. If the vehicle is not equipped with a working MDC, the member shall notify the Communications. Use of the MDC is governed by the Mobile Data Computer Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 KEYS

Members approved to operate marked patrol vehicles as take home cars should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle for a shift should check out the keys at the beginning of the shift and return them at the end of the shift. No ignition keys should be left in a vehicle overnight if not in use.

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Members shall not duplicate keys without supervisor approval. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.8 AUTHORIZED PASSENGERS
Members operating department vehicles should not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 PARKING
Except when responding to an emergency or when urgent department-related business requires otherwise, members driving department vehicles should obey all parking regulations at all times.

Department vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to department vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

703.3.11 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager. Small devices such as cell phone chargers and items that use the 12V lighter for power are acceptable accessories.

703.3.12 NON-SWORN MEMBER USE
Non-sworn members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Non-sworn members shall prominently display the "out of service" placards or light bar covers at all times. Non-sworn members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member's duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or

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utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.2 UNSCHEDULED TAKE-HOME USE

Circumstances may arise where department vehicles must be used by members to commute to and from a work assignment. Members may take home department vehicles only with prior approval of a supervisor and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the department.

(b) Other reasonable transportation options are not available.

(c) The member lives within a reasonable distance (generally not to exceed a 60-minute drive time) of the Weatherford City limits.

(d) Off-street parking will be available at the member's residence.

(e) The vehicle will be locked when not attended.

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured when the vehicle is not attended, unless the vehicle is parked in a locked garage.

(g) Unmarked vehicles may have firearms, weapons and control devices secured in the trunk or lock boxes. If secured in the trunk, the automatic trunk release must be disabled.

703.4.3 ASSIGNED VEHICLES

Assignment of take-home vehicles shall be based on the location of the member's residence; the nature of the member's duties, job description and essential functions; and the member's employment or appointment status. Residence in the City of Weatherford is a prime consideration for assignment of a take-home vehicle. Members who reside outside the City of Weatherford may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member's tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member's residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

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1. In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.
2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.
3. When the member has received permission from the Chief of Police or Division Commanders.
4. When the vehicle is being used by the Chief of Police, Division Commanders or members who are in on-call administrative positions.
5. When the vehicle is being used by on-call investigators.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDC and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
2. All weapons should be secured while the vehicle is unattended.
3. All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member's residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be properly secured (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member's residence or the appropriate department facility, at the discretion of the Department, when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

703.4.4 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Weatherford Police Department or while off-duty, an officer shall not initiate enforcement actions except in

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those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

703.4.5 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make inspections of their assigned vehicles for service/maintenance requirements. Any damage shall be designated in the Vehicle Damage log.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) All weapons shall be removed from any vehicle left for maintenance.

(f) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.5 UNMARKED AND SPECIAL USE VEHICLES

Unmarked vehicles and special use vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle that has not been assigned to them shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Supervisor.

Special use vehicles should only be used after appropriate training. The training manager or authorized designee shall be responsible for scheduling the training.

703.5.1 OFF HIGHWAY VEHICLES

Off highway vehicles (OHVs) are special use vehicles that allow greater mobility and flexibility in department operations. Areas to be patrolled by an OHV include, but are not limited to, special events, bike trails, public parks, and any area that cannot be easily accessed by a normal patrol

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type vehicle. The patrol OHV may be used by any authorized personnel as approved by a supervisor, Deputy Chief or Chief of Police.

For procedures in the operation and transportation of the OHV, refer to the Weatherford Police Department Procedure Manual: 700.1 OHV PROCEDURES

703.5.2 PATROL BOAT
The police/fire boat is a special use vessel used for waterway enforcement and safety operations.

For procedures in the operation of the police/fire boat, refer to the Weatherford Police Department Procedure Manual: 700.2 PATROL BOAT PROCEDURES

703.6 DAMAGE, ABUSE AND MISUSE
When any department vehicle is involved in a traffic accident or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic accident report shall be filed with the agency having jurisdiction (see the Traffic Accidents Policy).

Damage to any department vehicle that was not caused by a traffic accident shall be immediately reported during the shift in which the damage was discovered and documented in memorandum format, which shall be forwarded to the Shift Supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.7 TOLL ROAD USAGE
Law enforcement vehicles are exempt from incurring toll road charges (Tex. Transp. Code § 228.054; Tex. Transp. Code § 366.178; Tex. Transp. Code § 370.177). The designated person should contact the proper toll road authority to confirm whether additional information, such as license plate numbers, is required by the toll road authority to facilitate the use of this exemption.

703.8 ATTIRE AND APPEARANCE
When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever a member is in public view or has contact with the public, his/her attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department.

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Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure department members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

704.2 POLICY

It is the policy of the Weatherford Police Department to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of department operations and ensure the public trust.

704.3 PETTY CASH FUNDS

The Chief of Police shall designate a person as the fund manager responsible for maintaining and managing petty cash funds.

Each petty cash fund requires the creation and maintenance of an accurate and current transaction ledger and the filing of invoices, receipts, cash transfer forms and expense reports by the fund manager.

704.4 PETTY CASH TRANSACTIONS

The fund manager shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice or cash transfer form. Transactions that are not documented by a receipt, invoice or cash transfer form require an expense report: 701.1 Petty Cash Transactions

704.5 PETTY CASH AUDITS

The fund manager shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police, review the transaction ledger and verify the accuracy of the accounting. The fund manager and the participating member shall sign or otherwise validate the ledger attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the Chief of Police.

Transference of fund management to another member shall require a separate petty cash audit and involve a command staff member.

A separate audit of each petty cash fund should be completed on a random date, approximately once each year, by the Chief of Police or the City.

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704.6 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., property and evidence technicians, the Special Crimes Unit supervisor, those who accept payment for department services) will discharge those duties in accordance with the procedures established for those tasks (see the Property and Evidence Section and Informants policies).

704.6.1 FINANCIAL TRANSACTIONS FOR REPORT AND PERMITS

Sworn officers, communications personnel and records personnel are authorized to accept and disperse cash as required for the payment of open records requests, reports, fingerprint cards and permits.

Reports will be released according to the Texas Public Information Act and Open Records Act and must be submitted in writing.

Records clerks, sworn officers and communications personnel may accept money for the reports, fingerprinting or permits after the required paperwork has been completed.

The authorized employee will complete a receipt for the report, service or permit.

Upon completion of the transaction, Records personnel will place the cash in a secured cash drawer located in the Records Office.

If communications personnel or a sworn officer takes in cash after the standard 8am to 5pm working hours, they shall write an appropriate receipt for the money collected, noting the reason for the cash.

1. The personnel taking in the cash will then place the sealed envelope in the records office along with a copy of the receipt for the transaction.

At the end of every work day, records personnel will conduct a reconciliation of the cash box and complete a deposit report for any amount over the $100 daily balance.The following working day, the cash amount over the $100 daily balance will be sent for deposit to the finance department.

704.7 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

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Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Weatherford Police Department endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95).

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the

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prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133).

705.6 RESPIRATORY PROTECTION

The Support Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan should include procedures for (29 CFR 1910.134):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.6.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander should reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

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(c) The member needs to replace the respirator, filter, cartridge or canister.

705.6.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.6.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

705.6.4 SELF-CONTAINED BREATHING APPARATUS

Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair

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an individual's ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.

(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.

(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.6.5 RESPIRATOR FIT TESTING

No member should be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134).

After initial testing, fit testing for respiratory PPE should be repeated (29 CFR 1910.134):

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.6.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE

No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.7 RECORDS

The Training Manager, or designee is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records should be maintained in accordance with the department records retention schedule and 29 CFR 1910.1020.

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705.8 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members should be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132).

Members issued respiratory PPE should attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134).

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Chapter 8 - Support Services

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Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Weatherford Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Weatherford Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports
- Field Interview (FI) cards
- Parole and probation records
- Activity records from Communications
- Department of Public Safety-Crime Records Service
- DDACTS Information

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information
- Traffic and crash data

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800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

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Communications

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of Communications. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Weatherford Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Communications and department members in the field.

The Agency has access to a backup power source, in the form of a generator, in order to maintain operation of radios and telephones during a power failure.

801.3 COMMUNICATIONS SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of Communications, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Communications.

Access to Communications shall be limited to Communications members, the Shift Supervisor, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 COMMUNICATIONS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Communications Supervisor. The Communications Supervisor is directly responsible to the Support Division Commander or the authorized designee.

The responsibilities of the Communications Supervisor include, but are not limited to:

(a) Overseeing the efficient and effective operation of Communications in coordination with other supervisors.

(b) Scheduling and maintaining telecommunicator time records.

(c) Supervising, training and evaluating telecommunicators.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Communications information for release.

(f) Maintaining Communications database systems.

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(g) Maintaining and updating Communications procedures manual.

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring telecommunicator compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

801.4.2 TELECOMMUNICATORS

Telecommunicators report to the Communications Supervisor. The responsibilities of the telecommunicator include but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.

2. Business telephone lines.

3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.

4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Communications, department and other law enforcement database systems (e.g., Texas Law Enforcement Telecommunication System (TLETS), Texas Crime Information Center (TCIC), NCIC).

(d) Monitoring department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the Shift Supervisor or field supervisor of emergency activity, including but not limited to:

1. Vehicle pursuits.

2. Foot pursuits.

3. Assignment of emergency response.

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801.5 CALL HANDLING

This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the telecommunicator will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the telecommunicator determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the telecommunicator determines that the caller is a limited English proficiency (LEP) individual, the telecommunicator should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Communications, the telecommunicator should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the telecommunicator is unable to identify the caller's language, the telecommunicator will contact the contracted telephonic interpretation service and establish a three-party call connecting the telecommunicator, the LEP individual and the interpreter.

Telecommunicators should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the telecommunicator has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the telecommunicator to handle a higher priority or emergency call.

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The reporting person should be advised if there will be a delay in the telecommunicator returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS

The police radio system is for official use only, to be used by telecommunicators to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the telecommunicator with their radio identification call signs and current location.

(b) Telecommunicators acknowledging and responding promptly to all radio transmissions.

(c) Members keeping the telecommunicator advised of their status and location.

(d) Member and telecommunicator acknowledgements shall be concise and without further comment unless additional information is needed.

The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE

Weatherford Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION

Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Telecommunicators shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the telecommunicator. The use of the call sign allows for a brief pause so that the telecommunicator can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

801.7 DOCUMENTATION

It shall be the responsibility of Communications to document all relevant information on calls for service or self-initiated activity. Telecommunicators shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.

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- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member's arrival.
- Time of member's return to service.
- Disposition or status of reported incident.

801.8 CONFIDENTIALITY

Information that becomes available through Communications may be confidential or sensitive in nature. All members of Communications shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Motor Vehicle records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

801.9 TRAINING AND CERTIFICATION

All personnel hired as telecommunicators shall be trained as necessary in the operation of the communications equipment and in department operations. All telecommunicators are required to be licensed by the Texas Commission on Law Enforcement (TCOLE) within one year of their appointment (Tex. Occ. Code § 1701.301). In addition, all telecommunicators are required to complete the Basic Telecommunicator and Crisis Communications courses within one year of assignment, and any other mandatory training required by TCOLE (Tex. Occ. Code § 1701.405; Tex. Occ. Code § 1701.352).

An officer working as a telecommunicator does not need a telecommunicator license (Tex. Occ. Code § 1701.405).

Telecommunicators will familiarize themselves with the department's Use of Force policy.

801.10 PHYSICAL SECURITY FOR WPD

In order to insure the security of Criminal Justice Information, the FBI considers two designated areas as secure:

a. Locked patrol vehicle with screen not readable by the public

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b. Secure facility with onsite server.

The Weatherford Police Department, located at 801 Santa Fe Dr, utilizes the following physical security protocols and procedures to insure a secure facility:

a. Electronic keyed gates to facility

b. Electronic keyed access to secure area within the building

c. Electronic keyed access to building after 5pm

d. Bullet-proof glass and steel between dispatch and atrium

e. Blinds and tinted glass on dispatch window

f. Electronic keyed access/less than for full Dispatch center (see 801.3)

g. Secured server room, with limited electronic access

h. No access signs on entry doors from atrium

i. No access signs on areas where CJIS information is accessed or stored.

801.11 WARRANT CONFIRMATION

The Weatherford Police Department maintains all hard copy warrants entered by our department in the telecommunication center. All warrants entered by this agency are accessible by Telecommunicators 24/7, and will respond to any request within the guidelines set by the Texas Crime Information Center Texas Law Enforcement Telecommunications System Operation Manual.

It is the policy of the Weatherford Police department to enter, remove, confirm and audit warrants entered by our department into the regional, state and/or federal database, following the most current Texas Crime Information Center Texas Law Enforcement Telecommunications System Operation Manual for Full access operators.

Each dispatcher will have access to the manual while in the dispatch center.

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Property and Evidence Section

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

For guidelines on crime scene investigation and evidence collection, see the Crime Scene Integrity and Investigations Policy.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Property and Evidence Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the Weatherford Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 PROPERTY AND EVIDENCE SECTION SECURITY

The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this department. A property and evidence technician shall be appointed by and will be directly responsible to the Support Division Commander or the authorized designee. The property and evidence technician is responsible for the security of the Property and Evidence Section.

802.3.1 REFUSAL OF PROPERTY

The property and evidence technician has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property and evidence technician refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Property and Evidence Section.

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802.3.2 KEY CONTROL

Property and Evidence Section keys should be maintained by the property and evidence technician and members assigned to the Property and Evidence Section. Property and Evidence Section keys shall not be loaned to anyone and shall be maintained in a secure manner. If a Property and Evidence Section key is lost, all access points shall be re-keyed and new keys issued as necessary.

802.3.3 ACCESS

Only authorized members assigned to the Property and Evidence Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Support Division Commander, or authorized designee, and accompanied by the property and evidence technician, or designee. Each individual must sign the Property and Evidence Section access log and indicate:

(a) The date and time of entry and exit.

(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property and evidence technician and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property from the Department. A copy of the property receipt form shall be given to the individual from whom the property was taken.

For procedures in handling property for safekeeping or to prevent the consequences of theft (CCP 18.16), refer to the Weatherford Police Department Procedure Manual: 802.1 SAFEKEEPING AND PREVENTING CONSEQUENCES OF THEFT PROCEDURES. For the Property for Safekeeping/PCT Form, See attachment: PCT_Safekeeping_Receipt.pdf.

802.4.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property form shall be completed describing each item. List all known information, including:

1. The serial number.
2. The owner’s name.
3. The finder’s name.

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4. Other identifying information or markings.

(b) Each item shall be marked in accordance with the DPS physical evidence handbook.

(c) Property shall be packaged in a container suitable for its size.

(d) A property tag shall be completed and attached to the property or container in which the property is stored.

(e) The case number shall be indicated on the property tag.

(f) A copy of the property sheet, shall be submitted with the case report.

(g) Property will be submitted directly to the property and evidence technician during regular business hours, or via the depository or placed in a temporary property locker or cage (large items) if after hours. Property sheets will be placed in the are a designated above the depository.

At no time will evidence or property be left unsecured (i.e., this includes leaving evidence/property in dispatch, records, other individual offices, or in the trunk of patrol unit after the end of officer's shift, etc.).

802.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene or medical facility that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form. Evidence will be stored in the evidence refrigerator with paperwork placed in bin located above the depository drop box.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary.

Explosives and fireworks - A Bomb Technician is the only person authorized to handle or remove any explosive weapon or device. The appropriate Bomb Technician will be requested by the

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shift commander on-duty. A Criminal Investigator or Crime Scene Investigator may be used to photograph and collect evidence at a crime scene where an explosive weapon or device is found.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package open bladed knives, or other sharp objects and weapons, that cannot be folded to store in a safe manner.

City property - City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required. If no responsible City personnel can be located, the property should be held for safekeeping.

Sharps - Syringe tubes should be used to package syringes and needles.

Hazardous substances/chemicals - The Weatherford Police Department is not authorized to receive any types of chemicals or hazardous substances not regulated by the Controlled Substances Act or the Dangerous Drug Act. At no time will chemicals or other substances with harmful fumes or a substantial or lingering odor, be placed into the Property Room or Property Office inside the Weatherford Police Department.

The Property supervisor will make the decision on the disposition of property or items of evidence that have a substantial or lingering odor.

802.4.3 CONTROLLED SUBSTANCES

All controlled substances will be seized and placed into property for evidence or destruction. At no time shall a controlled substance be disposed of in the field.

(a) Controlled substances shall be packaged in accordance with the DPS physical evidence handbook..

(b) The member processing controlled substances shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the repository, temporary locker or cage.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances. If conducted, the result of the test shall be included in the crime report.

(d) When the quantity of controlled substances exceeds the available safe storage capacity as determined by the property and evidence technician, the quantity shall be photographed and weighed.

    1. A representative sample of sufficient quantity to allow scientific analysis of the controlled substances should be taken as allowed by state law and placed in a separate package or container.

    2. Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property and evidence technician shall monitor stored marijuana for growth of mold.

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802.5 RECORDING OF PROPERTY

The property and evidence technician receiving custody of property shall ensure a property sheet for each item or group of items is submitted. The property sheet will be the permanent record of the property in the Property and Evidence Section. The property and evidence technician will record on the property sheet his/her signature or initials.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property sheet and property tag. The property sheet shall document the following:

(a) Property number

(b) Case number

(c) Property tag number

(d) Item description

(e) Item storage location

(f) Receipt, release and disposal dates

Any change in the location of property held by the Weatherford Police Department shall be noted in the property sheet.

802.6 PROPERTY CONTROL

The property and evidence technician temporarily relinquishing custody of property to another person shall record on the property sheet his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Section or released to another authorized person or entity.

The return of the property to the Property and Evidence Section should be recorded on the property sheet, indicating the date, the time, the name and the signature of the person who returned the property and the name and signature of the person to whom the property was returned.

802.6.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the property sheet shall be completed to maintain the chain of custody. No evidence is to be released without first receiving authorization from the Criminal Investigations supervisor or investigator.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property sheet, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the property and evidence technician at least one day prior to the court date.

Requests for laboratory analysis shall be completed by the property and evidence technician. This request may be submitted any time after the property has been processed.

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802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY
The property and evidence technician releasing items of evidence for laboratory analysis must complete the required information on the property sheet. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property sheet. The lab form will be transported with the evidence to the examining laboratory or mailed according to the DPS physical evidence handbook. Upon delivering the item, the member will record the delivery time on the lab form and the property sheet, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the property officer for filing with the case.

802.6.3 CONTROLLED SUBSTANCES
The Support Division Commander will be responsible for the storage, control and destruction of all controlled substances coming into the custody of this department. in accordance with the Texas Administrative code dealing with the disposition of controlled substances.

802.6.4 UNCLAIMED MONEY
Found money or property that is in the possession of the Department and that remains unclaimed is subject to various provisions of the Texas Property Code and the Texas Code of Criminal Procedure (Tex. Code of Crim. Pro. art. 18.17; Tex. Prop. Code § 72.101; Tex. Prop. Code § 74.001 et seq.; Tex. Prop. Code § 76.001 et seq.). The Property and Evidence Section Supervisor should consult applicable law before disposing of or utilizing money or property under this section.

802.7 RELEASE OF PROPERTY
The Chief's authorized designee shall authorize the release of all property coming into the care and custody of the Department.

Release of property shall be made using the appropriate release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor, the property and evidence technician or designee, and must conform to the items listed on the property sheet or must specify the specific items to be released. Release of all property shall be documented on the property sheet.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item. Weapons seized in connection with an offense shall only be released in compliance with Tex. Code of Crim. Pro. art. 18.19.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Property and Evidence Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property control card.

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A property and evidence technician shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded on the property control card.

If any item listed on a property sheet has not been released, the property sheet will remain with the Property and Evidence Section. When all property listed on the sheet has been released, the sheet will be maintained by the Property and Evidence Section until retention guidelines are met.

802.7.1 DISCREPANCIES

The Shift Supervisor shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor will interview the person claiming the shortage. The Shift Supervisor shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.7.2 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.7.3 RETURN OF FIREARMS RELATED TO EMERGENCY DETENTIONS

The Property and Evidence Section supervisor shall be responsible for ensuring that a written notice regarding the return of a firearm is mailed and a timely disposition request is made through the appropriate court (Tex. Code of Crim. Pro. art 18.191).

802.7.4 FIELD RELEASE OF PROPERTY

An officer may release property or evidence in the field under the following circumstances:

1. Property that has been recovered as a result of theft where there is no dispute in ownership may be photographed and returned to the owner.
2. Explosives, flammable liquids and chemicals from clandestine labs will not be brought into the police building for any reason. These items will be released to the fire department, bomb squad or other appropriate department. Used fuel containers (containing liquid and/or vapor) may be secured in an exterior locker or cage.
3. Perishable items will only be submitted when lab testing is required. All other perishable items should be photographed and returned to the owner or disposed.
4. Found property when the owner is located before the end of the officer's tour of duty.

All property and evidence releases will be documented by video recording or on a property sheet or other approved form requiring the owner's signature. If audio or video recording is used, the

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officer must identify the person receiving the property and the person's acknowledgement clearly recorded. This shall be documented in the report.

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property sheet.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances declared by law to be illegal to possess without a legal prescription

802.8.1 BIOLOGICAL EVIDENCE

The property and evidence technician shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant's attorney

(c) The appropriate prosecutor and Attorney General

(d) Any sexual assault victim

(e) The Investigations Division Commander

Biological evidence shall be retained for a minimum period established by Tex. Code of Crim. Pro. art. 38.43, or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed within the time frame required under Tex. Code of Crim. Pro. art. 38.43, unless a written objection is filed and served on the Department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigations Division Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Investigations Division Commander should be consulted and the sexual assault victim should be notified.

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802.8.2 MARIJUANA
At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property and evidence technician shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property and evidence technician should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.8.3 MEDICAL MARIJUANA
The investigating member should advise the property and evidence technician and the prosecutor if the party from whom the marijuana was seized holds a valid medical permit to possess marijuana or claims that the possession of the marijuana is for medical purposes.

The property and evidence technician shall store marijuana, drug paraphernalia or other related property that is seized from a person engaged in or assisting with the use of medical marijuana in a manner that is consistent with the provisions of the Medical Marijuana Policy.

Marijuana that is infected with mold shall not be returned. This includes marijuana seized from a person who holds a valid medical permit to possess marijuana or who claims that possession of the marijuana is for medical purposes.

802.8.4 RETENTION OF EVIDENCE FROM INTOXICATION OFFENSES
Blood or urine specimens collected as evidence in an intoxication offense investigation (including driving while intoxicated (DWI)) under Chapter 49 of the Texas Penal Code shall be retained as required by the court and may not be destroyed until the expiration period specified in the court notice (Tex. Code of Crim. Pro. art. 38.50).

802.9 INSPECTION OF THE PROPERTY AND EVIDENCE SECTION
The Support Division Commander shall ensure that periodic, unannounced inspections of the Property and Evidence Section operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Support Division Commander also shall ensure that an audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Property and Evidence Section operations.

Whenever there is a change of assignment for any member with authorized access to the Property and Evidence Section, an inventory of all property shall be conducted by a person who is not associated with the Property and Evidence Section or its function. This is to ensure that all property is accounted for and the records are correct.

802.9.1 MANDATORY FREQUENCY OF INSPECTIONS
at least every 6 months.

An inspection should be conducted by someone other than those routinely working or associated with the property room.

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Any supervisor or employee of the department will conduct the inspection, assisted by the Property Sergeant or Senior Property Clerk. The inspection should concentrate on how the policies, procedures and practices are followed. The inspection must have minimal individual inspections of items to verify the procedures.

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Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Weatherford Police Department Records Section. The policy addresses department file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Weatherford Police Department to maintain department records securely, professionally and efficiently.

The life cycle management of records will be in compliance with state law. All records will be maintained im compliance with the Texas State Library Requirements under Local Schedule PS for Public Safety Agencies and local schedule GR for government agencies. These standards will follow the City of Weatherford's records retention plans and policies.

Retention of juvenile and Gang Database documents should meet requirements in the Texas Family Code and Texas Code of Criminal Procedure.

All Juvenile records shall be kept securely and separately from adult records.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR

The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Support Division Commander or the authorized designee.

The responsibilities of the Records Supervisor include but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Section.

(b) Scheduling and maintaining Records Section time records.

(c) Supervising, training, and evaluating Records Section staff.

(d) Maintaining and updating a Records Section procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use, and release of protected information (see the Protected Information Policy).

(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include but are not limited to:

1. Homicides
2. Cases involving department members or public officials

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3. Any case where restricted access is prudent

(h) Ensuring that offenses listed under Tex. Gov't Code § 411.042 are reported on a monthly basis to the Texas Department of Public Safety DPS (37 Tex. Admin. Code § 27.121) by the designated person.

(i) Ensuring that reports involving injuries or deaths to officers or others are submitted to the state attorney general as required by Tex. Code of Crim. Pro. art. 2.139 and Tex. Code of Crim. Pro. art. 2.1395 (see the Occupational Disease,Work-Related Injury and Death Reporting Policy and the Officer-Involved Shootings and Deaths Policy).

(j) If required, overseeing the submission of the human trafficking report to and in the manner prescribed by the attorney general by the designated person(Tex. Code of Crim. Pro. art. 2.305).

(k) Overseeing the submitting of a quarterly report of the number of unanalyzed evidence collection kits related to sexual assaults or other sex offenses to DPS by the designated person (Tex. Gov't Code § 420.045).

803.3.2 RECORDS SECTION

The responsibilities of the Records Section include, but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member's supervisor.

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Shift Supervisor.

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The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports should not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member should first obtain authorization from the Records Supervisor. All original case reports removed from the Records Section shall be recorded by Records personnel and a copy placed into the original case folder, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

All original case reports to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

803.5 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

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Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Weatherford Police Department is committed to providing public access to records in a manner that is consistent with the Texas Public Information Act (Tex. Gov't Code § 552.001 et seq.).

804.3 CUSTODIAN OF RECORDS

The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to:

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:

1. Identifying the minimum length of time the Department must keep records.
2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records (Tex. Gov't Code § 552.230).

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law.

1. The fee schedule shall follow the rules adopted by the Attorney General (Tex. Gov’t Code § 552.262).

(g) Ensuring a sign is prominently displayed at the Department, in a form prescribed by the Attorney General, which provides to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department and the procedures, to include the cost of inspecting or obtaining copies of public information (Tex. Gov’t Code § 552.205).

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(h) Protecting public information from deterioration, alteration, mutilation, loss or unlawful removal. This includes ensuring that public records are repaired, renovated or rebound as necessary to maintain the records properly (Tex. Gov't Code § 552.203).

(i) Establishing policies to ensure the expeditious and accurate processing of requests that may require programming or manipulation of data (Tex. Gov't Code § 552.231).

(j) Maintaining familiarity with the Attorney General's handbook on the Texas Public Information Act.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

A formal open record request is a request for specific information that may be handwritten in person at the Department, or mailed, emailed or faxed to the records department.

(a) Requests made through email or fax shall be made to the Custodian of Records (records supervisor) or the records office. These entities are the designated persons who are authorized to receive open records requests by fax and/or email.

1. If any officer receives a fax or email for an open records request, he/she shall respond to the sender the following: "To be valid, the request must be made to the Custodian of Records or the records department.".

2. Any request not made in writing (verbal requests) will not be considered to be an open records request.

(b) The Records Division supervisor is responsible for all formal open records requests.

804.4.1 REQUESTS FOR RECORDS

The processing of requests for records is subject to the following:

(a) The Department is not required to create records that do not exist.

(b) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio or video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(c) The payment of any authorized fees required for the copying or mailing of the records requested as authorized by the Texas Public Information Act (Tex. Gov't Code § 552.261 et seq.).

(d) Public information should be made available for inspection, duplication, or both, within 10 business days.

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1. If a request cannot be honored within 10 business days, or if the record is unavailable because it is actively in use or in storage, the Custodian of Records shall prepare a written response to be sent to the requestor. The response should include the date and a reasonable time when the information will be available (Tex. Gov't Code § 552.221).

(e) The Custodian of Records may not make inquiry of a requestor except to establish proper identity or under one of the following conditions (Tex. Gov't Code § 552.222):

1. If the request is unclear, the person may be asked to clarify the request.
2. If the request is for a large amount of information, the Custodian of Records may discuss with the requestor how to narrow the scope of the request.
3. If the request is for information related to motor vehicle records, the person may be asked to provide additional identifying information that establishes that the person is eligible to receive the information under the Texas Motor Vehicle Records Disclosure Act (Tex. Transp. Code § 730.001 et seq.).
4. A request for clarification or discussion must include a statement that warns the requestor of the consequences of the failure to timely respond to the request for clarification, discussion or additional information.

(f) Examination of the information made available by the Custodian of Records pursuant to a request must occur no later than 10 business days after the date the Custodian of Records makes the record available unless a request for extension has been made and approved in accordance with Tex. Gov't Code § 552.225.

(g) If a request will require programming or data manipulation that makes compliance with the request unfeasible, likely to cause a substantial interference with the department's ongoing operations or at a cost that covers the programming or manipulation, the Custodian of Records shall send written notification to the requestor of such fact within 20 days or as otherwise provided in Tex. Gov't Code § 552.231.

1. If the requestor does not respond to the department's written notification within 30 days, the Department does not have any further obligation to provide the requested information.

804.4.2 DENIALS

If the Custodian of Records determines that information should be withheld because it is within one of the exceptions under Subchapter C of the Texas Government Code (Tex. Gov't Code § 552.101 through Tex. Gov't Code § 552.154), he/she must ask the Attorney General for a decision about whether the information is excepted under that subchapter unless there has been a previous determination by the Attorney General that the information may be withheld. The request for a decision by the Attorney General must be in accordance with the Texas Public Information Act (Tex. Gov't Code § 552.301 et seq.).

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Records are presumed to be subject to public disclosure if the Custodian of Records fails to request an opinion by the Attorney General as required by law (Tex. Gov't Code § 552.302).

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include, but are not limited to:

(a) Personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record or any department record, including traffic accident reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; Tex. Gov't Code § 552.130; Tex. Transp. Code § 550.065; Tex. Transp. Code § 730.004).

(b) Victim information that may be protected by statutes, including:

1. Specific information that relates to a person's application for or award of victim compensation benefits or contained in a victim impact statement (Tex. Gov't Code § 552.132; Tex. Gov't Code § 552.1325).

2. Victims of crimes who have requested that their identifying information be kept confidential by filing a pseudonym form (Tex. Code of Crim. Pro. art. 57.02; Tex. Code of Crim. Pro. art. 57A.02; Tex. Code of Crim. Pro. art. 57B.02; Tex. Code of Crim. Pro. art. 57D.02).

(c) Juvenile-related information that may be protected by statutes (Tex. Fam. Code § 58.008; Tex. Code of Crim. Pro. art. 45.0217).

(d) Ongoing investigation material that may be protected by statutes. This does not include basic information about an arrested person, an arrest or a crime (Tex. Gov't Code § 552.108).

(e) Certain types of reports involving, but not limited to, child abuse and neglect and adult abuse (Tex. Fam. Code § 261.201; Tex. Hum. Res. Code § 48.101).

(f) Sensitive crime scene images or video recordings of deceased persons (Tex. Gov't Code § 552.1085).

(g) Information contained in a personnel file, the disclosure of which would constitute a clear unwarranted invasion of personal privacy (Tex. Gov't Code § 552.102).

1. The home address, telephone number, emergency contact information and Social Security number of a peace officer of this department or other information that reveals whether the peace officer has family members is exempted from disclosure (Tex. Gov't Code § 552.117; Tex. Gov't. Code § 552.1175).

2. Photographs that depict a peace officer of this department are exempted from disclosure if the release would endanger the life or physical safety of

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the officer unless the officer is under indictment or charged with an offense, a party in a civil service hearing or the photograph is introduced as evidence in a judicial proceeding (Tex. Gov't Code § 552.119).

(h) Information relating to civil or criminal litigation to which any member of the Department is or may be a party as a consequence of the member's employment with the Department (Tex. Gov't Code § 552.103).

(i) Requests made by a person imprisoned or incarcerated in a correctional facility unless made by the person's attorney (Tex. Gov't Code § 552.028).

(j) Recordings from a body-worn recording device of an officer-involved use of deadly force or recordings related to an administrative or criminal investigation of an officer while criminal and administrative matters are still ongoing (Tex. Occ. Code § 1701.660).

(k) Recordings from a body-worn recording device of an officer when the recording was made in a private space or when the recording involves the investigation of a misdemeanor punishable by fine only and does not result in arrest (Tex. Occ. Code § 1701.661).

1. Recordings may be released with the written authorization of the person who is the subject of the recording or that person's authorized representative

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

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804.8 SECURITY BREACHES

Members who become aware that any Weatherford Police Department system containing personal information may have been breached should notify the Records Supervisor as soon as practicable.

The Records Supervisor shall ensure the required notice is given to any individual whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person. If the breach involves more than 10,000 individuals, notice of the timing, distribution, and content of the notices shall also be given to each consumer reporting agency (Tex. Local Gov't Code § 205.010; Tex. Bus. & Comm. Code § 521.053).

Notice shall be given without unreasonable delay, but no later than 60 days after a determination is made that a breach occurred, and be consistent with the legitimate needs of the Weatherford Police Department and with any measures necessary to determine the scope of the breach or to restore the reasonable integrity of the agency data system. Notice may be delayed if notification will impede a criminal investigation (Tex. Local Gov't Code § 205.010; Tex. Bus. & Comm. Code § 521.053).

For the purposes of the notice requirement, personal information includes an individual's first name or first initial and last name in combination with any one or more of the following (Tex. Local Gov't Code § 205.010; Tex. Bus. & Comm. Code § 521.002):

(a) Social Security number

(b) Driver's license number or Texas identification card number

(c) Full account number, credit or debit card number, or any required security code, access code, or password that would permit access to an individual's financial account

(d) Information that identifies an individual and relates to the physical or mental health or condition of the individual, to the provision of health care to the individual, or to the payment for the provision of health care to the individual

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

If the breach involves 250 or more residents of the state, notice shall be sent to the attorney general no later than 60 days after a determination is made that a breach occurred. Notice to the attorney general must include a detailed description of the breach or information acquired as a result of the breach, the number of residents affected by the breach, the measures taken or that are intended to be taken regarding the breach, and whether the Weatherford Police Department or another law enforcement agency is investigating the breach (Tex. Local Gov't Code § 205.010; Tex. Bus. & Comm. Code § 521.053).

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804.9 SEALED RECORDS OR EXPUNGEMENT

Expungement orders and orders to seal records received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge or seal such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once the record is expunged or sealed, members shall respond to any inquiry as though the record did not exist.

804.10 TRAINING

All members authorized to manage, release or facilitate public access to department records shall complete a training program approved or provided by the Attorney General that includes, but is not limited to, the department requirements and obligations under the Texas Public Information Act (Tex. Gov't Code § 552.012).

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Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Weatherford Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Weatherford Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

National Crime Information Center (NCIC) - Operates under shared management between the FBI and the CJIS Systems Agency (CSA) in each state. NCIC is a nationwide computerized information system established as a service to all criminal justice agencies (local, state, and federal).

Criminal Justice Information Services (CJIS) - Includes all TCIC/NCIC information obtained from TLETS/NLETS terminals including, but not limited to, hot file information, criminal history, driver license or vehicle registration information.

Texas Crime Information Center (TCIC) - Located at the Texas Department of Public Safety (DPS) headquarters in Austin, Texas, and is a statewide information database. TCIC operates under the same policies and guidelines, with the same purposes and goals as NCIC.

National and Texas Law Enforcement Telecommunications System (NLETSFFLETS) - Access to NCIC/TCIC is available directly to any local law enforcement agency that has a NLETSFFLETS terminal. NCIC/TCIC entries, inquiries, etc., are sent across the NLETSFFLETS network.

Crime Records Service (CRS) - The CJIS Systems Agency (CSA) for Texas. The CSA is responsible for disseminating and enforcing NCIC policy within the state.

TLETS Terminal – Desktop computers utilized in Police buildings which access TLETS information.

805.2 POLICY

Members of the Weatherford Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

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805.3 RESPONSIBILITIES

The Chief of Police shall select a member of the Department to function as the Terminal Agency Coordinator (TAC). The TAC will be responsible for ensuring compliance with NCIC/TCIC policy and procedures. The person selected should be knowledgeable in all aspects of NCIC/TCIC use and should have the authority to implement changes and oversee operations that affect the use of TCIC/NCIC.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Motor Vehicles (DMV) records, Department of Public Safety (DPS) records and the Texas Law Enforcement Telecommunications System (TLETS). For procedures on background and screening of personnel who have access to NCIC/FCIC, refer to the Weatherford Police Department Procedure Manual 800.1.1 BACKGROUND SCREENING PROCEDURES.

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice's current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

For TAC compliance procedures, refer to the Weatherford Police Department Procedure Manual 800.1 TERMINAL AGENCY COORDINATOR (TAC) PROCEDURES

It is the policy of this department to read, understand, and follow all state and federal guidelines related to telecommunications. All department Telecommunicators, TAC, LASO, and supervisors will adhere and follow the TCIC/TLETS Operation Manual (current rev 5/8/19).

Procedural guidelines including but not limited to:

(a) Handling of Quality Control Messages related to agency records

(b) Validations

(c) Hit Cconfirmations

(d) Record Entry

(e) Dissemination

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(f) Use of Computerized Criminal History Record Information

(g) Record Cancellation and Clear

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Weatherford Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution (Tex. Gov't Code § 411.085).

805.5 RELEASE,DISSEMINATION OR DISPOSAL OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

Requests for TCIC/NCIC information are to be limited to official, criminal justice purposes only. Personnel will accept requests for TCIC/NCIC information from approved persons only.
Approved persons are:

(a) Sworn department personnel; or authorized department personnel involved in criminal justice investigations.

(b) A person from another agency who can be verified as a Commissioned Law Enforcement Officer, Probation Officer, Parole Officer, Judge, etc., making a request for criminal justice purposes. The verification process shall consist of the TCIC/NCIC operator contacting the agency for whom the requestor works and confirming that he/she is authorized to receive the requested information.

Approved reasons for requesting TCIC/NCIC information:

(a) Wanted/Stolen information - may be requested by authorized personnel as needed.

(b) Criminal history information - must be for a criminal justice investigation; or the investigation of the background of a criminal justice applicant, such as an applicant at a police department, sheriff's department, or other criminal justice agency.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation.

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Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.5.1 TRACKING CRIMINAL HISTORY INQUIRIES

TCIC/NCIC operators will, in order to provide an audit trail of inquiries, complete all requestor and operator fields as shown on the TCIC/NCIC inquiry screen. An audit trail will automatically be generated through proper completion of inquiry fields.

(a) Police department requests

1. The requestor's title (e.g., DET, OFCR) and full name (first and last) are to be placed in the "REQ" field. If there are two persons with the same name at this agency, the fields must also contain a distinguishing identifier such as badge number, division or title.
2. The operator's title (e.g., JAILR, SUPV, OFCR) and full name are to be placed in the "OPR" field. If there are two persons with the same name at this agency, the fields must also contain a distinguishing identifier such as badge number, division or title.

(b) Outside agency requests

1. The requestor's full name and agency represented are to be placed in the "REQ" field.
2. The operator's full name is to be placed in the "OPR" field.

805.6 SECURITY OF PROTECTED INFORMATION

The Chief of Police will select a member of the Department to function as the Local Agency Security Officer (LASO).

All agencies having TLETS terminals on the system must physically place the terminals in a secure location within the agency. The LASO is to ensure that access to the terminal site is restricted to the minimum number of authorized employees needed to complete the work. All visitors to the terminal area must be accompanied by staff personnel at all times. Locations or vehicles having MDTs or personal/laptop computers capable of accessing FBI CJIS records information also applies.

The responsibilities of the LASO include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training. For procedures, refer to the Weatherford Police Department Procedure Manual: 800.2 LOCAL AGENCY SECURITY OFFICER (LASO) SECURITY PRACTICES AND PROCEDURES

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(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks. For procedures, refer to the Weatherford Police Department Procedure Manual: 800.3 SYSTEMS INCIDENT RESPONSE PROCEDURES

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities. CJIS Computer Security Incident Response Report: See attachment: CJIS Computer Security Incident Response Report.pdf CJIS Security Incident Response Team Contact List: See attachment: CJIS Security Incident Responst Team Contact List.pdf CJIS External Contact List: See attachment: CJIS External Contact List.v1.pdf

(e) Ensuring compliance with CJIS security standards for the disposal of protected information. For procedures on disposal, refer to the Weatherford Police Department Procedure Manual: 800.3 DISPOSAL PROCEDURES

805.6.1 REPAIR OF CJIS RELATED SYSTEMS HARDWARE/SOFTWARE

All repairs of CJIS related equipment should be performed within an authorized secure location when possible.

If repairs are unable to be made within an authorized secure location, the equipment shall be sanitized according to department procedures, or computer hard drive removed. The City of Weatherford Technology Services along with the LASO shall maintain a list of items that have been removed from secure locations for repair.

805.6.2 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

A personally owned information system software shall not be authorized to access, process, store, or transmit CJI. The only exception will be the personal iPads or other touchpad devices that have been cleared by the City of Weatherford Information Technology Services and the required secure connection and other requirements be established.

Publicly accessible computers shall not be used to access, process, store, or transmit CJI on agency's TLETS network. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

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805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

(a) Sworn personnel

1. All sworn personnel, within six months of initial employment will, at a minimum, complete the approved NCIC/TCIC "Less Than Full Access" Course. This course is designed to teach the user system security and procedures for those persons who make inquiries to the database. Officers will be certified upon successful completion of the course.
2. Officers must be recertified every two years from their certification or last retest date. Officers failing to pass the retest are required to attend the TCIC/NCIC "Less Than Full Access" certification course.
3. While individual officers are ultimately responsible for ensuring their certification is current, any needed training or testing will be coordinated through the TAC, LASO or Department Training Officer.
4. Officers required to have full access to TCIC/NCIC, are required to obtain and maintain the same certification level as outlined below for non-sworn personnel.

(b) Non-sworn personnel

1. Only those non-sworn personnel whose work positions involve TCIC/NCIC responsibilities are required to obtain certification, unless otherwise specified by the LASO, or CJIS/DPS requirements. This would include but is not limited to:
   (a) Records Clerk, Assistants, and Reception personnel
   (b) Police Telecommunication Officers
   (c) Property/Evidence Technicians
   (d) Other personnel as directed by the LASO
2. Non-sworn personnel who are required to access or receive information from the TCIC/NCIC database must have fingerprint cards on file with the FBI. The fingerprint cards must be submitted by the police department to ensure they have no criminal record on file. These fingerprints will be taken at the time the person begins employment with the Weatherford Police Department in any assignment requiring TCIC/NCIC access or handling of TCIC/NCIC information, to include printed material. Fingerprints will be taken by police personnel to ensure clarity.
3. All non-sworn TCIC/NCIC operators will complete the appropriate approved TCIC/NCIC course within six months of their assignment date. Depending upon their assignment requirements, personnel will attend one of the following: Note: Employees will be certified upon successful completion of the course.

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(a) Full Access Course - This course is designed to teach the user system security and procedures for those persons who make entries and/or inquiries to the database

(b) Less Than Full Access Course - This course is designed to teach the user system security and procedures for those persons who make inquiries to the database.

(c) Criminal Justice Practitioner - This course is designed for those system users who handle, receive, or receive benefit from the NCIC/TCIC system but do not operate a terminal.

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Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the Weatherford Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control and include the following:

(a) Animal-related matters during periods when Animal Control is available.

(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.

(c) Follow-up on animal-related calls, such as locating owners of injured animals.

(d) The responsibilities of rabies control as outlined in Chapter 826 of the Texas Health and Safety Code.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation. The following guide should be followed unless there is a threat to public safety: Chart of Animal Calls

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

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1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to animal cruelty offenses under Chapter 42, Texas Penal Code.

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care of protection from acts of cruelty (Tex. Health and Safety Code § 821.022).

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

806.7 STRAY DOGS

If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/ holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the shift supervisor will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.

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806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Deceased animals on public property may be removed, if necessary. If removed, the animal should be sealed in a plastic bag and properly disposed of by the responding member. If the animal is too large to remove, it should be placed in a safe location and animal control called to recover at a later date.

Members should not climb onto or under any privately-owned structure for the purpose of removing a deceased animal.

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

806.11.1 INJURED WILDLIFE

Members who encounter injured wildlife should contact the Texas Parks and Wildlife Department to obtain information for the nearest wildlife rehabilitator.

806.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Animal Euthanasia Report will be filled out and attached to the officer's report. A badly injured animal shall only be euthanized with the approval of a supervisor. See attachment: Animal Euthanasia report.pdf

806.13 TRAINING

This department's animal control officers (ACOs) shall successfully complete the required basic and continuing education animal control courses as approved by the Texas Department of State Health Services.

The basic animal control course shall be completed prior to the ACO’s first anniversary. All ACOs shall complete 30 hours of continuing education courses during each three-year period thereafter (Tex. Health and Safety Code § 829.002).

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Jeanne Clery Campus Security Act

807.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure this department fulfills its obligation in complying with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).

807.2 POLICY

The Weatherford Police Department encourages accurate and prompt reporting of all crimes and takes all such reports seriously (20 USC § 1092(f)(1)(C)(iii)). Reports will be accepted in any manner, including in person or in writing, at any Weatherford Police Department facility. Reports will be accepted anonymously, by phone, via email or on the institution's website.

It is the policy of the Weatherford Police Department to comply with the Clery Act. Compliance with the Clery Act requires a joint effort between the Weatherford Police Department and the administration of the institution.

Supervisors who are assigned areas of responsibility in the following policy sections are expected to be familiar with the subsections of 20 USC § 1092(f) and 34 CFR 668.46 that are relevant to their responsibilities.

807.3 POLICY, PROCEDURE AND PROGRAM DEVELOPMENT

The Chief of Police will:

(a) Ensure that the Weatherford Police Department establishes procedures for immediate emergency response and evacuation, including the use of electronic and cellular communication, and testing of these procedures (20 USC § 1092(f)(1)(J)(i); 20 USC § 1092(f)(1)(J)(iii)).

(b) Enter into agreements as appropriate with local law enforcement agencies to:

1. Identify roles in the investigation of alleged criminal offenses on campus (20 USC § 1092(f)(1)(C)(ii)).
2. Assist in the monitoring and reporting of criminal activity at off-campus student organizations that are recognized by the institution and engaged in by students attending the institution, including student organizations with off-campus housing facilities (20 USC § 1092(f)(1)(G)).
3. Ensure coordination of emergency response and evacuation procedures, including procedures to immediately notify the campus community upon the confirmation of a significant emergency or dangerous situation (20 USC § 1092(f)(1)(J)).
4. Notify the Weatherford Police Department of criminal offenses reported to local law enforcement agencies to assist the institution in meeting its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)).

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5. Notify the Weatherford Police Department of criminal offenses reported to local law enforcement agencies to assist in making information available to the campus community in a timely manner and to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Appoint a designee to develop programs that are designed to inform students and employees about campus security procedures and practices, and to encourage students and employees to be responsible for their own security and the security of others (20 USC § 1092(f)(1)(D)).

(d) Appoint a designee to develop programs to inform students and employees about the prevention of crime (20 USC § 1092(f)(1)(E)).

(e) Appoint a designee to develop educational programs to promote the awareness of rape, acquaintance rape, family violence, dating violence, sexual assault and stalking, and what to do if an offense occurs, including, but not limited to, who should be contacted, the importance of preserving evidence and to whom the alleged offense should be reported (20 USC § 1092(f)(8)(B)). The designee shall also develop written materials to be distributed to reporting persons that explain the rights and options provided for under 20 USC § 1092 (20 USC § 1092(f)(8)(C)).

(f) Appoint a designee to make the appropriate notifications to institution staff regarding missing person investigations in order to ensure that the institution complies with the requirements of 34 CFR 668.46(h).

807.4 RECORDS COLLECTION AND RETENTION

The Records Supervisor is responsible for maintaining Weatherford Police Department statistics and making reasonable good-faith efforts to obtain statistics from other law enforcement agencies as necessary to allow the institution to comply with its reporting requirements under the Clery Act (20 USC § 1092(f)(1)(F)). The statistics shall be compiled as follows:

(a) Statistics concerning the occurrence of the following criminal offenses reported to this department or to local police agencies that occurred on campus, in or on non-campus buildings or property, and on public property including streets, sidewalks and parking facilities within the campus or immediately adjacent to and accessible from the campus (20 USC § 1092(f)(1)(F)(i)); 34 CFR 668.46(c)):

1. Murder
2. Sex offenses, forcible or non-forcible
3. Robbery
4. Aggravated assault
5. Burglary
6. Motor vehicle theft
7. Manslaughter
8. Arson

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9. Arrests or persons referred for campus disciplinary action for liquor law violations, drug-related violations and weapons possession
10. Dating violence, family violence and stalking

(b) Statistics concerning the crimes described in the section above, theft, simple assault, intimidation, destruction, damage or vandalism of property, and other crimes involving bodily injury to any person where the victim was intentionally selected because of his/her actual or perceived race, sex, religion, gender, gender identity, sexual orientation, ethnicity or disability. These statistics should be collected and reported according to the category of prejudice (20 USC § 1092(f)(1)(F)(ii); 34 CFR 668.46(c)).

(c) The statistics shall be compiled using the definitions in the FBI's Uniform Crime Reporting (UCR) system and modifications made pursuant to the Hate Crime Statistics Act (20 USC § 1092(f)(7); 34 CFR 668.46(c)(9)). For the offenses of family violence, dating violence and stalking, such statistics shall be compiled in accordance with the definitions used in the Violence Against Women Act (20 USC § 1092(f)(7); 34 USC § 12291; 34 CFR 668.46(a)). The statistics will be categorized separately as offenses that occur (20 USC § 1092(f)(12); 34 CFR 668.46(c)(5)):

1. On campus.
2. In or on a non-campus building or property.
3. On public property.
4. In dormitories or other on-campus, residential or student facilities.

(d) Statistics will be included by the calendar year in which the crime was reported to the Weatherford Police Department (34 CFR 668.46(c)(3)).

(e) Stalking offenses will include a statistic for each year in which the stalking conduct is reported and will be recorded as occurring either at the first location in which the stalking occurred or the location where the victim became aware of the conduct (34 CFR 668.46(c)(6)).

(f) Statistics will include the three most recent calendar years (20 USC § 1092(f)(1)(F); 34 CFR 668.46(c)).

(g) The statistics shall not identify victims of crimes or persons accused of crimes (20 USC § 1092(f)(7)).

807.4.1 CRIME LOG

The Records Supervisor is responsible for ensuring a daily crime log is created and maintained as follows (20 USC § 1092(f)(4); 34 CFR 668.46(f)):

(a) The daily crime log will record all crimes reported to the Weatherford Police Department, including the nature, date, time and general location of each crime, and the disposition, if known.

(b) All log entries shall be made within two business days of the initial report being made to the Department.

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(c) If new information about an entry becomes available, then the new information shall be recorded in the log not later than two business days after the information becomes available to the police department or security department.

(d) The daily crime log for the most recent 60-day period shall be open to the public for inspection at all times during normal business hours. Any portion of the log that is older than 60 days must be made available within two business days of a request for public inspection. Information in the log is not required to be disclosed when:

1. Disclosure of the information is prohibited by law.
2. Disclosure would jeopardize the confidentiality of the victim.
3. There is clear and convincing evidence that the release of such information would jeopardize an ongoing criminal investigation or the safety of an individual, may cause a suspect to flee or evade detection, or could result in the destruction of evidence. In any of these cases, the information may be withheld until that damage is no longer likely to occur from the release of such information.

807.5 INFORMATION DISSEMINATION

It is the responsibility of the Support Division Commander to ensure that the required Clery Act disclosures are properly forwarded to campus administration and community members in accordance with institution procedures. This includes:

(a) Procedures for providing emergency notification of crimes or other incidents and evacuations that might represent an imminent threat to the safety of students or employees (20 USC § 1092(f)(3); 34 CFR 668.46(e); 34 CFR 668.46(g)).

(b) Procedures for notifying the campus community about crimes considered to be a threat to other students and employees in order to aid in the prevention of similar crimes. Such disseminated information shall withhold the names of victims as confidential (20 USC § 1092(f)(3)).

(c) Information necessary for the institution to prepare its annual security report (20 USC § 1092(f)(1); 34 CFR 668.46(b)). This report will include, but is not limited to:

1. Crime statistics and the policies for preparing the crime statistics.
2. Crime and emergency reporting procedures, including the responses to such reports.
3. Policies concerning security of and access to campus facilities.
4. Crime, dating violence, family violence, sexual assault and stalking awareness and prevention programs, including:
   (a) Procedures victims should follow.
   (b) Procedures for protecting the confidentiality of victims and other necessary parties.
5. Enforcement policies related to alcohol and illegal drugs.
6. Locations where the campus community can obtain information about registered sex offenders.

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7. Emergency response and evacuation procedures.
8. Missing student notification procedures.
9. Information addressing the jurisdiction and authority of campus security including any working relationships and agreements between campus security personnel and both state and local law enforcement agencies.

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Chapter 9 - Custody

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Temporary Custody of Juveniles

900.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Weatherford Police Department (34 USC § 11133).

900.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 10 to 16 years of age who is alleged to have committed an offense that would subject an adult to arrest, or a 17-year-old in custody for such an offense committed before 17 years of age (a non-status offense) (Tex. Fam. Code § 51.02).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

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(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender (Tex. Fam. Code § 51.02). Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender. This term also includes any juvenile in custody for an offense that would not subject an adult to arrest but qualifies as delinquent conduct or conduct indicating a need for supervision (CINS) under Tex. Fam. Code § 52.01.

900.2 POLICY

The Weatherford Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

900.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Weatherford Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Emergency Detentions Policy).

1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the

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situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.4 CUSTODY OF JUVENILES

Officers should take custody of a juvenile and temporarily hold the juvenile at the Weatherford Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133).

Officers may issue a warning notice to a juvenile for offenses according to Department disposition guidelines (Tex. Fam. Code § 52.01). If a juvenile offender or status offender will not be released from custody, the officer shall transport the juvenile to the designated juvenile processing office for disposition according to the Department disposition guidelines.

900.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Weatherford Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

900.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

Officers who take a juvenile into temporary custody Shall follow the guidelines in Tex. Fam. Code § 52.01.

900.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Weatherford Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

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Generally, a juvenile offender may be taken into custody under the authority of a juvenile court order for a criminal offense or when the juvenile has committed an offense that would subject an adult to arrest (Tex. Fam. Code § 52.01).

Once a juvenile offender has been taken into custody, the officer may transport the juvenile to a juvenile processing office so that a determination can be made to do one of the following, as appropriate under the circumstances, without unnecessary delay (Tex. Fam. Code § 52.02):

(a) Release the juvenile to a parent, guardian, custodian or other responsible adult on that person's promise to bring the juvenile to court on request.

1. In cases of Class C misdemeanors occurring on school property or any vehicle owned by the school, a citation may not be issued but officers may proceed, according to Tex. Educ. Code § 37.145 or Tex. Code of Crim. Pro. art. 45.058, as applicable.

(b) Transport the juvenile to one of the following:

1. An office, official or facility designated by the county juvenile board
2. A secure detention facility as provided by Tex. Fam. Code § 51.12(j)
3. A medical facility if the juvenile is believed to suffer from a serious physical condition or illness that requires prompt treatment
4. The juvenile's school, if in session, if a designated authority at the location will assume responsibility for the juvenile for the remainder of the school day

(c) Release the juvenile without court referral under county juvenile board guidelines (Tex. Fam. Code § 52.03).

Officers taking a juvenile into custody for an alleged offense shall ensure the case is referred to the juvenile court unless another disposition is authorized under county juvenile board guidelines, and the custody was properly documented (Tex. Fam. Code § 52.03).

All juvenile case files will be kept and stored in the records department separate and apart from adult records.

900.4.4 JUVENILE OFFENDERS DRIVING UNDER THE INFLUENCE

Officers who take a juvenile into custody on reasonable grounds that the juvenile has been operating a motor vehicle in a public place while having any detectable amount of alcohol in the juvenile's system may (Tex. Fam. Code § 52.02):

(a) Take the juvenile to a place to obtain a specimen of his/her breath or blood under the implied consent law of this state.

(b) Have breath alcohol testing and video recording of the juvenile done in an adult processing office (Tex. Fam. Code § 52.02). If the breath testing equipment is located in the Temporary Holding Facility, adult offenders should be locked down while the juvenile is being processed. The juvenile may only remain in the Temporary Holding Facility for as long as it takes to satisfy the mandatory 15-minute observation period and to administer the test.

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900.4.5 JUVENILE PROCESSING OFFICE

The Weatherford Police Department has written approval from a juvenile court judge, or juvenile board as provided for in the Texas Family code, for the holding and processing area for juvenile arrest, if used.

The juvenile processing office is restricted to facilitating (Tex. Fam. Code § 52.025):

(a) Return of the juvenile to the custody of a parent, guardian, custodian or other responsible adult upon that person's promise to bring the juvenile to court as requested.

(b) Completion of essential forms and records required by the juvenile court or the Texas Family Code.

(c) Photographing and fingerprinting, when authorized by law.

(d) Issuance of warnings as required or permitted by law.

(e) Receipt of a statement by the juvenile in accordance with Tex. Fam. Code § 51.095.

While in a juvenile processing office, the juvenile is entitled to be accompanied by a parent, has the right to communicate privately with his/her parent and should be kept separated depending on the status of the juvenile (i.e., non-offender, status offender, juvenile offender) (Tex. Fam. Code § 52.025; Tex. Fam. Code § 61.103; Tex. Code of Crim. Pro. art. 45.058).

900.4.6 NOTIFICATION TO PROBATE COURT

Officers should make a reasonable attempt to determine whether a juvenile who has been taken into custody pursuant to Tex. Fam. Code § 52.01(a)(2) or (3) is a juvenile for whom a guardian has been appointed (i.e., ward of the state) and notify the probate court with jurisdiction over the juvenile's guardianship as soon as practicable but no later than one business day after taking the juvenile into custody (Tex. Fam. Code § 52.011).

900.5 ADVISEMENTS

Officers who take a juvenile into custody shall promptly advise the juvenile's parent, guardian or custodian, as well as the office or official designated by the county juvenile board, of the reason for taking the juvenile into custody (Tex. Fam. Code § 52.02).

900.6 JUVENILE CUSTODY DOCUMENTATION

Any time a juvenile is in temporary custody at the Weatherford Police Department, the custody shall be promptly and properly documented. The following information should be included in the report:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Department.

(c) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(d) Any changes in status (e.g., emergency situations, unusual incidents).

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(e) Any medical and other screening requested and completed.

(f) Circumstances that justify any secure custody.

(g) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

900.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Weatherford Police Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

900.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Weatherford Police Department shall ensure:

(a) The shift supervisor is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the shift supervisor to ensure no juvenile is held at the Department more than six hours.

(b) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(d) There is reasonable access to toilets and wash basins.

(e) There is reasonable access to a drinking fountain or water.

(f) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(g) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(h) There is privacy during family, guardian and/or attorney visits.

(i) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

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(j) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(k) Adequate furnishings are available, including suitable chairs or benches.

(l) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).

(m) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

900.9 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Weatherford Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the shift supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.9.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.10 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Patrol Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Weatherford Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate

(b) Immediate notification of the Shift Supervisor, Chief of Police and Investigations Division Commander

(c) Notification of the parent, guardian or person standing in loco parentis of the juvenile

(d) Notification of the appropriate prosecutor

(e) Notification of the City Attorney

(f) Notification of the Medical Examiner

(g) Notification of the juvenile court

(h) Evidence preservation

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(i) Notification to the Attorney General by written report of the cause of death no later than 30 days after a juvenile in custody has died (Tex. Code of Crim. Pro. art. 49.18).

900.11 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

Officers may obtain a written, oral or recorded statement from a juvenile in custody if the applicable procedural safeguards are followed (Tex. Fam. Code § 51.095).

900.12 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

Juveniles in temporary custody may be fingerprinted or photographed as follows (Tex. Fam. Code § 58.002; Tex. Fam. Code § 58.0021; Tex. Fam. Code § 58.0022):

(a) For a felony offense or a Class B misdemeanor or above

(b) When an officer has probable cause to believe both that the juvenile has engaged in delinquent conduct and:

1. That fingerprints discovered during the investigation of that conduct will match those of the juvenile
2. That a photograph of the juvenile will be of material assistance in the investigation of that conduct

(c) When the juvenile is a runaway, when it is necessary to identify the juvenile

Photographs and fingerprints obtained pursuant to Tex. Fam. Code § 58.0021 must be obtained at a juvenile processing office or at any other location that affords reasonable privacy to the juvenile and must be destroyed if they do not lead to a positive comparison or identification.

900.13 REQUIRED SCHOOL NOTIFICATION

An officer who arrests any person for any felony or any misdemeanor listed in Tex. Code of Crim. Pro. art. 15.27, or who refers a juvenile to the agency designated by the juvenile board, shall attempt to determine the person's school enrollment status and advise the appropriate school official of the arrest or referral within 24 hours or before the next school day, whichever is earliest.

Within seven days of the officer's initial notice to the school, the Records Section shall mail the required notice, including details of the arrest or referral as required by Tex. Code of Crim. Pro. art. 15.27, to the designated school official.

900.14 TRAINING

Department members should be trained on and familiar with this policy and any supplemental procedures.

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Custodial Searches

901.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Weatherford Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

901.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

901.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

901.3 FIELD AND TRANSPORTATION SEARCHES

An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

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901.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Weatherford Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

901.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Weatherford Police Department identification number and information regarding how and when the property may be released.

901.4.2 VERIFICATION OF MONEY

All money should be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

901.5 STRIP SEARCHES

No individual in temporary custody shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention, or is concealing a weapon or contraband. Strip searches should be done at the Parker County Jail, unless exigent circumstances exist. Factors to be considered in determining reasonable suspicion include, but are not limited to:

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(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual's actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual's genital status. If the individual's genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

901.5.1 STRIP SEARCH PROCEDURES

Strip searches at the Parker County Jail should be conducted by jail employees, and shall be conducted as follows (28 CFR 115.115):

(a) Authorization from the Shift Supervisor shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Shift Supervisor.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.

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8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

(h) A copy of the written authorization shall be retained and should be made available upon request to the individual or the individual’s authorized representative.

901.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Supervisor authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Supervisor authorization does not need to be in writing.

A search warrant is required if a strip search will include inspection of a person’s vaginal or anal cavity in any manner (Tex. Code of Crim. Pro. art. 18.24).

901.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following:

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant or approval of legal counsel. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician may conduct a physical body cavity search.

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(c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Shift Supervisor’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and should be provided to the individual who was searched or other authorized representative upon request.

901.7 TRAINING

The Training Manager, or Chief of Police's designee shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

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Transporting Detainees

902.1 PURPOSE AND SCOPE

This policy provides guidelines for transporting persons who are in the custody of the Weatherford Police Department.

Additional guidance can be found in the Medical Aid and Response Policy.

902.2 POLICY

It is the policy of the Weatherford Police Department to make reasonable efforts to protect the safety of persons in custody while they are being transported.

902.3 PATROL DIVISION COMMANDER RESPONSIBILITIES

The Patrol Division Commander is responsible for reviewing the safety and restraint systems for all vehicles used to transport persons in custody. The review shall ensure the restraint systems comply with the law and shall determine whether they reasonably meet the needs of the Department. Safety systems should allow for transporting members to be in constant and reasonably clear audio contact with each person being transported.

The Patrol Division Commander should establish related procedures for safely transporting persons who have their legs restrained in some manner other than leg shackles.

902.4 PROCEDURES

Members transporting a person in custody should ensure:

(a) All persons are properly restrained by a seat belt or other approved safety restraint system.

(b) All persons in custody remain in a seated or otherwise safely restrained position in the rear of the vehicle.

(c) Any person behaving in a manner so violent or uncooperative that he/she cannot or will not sit upright is:

1. Reviewed for a medical condition by an emergency medical services provider and if a medical condition exists, transported by ambulance for a medical examination.

    (a) If no medical condition exists or an ambulance is unavailable or unwilling to transport the prisoner, alternative transportation should be arranged if available (e.g., special transport van).

(d) A verbal welfare check is made with a person in custody every 10 minutes.

1. If a person being transported is not responsive or indicates a medical condition, the transporting member should advise dispatch and render aid as soon as practicable (see the Medical Aid and Response Policy).

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2. Special conditions (e.g., suicidal persons, persons wearing a spit hood) may require closer observations or visual monitoring as indicated in other parts of this policy and in the Handcuffing and Restraints and Temporary Custody of Adults policies.

(e) All areas of the vehicle accessible to a person in custody are searched before and after each transport.

(f) A person in custody is searched immediately after his/her arrest, before transport in any department vehicle, after transportation and any time another person assumes custody.

1. Whenever practicable, the search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.

(g) Transport is accomplished in a direct and timely manner.

(h) The same consideration is shown to a person in custody as would be reasonably shown to any other passenger (e.g., avoiding loud or objectionable music, excessive heat or cooling).

(i) The manner in which a person is being transported is not used as a form of punishment or retaliation.

(j) Persons suspected of having a communicable disease are transported in compliance with the exposure control plan.

(k) Persons in custody are transported individually when practical, or within their own compartment of a multiple-compartment vehicle, unless supervisor approval is received based on unusual circumstances:

1. Juveniles are not to be transported with adults.

2. Females should not be transported with males. When possible, transgender or intersex persons should be transported with persons of the gender they identify with.

3. Persons with known hostilities toward each other, such as mutual combatants or rival gang members, are not to be transported together.

(l) Dispatch is advised of the following:

1. When a transport begins.

2. The vehicle’s mileage, if the subject is a juvenile or of the opposite gender as the officer.

3. The time, vehicle’s mileage and reason for any stops.

4. Arrival at the destination and the vehicle’s mileage, if the subject is a juvenile or of the opposite gender of the officer.

(m) Reasonable efforts are made to prevent inappropriate conversations between persons being transported (e.g., demeaning or insulting language) or conversations between a person being transported and someone outside the vehicle.

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(n) Direct visual observation and audio communication is provided during transport of:

1. Individuals in auxiliary restraints (see the Handcuffing and Restraints Policy).
2. Individuals in leg restraints.
3. Individuals wearing a spit hood.
4. Individuals who are a suspected suicide risk.

902.4.1 TRANSPORTING PERSONS WITH DISABILITIES

When transporting a person with a disability, a transporting member should request assistance as necessary to transport the person in a reasonable and safe manner. The transporting member should ensure that any special equipment, (e.g., canes, wheelchairs or prosthetics) is transported in such a manner to not threaten the safety or security of the person or member and that such equipment is transported to the person's destination.

Members transporting a person with a disability should use their judgment in determining what, if any, restraining devices may be appropriate based on the person’s disability to ensure the security, safety and dignity of all persons.

902.5 PROHIBITIONS

When transporting a person in custody members should not:

(a) Leave the vehicle unattended with the person in the vehicle.

(b) Stop to conduct any personal activities.

(c) Respond to calls or engage in other enforcement activities except in exigent circumstances.

(d) Engage in a pursuit unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the person in transport.

1. A vehicle containing more than a single person in custody should not be involved in any pursuit.

(e) Transport persons in a vehicle that is not equipped to safely transport prisoners except in an emergency. A properly equipped vehicle should be requested.

(f) Drive in a manner intentionally designed to punish or make the person uncomfortable.

902.6 ESCAPES

In the event that a person in custody escapes while being transported, the member transporting the person should immediately advise dispatch and other units of the escape, provide a description of the escapee, notify the Shift Supervisor and submit a written report as soon as practicable describing the circumstances of the escape and any recapture.

The Shift Supervisor should notify the chain of command upon learning of an escape. The Shift Supervisor should review the report submitted by the transporting member, investigate the circumstances surrounding the escape and submit a report to the chain of command as soon as practicable.

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902.7 NOTIFICATIONS

Members should notify a supervisor and any receiving facility of information regarding any circumstances the member reasonably believes would be potential safety concerns or medical risks to the person (e.g., uncooperative or violent, prolonged struggle, extreme agitation, medical conditions) that may have occurred prior to, or during, transportation.

902.8 DOCUMENTATION

Members should document, in the appropriate report, when a person is injured during transportation. Documentation should include the condition of the person prior to transportation and the known or suspected causes of the injury during transportation (e.g., hitting head, struggling with restraints, fighting with other prisoners). Any visible injuries should be photographed and included with the report.

902.9 TRAINING

The Patrol Division Commander should ensure that members receive training on detainee transportation policies and procedures, restraint systems and restraint devices.

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Chapter 10 - Personnel

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Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Weatherford Police Department and that are promulgated and maintained by the Department of Human Resources.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Weatherford Police Department provides equal opportunities for applicants and employees, regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT

The Support Division Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Support Division Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

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1000.4 SELECTION PROCESS

The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks

(h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Weatherford Police Department.

1000.5.1 NOTICES AND TRAINING

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

Personnel conducting applicant background investigations shall receive training in conducting the required investigations prior to conducting applicant backgrounds. This requirement may be a formal class or a standard full outline or other specific written document that is required to be followed on any background investigation.

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1000.5.2 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Support Division Commander should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Support Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Support Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.5 ADDITIONAL REQUIREMENTS

It will be the joint responsibility of an investigator assigned to a background investigation and the Support supervisor to ensure compliance with Texas Commission on Law Enforcement (TCOLE) mandates concerning completion of the background investigation and a request for peace officer licensing reports (37 Tex. Admin. Code § 217.7).

Licensing and authority of sworn personnel:

(a) The Administrative Sergeant shall carefully review each applicant's documentation to ensure that sworn personnel meet the minimum standards required by TCOLE.

(b) The Administrative Sergeant and/or the Department Finance Specialist will verify that the applicants Peace Officer License has been issued or approved by TCOLE prior to the applicant performing any law enforcement duty. This will be accomplished by:

1. Fax from TCOLE

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2. Email from TCOLE
3. Confirmation that the officer's name has been posted on the TCLEDDS or TCOLE website indicating that a Peace Officer License has been issued.

(c) The Texas Code of Criminal Procedures defines the duties and powers of sworn personnel.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 DISPOSITION OF SELECTION RECORDS OF APPLICANTS

Applicants who are determined to be disqualified or ineligible for any reason will be notified they are not being selected for the position. Notification will be made by the Human Resources Department or the Administrative Sergeant.

A record of applicants will be maintained by the Administrative Sergeant using civic plus and PoliceApp.com.. All apps, and testing material will be kept by city hall until Retention schedule for Law Enforcement agency records in the Local Schedule PS for Public Safety Agencies is met.

1000.8 JOB DESCRIPTIONS

The Support Division Commander should ensure that a current job description is maintained for each position in the Department.

1000.9 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

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Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Department of Human Resources should maintain validated standards for all positions.

1000.9.1 STANDARDS FOR OFFICERS

Candidates shall meet the minimum standards established by Texas law, including:

(a) The minimum standards for initial licensure by the TCOLE (37 Tex. Admin. Code § 217.1).

(b) Must not have violated any TCOLE rule or provision that would disqualify their appointment (Tex. Occ. Code § 1701.301 et seq.).

(c) Pass a pre-employment background investigation that meets or exceeds the TCOLE-developed questionnaire/history statement (37 Tex. Admin. Code § 217.7).

1000.9.2 STANDARDS FOR DISPATCHERS

Candidates shall meet the following minimum standards established by Texas law, including:

(a) The minimum standards for initial licensure by the TCOLE (37 Tex. Admin. Code § 217.1).

(b) Must not have violated any TCOLE rule or provision that would disqualify their appointment (Tex. Occ. Code § 1701.301 et seq.).

(c) Pass a pre-employment background investigation that meets or exceeds the TCOLE-developed questionnaire/history statement (37 Tex. Admin. Code § 217.7).

1000.10 PROBATIONARY PERIODS

The Support Division Commander should coordinate with the Weatherford Department of Human Resources to identify positions subject to probationary periods and procedures for:

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

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Performance Evaluations

1001.1 PURPOSE AND SCOPE

This policy provides guidelines for the Weatherford Police Department performance evaluation system.

1001.2 POLICY

The Weatherford Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee's position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 TYPES OF EVALUATIONS

The Department shall use two types of evaluations.

Yearly Evaluation- An annual evaluation completed by the employee's immediate supervisor that will be submitted to the Human Resources Department. An employee must meet overall expectations in the Yearly Evaluation in order to receive a step increase.

For procedures on the Yearly Evaluation, refer to the Weatherford Police Department Procedure Manual: 1001.1 YEARLY EVALUATION PROCEDURES

See attachment: WPD Yearly Evaluation.pdf

Initial and Midpoint Evaluation - An evaluation used to start the evaluation period and for the mid-point evaluation. Designed to set performance expectations and used to document positive performance and areas of improvement.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

For procedures on the Midpoint Evaluation, refer to the Weatherford Police Department Procedure Manual: 1001.2 INITIAL EVALUATION AND MIDPOINT PROCEDURES

See attachment: WPD Initial and Midpoint Evaluation.pdf

1001.3.1 RATINGS

When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

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Exceeds Expectations - Describes performance that is above expected standards for the category.The employee requires no coaching or correction. Specific details, examples and comments are required.

Meets Expectations - Describes performance that generally meets the established standards for the category.The employee requires little coaching or correction.

Needs Improvement - Describes performance that either consistently falls short of acceptable standards for the category or may be a single act that by itself is unacceptable. For example, behavior that necessitates disciplinary action. The employee requires a lot of coaching and correction in this area. Specific details, examples and comments are required.

For guidelines on rating categories, refer to the Weatherford Police Department Procedure Manual: 1001.3 STANDARD EVALUATION GUIDELINES - PERFORMANCE CATEGORIES

1001.3.2 PERFORMANCE IMPROVEMENT PLAN
Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 EVALUATION PROCESS

Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee. The Initial and Midpoint Evaluation Form shall be completed.

Employees shall update their Employee Information Form at the beginning of each evaluation period. See attachment: Employee Information Form 02.2019.pdf

Performance evaluations cover a one year period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days' written notice prior to the end of the evaluation period.

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All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.5 EVALUATION FREQUENCY

Supervisors shall ensure that all employees they supervise are evaluated at least once every year. All Yearly Evaluations are to be completed by the third week of September of each year.

Those employees who are required to successfully complete a probationary period shall be evaluated after a six month period.

1001.6 EVALUATION INTERVIEW

When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees who wish to add comments to the performance evaluation should submit a memorandum to the evaluating supervisor. The supervisor shall attach the memorandum to the performance evaluation prior to submitting the evaluation to the chain of command for approval.

1001.6.1 DISCRIMINATORY HARASSMENT FORM

At the time of each employee's annual evaluation, the supervisor shall provide access to and require the employee to read the City harassment and discrimination policies and the Weatherford Police Department Discriminatory Harassment Policy. The supervisor shall give the employee a form to be completed and returned that acknowledges the following:

(a) The employee understands the harassment and discrimination policies.

(b) The employee has had all questions regarding the policies sufficiently addressed.

(c) The employee knows how to report alleged harassment and discrimination policy violations.

(d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

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1001.7 APPEAL

An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor's Division Commander or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.8 CHAIN OF REVIEW

The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor's Division Commander or the authorized designee. The Division Commander or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Division Commander or the authorized designee should evaluate the supervisor on the quality of ratings given.

1001.9 RETENTION AND DISTRIBUTION

The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Department in accordance with the Personnel Records Policy.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee and also forwarded to the Weatherford Department of Human Resources.

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Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Weatherford Police Department.

1002.2 POLICY

The Weatherford Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) Weatherford/Parker County Special Operations Group member

(b) Investigator

(c) Motorcycle officer

(d) Bicycle Patrol officer

(e) Canine handler

(f) Accident investigator

(g) Field Training Officer

(h) Community Relations/Training Officer

(i) School Resource officer

(j) Court Officer

1002.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Three years of relevant experience

(b) Off probation

(c) Possession of or ability to obtain any certification required by the Texas Commission on Law Enforcement (TCOLE)

(d) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her performance.

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(c) Expressed an interest in the assignment.

(d) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to department goals and objectives in a positive manner

1002.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

(a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.

1. The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work.

(b) Division Commander interview - The Division Commander will schedule interviews with each candidate.

1. Based on supervisor recommendations and those of the Division Commander after the interview, the Division Commander will submit his/her recommendations to the Chief of Police.

(c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Chief of Police.

1002.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available through the Chief of Police or his/her designee.

(a) Any candidate testing for the rank of Corporal must meet one of the following requirements:

1. Possess a basic certificate and have at least three years' experience as a full-time police officer with the Weatherford Police Department and have completed all of the required core coursework for an intermediate certificate.

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2. Possess an Intermediate Peace Officer Certificate and have at least two years' experience as a full time police officer with the Weatherford Police Department.
3. Possess an Advanced certificate with at least one of the years of full-time experience being at the Weatherford Police Department.

(b) Any candidate testing for rank of Sergeant must meet one of the following requirements:

1. Possess an Intermediate Certificate and have at least five years' experience as a full-time police officer with the Weatherford Police Department
2. Possess an Advanced Certificate and have at least two years' experience as a full-time police officer with the Weatherford Police Department.
3. Currently hold the rank of Corporal with the Weatherford Police Department
4. Possess a Master Certificate with at least one year experience as a full-time police officer with the Weatherford Police Department

Overall scoring will include but is not limited to written testing, assessment board, a Chief's Interview and possible other scoring component(s) that may include, but are not limited to:

- Job knowledge
- Skills
- Abilities
- Experience
- Seniority
- Education
- Certifications

If a promotional eligibility list is established it will be valid for one year.

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Grievances

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Weatherford Police Department grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace.

1003.1.1 GRIEVANCE DEFINED

A grievance is a difference of opinion or dispute regarding the meaning, interpretation or application of any of the following:

- The collective bargaining agreement or memorandum of understanding
- This Policy Manual
- Rules and regulations governing personnel practices or working conditions
- Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members

Specifically outside the category of grievances are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity that are subject to the complaint options set forth in the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state or local law, as set forth in the Personnel Complaints Policy.

1003.2 POLICY

It is the policy of the Weatherford Police Department to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 PROCESS

Grievances may be brought by an individual employee or by an employee group representative. Employees may have representation during the grievance process. All steps in the process shall be documented in Guardian Tracking.

Except as otherwise required under a collective bargaining agreement or memorandum of understanding, if an employee believes that he/she has a grievance as defined above, that employee shall:

(a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.

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(b) If after a reasonable amount of time, generally seven days, the grievance cannot be settled by the immediate supervisor, the employee may request an interview with the appropriate Division Commander.

(c) If a successful resolution is not found with the Division Commander, the employee may request a meeting with the Professional Standards Sergeant or Deputy Chief.

(d) If the employee, Professional Standards Sergeant and Deputy Chief are unable to arrive at a mutual solution, the employee shall proceed as follows:

1. Submit a written statement of the grievance to the Chief of Police and provide a copy to the employee's immediate supervisor.
2. Include the following information in the written statement:
   (a) The basis for the grievance (i.e., the facts of the case).
   (b) The allegation of any specific wrongful act and the harm done.
   (c) The specific policies, rules or regulations at issue.
   (d) The remedy or goal being sought by the grievance.

(e) The supervisor shall provide the employee with a signed acknowledgment of the grievance that shall include the date and time of receipt.

(f) The Chief of Police and the City of Weatherford Human Resources Manager should review the grievance and respond to the employee within 14 calendar days.

1. The response will be in writing, and will affirm or deny the allegations.
2. The response shall include any remedies, if appropriate.
3. If the grievance has not been settled, it will then be forwarded to the City Manager.

(g) The City Manager is the last resort for any grievance not settled. The decision of the City Manager is considered final.

1003.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the City of Weatherford Human Resources Department.

1003.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS

The Professional Standards Sergeant should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Professional Standards Sergeant should record these

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findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.

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Anti-Retaliation

1004.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance or collective bargaining agreement or memorandum of understanding.

1004.2 POLICY

The Weatherford Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

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1004.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Director of Human Resources.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

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1004.6 COMMAND STAFF RESPONSIBILITIES

The Chief of Police should communicate to all supervisors the prohibition against retaliation.

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1004.7 WHISTLE-BLOWING

Texas law protects employees who make a good-faith report of a violation of law by the Department or another employee to the appropriate law enforcement authority (Tex. Gov't Code § 554.002). Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Professional Standards Unit for investigation pursuant to the Personnel Complaints Policy.

1004.8 RECORDS RETENTION AND RELEASE

The City of Weatherford Human Resources Department shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

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Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Weatherford Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY

The Weatherford Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Texas law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; Tex. Penal Code § 46.04).

All members and retired officers with identification cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 REPORTING

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable Texas Commission on Law Enforcement (TCOLE) license.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined.

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This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1005.4.1 DEPARTMENT NOTIFICATION REQUIREMENTS

The Chief of Police or designee must notify TCOLE within 30 days in the following circumstances (37 Tex. Admin. Code § 211.28; 37 Tex. Admin. Code § 211.29):

(a) When a person who holds a license issued by TCOLE is arrested for or charged with a reportable offense by this department.

(b) When any person who is under appointment with this department is arrested for, charged with or convicted of a reportable offense.

1005.4.2 MEMBER NOTIFICATION REQUIREMENTS

Members licensed by TCOLE who are arrested for, charged with or indicted for a reportable offense must report it to TCOLE within 30 days (37 Tex. Admin. Code § 211.27).

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Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace.

1006.2 POLICY

It is the policy of the Weatherford Police Department to provide a drug- and alcohol-free workplace for all members.

1006.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103; Texas Labor Code § 21.120).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS

Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

1006.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

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Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Department of Human Resources, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work, and subsequent to any applicable screening tests, shall ensure that he/she is safely transported from the Department.

1006.7 SCREENING TESTS

Testing for employees under the influence.

(a) Supervisors shall immediately contact the Chief of Police or Deputy Chief of Police if an employee is reasonably suspected of being under the influence of drugs or alcohol.

(b) If the supervisor has reasonable suspicion the employee is under the influence of drugs or alcohol, the employee will be immediately relieved of their duty assignment until a further investigation is complete.

(c) If any supervisor has reasonable suspicion that an employee is using and/or under the influence of drugs or alcohol, they can request a drug and/or alcohol screening test.

(d) If the employee is reasonably suspected of being under the influence of alcohol, a supervisor may utilize a department issued portable breath test machine to gauge the intoxication level of the employee or test for a detectable amount of alcohol in their system.

(e) If the employee is suspected of being under the influence of drugs, the supervisor should, if possible, follow the guidelines set forth in the City of Weatherford Personnel Policy regarding drug testing:

1. All testing must be authorized in advance by the employee's Department Director and the Director of Human Resources. If the Department Director is unavailable within a reasonable period of time, the Director of Human Resources may, in his/her sole discretion, authorize the testing of an employee. If the

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Director of Human Resources is unavailable within a reasonable period of time, the Department Director may, in his/her sole discretion, authorize the testing of an employee. For reasonable suspicion testing, testing may not be authorized without the supervisor's documentation of the articulable observations which lead him or her to suspect that the employee is under the influence of illegal or unauthorized drugs or alcohol. Testing should be arranged as soon as possible after the supervisor's articulable observations.

2. If an employee's conduct resulted in a work place accident, injury, or reasonable suspicion otherwise exists to believe that the employee has violated the City's Drug and Alcohol Use Policy, the employee will be provided with transportation to the testing facility. A supervisor or other designated City representative may be required to stay with the employee during the testing process. The City may, at its discretion, reassign the employee or put him or her on administrative leave until the test results are received. The City will make arrangements to have the employee transported home after testing.
3. If possible, all substance abuse testing will be performed by a SAMHSA-approved laboratory or healthcare provider chosen by the City. All positive test results will be subject to confirmation testing.
4. If the event takes place after normal business hours, the employee may be taken to any available medical facility to have his/her blood drawn or the supervisor may utilize the department's portable breath test machine. Personnel performing such blood draws should be licensed professionals with the proper authority to draw blood samples. The supervisor shall document the identity and contact information for the healthcare professional drawing the blood.
5. Blood taken from an employee for analysis purposes will be taken to a credible laboratory for analysis as soon as practical.
6. Test results will be maintained in a confidential file separate and apart from the employee's personnel file. Any medical-related information will be confidential and only accessible by designated Human Resources Department representatives; supervisors and managers on a need to know basis, including those who have a need to know about necessary restrictions on the work or duties of an employee and any necessary accommodation; first aid and safety personnel when appropriate; government officials; insurance companies as may be necessary to provide health or life insurance to employees; by court order or as otherwise legally mandated; and as necessary to protect the interests of the City.
7. Should an employee refuse any type of drug or alcohol screening at the request of a supervisor, he or she will be immediately relieved of their duty and sent home. Any employee who refuses testing could face serious disciplinary action up to and including termination.
8. The supervisor shall complete a full detailed report regarding the circumstances, witnesses and findings of the drug and alcohol screening and forward the investigation in a confidential manner directly to the Chief of Police.

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1006.7.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.2 DISCIPLINE

An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

1006.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1006.9 CONFIDENTIALITY

The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member’s confidential medical file in accordance with the Personnel Records Policy.

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Sick Leave

1007.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees are detailed in the City personnel manual, applicable collective bargaining agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.).

1007.1.1 DEFINITIONS

Sick leave - An absence due to an employee being personally ill or suffering from an injury received away from work and resulting in the employee being unable to perform his/her regular job duties or an illness in the employee's immediate family that requires the employee to be absent from work. Absences due to work related injuries are covered under the City of Weatherford Worker Compensation Policy.

1007.2 POLICY

It is the policy of the Weatherford Police Department to provide eligible employees with a sick-leave benefit to protect against an employee’s loss of income due to illness or injury. Upon completion of the initiation period, all full-time regular employees are eligible for sick leave benefits as defined by the Personnel Policy for the City of Weatherford (106.04).

1007.3 USE OF SICK LEAVE

Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick-leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION

All members should notify the Shift Supervisor or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

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Supervisors shall complete a leave request form and submit to the chain of command notating sick leave. The form must be completed as soon as practicable. See attachment: Request For Leave.pdf

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30 days' notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 EXTENDED ABSENCE

Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider's statement for an absence of three or fewer days.

1007.5 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Department of Human Resources as appropriate.

(c) Addressing absences and sick leave use in the member's performance evaluation when excessive or unusual use has:

1. Negatively affected the member's performance or ability to complete assigned duties.
2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

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Communicable Diseases

1008.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, the mouth, a mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Weatherford Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY

The Weatherford Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER

The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

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1. Minimum standards for bloodborne pathogens as established by the Department of State Health Services (DSHS). These include (Tex. Health & Safety Code § 81.303 et seq.; 25 Tex. Admin. Code § 96.201 et seq.):
   (a) Minimum standards contained in the model exposure control plan developed by the DSHS (Tex. Health & Safety Code § 81.304; 25 Tex. Admin. Code § 96.202).
   (b) Needleless systems and sharps injury protection (Tex. Health & Safety Code § 81.305; 25 Tex. Admin. Code § 96.301; 25 Tex. Admin. Code § 96.302).
   (c) Sharps injury log (Tex. Health & Safety Code § 81.306; 25 Tex. Admin. Code § 96.401).
2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).
3. Reporting diseases to the local health authority as mandated by Tex. Health & Safety Code § 81.042.

The ECO should periodically review and update the exposure control plan and review implementation of the plan at least annually (25 Tex. Admin Code § 96.203).

1008.3.1 EXPOSURE CONTROL OFFICER TO SERVE AS INFECTION CONTROL OFFICER

The ECO shall serve as the department's Infection Control Officer unless another member is selected for the role by the Chief of Police. The Chief of Police shall also designate a member to serve as the alternate Infection Control Officer. The Infection Control Officer shall (Tex. Health & Safety Code § 81.012):

(a) Receive notification of a potential exposure to a reportable disease from a health care facility.

(b) Notify the appropriate health care providers of a potential exposure to a reportable disease.

(c) Act as a liaison between members who may have been exposed and the hospital that treated the person who is the source of the potential exposure.

(d) Investigate and evaluate an exposure incident using current evidence-based information on the possible risks of communicable diseases presented by the exposure incident.

(e) Monitor all follow-up treatment provided to an exposed member, in accordance with applicable federal, state and local law.

The primary and alternate infection control officers must meet the qualifications and training established by the commissioner of state health services (Tex. Health & Safety Code § 81.012).

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The ECO shall notify the local health authorities or local health care facilities of the members serving as primary and alternate infection control officers.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to:

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials should be removed immediately or as soon as feasible and stored/decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

1008.5 POST EXPOSURE

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1008.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

1008.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

(a) Name and Social Security number of the employee exposed

(b) Date and time of incident

(c) Location of incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

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1008.5.4 COUNSELING
The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

1008.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Requesting a health authority to order testing and seeking a subsequent court order when necessary (Tex. Health & Safety Code § 81.050; Tex. Health & Safety Code § 81.151; 25 Tex. Admin. Code § 97.12).

(c) Receipt of a notice from a hospital indicating testing is warranted (Tex. Health & Safety Code § 81.048; Tex. Gov't Code § 607.102; 25 Tex. Admin. Code § 97.11).

(d) Court order after an exposure from an arrestee (Tex. Code of Crim. Pro. art 18.22).

(e) Receipt of medical or epidemiological information released to the department's Infection Control Officer by a health care facility (Tex. Health & Safety Code § 81.046).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training:

(a) Should be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Should be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

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(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

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Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Weatherford Police Department facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY

The Weatherford Police Department recognizes that tobacco use is a health risk and can be offensive to others. All forms of tobacco use also present an unprofessional image for the Department and its members.

1009.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members are prohibited any time members are in public view representing the Weatherford Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product in violation of this policy.

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Personnel Complaints

1010.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Weatherford Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY

The Weatherford Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Level I - Complaints may include, but are not limited to, complaints of criminal conduct, unethical behavior, and serious rule infractions such as excessive force, improper search/seizure, false statements, intoxication on duty, inappropriate relationships, dereliction of duty, insubordination, etc.

Level II - Complaints may include, but are not limited to, demeanor, driving violations, or other violations of department or city policy.

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

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(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor. If a complaint is received through U.S. mail, the member shall forward the correspondence through their chain of command to the Deputy Chief of Police, who shall determine investigative responsibility.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities, and are attached to this policy.

See attachment: Level I Complaint Form (Serious).pdf

See attachment: Level II Complaint Form (Minor).pdf

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

When a complaint is made against the Chief of Police, the complaint shall be handled in accordance with this policy except that the complaint will be forwarded to the City Manager's office for review and/or investigation.

Personnel complaints that are more than 30 days after the alleged incident should not be investigated except for the following exceptions:

(a) When the complaint involves a criminal violation, the criminal statute of limitations will prevail. However, such limitations shall not prevent the Chief of Police from taking disciplinary action deemed necessary to preserve the integrity of the Department.

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(b) When the complainant can show good cause for not making the complaint within the specified time limit, the complaint may be accepted. The Chief of Police shall make this determination.

(c) When otherwise authorized by the Chief of Police.

1010.4.3 ACCEPTANCE OF COMPLAINTS AGAINST PEACE OFFICER
Complaints against an officer must be in writing and signed by the person making the complaint (Tex. Gov’t Code § 614.022). A notarized affidavit is preferred but not required. Nothing in this section is intended to preclude a supervisor from serving as the complainant to satisfy the requirements of Tex. Gov’t Code § 614.022 if the original complainant does not want to appear in person and/or reduce the complaint to writing.

1010.5 DOCUMENTATION

Supervisors shall ensure that all substantiated formal and informal complaints are documented. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee to ascertain a need for training or revision to policy.

1010.5.1 COPY OF COMPLAINT TO PEACE OFFICER
If the complaint is against an officer, the receiving supervisor shall ensure that a copy of the signed complaint form is given to the officer within a reasonable time after it is filed (Tex. Gov't Code § 614.023).

1010.6 ADMINISTRATIVE INVESTIGATIONS

Allegations of misconduct will be administratively investigated as follows. An internal or outside investigator may be assigned by the Chief of Police, depending on the circumstances of the incident.

1010.6.1 SUPERVISOR RESPONSIBILITIES
The supervisor shall determine if the complaint fits in a Level 1 category or a Level II category. If the complaint is a Level I category, the supervisor shall contact his/her chain of command as soon as practicable. The Chief of Police or his/her designee shall determine who will investigate the compliant as soon as practicable. If the complaint is a Level II category, the employee's direct supervisor (or other designee) shall inquire with the employee about the circumstances surrounding the situation and make a finding as to validity of the complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any complaint, a complaint form is completed.

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1. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complaints in a courteous and professional manner.

(c) 1. Follow-up contact with the complainant in writing or via phone, as soon as practicable, that the Department acknowledges the receipt of the complaint, that it is under investigation, and that the complainant will be advised of the outcome..

2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Shift Supervisor.

(d) Ensuring that upon receipt of a formal written complaint, the Chief of Police is notified as soon as practicable. Depending on the seriousness of the complaint, the supervisor may notify the Chief via email. Allegations of criminal conduct or any other serious violation(s) should be reported to the Chief of Police immediately.

(e) Promptly contacting the Department of Human Resources and the Shift Supervisor for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) If it is determined that the complainant is apparently under the influence of an intoxicant or drug, or appears to have a mental disorder, or displays any other trait or condition bearing on his/her credibility, the supervisor or investigator shall note these conditions. Any visible marks or injuries relative to the allegation shall be noted and photographed.

1010.6.2 LEVEL I - SERIOUS COMPLAINTS

Level I complaints shall be documented on a Serious Complaint Form

(a) In most situations, the supervisor shall inform the officer of the complaint unless informing the officer shall compromise the integrity of the investigation.

(b) The supervisor (or person assigned by the Chief of Police to investigate the allegations), shall document what facts were obtained, describe what action(s) were taken, if any, and provide a disposition to the complaint, if applicable.

(c) The investing supervisor shall contact the Department Finance Specialist and have an IAD Case Number assigned.

(d) All Level I investigations shall be considered confidential.

(e) Any employee or external complainant, upon written request, shall be provided with a copy of his/her own work product.

(f) The investigating supervisor shall review the findings of the investigation with the employee.

(g) The completed investigation will be reviewed at each level of supervision in the employee's chain of command and forwarded to the Chief of Police. Each supervisor in the chain of command must provide their own disposition to the allegations and recommendations, if applicable.

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(h) The Chief of Police will determine a final ruling/disposition and discipline if applicable.

(i) The completed record shall be kept in the IAD file located in records.

(j) Only sustained complaints shall have an unsatisfactory job performance letter placed in the officer's personnel file.

(k) Completed Level I investigations will remain in the file until the employee is no longer employed with the City. Once the employee has left the employment of the City, the records will be sent to Human Resources where they will be retained and/or destroyed in accordance with the city's record retention schedule.

1010.6.3 LEVEL II - MINOR COMPLAINTS

Level II complaints shall be documented on a Minor Complaint Form.

(a) Level II complaints shall be initiated by the employee's direct supervisor (if available) and conducted at the line supervisor level.

(b) Level II complaints may be subject to a formal investigation with the approval of the Chief of Police if further facts are revealed during the investigation.

(c) In most situations, the supervisor shall inform the officer of the complaint unless informing the officer shall compromise the integrity of the investigation.

(d) The supervisor will inquire about the complaint, document what facts were obtained, describe what action(s) were taken, if any, and provide a disposition to the complaint, if applicable.

(e) The supervisor shall contact the Department Finance Specialist where the complaint will be assigned a Minor Complaint Number.

(f) The investigating supervisor shall review the findings of the inquiry with the employee.

(g) The completed investigation, findings and actions will be sent through the employee's chain of command up to the Chief of Police.

(h) The completed files shall be kept in the Minor Complaint file located in records.

(i) Only sustained complaints shall have an unsatisfactory job performance letter placed in the officer's personnel file.

(j) The minor complaint file shall be purged in accordance with state records retention guidelines.

1010.6.4 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Professional Standards Unit, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Weatherford Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

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(d) Prior to any interview, an employee should be informed of the nature of the investigation, and all allegations in the complaint. The employee shall also be informed whether they are being interviewed as a witness or an involved party.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) All interviews must be related to the act(s) alleged. However, if new information is revealed regarding additional improper acts, the investigator will be allowed to expand his/her questioning of the employee.

(h) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

    (a) An employee should be given an order to answer questions in an administrative investigation that might incriminate the employee in a criminal matter only after the employee has been given a *Garrity* advisement. See attachment: Officers Notice.PDF . If the officer completes a written statement the Officer Statement Form shall be used. See attachment: Officers Statement.PDF . Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications). For procedures in compelling an employee to answer questions, refer to the Weatherford Police Department Procedure Manual: 1000.1 COMPELLED INTERVIEW PROCEDURES

    (b) No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(i) During Level I investigations the interviewer should record all interviews of employees and witnesses. Employees shall have the right to know if the internal affairs interview is being recorded. The employee may also record the interview. Both parties must be aware of all recordings and the device will be in full sight. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

(j) Employees are not permitted to have any person with them in the room during an administrative interview regarding allegations of misconduct. However, the employee may leave the room temporarily to consult with an Association Representative such as TMPA, CLEAT, or personal attorney, during the interview as long as it does not impede or create an unreasonable delay in the interview proceedings. However, in order to maintain the integrity of each individual's statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

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(k) All employees shall provide complete and truthful responses to questions posed during interviews.

(l) The Chief of Police or officer in authority may, based on reasonable suspicion or his/her observation, require a department employee to submit to a test for alcohol or drug use while on-duty. The results may be used in a disciplinary hearing. Refusal to submit to the examination will be grounds for disciplinary action and may result in the employee's termination of employment. For testing procedures, refer to the Weatherford Police Department Procedure Manual: 1000.2 EMPLOYEE ALCOHOL AND DRUG TESTING PROCEDURES

(m) Officers may be required to stand in a lineup for viewing for the purpose of identifying an employee accused of misconduct. Refusal to stand in a properly conducted lineup is grounds for disciplinary action and may result in dismissal if the criminal prosecution is not anticipated.

(n) Property assigned to the employee, but belonging to the Department, is subject to inspection where the Department has a reasonable suspicion that evidence of work-related misconduct may be found therein. Department property includes files, storage lockers, desks, computers and vehicles.

(o) An employee may be compelled to make financial disclosure statements when directly and narrowly related to allegations of misconduct involving any unlawful financial gain.

(p) If at any time the nature of the investigation encompasses criminal matter where the officer could be criminally charged, the administrative investigation should cease, and a criminal investigation commence. The Chief of Police shall determine if the investigations will be conducted separately or simultaneously.

1010.6.5 POLYGRAPH

The Police Chief may order employees to take a polygraph under the following circumstances:

(a) The complainant has taken and passed a polygraph concerning the incident (unless the complainant is willing to submit to testing but the polygraph operator determines the complainant is not a fit subject due to mental condition, age, or medication).

(b) Regardless if the complainant takes a polygraph or is even known, but the complaint is of such a nature to bring severe discredit and suspicion on the Department and cannot be satisfactorily resolved in any other manner.

(c) The results of the polygraph examination shall not be used as the sole basis for disciplinary action against any employee.

(d) Any polygraph examination given under the provisions of this order shall be administered by a reputable private contractor licensed to administer polygraph examinations in the State of Texas or must be a licensed examiner from another law enforcement agency. No employee shall administer an examination to another employee.

(e) Refusal to submit to a polygraph examination or to answer all questions pertaining to the charges in the polygraph examination, or to deliberately impede the administration of the polygraph shall be grounds for disciplinary action and may result in termination from the Department.

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1010.6.6 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Background - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint and provide a brief summary of the facts giving rise to the investigation.

Executive Summary - Give a brief description of what led up to the complaint. a synopsis of the investigation into the complaint and what findings were made.

Investigation - Give a detailed report into the investigation of the allegations that were made, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.7 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.8 COMPLETION OF INVESTIGATIONS

All investigations shall be completed within 45 days to include the taking of disciplinary action when necessary. If additional time is necessary to conclude the investigation, a request for extension will be presented to the Chief in writing providing justification for the extension. If approved by the Chief, a specific number of days will be approved and a copy will be provided to the involved officer and the original placed in the case file.

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1010.6.9 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES

Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

1010.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Generally, the administrative investigation will be conducted after the criminal investigation has been completed. However, an administrative investigation may parallel a criminal investigation, if required due to the seriousness of the complaint or heightened community interest.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

If the employee decides to answer questions at this point, the responses may be used in both criminal and disciplinary proceedings. All interviews conducted during a criminal interview shall be recorded.

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The Chief of Police or authorized designee shall maintain close liaison with the District Attorney in investigating alleged criminal conduct. Where liability is at issue, the Chief shall similarly maintain contact with the City Attorney or legal counsel.

The Weatherford Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 DIVISION COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Division Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Division Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Division Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.10.2 CHIEF OF POLICE RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Division Commander for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Chief of Police shall provide the member with a written notice and the following:

(a) Access to all of the materials considered by the Chief of Police in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Chief of Police within five days of receiving the notice.

    1. Upon a showing of good cause by the member, the Chief of Police may grant a reasonable extension of time for the member to respond.

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2. If the member elects to respond orally, the presentation shall be recorded by the Department. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Chief of Police shall consider all information received in regard to the recommended discipline. The Chief of Police shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Chief of Police has issued a written decision, the discipline shall become effective.

The Weatherford Police Department Warning of Unsatisfactory Job Performance and/or Conduct Form shall be completed and maintained in the employee's personnel file. See attachment: Unsatisfactory job performance - conduct form.pdf

1010.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11 DISCIPLINARY REVIEW BOARD

Any sworn member of the Department below the rank of Commander that is subject to serious discipline (suspension, demotion or termination) may request a disciplinary review board prior to a final decision by the Chief of Police. The board is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline.

(a) The disciplinary review board will consist of five random personnel within the Department

1. No more than two members of the board shall be the same rank as the officer.
2. No member of the board shall be below the rank of the officer under review.

(b) The Deputy Chief of Police will coordinate a random blind selection process that includes names from all personnel in the Department.

1. Excluding the officer’s chain of command that has already reviewed the evidence, any officer below the rank of the officer involved, any witnesses to the incident or anyone involved in the investigation of the incident

(c) The officer requesting the board will blindly select four random names from the list of agency personnel holding the same rank and five random names of officers above the rank of the involved officer.

(d) The officer will then be allowed to decline two individuals from same rank and two from the ranks above that were randomly pulled. The remaining five names will compose the disciplinary review board.

(e) The disciplinary review board shall review the evidence and document their individual findings.

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(f) The board findings and discipline do not need to be unanimous. Each individual of the board may recommend their own finding and/or disciplinary action.

(g) The findings of the board members will be submitted along with the chain of command reviews for the Chief of Police to consider.

1010.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.13 POST-DISCIPLINE APPEAL RIGHTS

Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal in accordance with the City of Weatherford Personnel Policies and Procedure Manual, Section 111.03, Appeal Procedures.

1010.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Chief of Police.

1010.15 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

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Seat Belts

1011.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (Tex. Transp. Code § 545.412).

1011.2 POLICY

It is the policy of the Weatherford Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1011.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained (Tex. Transp. Code § 545.413).

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

1011.4 TRANSPORTING CHILDREN

All children younger than 8 years of age shall be transported following the guidelines in the Tex. Transp. Code § 545.412.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

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1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS

Department vehicles should not be operated when the seat belt in the driver's position is inoperable. Persons should not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1011.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

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Body Armor

1012.1 PURPOSE AND SCOPE

The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1012.2 POLICY

It is the policy of the Weatherford Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE

The Police Finance Specialist shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when an officer begins service at the Weatherford Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised or has reached the manufacturer's recommended replacement date.

The Chief of Police may authorize issuance of body armor to uniformed, non-sworn members whose jobs may make wearing of body armor advisable.

Units which utilize additional types of body armor (e.g., tactical armor, ceramic plates, shields/ bunkers) will develop standard operating procedures governing the use of such armor. The requirements of these specialized procedures will be in compliance with all of the requirements of this policy.

1012.3.1 USE

Generally, the required use of body armor is subject to the following:

(a) Members shall only wear department-approved body armor.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in uniform or taking part in department range training.

(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Officers may be excused from wearing body armor under the following circumstances:

1. When involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor,

2. When exposed to excessive heat or other conditions that would create a health hazard. The on-duty Commander may approve the exemption.

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3. As a result of a medical condition with written documentation from a treating physician. However, the body armor shall be worn during all high-risk operations.
4. When a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

(f) In those instances when body armor is not worn, officers should have reasonable access to their body armor.

(g) Officers wearing the outer soft body armor bullet proof vest system uniform shirt may remove the exterior vest shirt while in the building and/or out of view of the public. The outer vest shall be worn when the officer is in contact with the public.

1012.3.2 INSPECTION

Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a supervisor for fit, cleanliness and signs of damage, abuse and wear.

1012.3.3 CARE AND MAINTENANCE

The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.
2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1012.4 RANGEMASTER RESPONSIBILITIES

The responsibilities of the Rangemaster include, but are not limited to:

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(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.

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Personnel Records

1013.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1013.2 POLICY

It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Texas.

1013.3 DEPARTMENT FILE

The department file shall be maintained as a record of a person’s employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status.

(c) Performance evaluations. These should be maintained per retention guidelines

(d) Discipline records, including copies of sustained personnel complaints.

(e) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and respond to the comment.

1. Once a member has had an opportunity to read and respond to any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment within 30 days.

2. Any member response shall be attached to and retained with the original adverse comment.

(f) Commendations and awards.

(g) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

(h) All required Texas Commission on Law Enforcement (TCOLE) documents.

1013.4 DIVISION FILE

Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

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1013.5 TRAINING FILE

An individual training file shall be maintained by the Training Manageror designee for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Manager, designee or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Manager, designee or supervisor shall ensure that copies of such training records are placed in the member's training file.

1013.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Professional Standards Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Professional Standards Unit supervisor. Physical records must be kept secure i from unauthorized access by agency employees. Physical records will be kept in locked cabinets or rooms with only limited access by designated individuals.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

1013.7 MEDICAL FILE

A medical file should be maintained separately from other personnel records and shall contain all documents relating to the member's medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers' compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor's slips and attendance records that reveal a member's medical condition.

(e) Any other documents or materials that reveal the member's medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

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1013.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures, state law or with the member's consent (Tex. Gov't Code 552.102; Tex. Gov't Code 552.1175).

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1013.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall follow current open records policy on requests s.

Upon receipt of any such request, the custodian of records, or designee shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member's personnel records shall be logged in the corresponding file.

1013.8.2 RELEASE OF PERSONNEL INFORMATION

Except as provided by this policy or pursuant to lawful process, no information contained in any employee personnel file may be released if the disclosure would constitute a clearly unwarranted invasion of personal privacy, or would subject the employee to a substantial threat of physical harm. All information in the employee personnel file is to be made available to the employee or the employee's designated representative as public information (Tex. Gov't Code § 552.102; Tex. Gov't Code § 552.152).

1013.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files (Tex. Gov't Code § 552.023). Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Department shall be retained with the contested item in the member's corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

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(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

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Request for Change of Assignment

1014.1 PURPOSE AND SCOPE

This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY

It is the policy of the Weatherford Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request document through the chain of command to their Division Commanders. In the case of patrol officers, the chain of command must include the Shift Supervisor.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

(a) The member's relevant experience, education and training.

(b) All assignments in which the member is interested.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS

Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments and forward it to the member's Division Commander.

In the case of patrol officers, the Shift Supervisor shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Division Commander.

1014.4.2 DIVISION COMMANDERS

If the Division Commander receives a change of assignment request document from a patrol officer that does not contain Shift Supervisor comments, he/she will make appropriate comments and return it to the member without consideration.

The Division Commander will review all change of assignment requests and submit his/her recommendation to the Chief of Police.

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Commendations and Awards

1015.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Weatherford Police Department and individuals from the community.

1015.2 POLICY

It is the policy of the Weatherford Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS

Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1015.4.1 DEPARTMENT MEMBER DOCUMENTATION

Members of the Department should document meritorious or commendable acts, utilizing the Weatherford Police Department Award Recommendation Form. See attachment: Award Nomination Form.pdf . The documentation should contain:

(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act.
2. For individuals from the community - name, address, telephone number, if provided.

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1015.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form; however, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

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(a) Identifying information:

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act.
2. For individuals from the community - name, address, telephone number, if provided.

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1015.4.3 PROCESSING DOCUMENTATION

Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The awards committee, as selected by the Chief of Police or his/her designee, will review the award nominations and make recommendations to the Chief of Police.

The Chief of Police or the authorized designee will present the commendation to the department member.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Support Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.5 AWARDS

Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

Annual Awards - Each year specific annual awards will be given to deserving members of the Department. The Weatherford Police Department Awards Committee will lead the selection of the employees by requesting nominations from categories that may include but are not limited to:

(a) Officer of the Year - Will be selected from all sworn members of the Department below the rank of sergeant.

(b) Police Supervisor of the Year - Will be selected from all sworn members of the Department from the rank of sergeant and above, excluding the Chief of Police.

(c) Dispatcher of the Year - Will be selected from all Certified Police Department Dispatchers.

(d) Civilian of the Year - Will be selected from all non-sworn employees of the Department, excluding Certified Police Dispatchers.

(e) Volunteer of the Year - Will be selected from all volunteers with the Weatherford Police Department.

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The awards committee will consider all recommendations for awards as follows:

(a) Medal of Honor - To be awarded only when an officer lost his/her life in performance of duty under honorable circumstances.

(b) Medal of Valor - The second highest award in the Police Department to be presented for heroism above and beyond the call of duty, performed at an imminent risk of life or serious bodily injury.

(c) Chief's Commendation Bar - To be awarded to individuals for outstanding performance under hazardous and complicated circumstances.

(d) Meritorious Service Bar - Tor excellence in police work. Meritorious Service Bars may be awarded as follows:

- To individuals of any rank for outstanding performance of duties that represents the highest standard of the law enforcement profession.
- To any individual for outstanding contribution to law enforcement in general and to individuals in cases where service by such individuals contributed to a high degree to the success of a difficult project, job or case over a period of time.
- To any individual whose action made a significant contribution to the solving of a crime or service to the public.
- To any individual for outstanding heroic or meritorious deeds of such nature that the officer would not be eligible for a higher award.

(e) Police Commendation Bar - Presented for actions deserving of special recognition in the performance of duty that tends to reflect great credit on the individual and the Police Department but in such a case where the individual would not be eligible for the higher Meritorious Service Bar (e.g., significant arrest or apprehension).

(f) Life Saving Bar - To be awarded in all cases where there is reasonable belief that an individual saved or assisted in the saving of a human life. This award may be given in addition to any higher award earned during the same incident where facts show the recipient is entitled to both.

(g) Civic Achievement Award - Presented to individuals who contribute more than 50 hours in a calendar year to volunteer service to the citizens of Weatherford (e.g., Little League Baseball, cleanup project) or make a similar and/or significant civic contribution outside the normal responsibilities of their duty or assignment to another municipality or cause.

(h) Purple Heart - To be awarded in all cases where an individual is wounded by gunfire, knife, or other instrument that is designed to kill or cause serious bodily injury. Such injury must occur while the officer is performing an official function or duty associated with a police responsibility.

(i) Citizenship Award - Presented by the Department to any citizen who renders aid in the solution of crime, arrest of an offender, or assists an officer or another citizen during an emergency, when such assistance places the citizen in personal peril.

Service Awards - awards committee not required

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(a) Safe Driving - The Department shall present and/or make Safe Driving Awards available to every officer who has operated this department's vehicles for any five year period (e.g., 5, 10, 15, 20,) without being involved in any chargeable accidents.

(b) Service Award - Presented to any employee for every five years of service to this department (e.g., 5,10,15, 20). These awards will be presented in addition to the awards presented by the City.

(c) Certification Award - Presented to each officer employed by the Department who holds either an Intermediate, Advanced or Master Peace Officer Certification issued by the Texas Commission on Law Enforcement Officer Standards and Education.

(d) Extended Professional Training Award/Bar - Any specialized/extended professional training institute as approved by the Chief of Police, upon successful graduation. For example: Institute for Law Enforcement Administration, Southwestern Law Enforcement Institute, Southern Police Institute, Northwestern Traffic.

(e) FBI National Academy - Presented to the supervisor upon successful completion/ graduation from the National Academy.

Additional Awards

(a) The Department or its members may recommend the addition of an award to this program by submitting his/her recommendation to the awards committee or their review.

(b) The awards committee will review and forward the recommendation to the Chief of Police who will make the final decision as to adding the award.

Letters of Commendation

(a) Supervisors are encouraged to reward their employees with letters of commendation for outstanding job performance. Letters of commendation should be used for job performance that might not meet criteria for above listed awards, but merits recognition from the employee's supervisor.

(b) Any member of the Department may recognize outstanding job performance of another member of the Department by means of a letter of commendation. This includes those instances when members of the Department receive information from citizens that commends the performance of another department member.

(c) The commendation/recognition may be entered directly into Guardian Tracking by any employee wishing to recognize a fellow employee.

(d) If the commendation is an actual letter received from the public or peer, a copy of it will be entered into Guardian Tracking with the recognition/commendation and the original letter will be placed in the administration commendation file.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.

1015.5.1 STAR OF TEXAS AWARD

The Department will submit information as appropriate to the committee charged with issuing the Peace Officers' Star of Texas Award when a member has been killed or seriously injured in the

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line of duty. Submission of information regarding a citizen who is seriously injured or killed while aiding or attempting to aid an officer will also be considered (Tex. Gov't Code § 3106.007).

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Fitness for Duty

1016.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 POLICY

The Weatherford Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility or oppositional behavior.

(c) Personal expressions of instability.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.

(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

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1016.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Shift Supervisor or the member's Division Commander.

1016.4.2 DUTY STATUS

In conjunction with the Shift Supervisor or the member's Division Commander, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Shift Supervisor or the member's Division Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.5.1 PROCESS FOR GENERAL MEMBERS

The Chief of Police, in cooperation with the Department of Human Resources, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

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Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Department of Human Resources.

1016.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.7 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

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Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1017.2 POLICY

It is the policy of the Weatherford Police Department to provide meal periods and breaks to members of this department in accordance with the applicable collective bargaining agreement, memorandum of understanding and the City personnel manual.

1017.3 MEAL PERIODS

Uniformed patrol and traffic officers should request clearance from the telecommunicator prior to taking a meal period. Uniformed officers shall take their meal periods within the City limits and shall monitor the police radio, unless on assignment outside of the City.

The time spent for the meal period shall not exceed the authorized time allowed. No meal periods shall be taken during the first or last hour of a member's shift unless approved by a supervisor.

1017.4 BREAKS

Each member is entitled to a 15-minute break, near the midpoint, for each four-hour work period. Only one break shall be taken during each four hours of duty. No breaks shall be taken during the first or last hour of a member’s shift unless approved by a supervisor.

Members normally assigned to the police facility shall remain at the police facility for their breaks. This does not prohibit them from taking a break away from the facility if they are on official business.

Members assigned to field duties will,be subject to call, and shall monitor the police radio.

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Lactation Breaks

1018.1 PURPOSE AND SCOPE

The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member's infant child (Tex. Gov't Code § 619.003).

1018.2 POLICY

It is the policy of the Weatherford Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child (29 USC § 207; 25 Tex. Admin. Code § 31.1).

1018.3 LACTATION BREAK TIME

A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207; Tex. Gov't Code § 619.004). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the telecommunicator or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION

The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207; Tex. Health & Safety Code § 165.003; Tex. Gov't Code § 619.004).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

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1018.5 STORAGE OF EXPRESSED MILK

An employee shall be provided with access to a hygienic storage area for her expressed milk. Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member's shift ends (Tex. Health and Safety Code § 165.003).

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Payroll Records

1019.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1019.2 POLICY

The Weatherford Police Department maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Support as established by the City payroll procedures.

1019.5 RECORDS

The Support Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of four years (29 CFR 516.5; 40 Tex. Admin. Code § 815.106).

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Overtime Compensation

1020.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1020.2 POLICY

The Weatherford Police Department will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1020.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Short periods of overtime worked at the end of the normal duty day (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)).

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee's immediate supervisor.

1020.4 REQUESTS FOR OVERTIME COMPENSATION

1020.4.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

(d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

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1020.4.2 SUPERVISOR RESPONSIBILITIES
Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.

1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.

(b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.

1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy

(c) Supervisors may not authorize or approve their own overtime.

1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

TIME WORKED	INDICATE ON CARD
Up to 15 minutes	.25 hour
16 to 30 minutes	.50 hour
31 to 45 minutes	.75 hour
46 to 60 minutes	1 hour

1020.5.1 VARIATION IN TIME REPORTED
When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the officers, the Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1020.6 REQUESTING USE OF COMPENSATORY TIME

Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt department operations. Requests to use compensatory time will be submitted to the employee's supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on department-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).

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Secondary and Off-Duty Employment

1021.1 PURPOSE AND SCOPE

This policy provides guidelines for department members who seek to engage in authorized secondary or off-duty employment. The policy primarily addresses secondary and off-duty employment for certified police personnel and full-time civilian personnel, however, it may pertain to any and all individuals employed or assigned to the Weatherford Police Department, and may include, but is not necessarily limited to, part-time employees, reserve police officers, contract employees and volunteers.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Secondary Employment - Duties or services performed by members of this department for another employer, organization or individual, that is not associated with a law enforcement or public safety activity. Secondary employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

Off-Duty Employment - Duties or services performed by members of this department as a police officer, for another employer, organization or individual, that is associated with, or similar, to a law enforcement or public safety activity.

1021.2 POLICY

Members of the Weatherford Police Department shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in secondary, or off-duty employment. Approval of such employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for secondary or off-duty employment or engaging in any outside employment that is prohibited by this policy, may lead to disciplinary action.

1021.3 EMPLOYMENT CONSIDERATIONS

1021.3.1 REQUEST AND APPROVAL

Members must submit the designated secondary or off-duty employment request form to their immediate supervisors. The request form will then be forwarded through the chain of command to the Chief of Police for consideration. See attachment: Outside Employment Form.pdf

If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for outside employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue outside employment must submit a new request form at the start of each calendar year.

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1021.3.2 DENIAL

Any member whose request for secondary or off-duty employment has been denied should be provided with a written notification of the reason at the time of the denial. Restriction from engaging in secondary or off-duty employment may consist of, but is not necessarily limited to, the following:

(a) No probationary employee is eligible for secondary or off-duty employment unless approved by the Chief of Police.

(b) Any employee who is under disciplinary review or has been recently disciplined may be restricted from secondary or off-duty employment.

(c) Employee conduct at past off-duty employment sites may subject them to future restrictions.

(d) Employees who have a history of not showing up for off-duty jobs as scheduled may be restricted from future off-duty employment.

(e) Employees who do not function well at their regular police department duty assignment may be restricted from secondary or off-duty employment.

(f) Any other factor that the Chief of Police determines to be an unsatisfactory condition for secondary or off-duty employment.

The Department reserves the right to deny any request for secondary or off-duty outside employment that involves:.

(a) The use of the Weatherford Police Department badge, uniform or influence for private gain or advantage.

(b) The member's receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.

(c) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.

(d) Demands upon the member's time that would render the performance of his/her duties for this department deficient or substandard.

(e) Activities that may conflict with any other policy or rule of the Department.

1021.3.3 REVOCATION OR SUSPENSION

Any member whose approval for secondary or off-duty employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for secondary or off-duty employment may be revoked or suspended:

(a) When a supervisor determines the member's performance is failing to meet standards and the outside employment may be related to the deficient performance.

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1. Approval for the outside employment may be reestablished when the member's performance has reached a satisfactory level and with his/her supervisor's authorization.

(b) When a member's conduct or outside employment conflicts with department policy or any law.

(c) When the outside employment creates an actual or apparent conflict of interest with the Department or City.

1021.3.4 APPEAL

If a member's request for secondary or off-duty employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Chief of Police within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member's appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1021.4 REQUIREMENTS

1021.4.1 DEPARTMENT RESOURCES

Secondary employment:

(a) Members are prohibited from using any department equipment or resources in the course of, or for the benefit of, any secondary employment. This shall include the prohibition against any member using his/her position with this department to gain access to official records or databases of this department or other agencies.

Off-duty employment:

(a) Members working off-duty employment may use the following equipment that is designated and approved by the Chief of Police or the authorized designee:

1. Regular police uniforms to include badge and side arm (weapon). If a uniform is worn, the officer should check out a BWC when available.

2. Police portable radio to be used as it would normally be utilized while on regular duty. It may not be utilized in any manner that would provide a benefit not associated with a law enforcement function or activity.

3. When regular police issued equipment is approved for off-duty employment, no member of this department may receive compensation or a benefit except for actual hours worked performing the service, function or activity.

(a) When an employee of this department is utilizing any or part of the regular issued equipment no other individual of this department may receive compensation or benefits for the service performed by the employee actually providing the service. This includes, but is not limited to the following:

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1. Receiving a percentage or part of the individual's pay for scheduling the individual to work at such a function or job.
2. Selling your off-duty job to another employee.
3. Receiving a commission or receiving other compensation or benefit for arranging such employment.

1021.4.2 REVIEW OF FINANCIAL RECORDS

Prior to approving secondary or off-duty employment, the Department may request that a member provide his/her personal financial records for review if the Chief of Police determines that a conflict of interest may exist. Failure or refusal by the member to provide such records may result in denial of the employment.

If, after approving a request for secondary or off-duty employment, the Department obtains information that a financial conflict of interest exists, the Department may request that the member provide his/her personal financial records for review. Failure or refusal by the member to provide such records may result in revocation or suspension of approval of the employment pursuant to this policy.

1021.4.3 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her secondary or off-duty employment, the member shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Chief of Police any material changes in secondary or outside employment, including any change in the number of hours, type of duties or the demands of any approved outside employment. Members who are uncertain whether a change in employment is material are advised to report the change.

1021.4.4 LEAVE OR RESTRICTED DUTY STATUS

Members who are placed on leave, probation or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their secondary or off-duty employment while on such leave or restricted status. The immediate supervisor shall review the duties of the requested employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the Chief of Police regarding whether such employment should continue.

In the event that the Chief of Police determines that the secondary or off-duty employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding the employment, a notice revoking approval of the employment will be forwarded to the member and a copy attached to the original secondary or off-duty employment request form.

Criteria for revoking approval due to leave or restricted duty status include, but are not limited to:

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(a) The secondary or off-duty employment is medically detrimental to the total recovery of the disabled member, as indicated by the City's medical professional advisers.

(b) The secondary or off-duty employment requires performance of the same or similar physical ability as would be required of an on-duty member.

(c) The member's failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the Weatherford Police Department, a written request may be submitted to the Chief of Police to approve the secondary or off-duty employment request.

1021.5 OFF-DUTY EMPLOYMENT

1021.5.1 REQUESTS FOR SPECIAL SERVICES

Any private organization, entity or individual seeking special services (e.g., security, traffic control) from members of this department must submit a written request to the Chief of Police, or his/her designee in advance of the desired service.

(a) A request for special services during or at the site of a strike, lockout, picket or other physical demonstration of a labor dispute will not be approved.

(b) The requester will be required to enter into an agreement that includes indemnification with the Department prior to approval.

(c) Should such a request be approved, any member working off-duty employment shall be subject to the following conditions:

1. The member shall wear the department uniform and carry department identification.
2. The member shall be subject to the rules and regulations of this department.
3. Compensation payment for such approved off-duty employment shall be between the department member and the individual, organization, business or agency for which the service is to be performed. Payment for off-duty employment may not be made in the name of the City of Weatherford or the Weatherford Police Department unless prior approval has been granted by the Chief of Police with concurrence of the City Manager and the Finance Director for the City of Weatherford.

(d) Off-duty employment shall be assigned at the discretion of the Chief of Police or the authorized designee.

1021.5.2 ARREST AND REPORTING PROCEDURE

Any officer making an arrest or taking other official law enforcement action while working in an off-duty employment assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the off-duty assignment.

1021.5.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work off-

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duty employment in a uniformed or other capacity that could reasonably disclose the officer's law enforcement status.

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Occupational Disease, Work-Related Injury and Death Reporting

1022.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of occupational diseases, work-related injuries and deaths.

1022.1.1 DEFINITIONS

Definitions related to this policy include:

Occupational disease or work-related injury - Any injury or disease that causes damage or harm to the physical structure of the body and that arises out of and in the course and scope of employment with the Weatherford Police Department. This includes damage or harm occurring as the result of repetitious, physically traumatic activities (Tex. Labor Code § 401.011).

1022.2 POLICY

The Weatherford Police Department will address occupational diseases, work-related injuries and deaths appropriately, and will comply with applicable state workers' compensation requirements (Tex. Labor Code § 409.005 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational disease or work-related injury shall report such event as soon as practicable, but within 24 hours to a supervisor, and shall seek medical care when appropriate.

1022.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational disease should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers' compensation are completed and forwarded promptly. Any related City-wide injury- or disease-reporting protocol shall also be followed. For the City of Weatherford Accident/Incident Report see attachment: AccidentInjuryForm.pdf

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1022.3.3 DIVISION COMMANDER RESPONSIBILITIES

The Division Commander who receives a report of an occupational disease or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City's risk management entity and the Support Division Commander to ensure any required Texas Department of Insurance reporting

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is made as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1022.3.4 CHIEF OF POLICE RESPONSIBILITIES
The Chief of Police, or his/her designee shall review and forward copies of the report to the Department of Human Resources. Copies of the report and related documents retained by the Department shall be filed in the member's confidential medical file.

1022.4 OTHER DISEASE OR INJURY

Diseases and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command and a copy sent to the Support Division Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1022.4.1 FIREARM INJURIES OR DEATHS
If a member is injured or killed by a firearm discharged by another person, the Division Commander shall ensure that reporting required by the Attorney General is submitted (Tex. Code of Crim. Pro. art. 2.1395).

1022.5 SETTLEMENT OFFERS

When a member sustains an occupational disease or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1022.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational disease or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the disease or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

1022.6 FIRST RESPONDER LIAISON ACCESS

Members shall have unrestricted access to contact a first responder liaison at any time regarding their workers' compensation claim (Tex. Labor Code § 404.1525; Tex. Labor Code § 404.153).

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Personal Appearance Standards

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Weatherford Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY

Weatherford Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1023.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.2 HAIR

Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

1023.3.3 SIDEBURNS

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.3.4 FACIAL HAIR

Facial hair that is short, neatly trimmed, conservative and professional in appearance shall be authorized

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1023.3.5 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related or obscene language is not allowed. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the department uniform.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small, worn only in or on the earlobe and only by female department members. Earrings shall be limited to no more than two earrings per ear.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.4.2 TATTOOS
While on-duty or representing the Weatherford Police Department in any official capacity, members should make every reasonable effort to conceal tattoos or other body art, unless authorized by the Chief of Police. At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts or other obscene material.

1023.4.3 BODY PIERCING OR ALTERATION
Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Weatherford Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

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(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).

(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

(d) Branding, scarification or burning to create a design or pattern.

1023.4.4 DENTAL ORNAMENTATION
Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Weatherford Police Department in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.

(b) Gold, platinum or other veneers or caps used for decorative purposes.

(c) Orthodontic appliances that are colored for decorative purposes.

1023.4.5 GLASSES AND CONTACT LENSES
Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Weatherford Police Department in any official capacity.

1023.4.6 COSMETICS AND FRAGRANCES
Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.4.7 UNDERGARMENTS
Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1023.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

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Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE

This policy provides guidelines for Weatherford Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY

The Weatherford Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group's collective bargaining agreement or memorandum of understanding. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS

The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

(f) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

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(g) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES

Members shall adhere to the following when wearing department uniforms:

(a) Mirrored sunglasses will not be worn.

(b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1024.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

(d) Rank insignia - The designated insignia indicating the member’s rank must be worn at all times while in uniform.

(e) Service insignia - The designated insignia indicating the member’s length of service may be worn on long-sleeve shirts The insignia shall be machine stitched to the left sleeve of the uniform.

(f) Assignment insignias - Assignment insignias (e.g., Weatherford/Parker County Special Operations Group (SWAT), Field Training Officer (FTO)) may be worn as designated by the Chief of Police.

(g) American flag pin - An American flag pin may be worn, centered above the nameplate.

(h) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn,as directed by the chief.

1024.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

(a) Weatherford Police Department officer - From the time of death until midnight on the 14th day after the death.

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(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1024.4 UNIFORM CLASSES

The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.

(b) Class B - Standard issue uniform to be worn daily by designated department members.

(c) Class C - General utility uniform to be worn by designated Department members.

(d) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1024.4.1 CLASS A UNIFORM

The Class A uniform consists of the following:

(a) Dress hat (Optional)

(b) Long-sleeve shirt

(c) Tie tack or tie bar

(d) Trousers

(e) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(f) Dark blue or black socks

(g) Black polished shoes/boots

1024.4.2 CLASS B UNIFORM

The Class B uniform consists of the following:

(a) Long- or short-sleeve shirt with the collar open and no tie

1. A black or navy blue crew neck t-shirt must be worn under the uniform shirt.
2. All shirt buttons must remain buttoned except for the top button at the neck.
3. Long sleeves must be buttoned at the cuff.

(b) Trousers

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(c) Black belt

1. Belts shall be equipped as needed for the member's assignment.

(d) Dark blue or black socks (if visible)

(e) Black polished shoes/boots

1. Approved black unpolished shoes may be worn.
2. Decorative stitching or adornment is not permitted.

(f) Weather-appropriate items

1. Authorized Hat
2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt
3. Jacket
4. Rain gear

1024.4.3 CLASS C UNIFORM

The Chief of Police or the authorized designee will establish the specifications, regulations and conditions for wearing the Class C uniform.

1024.4.4 SPECIALIZED ASSIGNMENT UNIFORM

The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the SWAT, bicycle patrol, motor officers and other specific assignments.

1024.5 CIVILIAN ATTIRE

There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

(a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.

(b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

(c) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.

(d) No item of civilian attire that would adversely affect the reputation of the Weatherford Police Department or the morale of the members may be worn while on-duty.

(e) The following items shall not be worn while on-duty or when representing the Department in any official capacity:

1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
2. T-shirt alone or exposed undergarments

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3. Swimsuits, tank tops, tube tops or halter tops
4. Sweatshirts, sweatpants or similar exercise clothing
5. Spandex-type pants or transparent clothing
6. Shorts
7. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1024.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Weatherford Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member's duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1024.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.

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Explorers

1025.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Weatherford Police Department Explorers.

1025.2 POLICY

It is the policy of the Weatherford Police Department to offer a program for Explorers to familiarize and prepare qualified individuals for a career in law enforcement. The Department shall ensure that those participating in the program are properly appointed, trained and supervised.

1025.3 RECRUITMENT, SELECTION AND APPOINTMENT

The Weatherford Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

Applicants shall be required to meet and pass certain pre-appointment procedures as designated by the Chief of Police.

1025.3.1 REQUIREMENTS

Individuals in the Explorer program shall:

(a) Have completed the eighth grade and be at least 14 years of age and under 21 years of age.

(b) Maintain a minimum grade point average of 2.0 (“C” grade) for all courses taken.

1. Explorers enrolled in college shall complete at least six units of college course work per semester (or quarter equivalent).

1025.3.2 IDENTIFICATION

Explorers shall conform to all of the uniform regulation and appearance standards of this department.

Each Explorer will wear a uniform which will meet the specifications described in the designated uniform and equipment specifications. The identification worn by uniformed Explorers shall be different and distinct from that worn by regular department personnel; it will include the designation "Explorer" on the uniform.

Explorers may be issued their Weatherford Police Department identification cards, which must be carried at all times while on-duty. The Weatherford Police Department identification card will be the standard identification card, with the exception that “Explorer” will be indicated on the card. Explorers shall be required to return any issued uniform or department property at the termination of service.

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1025.4 EXPLORER COORDINATOR

The Chief of Police or authorized designee shall delegate certain responsibilities to an Explorer coordinator. The Explorer coordinator shall be appointed by, and directly responsible to, the Community Services Division Commander or the authorized designee.

The responsibilities of the Explorer coordinator or the authorized designee include, but are not limited to:

(a) Overseeing the Explorer program, including:

1. Conducting Explorer program meetings.
2. Monitoring the overall Explorer program activities.

(b) Making individual Explorer assignments.

(c) Maintaining and ensuring performance evaluations are completed.

(d) Monitoring the Explorer training program.

(e) Monitoring individual educational and job performance.

(f) Maintaining a liaison with other agency Explorer program coordinators.

1025.4.1 EXPLORER ADVISERS

The Explorer coordinator may select individual officers to serve as advisers for the Explorer program. These officers will serve as mentors for each Explorer. Explorers will bring special requests, concerns and suggestions to their advisers for guidance or direction before contacting the Explorer coordinator. One adviser may be designated as the coordinator's assistant to lead scheduled meetings and training sessions. Multiple Explorers may be assigned to each adviser. Explorer advisers are not intended to circumvent the established chain of command.

1025.4.2 EXPLORER MEETINGS

All Explorer meetings will be scheduled and conducted by the Explorer coordinator. All Explorers are required to attend. Any absences must be satisfactorily explained to the Explorer coordinator.

1025.4.3 EMERGENCY CALLOUT

The Explorer coordinator shall develop a plan outlining an emergency callout procedure.

1025.5 ORIENTATION AND TRAINING

Newly hired Explorers will receive an orientation of the Department and its facilities before reporting to their first assignments. On-the-job training will be conducted in compliance with designated department Explorer training guidelines. Training sessions will be scheduled as needed to train Explorers for as many assignments as possible. In addition to job-specific training, information will be offered to prepare Explorers to compete successfully in a police officer selection process and academy training. All Explorer training will focus on improving job performance, as well as preparation to become a police officer. These meetings will also offer an opportunity for Explorers to receive continuous feedback regarding their progress in the Explorer program.

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1025.5.1 EXPLORER TRAINING MATERIALS

Each new Explorer will be issued Explorer training materials. The Explorer training materials are an outline of the subject matter and/or skills necessary to properly function as an Explorer with the Weatherford Police Department. The Explorer shall become knowledgeable of the subject matter. He/she shall also become proficient with those skills as set forth in the Explorer training materials.

1025.6 ROTATION OF ASSIGNMENTS

Job assignments should rotate on a regular basis to enhance the career development of each Explorer. Department needs and concerns will take precedence over individual considerations, with the final decision resting with the Explorer coordinator.

In general, more experienced Explorers will be assigned to positions requiring more technical skill or responsibility. They may also serve to train current and newly hired Explorers.

1025.7 RIDE-ALONGS

All Explorers are authorized to participate in department ride-alongs on their own time and as approved by the Explorer program coordinator or Explorer adviser and the appropriate Shift Supervisor. Applicable waivers must be signed in advance of the ride-along. Explorers should wear their uniforms while on a ride-along.

1025.8 SUPERVISION

All Explorers shall be under the direct supervision of a member of the Department or the authorized designee. Explorers shall never supervise regular department personnel.

1025.9 PERFORMANCE EVALUATIONS

Performance evaluations for all Explorers should be completed monthly during the first year and on a yearly basis thereafter to assess current job performance and their potential as police officers.

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Conflict of Interest

1026.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Weatherford Police Department.

1026.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1026.2 POLICY

Members of the Weatherford Police Department are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of department members and the public, and thereby maintain the trust of the public and department members.

1026.3 PROHIBITIONS

The Department prohibits the following types of personal or business relationships among members:

(a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Department FTOs and other trainers are prohibited from

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entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

1026.4 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the telecommunicator to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

1026.5 SUPERVISOR RESPONSIBILITIES

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police or the authorized designee of such actual or potential violations through the chain of command.

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Badges, Patches and Identification

1027.1 PURPOSE AND SCOPE

The Weatherford Police Department (WPD) badge, patch and identification card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1027.2 POLICY

The Weatherford Police Department issues each member appropriate identification, which may include a badge, patch and/or identification card, depending on the member's position within the Department.

1027.3 MEMBER RESPONSIBILITIES

Members of the Weatherford Police Department will use the WPD badge, patch and identification card, as well as the likeness of these items, appropriately and professionally. The WPD badge, patch and identification card shall only be displayed or used by a member when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the WPD badge, patch or identification card for personal gain or benefit.

(b) Loan the WPD badge, patch or identification card to others or permit these items to be reproduced or duplicated (Tex. Penal Code § 37.12).

(c) Use images of the WPD badge, patch or identification card, or the likeness thereof, or the Weatherford Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1027.4 LOST BADGE, PATCH OR IDENTIFICATION CARD

Department members shall promptly notify their supervisors whenever their WPD badges, patches or identification cards are lost, damaged or are otherwise removed from their control.

1027.5 BADGES

The Chief of Police shall determine the number and form of badges authorized for use by department members.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1027.5.1 RETIREE BADGES

The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form or possess a retirement badge upon retirement.

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1027.5.2 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the WPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the WPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Weatherford Police Department. The following modification shall be included:

1. Any text identifying the Weatherford Police Department is replaced with the name of the employee group.
2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1027.6 PATCHES

The Chief of Police shall determine the form of patches authorized for use by the Department. Any request to modify the authorized patches for specialty divisions (e.g., K-9, SWAT) should be submitted to the Chief of Police in writing.

Only patches issued by this department are authorized to be displayed or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may request additional patches, at their own expense.

1027.7 IDENTIFICATION CARDS

All members will be issued an official WPD identification card bearing:

- The member's name
- The member's full-face photograph
- The member's identification number
- The signature of the Chief of Police
- The Department name or the official seal of the Department
- If the member is an officer (Tex. Gov't Code § 614.122; Tex. Gov't Code § 614.123):
  - A brief description of the officer (i.e., height, weight, eye color)
  - His/her thumbprint or a bar code with a unique identification label for the officer
  - His/her date of appointment, the date the identification card was issued and a 24-hour phone number that may be called to verify the validity of the card
  - The words "State of Texas," the Texas state seal and the following language:

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"This identification card certifies that (insert name of peace officer) is commissioned by the Department as a (insert “full-time peace officer” or “part-time peace officer” or “reserve law enforcement officer”)."

All members shall be in possession of their department-issued identification cards at all times while on-duty or in department facilities.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification cards in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commanders.

1027.8 BUSINESS CARDS

The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Department.

Members should provide a business card to any member of the public who requests one.

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Temporary Modified-Duty Assignments

1028.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current collective bargaining agreements or memorandums of understanding. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1028.2 POLICY

Subject to operational considerations, the Weatherford Police Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1028.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Texas Commission on Human Rights Act (TCHRA) shall be treated equally, without regard to any preference for a work-related injury (Tex. Labor Code § 21.001 et. seq.).

No position in the Weatherford Police Department shall be permanently created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee's ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

The duration of a temporary modified duty assignments shall be in accordance with City policy.

1028.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

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Employees seeking a temporary modified-duty assignment should submit a Modified Duty Restrictions Form to the Support Services Commander or the authorized designee. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

For a copy of the form, see attachment: Modified Duty Restrictions Form.pdf

The Support Services Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Department of Human Resources or the City Attorney as appropriate.

1028.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee's medical appointments, as mutually agreed upon with the Support Services Commander or authorized designee. The employee will be designated a supervisor who will monitor their light duty performance.

1028.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Support Services Commander or designee that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

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1028.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:

(a) Periodically apprising the Support Services Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Support Services Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1028.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1028.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1028.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City's personnel rules and regulations regarding family and medical care leave.

1028.8 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1028.9 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

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Performance History Audits

1029.1 PURPOSE AND SCOPE

This policy provides guidance for the use of performance history audits. Performance history audits can help identify commendable performance as well as provide early recognition of training needs and other potential issues. This policy addresses the responsibilities, performance indicators and components of the audit, and handling of collected data.

1029.2 POLICY

The Weatherford Police Department collects data to assist supervisors with evaluating the performance of their employees. While it is understood that the statistical compilation of data may be helpful to supervisors, the Department recognizes that it cannot account for, and must carefully balance such data with, the many variables in law enforcement, such as:

- Ability to detect crime.
- Work ethic.
- Assignment and shift.
- Physical abilities (ability to perform the job-related physical tasks).
- Randomness of events.

1029.3 RESPONSIBILITIES

Under the authority of the Chief of Police, each supervisor is responsible for collecting performance indicators and other relevant data. The data will be compiled congruently with performance evaluations. The performance history audit reports will be provided to the appropriate Division Commander.

1029.4 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance history audits should include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

1029.4.1 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Chief of Police has determined may be relevant data for the generation and analysis of performance history audits. Any Flag from the Guardian Tracking software should launch an inquiry into the need to do a performance history audit using the indicators which may include, but are not limited to, the frequency and/or number of:

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(a) Use of force incidents.

(b) Involvement and conduct during vehicle pursuits.

(c) Personnel complaints, including the findings.

(d) Commendations, compliments and awards from the Department and the public.

(e) Claims and civil suits related to the employee's actions or alleged actions.

(f) Canine bite incidents.

(g) Personnel investigations.

(h) District Attorney case rejections and the reasons.

(i) Intentional or unintentional firearm discharges (regardless of injury).

(j) Vehicle collisions.

(k) Missed court appearances.

(l) Documented counseling.

1029.4.2 EMPLOYEE REVIEW

Upon receipt of a performance history audit report, the supervisor will carefully review the report with the officer to assess any potential trends or other issues that may warrant informal counseling, additional training or a recommendation for other action, including discipline. The officer shall date and sign the report and should be provided with a copy of the report upon request.

If a supervisor determines that an officer's performance warrants action beyond informal counseling, the supervisor shall advise the Division Commander of such recommendation. If the Division Commander concurs with the recommendation of the supervisor, he/she shall take steps to initiate the appropriate action.

If discipline or other adverse action is initiated against an officer as a result of a performance history audit, the officer shall be entitled to all rights and processes set forth in the Personnel Complaints Policy.

1029.4.3 FOLLOW-UP MONITORING

Depending upon the results of each performance history audit, a determination should be made by the Division Commander, after discussion with the officer's immediate supervisor, about the need, type and duration of any follow-up. Performance indicators and data analysis will generally provide the basis upon which such decisions should be made.

1029.5 CONFIDENTIALITY OF DATA

Information, data and copies of material compiled to develop performance history audit reports shall be considered confidential as part of the employee's personnel file and will not be subject to discovery or release except as provided by law. Access to performance history audit reports will be governed under the same process as access to an officer's personnel file, as outlined in the Personnel Records Policy.

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Access to the underlying data will be governed by the process for access to the original records (such as police reports).

1029.6 RETENTION

Performance history audit reports and associated records shall be retained in accordance with the established records retention schedule.

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Speech, Expression and Social Networking

1030.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Weatherford Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1030.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Weatherford Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member's rights against the needs and interests of the Department when exercising a reasonable degree of control over its members' speech and expression.

1030.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the internet. Speech and expression that may negatively affect the safety of Weatherford Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member's home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.

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- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1030.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the Weatherford Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
2. Expression that demonstrates support for criminal activity.
3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee (Tex. Penal Code § 39.06).

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches,

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marked vehicles, equipment or other material that specifically identifies the Weatherford Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1030.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Weatherford Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.

(b) Endorse, support, oppose or contradict any social issue, cause or religion.

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Weatherford Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.4.2 POLITICAL ACTIVITY

Employees of the Weatherford Police Department may not engage in a political activity relating to a campaign for an elective office while in uniform or on-duty (Tex. Local Gov’t Code § 150.002).

While out of uniform and not on active duty, an employee may engage in a political activity relating to a campaign for an elective office, except that the person may not solicit campaign contributions for a candidate other than from members of an employee organization to which that person belongs (Tex. Local Gov’t Code § 150.002; Tex. Local Gov’t Code § 150.003).

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1030.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

1030.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 TRAINING

Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.

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Illness and Injury Prevention

1031.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Weatherford Police Department.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Citywide safety efforts.

1031.2 POLICY

The Weatherford Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1031.3 ILLNESS AND INJURY PREVENTION PLAN

The Support Division Commander is responsible for developing an illness and injury prevention plan that shall include.

(a) Workplace safety and health training programs.

(b) Regularly scheduled safety meetings.

(c) Posted or distributed safety information.

(d) A system for members to anonymously inform management about workplace hazards.

(e) Establishment of a safety and health committee that will:

1. Meet regularly.
2. Prepare a written record of safety and health committee meetings.
3. Review the results of periodic scheduled inspections.
4. Review investigations of accidents and exposures.
5. Make suggestions to command staff for the prevention of future incidents.
6. Review investigations of alleged hazardous conditions.
7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

(f) Establishing a process to ensure illnesses and injuries are reported as required by the Texas Department of Insurance, as applicable. This may include reporting injuries

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that require the absence of a member for more than one work day or when a member notifies the Department that the member has an occupational disease (Tex. Labor Code § 409.005).

1031.4 SUPPORT DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Support Division Commander include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring department compliance to meet standards regarding the following:
   (a) Bloodborne pathogens (Tex. Health & Safety Code § 81.303 et seq.)
   (b) Personal Protective Equipment (PPE) (see the Personal Protective Equipment Policy)

(e) Making available a form to document inspections, unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

(i) Conducting an annual review of all accidents and injuries by cause with recommendations for reduction.

1031.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

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(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Support Division Commander.

(e) Notifying the Support Division Commander when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1031.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Support Division Commander via the chain of command.

The Support Division Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

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1031.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Support Division Commander shall ensure that the appropriate documentation is completed for each inspection.

1031.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1031.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Occupational Diseases and Work-Related Injury and Death Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1031.9 TRAINING

The Support Division Commander should work with the Training Manager or designated person to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member’s job assignment.

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(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1031.9.1 TRAINING TOPICS

The Training Manager or designated person shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

1031.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

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Line-of-Duty Deaths

1032.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Weatherford Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member's survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1032.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a non-sworn member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1032.2 POLICY

It is the policy of the Weatherford Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1032.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the command staff and Communications.

  1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Shift Supervisor should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Shift Supervisor or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

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(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1032.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information (See attachment: Critical Incident Employee Info Packet 02.2019.pdf) and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Shift Supervisor or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.

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(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Weatherford Police Department members may be apprised that survivor notifications are complete.

1032.4.1 OUT-OF-AREA NOTIFICATIONS

The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1032.5 NOTIFYING DEPARTMENT MEMBERS

Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.

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1032.6 LIAISONS AND COORDINATORS

The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Critical Incident Stress Management (CISM) coordinator.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1032.6.1 DEPARTMENT LIAISON

The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member's survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison's responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-mast.

(g) Ensuring that department members are reminded of appropriate information–sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

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(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

(j) Ensuring that the member's duty weapon and badge are transferred to the designated beneficiary or estate (Tex. Gov't Code § 615.102).

1032.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Department members and friends of the deceased member.
3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member's survivors or Weatherford Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member's residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1032.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

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The Survivor Support Liaison should be selected by the deceased member's Division Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member's residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

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(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1032.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:

1. Members involved in the incident.
2. Members who witnessed the incident.
3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

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(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1032.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
    - (a) Casket watch
    - (b) Color guard
    - (c) Pallbearers
    - (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Chief of Police and command staff concerning funeral arrangements.

(e) Assigning an officer to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1032.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Weatherford Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

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1032.6.7 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Work-Related Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:

1. Public Safety Officers' Educational Assistance (PSOEA) Program.
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

1. State death benefits (Tex. Const. art. III, § 51-d).
2. Retirement and death benefits available under Title 8 of the Texas Government Code.
3. Survivor Benefits (Tex. Gov't Code § 615.022; Tex. Gov't. Code § 615.023).
4. Health insurance benefits (Tex. Gov't Code § 615.072 et seq.).
5. Educational benefits (Tex. Educ. Code § 54.354).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

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1032.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator's responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors' travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member's survivors.

(d) Providing accounting and cost information as needed.

1032.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department's PIO should be the department's contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
2. Ensure that important public information is disseminated, such as information on how the public can show support for the department and deceased member's survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

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The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1032.8 DEPARTMENT CHAPLAIN

The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1032.9 INVESTIGATION OF THE INCIDENT

The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1032.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1032.11 NON-LINE-OF-DUTY DEATH

The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.

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Attachments

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Quick Reference Guide

LanguageLine Solutions®

Weatherford Police Department

TO ACCESS AN INTERPRETER

1. **DIAL: 1-866-874-3972**

2. **ENTER CLIENT ID: 509575**

3. **INDICATE LANGUAGE:**

   1 - FOR SPANISH
   2 - FOR ALL OTHERS AND CLEARLY STATE THE LANGUAGE
   0 - IF YOU DON'T KNOW THE LANGUAGE YOU NEED

BEST PRACTICES FOR DOCUMENTATION:

- **Document** the Preferred Language
- **Document** professional language services offered & client's response
- **Document** the linguist name & number
- **Document** the client's understanding using a "Teach Back" method

IMPORTANT INFORMATION:

WORKING WITH AN INTERPRETER – At the beginning of the call, briefly tell the interpreter the nature of the call. Speak directly to the limited English proficient individual, not to the interpreter, and pause at the end of a complete thought. Please note, to ensure accuracy, your interpreter may sometimes ask for clarification or repetition.

3-WAY CALL – Use the conference feature on your phone, and follow the instructions above to connect to an interpreter. If you are initiating the call, get the interpreter on the line first, then call the limited English proficient individual. If you are receiving a call, ask the caller to "Please Hold," and then conference in the interpreter.

LANGUAGELINE DUAL HANDSET PHONE – If you have a LanguageLine Dual handset phone, lift the handset and press the pre-programmed button to dial, then follow the prompts. Once connected to an interpreter, give the second handset to the limited English proficient individual.

CUSTOMER SERVICE – To provide feedback, commend an interpreter, or report any service concerns, call 1-800-752-6096 or go to www.LanguageLine.com and click on the "Customer Service" tab, scroll to "Provide Feedback" and complete a "Voice of the Customer" form.

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Photo Line up Blind.pdf

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Weatherford Police **Blind** Photo Array Line-up
Instructions to Witness

CFS#:_____Date of Offense: _____Offense:_____

Time:_____ Date: _____ and place of photo array Line-up:_____

Read the following instructions to the witness prior to presenting the photo array:

"You will be asked to view a series of photos. I don't know whether the person being investigated is included in this series. Individuals present in the series may not appear exactly as they did on the date of the incident, because features such as head hair and facial hair are subject to change. You should not feel that you have to make an identification. It is just as important to clear innocent persons from suspicion as to identify guilty parties. If you do identify someone, I will ask you to describe in your own words how certain you are. The photos will be shown to you one at a time and are not in any particular order. Take as much time as you need to examine each photo. If you make an identification, I will continue to show you the remaining photos in the series. Regardless of whether you make an identification, we will continue to investigate the incident. Since this is an ongoing investigation, you should not discuss the identification procedures or results".

☐ I certify that the above instructions have been read to me.

Printed: (witness)_____Signed: (witness)_____

☐ I certify that I have translated and read the instructions to the witness.

Printed: (interpreter) _____Signed: (interpreter)_____

Signed: (Line-up Administrator)_____

☐ I have picked photo number _____. Initials _____

☐ I did not pick anyone from the photo array. Initials _____

Witness confidence statement _____

_____

_____

The photo that was picked from the photo array by the above-named witness has been identified as:

_____

Signed: (Line-up administrator) _____

Award Nomination Form .pdf

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Chief of Police
Mike Manning

CITY OF WEATHERFORD
POLICE DEPARTMENT
(817) 598-4310
www.weatherfordtx.gov/police

801 Santa Fe Drive
Weatherford, Texas 76086

AWARD RECOMMENDATION FORM

Date:

Officer Name:

Supervisor Name:

Shift:

Brief account of performance being recognized: *(please attach any additional letters or memos pertaining to the event to this form)*

Award Recommendation*: (please see directive 98-25 for definitions of awards)*
Initial box, please….

- ☐ *Medal of Honor*
- ☐ *Medal of Valor*
- ☐ *Purple Heart*
- ☐ *Chief's Commendation*
- ☐ *Meritorious Service*
- ☐ *Lifesaving*
- ☐ *Police Commendation*
- ☐ *Civic Achievement Award*
- ☐ *Citizenship Award*
- ☐ *Certificate of Commendation*
- ☐ *Recognition Letter in Personnel File*

Chain of Command:

	I concur…	*I do not concur*…*
Sergeant:	_____	_____
Lieutenant:	_____	_____
Captain:	_____	_____
Deputy Chief:	_____	_____

What award, if any, would you recommend? _____

Endangered Missing Person Report Form (Adult).pdf

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Figure: 37 TAC Section 9.42

TEXAS DEPARTMENT OF PUBLIC SAFETY

ENDANGERED MISSING PERSONS ALERT REQUEST FORM

Fax (512) 424-7418; and Call (512) 424-7981 or (866) 786-5972

MAXIMUM ACTIVATION - 24 HOURS

Reporting Agency Information

*Required Fields in red with an asterisk

☐ INITIAL ☐ UPDATE

* Request

* Date of Request

* Name of Reporting Agency

* Contact number for Reporting Agency

* Fax number for Reporting Agency

* Name/Title of Investigating Officer

* Cell phone number for Investigating Officer

* Phone number for media inquiries

Activation Criteria:

1. Has the missing person been diagnosed with an Intellectual Disability (Diagnosis could refer to what was previously described as Mental Retardation) and/or a Pervasive Developmental Disorder, including Asperger's Disorder, Autistic Disorder, Autism Spectrum Disorder, Childhood Disintegrative Disorder, Rett's Disorder or a Pervasive Developmental Disorder (Not Otherwise Specified)?

If the missing person has been diagnosed with an Intellectual Disability, law enforcement shall require a written diagnosis from a physician or psychologist licensed to practice within Texas, or certified by the Texas Department of Aging and Disability Services and/or Texas Department of State Health Services. *Written diagnosis could indicate the physician or psychologist was certified by the former Texas Department of Mental Health and Mental Retardation.*

☐ YES ☐ NO

2. Is it confirmed that an investigation has taken place, verifying that a reasonable explanation for the missing person's disappearance has been ruled out and that the disappearance poses a credible threat to the health and safety of the missing person?

☐ YES ☐ NO

3. Is the Endangered Missing Persons Alert request being made within 72 hours of the missing person's disappearance?

☐ YES ☐ NO

4. Is there sufficient information available to disseminate to the public that could assist in locating the missing person? (Highway signs will be activated only if accurate vehicle information is available AND it is confirmed that the missing person was in the vehicle at the time of the disappearance.)

☐ YES ☐ NO

❖ **IMPORTANT:** Agencies are responsible for accurately answering the above questions. The Department of Public Safety will verify circumstances of each request to ensure criteria have been met. Do **NOT** send request if the answer is **NO** to **ANY** of these questions**. If activated, your request is only valid for a period of 24 hours.** You will be contacted 12 hours, 18 hours, and 23 hours after activation. Any extension must be requested prior to or during the 23 hour reminder from the Department of Public Safety. Contact (512) 424-7981 or (866) 786-5972 for all extension requests.

Date of last contact: Time:

Last known location:

MISSING PERSONS DATA NIC #:

Name: Diagnosis:

Age: Sex: Race: DOB: Height: Weight:

Eyes: Hair: Clothing:

Unique Physical Characteristics:

VEHICLE DATA

Make: Model: Year: Color:

LP-State: Number:

Any other descriptors:

MP-27

Request Form Instructions

Option 1:

Submit Request via Email

1. All request forms can be completed online using **Internet Explorer and Safari**. All other internet browsers will require the user to save the request form to the desktop and complete using **Adobe Reader**.

   If you do not have Adobe Reader, you can get a free version here.

2. Once the request form has been completed online or in Adobe Reader, save the final version to the desktop.

3. Select the "Send Request to DPS" button within the request form, launching an email addressed to txjcic@dps.texas.gov**.** The email will contain the completed request form (as an attachment), and is now ready to be sent to the Department of Public Safety (DPS).

   Note: If the email fails to launch, you will need to manually create a new email message and attach the request form.

4. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the email request.

Option 2:

Submit Request via Fax

1. Save the request form to the desktop.

2. Complete the request form in Adobe Reader.

   If you do not have Adobe Reader, you can get a free version here.

3. Save the final version of the request form to your desktop.

4. Print and fax the request form to the Department of Public Safety at (512) 424-7418.

5. Contact the Department of Public Safety at (512) 424-7981 or (866) 786-5972 to verify receipt of the faxed request.

Pseudonym Form for Human Trafficking.pdf

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PSEUDONYM FOR TRAFFICKING OF PERSONS SURVIVORS

All information will be kept confidential

Law Enforcement Agency:	Phone Number
Case # or Cause #:	**Pseudonym ***
Real Name	
Real Address	
Real Phone # (day)	(evening)
Alternate Contact Name	
Alternate Contact Phone # (day)	(evening)
***** This name will be used in all public files to take the place of your real name. Your correct address and phone number will also be protected. (Texas Code of Criminal Procedure, Chapter 57D).	

RELEASE OF INFORMATION

To assist law enforcement with their investigation and obtain further assistance, I give permission for specific limited release of my real name, address, and phone number. By checking the following, my real information may be released to these specified agencies.

_____ Local advocacy program	_____ Local, State or Federal Attorney's Office
_____ Local, State, or Federal Law Enforcement Agency	_____ Medical Insurance Carrier
_____ Crime Victims' Compensation Program	_____ Local, State, or Federal restitution payment office

_____ _____

Survivor Signature (please use real name) Date

_____ _____ _____

Law Enforcement Officer Signature Badge number Date

The following program is available to you: _____

Advocacy Program name and phone number (to be filled in by officer)

For more information please contact:

The Office of the Attorney General
Crime Victim Services Division MC 011
PO Box 12548
Austin, TX 78711-2548

Phone: (512) 936-1200
Email: *crimevictims@texasattorneygeneral.gov*

Officers Notice.PDF

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OFFICER'S NOTICE

FROM:

TO:

DATE:

You are hereby notified that a complaint has been made against you regarding:

_____

_____

_____

_____

_____

which occurred at _____ on _____.

"GARRITY WARNING"

You are also notified that as a condition of your employment, you are being ordered to answer questions as part of an official investigation of the department. The questions will be specifically directed to and narrowly related to the performance of your official duties.

The information or evidence you provide cannot be used against you in any criminal proceeding. However, your statement may be used against you if a subsequent administrative action is commenced.

If you refuse to answer questions, you will be subject to disciplinary action, which could include job termination.

Do you understand?

Received by: _____

Given by: _____

WEATHERFORD
TRUE TEXAS
POLICE DEPARTMENT

Vehicle Hold Release Form.pdf

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1858
WEATHERFORD
TRUE TEXAS

POLICE DEPARTMENT

NOTICE OF IMPOUNDED VEHICLE HOLD RELEASE

This form serves as official notice that the below listed vehicle can be released from a previous Weatherford Police Department hold. It has been determined that initial hold placed on the vehicle is no longer needed for law enforcement purposes. The "HOLD" sticker can be removed from the vehicle and you are authorized to process the vehicle as you would any other standard impound.

Call for Service #:_____

Impound #:_____

Date of Impound/Hold: _____

Vehicle Make: _____

Vehicle Model: _____

Vehicle License Plate:_____

Vehicle VIN: _____

Wrecker Company in possession of vehicle: _____

Date of Hold Release:_____

Officer Authorizing Release: _____

Officer/TCO Completing Release:_____

Date/Time Wrecker Company Notified: _____

_____ _____

OFFICER/TCO SIGNATURE **DATE/TIME**

Chief Lance Arnold
801 Santa Fe Drive • P.O. Box 255 • Weatherford, TX 76086 • Phone (817) 598-4310

NCIC Initial Entry Report.pdf

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Agency Case #_____

NCIC Initial Entry Report

Message Key **(MKE)** (*See Categories, page 2*)
☐ Disability (EMD) ☐ Catastrophe Victim (EMV) ☐ Other (EMO)
☐ Juvenile (EMJ) ☐ Involuntary (EMI)
☐ Endangered (EME) ☐ Caution

Date

Reporting Agency **(ORI)**

Name of Missing Person **(NAM)**

Sex **(SEX)** ☐ Male (M) ☐ Female (F)

Aliases

Race **(RAC)** ☐ Asian or Pacific Islander (A) ☐ American Indian/Alaskan Native (I) ☐ Black (B) ☐ White (W) ☐ Unknown (U)

Place of Birth **(POB)**

Date of Birth **(DOB)**

Date of Emancipation **(DOE)**

Height **(HGT)**

Weight **(WGT)**

Eye Color **(EYE)** ☐ Black (BLK) ☐ Blue (BLU) ☐ Brown (BRO) ☐ Gray (GRY) ☐ Green (GRN) ☐ Hazel (HAZ) ☐ Maroon (MAR) ☐ Pink (PNK) ☐ Unknown (XXX) ☐ Multicolored (MUL)

Hair Color **(HAI)** ☐ Brown (BRO) ☐ Black (BLK) ☐ White (WHT) ☐ Sandy (SDY) ☐ Gray or Partially Gray (GRY) ☐ Red/Auburn (RED) ☐ Blond/Strawberry (BLN) ☐ Blue (BLU) ☐ Green (GRE) ☐ Orange (ONG) ☐ Pink (PNK) ☐ Purple (PLE) ☐ Unknown or Completely Bald (XXX)

FBI Number **(FBI)**

Skin Tone **(SKN)** ☐ Albino (ALB) ☐ Black (BLK) ☐ Dark (DRK) ☐ Yellow (YEL) ☐ Dk. Brown (DBR) ☐ Fair (FAR) ☐ Light (LGT) ☐ Lt. Brown (LBR) ☐ Medium (MED) ☐ Medium Brown (MBR) ☐ Olive (OLV) ☐ Ruddy (RUD) ☐ Sallow (SAL)

Scars, Marks, Tattoos, and Other Characteristics **(SMT)** (*See Checklist, page 8*)

Has the missing person ever been fingerprinted?
☐ No
☐ Yes, by whom?_____

Other Identifying Numbers **(MNU)**

Fingerprint Classification **(FPC)***

☐☐☐☐☐☐☐☐☐☐
☐☐☐☐☐☐☐☐☐☐

Social Security Number **(SOC)**

Operator's License Number **(OLN)**

Operator's License State **(OLS)**

License Expiration **(OLY)**

Missing Person **(MNP)**
☐ Missing Person (MP) ☐ Catastrophe Victim (DV)
☐ Child Abduction (CA) ☐ AMBER Alert (AA)

Date of Last Contact **(DLC)**

Originating Agency Case Number **(OCA)**

Miscellaneous **(MIS)** Information such as build, handedness, any illness or diseases, clothing description, hair description, should be included. If more space is needed, attach additional sheet.**

Missing Person Circumstances **(MPC)**
☐ Abducted By Stranger (S)
☐ Runaway (R)
☐ Abducted By Non-custodial Parent (N)

License Plate Number **(LIC)**

State **(LIS)**

Year Expires **(LIY)**

License Plate Type **(LIT)**

Vehicle Identification Number **(VIN)**

Year **(VYR)**

Make **(VMA)**

Model **(VMO)**

Style **(VST)**

Color **(VCO)**

(Rev. 11/08) * Fingerprints, if available, may be submitted electronically via the CJIS Wide Area Network or in hard copy to the FBI, CJIS Division, Post Office Box 4142, Clarksburg, West Virginia 26302-9929.
** All dental information should be recorded on the NCIC Missing Person Dental Report and entered into NCIC as supplemental information.

NCIC Missing Person File
Data Collection Entry Guide

Agency Case #_____

Caution and Medical Conditions **(CMC)**

Code	Description	Code	Description	Code	Description
00	Armed and dangerous	25	Escape risk	65	Epilepsy
05	Violent tendencies	30	Sexually violent predator - contact ORI for detailed information	70	Suicidal
10	Martial arts expert			80	Medication required
15	Explosives expertise	50	Heart condition	85	Hemophiliac
20	Known to abuse drugs	55	Alcoholic	90	Diabetic
		60	Allergies	01	Other

Has the missing person ever donated blood? **(MIS)**
☐ Yes
☐ No

Blood Type **(BLT)**
☐ A Positive (APOS) ☐ B Positive (BPOS) ☐ AB Positive (ABPOS) ☐ O Positive (OPOS) ☐ Unknown (UNKWN)
☐ A Negative (ANEG) ☐ B Negative (BNEG) ☐ AB Negative (ABNEG) ☐ O Negative (ONEG)
☐ A Unknown (AUNK) ☐ B Unknown (BUNK) ☐ AB Unknown (ABUNK) ☐ O Unknown (OUNK)

Circumcision? **(CRC)**
☐ Was (C) ☐ Was Not (N) ☐ Unknown (U)

Footprints available? **(FPA)**
☐ Yes (Y) ☐ No (N)

Body X-Rays? **(BXR)**
☐ Full (F) ☐ Partial (P) ☐ None (N)

Does the missing person have corrected vision? **(SMT)**
☐ Yes ☐ Glasses
☐ No ☐ Con Lenses

Corrective Vision Prescription **(VRX)**

Jewelry Type **(JWT)** *(See Checklist, page 20)*

Jewelry Description **(JWL)** *(See Checklist, page 20)*

DNA Profile Indicator **(DNA)**
☐ Yes (Y) ☐ No (N)

DNA Location **(DLO)**

Complainant's Name

Complainant's Address

Complainant's Telephone Number

Relationship of Complainant to Missing Person

Missing Person's Occupation **(MIS)**

Missing Person's Address

Close friends/relatives

Places Missing Person Frequented **(MIS)**

Possible destination **(MIS)**

Reporting Officer

Reporting Agency Telephone Number

Investigating Officer and Telephone Number **(MIS)**

Complainant's Signature

Date

NCIC Number **(NIC)**

Firearm Seizure.pdf

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RECEIPT AND NOTICE OF RIGHTS FOR SEIZED FIREARMS

Section 573.001, Health and Safety Code, Emergency Detention, authorizes a peace officer, without a warrant, to take a person into custody if the officer has a reason to believe and does believe that the person is mentally ill and because of that mental illness there is a substantial risk of serious harm to the person or to others unless the person is immediately restrained and believes that there is not sufficient time to obtain a warrant before taking the person into custody. A peace officer who takes a person into custody may immediately seize any firearm found in possession of the person. After seizing a firearm the peace officer shall comply with the requirements of Article 18.191, Code of Criminal Procedure.

Pursuant to the Texas Health and Safety Code, Chapter 573.001, Emergency Detention, the firearms listed below were seized from you on _____(date).

List make, model, caliber, serial number and ammunition:

1._____

2._____

3. _____

NOTE: *Use Receipt and Notice of Rights – Additional Items" if extra fields are needed.*

Code of Criminal Procedure, Article 18.191., Disposition of Firearm seized from certain persons with Mental Illness, authorizes a law enforcement officer who seizes a firearm from a person taken into custody under Section 573.001, Health and Safety Code, and not in connection with an offense involving the use of a weapon or an offense under Chapter 46, Penal Code, shall immediately provide the person a written copy of the receipt for the firearm and a written notice of the procedure for the return of a firearm under this article. The law enforcement agency holding a firearm subject to disposition under this article shall, as soon as possible, but not later than the 15th day after the date the person is taken into custody under Section 573.001, Health and Safety Code, provide written notice of the procedure for the return of a firearm under this article to the last known address of the person's closest immediate family member as identified by the person or reasonably identifiable by the law enforcement agency, sent by certified mail, return receipt requested. The written notice must state the date by which a request for the return of the firearm must be submitted to the law enforcement agency.

List an address of an immediate family member or point of contact:

Name:_____

Address:_____

_____

Phone:_____

Once approved for release according to the Code of Criminal Procedure, Article 18.191, all property will be available at:
The Weatherford Police Department Property Division, 801 Santa Fe Drive, Weatherford, Texas 76086, (817) 598-4318.

I, _____, acknowledge receipt of a copy of this notice.

_____ _____
Signature of Person Notified Date

Mailing Address: _____

I, _____ (Officer's Name) declare under penalty of perjury under the laws of the State of Texas, that I served the above named person with a copy of the above notice, and this declaration is executed on _____ (Date) at Weatherford, Texas.

_____ _____
Signature of Officer Serving Notice Date

THIS RECEIPT DOES NOT CONSTITUTE RECOGNITION OF LEGAL TITLE TO ABOVE PROPERTY

RECEIPT AND NOTICE OF RIGHTS FOR
SEIZED FIREARMS

ADDITIONAL ITEMS

List make, model, caliber, serial number and ammunition.

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

I, _____(Notified Name), acknowledge receipt of a copy of this notice

_____ _____
Signature of Person Notified Date

Mailing Address:_____

I, _____ (Officer's Name) declare under penalty of perjury under the laws of the State of Texas, that I served the above named person with a copy of the above notice, and this declaration is executed on _____ (Date) at Weatherford, Texas.

_____ _____
Signature of Officer Serving Notice Date

THIS RECEIPT DOES NOT CONSTITUTE RECOGNITION OF LEGAL TITLE TO ABOVE PROPERTY

Photo Line up Blinded.pdf

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Weatherford Police **Blinded** Photo Array Line-up

Instructions to Witness

CFS#:_____Date of Offense: _____Offense:_____

Time:_____, Date: _____ and place of photo array Line-up:_____

Read the following instructions to the witness prior to presenting the photo array:

"The folders in front of you contain photos. In a moment I am going to ask you to look at the photos. The person who committed the crime may or may not be included in the photos. I don't know whether the person being investigated is included. Although I placed the photos into the folders, I have shuffled the folders so that right now I do not know which folder contains a particular photo. Even if you identify someone during this procedure , I will continue to show you all photos in the series. The investigation will continue whether or not you make an identification. Keep in mind that things like hair styles, beards, and mustaches can be easily changed and that complexion colors may look slightly different in photographs. You should not feel that you have to make an identification. It is as important to exclude innocent persons as it is to identify the perpetrator. You will look at the photos one at a time. When you open a folder, please open it in a manner that does not allow me to see the photo inside the folder. Take as much time as you need to look at each one. When you have finished looking at a photo, close the folder and hand it to me. I will then ask you, "is this the person you saw [insert description of act here]?" Take your time answering the question. If you answer "yes," I will then ask you, "In your own words, can you describe how certain you are?" Because you are involved in an ongoing investigation, in order to prevent compromising the investigation, you should avoid discussing this identification procedure or its results. Do you understand the way the photo array procedures will be conducted and the instructions I have given you?

☐ I certify that the above instructions have been read to me.

Printed: (witness)_____Signed: (witness)_____

☐ I certify that I have translated and read the instructions to the witness.

Printed (interpreter)_____Signed: (interpreter)_____

Signed: (Line-up Administrator)_____

☐ I have picked photo number _____. Initials _____

☐ I did not pick anyone from the photo array. Initials _____

Witness confidence statement _____

_____

The photo that was picked from the photo array by the above-named witness has been identified as:

_____

Signed: (Line-up administrator) _____

Outside Employment Form.pdf

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OUTSIDE EMPLOYMENT

Employee Name: _____

Date: _____

Employer Information:

Employer Name: _____

Employer Address: _____

City/State: _____

Employer Telephone Number: _____

Type of Business: _____

Hours to be worked each shift: _____

Number of days this job will last: _____

Total number of off duty hours per week: _____

Off Duty Job Description: _____

_____

Request to Use Equipment:

___ Uniform ___ Sidearm ___ Radio ___ Other

- If the job lasts 7 days or less – Lieutenant or Captain approval
- If the job lasts 7 -30 days – Lieutenant or Captain *and* Deputy Chief approval
- If the job lasts more than 30 days – Lieutenant or Captain, Deputy Chief *and* Chief approval

_____ _____

Employee Signature Date

Approval:

_____ _____

Department Director Date

_____ _____

Date

Employee Copy, Department Copy and Forward Original to Personnel Department

Vehicle Pursuit Review.pdf

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VEHICLE PURSUIT ADMINISTRATIVE REPORT

Date of Pursuit | District: | Shift:

Call For Service: | Start Time: | End Time:

Location Started: | Distance Traveled: | Top Speed Reached

Location Ended: | Police: Suspect:

Route Traveled:

Primary Officer: | Secondary Officer:

Vehicle Type: Unit: | Vehicle Type: Unit:

Video Captured: Yes or No | Video Captured: Yes or No

Supervisor Name involved in Pursuit: Unit:

Reason/Probable Cause for pursuit:

Hostage involved: Y or N
Accident Involved: Y or N
Injury Accident: Y or N
Who was injured:
Officer
Suspect
Citizen
None

Tire Deflation Device Utilized: Yes or No | Was TDD successful? Yes or No

Officer deploying TDD: | TDD Device? Stop Stick or Other

Suspect Driver: Sex: Race:

Injured? Yes or No | Suspect arrested? Yes or No

How Sustained:

Medical Treatment?

Charges:

Suspect Vehicle: Year: Make: Model:

Color: License: State:

Disposition of Suspect Vehicle:

Supervisor(s) monitoring pursuit:

Notifications: Sergeant _____ Commander _____ Dep. Chief _____ Chief _____

Use of Force Report completed? Y or N | Policy and Procedures followed? Y or N

Other Units Involved: Officer: Unit:

Officer: Unit: | Officer: Unit:

VEHICLE PURSUIT REPORT NARRATIVE

Please document important details regarding the pursuit in the narrative section of this report or on an attached form or offense report. Your report must include but are not limited to: Reasons for the pursuit, all personnel involved and their roles, the result of the pursuit, disposition of suspect and his/her vehicle, any injuries or damage to property, bystanders, officers, suspect, witnesses, etc; communication issues, video/audio issues, whether the pursuit left the city limits and/or any other significant events.

Supervisor comleting report:	**Signature:**	**Date:**

Command Review

Commander: **Concur** **Do Not Concur**

Comments:

Signature: Date:

Deputy Chief: **Concur** **Do Not Concur**

Comments:

Signature: Date:

Chief of Police: **Concur** **Do Not Concur**

Comments:

Signature: Date:

CJIS Security Incident Responst Team Contact List.pdf

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WPD Initial and Midpoint Evaluation.pdf

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PERSONNEL CHANGE NOTICE 2.pdf

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PERSONNEL CHANGE NOTICE

WEATHERFORD POLICE DEPARTMENT

NAME (LAST)	(FIRST)	CITY ID	BADGE #
JOB TITLE		EFFECTIVE DATE	

TYPE OF ACTION

CHECK BOX FOR TYPE OF ACTION		INFORMATION REQUIRED FOR THE TYPE OF ACTION
ADDRESS CHANGE		Complete "Change of Address" section below
PHONE CHANGE		Complete "Change of Address" section below
MARITAL STATUS CHANGE		Give name, address & phone # in the "Remarks" section below
EDUCATIONAL ACHIEVEMENT		Give dates, schools & details in "Remarks" section - attach official rcds
LANGUAGE SKILLS		List new skills acquired & specifiy "fluent" or "some familiarity"
OTHER		Specify any other changes in the "Remarks" section below

CHANGE OF ADDRESS SECTION

OLD STREET ADDRESS	OLD CITY	OLD ZIP
NEW STREET ADDRESS	NEW CITY	NEW ZIP

CHANGE OF PHONE NUMBER SECTION

OLD HOME #	NEW HOME #		OLD CELL PHONE #	NEW CELL PHONE #

ADDITIONAL INFORMATION

EMPLOYEE SIGNATURE	DATE

Return completed form to Finance Coordinator - Copy will be sent to City Hall

WPD Yearly Evaluation.pdf

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LLS Language ID Guide - to E-mail.pdf

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Europe

Albanian — Shqip
Tregoni me gisht gjuhën tuaj. Do të thërrasim një përkthyes. Përkthyesi ofrohet falas për ju.

Armenian — Հայերէն
Նշեք, թե որ լեզվով եք խոսում: Թարգմանիչ կկանչենք: Թարգմանչի ծառայությունները տրամադրվում են անվճար:

Basque — Euskara
Zure hizkuntza aukeratu. Jarraian interprete bati deituko diogu. Zerbitzu hau doakoa da.

Bosnian — Bosanski
Pokažite svoj jezik. Pozvat ćemo tumača. Usluge tumača su besplatne za vas.

Bulgarian — Български
Посочете вашия език. Ще бъде извикан преводач. Преводачът е осигурен безплатно за вас.

Croatian — Hrvatski
Pokažite svoj jezik. Prevoditelj će biti pozvan. Prevoditelja ćete dobiti besplatno.

Czech — Čeština
Ukažte na váš jazyk. Bude zavolán tlumočník. Tlumočení je pro vás bezplatné.

Danish — Dansk
Peg på dit sprog. En tolk vil blive tilkaldt. Tolken tilbydes uden omkostninger for dig.

Dutch — Nederlands
Wijs uw taal aan. Er zal contact worden opgenomen met een tolk. De service van de tolk is geheel gratis.

Estonian — Eesti keel
Osutage oma keelel. Vastava tõlgiga võetakse ühendust. Tõlketeenus on teie jaoks tasuta.

Finnish — Suomi
Osoita maasi kieltä. Kutsumme tulkin paikalle. Tulkin käyttö on sinulle ilmaista.

French — Français
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

German — Deutsch
Zeigen Sie auf Ihre Sprache. Ein Dolmetscher wird angefordert. Der Dolmetscher ist für Sie kostenlos.

Greek — Ελληνικά
Δείξτε τη γλώσσα σας και θα καλέσουμε ένα διερμηνέα. Ο διερμηνέας σας παρέχεται δωρεάν.

Hungarian — Magyar
Válassza ki a nyelvet. Tolmácsot fogunk hívni. A tolmács az Ön számára díjtalan.

Europe - continued

Icelandic — Íslenska
Bentu á þitt tungumál. Það verður hringt í túlk. Túlkurinn er þér að kostnaðarlausu.

Italian — Italiano
Indicare la propia lingua. Un interprete sarà chiamato. Il servizio è gratuito.

Lithuanian — Lietuvių
Nurodykite savo kalbą. Bus pakviestas vertėjas. Vertėjas jums bus suteiktas nemokamai.

Macedonian — Македонски
Покажете на јазикот на кој зборувате. Ќе повикаме преведувач. Услугите на преведувачот се бесплатни.

Norwegian — Norsk
Pek på språket dit. En tolk vil bli tilkalt. Tolken tilbys kostnadsfritt for deg.

Polish — Polski
Proszę wskazać swój język i wezwiemy tłumacza. Usługa ta zapewniana jest bezpłatnie.

Portuguese — Português
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Romanian — Română
Indicați limba pe care o vorbiți. Vi se va face legătura cu un interpret caare vă este asigurat gratuit.

Russian — Русский
Укажите язык, на котором вы говорите. Вам вызовут переводчика. Услуги переводчика предоставляются бесплатно.

Serbian — Српски
Покажите свој језик. Преводилац ће бити позван. Преводилац је за вас обезбеђен бесплатно.

Slovak — Slovenčina
Ukážte na svoj jazyk. Zavoláme tlmočníka. Tlmočenie je pre vás bezplatné.

Spanish — Español
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

Swedish — Svenska
Peka på ditt språk. En tolk kommer att tillkallas. Tolken erbjuds utan kostnad för dig.

Ukranian — Українська
Вкажіть вашу мову. Вам викличуть перекладача. Послуги перекладача надаються безкоштовно.

Yiddish — יידיש
ווייזט אָן אויף אייער שפּראַך און מען וועט רופן אַן איבערזעצער. איר דאַרפט גאָרניט באַצאָלן פאַר דער איבערזעצונג.

Pacific Islands

Fijian — Vosa Vakaviti
Dusia na nomu vosa. Ni na Vakarautaki mai e dua na dau vakadewa vosa. Na dau vakadewa vosa e sega ni saumi.

Ilocano — Ilokano
Itudo yo ti sao yo. Ag awag da ti maysa nga mangipat-patarus nga tumulong kadakayo nga awan ti bayad na.

Indonesian — Bahasa Indonesia
Tunjukkan bahasa Anda. Penerjemah akan dihubungi. Penerjemah disediakan gratis tanpa dikenakan biaya.

Malay — Bahasa Melayu
Tunjukkan bahasa anda. Jurubahasa akan dihubungi. Jurubahasa akan disediakan tanpa anda dikenakan bayaran.

Marshallese — Kajin Majól
Kelet kajin eo am. Im renaaj kúr juón am Ri-Ukok. Ri-Ukok eo enaaj jibañ eok ilo ejjelok wóneen.

Samoan — Fa'asamoa
Fa`asino lau gagana. Ole a vala`au se fa`amatala`upu. Ua saunia se fa`amatala`upu e aunoa ma se tau e te totogiina.

Tagalog — Tagalog
Ituro po ang inyong wika. Isang tagasalin ang ipagkakaloob nang libre sa inyo.

Tongan — Lea Faka-Tonga
Tuhu`I mai ho`o lea fakafonua. `E ui ha fakatonulea. `Oki ta`etotongi kia `a e fakatonulea.

North America, South America, and Caribbean

French — Français
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

Haitian Creole — Kreyòl
Lonje dwèt ou sou lang ou pale a epi n ap rele yon entèprèt pou ou. Nou ba ou sèvis entèprèt la gratis.

Navajo — Diné k'ehjí
Nizaad biká'ígíí bich'í' dah diilníih. Ata' halne'é ła' hágo bi'di'dooniił. Ata' halne'é éí doo haida yit'éego bik'é ni'diiléeł da. T'áájíík'e ná ata' hodoolnih.

Portuguese — Português
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Spanish — Español
Señale su idioma y llamaremos a un intérprete. El servicio es gratuito.

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Language Identification Guide

As a LanguageLine Solutions® client you have access to over-the-phone interpreting 24 hours a day, 7 days a week. Offer this guide in face-to-face situations to determine which language a person speaks. The most frequently encountered languages in North America are grouped by the geographical region where they are commonly spoken.

- Locate the geographical region where you believe the speaker may be from. (Pacific Islands, Europe, etc.)
- Show the person the languages listed for that region. Underneath each language is the translation of the statement below:

English — English
Point to your language. An interpreter will be called. The interpreter is provided at no cost to you.

- We offer interpreting from English into more than 200 languages. If you are unable to identify the language, our call representative will help you.
- To access an interpreter:

Please visit www.LanguageLine.com for information on all our language access solutions:

- Over-the-Phone, Video Remote, and Onsite Interpreting
- Bilingual and Interpreter Staff Testing and Training
- Translation and Localization

CustomerCare@LanguageLine.com
1-800-752-6096

India, Pakistan, and Southwest Asia

Bengali বাংলা
আপনার ভাষার দিকে নির্দেশ করুন। একজন দোভাষীকে ডাকা হবে। দোভাষী আপনি নিখরচায় পাবেন।

Gujarati ગુજરાતી
તમારી ભાષાનો ઉલ્લેખ કરો. દુભાષિયાને બોલાવી શકાશે. દુભાષિયાને બોલવવામાં તમારે ખર્ચ આપવો નહિ પડે.

Hindi हिंदी
अपनी भाषा को इंगित करें। जिसके अनुसार आपके लिए दुभाषिया बुलाया जाएगा। आपके लिए दुभाषिया की निशुल्क व्यवस्था की जाती है।

Malayalam മലയാളം
നിങ്ങളുടെ ഭാഷയിലേക്ക് ചൂണ്ടുക. ഒരു വ്യാഖ്യാതാവിന്റെ സേവനം ലഭ്യമാക്കും. ഈ വ്യാഖ്യാതാവിന്റെ സേവനം നിങ്ങൾക്ക് സൗജന്യമായാണ് നൽകുന്നത്.

Nepali नेपाली
आफ्नो भाषातर्फ औंल्याउनुहोस्। एक दोभाषेलाई बोलाइनेछ। तपाईंको विना कुनै खर्चको, एकजना दोभाषे उपलब्ध गराइनेछ।

Punjabi ਪੰਜਾਬੀ
ਆਪਣੀ ਭਾਸ਼ਾ ਵੱਲ ਇਸ਼ਾਰਾ ਕਰੋ। ਜਿਸ ਮੁਤਾਬਕ ਇਕ ਦੁਭਾਸ਼ੀਆ ਬੁਲਾਇਆ ਜਾਵੇਗਾ। ਤੁਹਾਡੇ ਲਈ ਦੁਭਾਸ਼ੀਆ ਦੀ ਮੁਫਤ ਇੰਤਜ਼ਾਮ ਕੀਤਾ ਜਾਂਦਾ ਹੈ।

Sinhalese සිංහල
ඔබේ භාෂාව පෙන්වන්න. භාෂා පරිවර්තකයෙකු කැඳවෙනු ඇත. භාෂා පරිවර්තකය ඔබ වෙත නොමිලේ සැපයෙනු ඇත.

Tamil தமிழ்
உங்கள் மொழியைச் சுட்டிக்காட்டுங்கள்.
மொழிபெயர்ப்பாளர் ஒருவர் அழைக்கப்படுவார்.
மொழிபெயர்ப்பாளருக்காக நீங்கள் செலவு செய்யத்தேவையில்லை.

Telugu తెలుగు
మీ భాషను గుర్తించండి. మీ భాషానువాదకులను పిలువబడును.
మీకు ఎటువంటి ఖర్చు లేకుండా భాషానువాదకులను సమకూర్చబడును.

Urdu اردو
اپنی زبان پر اشارہ کریں۔ ایک ترجمان کو بلاجائے گا۔
ترجمان کا انتظام آپ پر بغیر کسی خرچ کے کیا جائے گا۔

Africa

Acholi Acoli
Siem thok ma iyae. Ja loko ibiro luongi.
Jaloko no ochiuni ma onge chudo.

Amharic አማርኛ
ቋንቋዎትን ያመልክቱ። አስተርጓሚ ይጠራል።
አስተርጓሚው በነጻ ይቀርብልዎታል።

Arabic عربي
أشر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما
سيتم إحضار المترجم الفوري مجانًا.

Africa - continued

Dinka Thok monyjang
Weet ten thoungdie. Raan weetgeryic a col.
Agerwelyic ku a cin aroop biyik yen.

French Français
Indiquez votre langue et nous appellerons un interprète. Le service est gratuit.

Hausa Hausa
Nuna zuwa ga yarenka. Za a kira tafinta. An samar maka da tafintan ne ba tare da sai an biya kudi ba.

Italian Italiano
Indicare la propia lingua. Un interprete sarà chiamato. Il servizio è gratuito.

Nuer Mägäcä luqäddä
Ku tïlmään luqäddäädä. Turjubään äyää looyëërï-doonää. Turjubäänkä lägugu yëëräyo wää bïlääsh.

Oromo Oromo
Gara afaan keetti eeri. Turjumaanni ni waamama.
Turjumaanni beesee takka malee siif qophaawa.

Portuguese Português
Indique o seu idioma. Um intérprete será chamado. A interpretação é fornecida sem qualquer custo para você.

Portuguese Creole Crioulo Portugues
Nho pontâ pa lingu qui nho ta papiâ. No ta arranja um interprete pa nho. No ta rranje um interprete e nho ca ta pagâ nada pa el.

Somali Af-Soomali
Farta ku fiiqluqadaada… Waxa laguugu yeeri doonaa turjubaan. Turjubaanka wax lacagi kaaga bixi mayso.

Swahili Kiswahili
Onyesha lugha yako. Mkalimani ataitwa.
Utapewa mkalimani bila gharama yoyote.

Tigrinya ትግርኛ
ቋንቋኹም አመልክቱ፡፡ ኣተርጓሚ ክጽዋእ ይኽእል እዩ፡፡
ንኣተርጓሚ እትከፍልዎ ዝኾነ ክፍሊት የለን፡፡

Wolof Wolof
Taannal sa lakk ngir fiou bolela ak kou degg sa lakk mou dimbeuli leu. Ndimbeul bi do ci fey dara.

Yoruba Yorùbá
Tọ́ka sí èdè rẹ. A ó pe ògbùfọ̀ kan.
Ọ̀fẹ́ ni a ó pe ògbùfọ̀ yíí fún ọ.

Middle East

Arabic عربي
أشر إلى لغتك. وسيتم الاتصال بمترجم فوري. كما
سيتم إحضار المترجم الفوري مجانًا.

Armenian Հայերէն
Նշեք, թե որ լեզվով եք խոսում: Թարգմանիչ կկանչենք:
Թարգմանչի ծառայությունները տրամադրվում են անվճար:

Azerbaijani Azərbaycan dili
Danışdığınız dili bildirin. Sizin üçün tərcüməçi dəvət olunacaq. Tərcümə xidməti üçün ödəniş tələb olunmur.

Dari دری
زبان مورد نظر را نشانی کنید. یک ترجمان فراخوانده خواهد شد. این برای شما کدام هزینه در پی نخواهد داشت.

Farsi فارسي
زبان مورد نظر خود را مشخص کنید. یک مترجم برای شما درخواست خواهد شد. مترجم بصورت رایگان در اختیار شما قرار می گیرد.

Hebrew עברית
הצבע לעבר השפה שלך, ואנחנו נתקשר למתורגמן.
שירותו של המתורגמן ניתן ללא תשלום.

Kurdish کوردی
ئاماژە بە زمانەکەتان. وەرگێڕێک بانگ دەکرێت.
بۆ ئامادەکردنی وەرگێڕ هیچ پارەیەک لە تۆ وەرناگیردرێت.

Pashto پښتو
خپلې ژبې ته اشاره وکړئ. یو ژباړونکی به راوبلل شي.
ستاسو له پاره د ژباړونکي انتظام په وړیا توګه کیږي.

Turkish Türkçe
Konuştuğunuz dili gösterin. Sizin için bir çevirmen aranacaktır. Bu çevirmen size ücretsiz sağlanır.

Asia

China	請指認您的語言，以便為您提供免費的口譯服務。	请指认您的语言，以便为您提供免费的口译服务。
Cantonese	廣東話	广东话
Chaochow	潮州話	潮州话
Fukienese	福建話	福建话
Mandarin	國語	普通话
Shanghai	上海話	上海话
Taiwanese	台灣話	台湾话
Toishanese	台山話	台山话

Asia- continued

Burmese မြန်မာ
သင့်ဘာသာစကားကို ညွှန်ပြပါ။ စကားပြန် ခေါ်ပေးပါမယ်။
သင့်အတွက် စကားပြန် အခမဲ့ ပေးပါမယ်။

Hmong Hmoob
Taw rau koj hom lus. Yuav hu rau ib tug neeg txhais lus.
Yuav muaj neeg txhais lus yam uas koj tsis tau them dab tsi.

Indonesian Bahasa Indonesia
Tunjukkan bahasa Anda. Penerjemah akan dihubungi.
Penerjemah disediakan gratis tanpa dikenakan biaya.

Japanese 日本語
あなたの話す言語を指してください。
無料で通訳サービスを提供します。

Karen ကညီကျိာ်
နဉ်လီၤဆုနကျိာ်.တၢ်ကကီးပှၤကျိာ်ထံတၢ်.
တၢ်ဟ့ဉ်ပှၤကျိာ်ထံတၢ်လၢတဆိဉ်ဒီးအပှၤအကလံၤဘဉ်.

Khmer (Cambodian) ខ្មែរ (កម្ពុជា)
សូមចង្អុលភាសាអ្នក។ យើងនឹងហៅអ្នកបកប្រែភាសាមកជួន។
អ្នកបកប្រែភាសានឹងជួយអ្នកដោយមិនគិតថ្លៃ។

Korean 한국어
귀하께서 사용하는 언어를 지정하시면 해당
언어 통역 서비스를 무료로 제공해 드립니다.

Laotian ພາສາລາວ
ຊີ້ບອກພາສາທີ່ເຈົ້າເວົ້າໄດ້. ພວກເຮົາຈະຕິດຕໍ່ນາຍພາສາໃຫ້.
ທ່ານບໍ່ຕ້ອງເສຍເງິນຄ່າແປໃຫ້ແກ່ນາຍແປພາສາ.

Malay Bahasa Melayu
Tunjukkan bahasa anda. Jurubahasa akan dihubungi.
Jurubahasa akan disediakan tanpa anda dikenakan bayaran.

Mien Mein
Nuqv longc meih nyei waac fingx. Ninh mbuo porv waac mienh oix zuqc heuc daaih lorx meih. Ninh mbuo porv waac mienh tengx nyei jiauv louc yaac baeqc thenx maiv zuqc cuotv zinh nyaanh faan-liuc.

Mongolian Монгол
Танай хэлээ эаа. Орчуулагч дуудагдана.
Орчуулагчийн тусламж танд үнэгүй байх болно.

Thai ไทย
ช่วยชี้ที่ภาษาที่ท่านพูด แล้วเราจะจัดหาล่ามให้ท่าน
การใช้ล่ามไม่ต้องเสียค่าใช้จ่าย

Vietnamese Tiếng Việt
Hãy chỉ vào ngôn ngữ của quý vị. Một thông dịch viên sẽ được gọi đến, quý vị sẽ không phải trả tiền cho thông dịch viên.

LanguageLine Solutions®

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Live Lineup Forms.pdf

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LIVE LINEUP - WITNESS INSTRUCTIONS

- ☐ As part of the ongoing investigation into a crime that occurred on _____ (date) at _____ (location) you are about view a lineup.
- ☐ You will look through a one-way mirror and see six people in the lineup. They will not be able to see you. There will be a number associated with each person in the lineup.
- ☐ Take whatever time you want to view the lineup.
- ☐ The person(s) involved in the crime that you were a victim of or witness to may or may not be present in the lineup.
- ☐ Do not assume that I know who the suspect is.
- ☐ I want you to focus on the lineup and not look to me or anyone else in the room for guidance about make an identification during the procedure.
- ☐ Individuals presented in the lineup may not appear exactly as they did on the date of the incident because features, such as hairstyles and facial hair, are easily changed.
- ☐ You may ask me to have members of the lineup speak, move or change clothing. If one member is asked to speak, move or change clothing, then all the lineup members will be asked to do the same.
- ☐ After you have had an opportunity to view the live lineup, I will ask you if you recognize anyone. If you do, I will ask you the number of the person you recognize and from where you recognize the person. I will also ask you about your level of certainty in your identification.
- ☐ The investigation will continue regardless of whether or not you make an identification.
- ☐ **DO NOT discuss with other witnesses what you see, say or do during this procedure**.

WITNESS SIGNATURE:

The above instructions have been read to me.

_____ Date:_____ Time: _____

LIVE LINEUP
ADMINISTRATOR FORM – CONFIDENCE STATEMENT

Witness: _____ Administrator: _____

Instructions to the administrator conducting the live lineup:

- Remain neutral. Do not comment on the identification before, during or after the identification procedure.
- After instructing the eyewitness, stand out of the eyewitness' line of sight, where practical, but still observe and hear the eyewitness.
- Where practicable and appropriate, video record the entire procedure. When video recording is not practicable, audio recording is an acceptable alternative.
- A photo should be taken of the live lineup when a video recording of the procedure is not made.
- Introduce by name all individuals present in the viewing room to the eyewitness.
- If there is a need to have a lineup member speak, move, change clothing or some other activity, then all lineup members must do the same activity.
- Complete the Case Information Sheet that accompanies this form.

After the eyewitness has viewed the live lineup, ask the following questions:

☐ Did you recognize anyone in the lineup? _____

- If the answer to the preceding question is negative, STOP and go to the signature line.
- If the answer is positive, proceed to the next question:

☐ If so, what is the number of the person you recognized? _____

☐ From where do you recognize that person? _____

Confidence Statement:

Please choose which of the following statements best describes your level of certainty in your identification:

☐ I am confident that is the person I saw.
☐ I am somewhat confident that is the person I saw.
☐ I am not confident at all that is the person I saw.

Date: _____ Time: _____ Witness Signature: _____

LIVE LINEUP CASE INFORMATION SHEET
[DO NOT SHOW THIS FORM TO WITNESS]

Complaint or Case Report#:_____ Crime Date & Location: _____

Live Lineup Date: _____Time: _____ Location: _____

Crime Committed: _____Witness' Name: _____

Was Witness Transported? Yes ☐ No ☐

Transporting Officer:_____
Rank: _____ Command: _____ ID#: _____

Lineup Administrator:_____
Rank: _____ Command: _____ ID#: _____

Investigating Officer:_____
Rank: _____ Command: _____ ID#: _____

Security Officer:_____
Rank: _____ Command: _____ ID #: _____

Deputy District Attorney Present: Yes ☐ No ☐ Name: _____

Interpreter Present? Yes ☐ No ☐ Name: _____ Language: _____

Was the procedure recorded? Video Only ☐ Audio & Video ☐ Audio Only ☐ No ☐

Lineup photograph taken? Yes ☐ No ☐

Position	Name
1	
2	
3	
4	
5	
6	

Suspect's Name: _____ D.O.B.: _____ Position: _____

Record the words and gestures of the witness during the identification procedure and confidence statement: _____

_____

_____

_____

_____

_____

Signature of Administrator: _____ Date: _____

LIVE LINEUP – DEFENSE COUNSEL SHEET

Suspect's Attorney Present? Yes ☐ No ☐

Defense Attorney: _____ Telephone: _____

The Defense Attorney was instructed **not** to speak while in the viewing room with the witness? Yes ☐ No ☐

If Defense Attorney makes requests about the live lineup, record the request and whether the request was agreed to or refused:

1. Request: _____

   Agreed ☐ Refused ☐

2. Request: _____

   Agreed ☐ Refused ☐

3. Request: _____

   Agreed ☐ Refused ☐

4. Request: _____

   Agreed ☐ Refused ☐

304 Form.pdf

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WEATHERFORD POLICE DEPARTMENT
TASER USE OF FORCE REPORT

Section 1

Date of Incident:	**Call for Service#:**
Time of Incident:	
Location of Incident:	
Officer using TASER: **( ) On duty ( ) Off-duty security**	**Name of Supervisor Notified:** **On scene ( ) Yes ( ) No**
Other Officers Present at scene:	
Type of Force used or displayed by Suspect/AP: (Check all that apply) **( ) Physical ( ) Threat ( ) Impact ( )Cutting Instrument ( ) Firearm ( ) Other Explain:**	
Type of threat or force used by officer(s) (check all that apply) **( ) Physical ( ) O.C. Spray ( ) Baton ( ) Taser ( ) Firearm Explain:**	
Were Officers Injured During the Arrest: ( )Yes ( )No Explain Injuries:	
Was the Suspect/AP Injured Prior to or during the Arrest ( ) Yes ( ) No Explain: (If any)	
Subject treated by: ( ) None ( ) EMS ( ) Hospital Admitted to Hospital: ( ) Yes ( ) No **If Yes, Explain:**	
Subject under the influence of: ( ) Drugs ( ) Alcohol ( ) Other ( ) Unknown **List substance if known:**	
Classification of Call: ( ) Drug/Alcohol Related ( ) Fight/Disturbance Call **( ) Mental Illness/Att. Suicide ( ) Traffic Related Call ( ) Violent Crime ( ) Other Type** **Explain:**	

SUBJECT DATA

Section 2

Suspect/AP's Name:
Age: **Sex: ( ) Male ( ) Female** **Height:** **Weight:** **Race: ( ) Caucasian ( ) Hispanic ( ) African American ( ) Asian ( ) Other**
Were there any charges filed? ( ) Yes ( ) No **What charge(s):** **Was the suspect taken into custody? ( ) Yes ( ) No If so, where:**

APPLICATION DATA

Section 3

WAS TASER DISPLAYED ONLY, no drive stun or fired cartridges? ( ) Yes ( ) No *If yes, please skip to section 4*

Advanced TASER Serial #	**Cartridge Serial #**
X26P **(Circle Applicable)** **X2**	**Total Number of Activations:** **Duration of Application:** **Duration Between Applications:**
Number of Cartridges Fired:	**Number of probe Contacts Into Suspect:**
Number of Drive Stun Contacts:	**Number of Probes Penetrating Skin:**

Officer used: ( ) Drive Stun Only ( ) Fired the TASER Only ( ) Both Drive Stun & Cartridge
Was this Incident Video Recorded by Anyone: ( ) Yes ( ) NO If yes, by whom?
Location of Each Probe Impact:
Distance Between Probes: (Use inches)
Description of Where Missed Probes Went:

If Drive Stun Mode, Location Applied to Suspect:
Approximate Range at time of Probe Deployment:
Did the TASER Application Cause an Injury to the Suspect/AP or Another? ( ) Yes ( ) No **If yes, Explain how the Injury Occurred:**
How were the probes removed? ( ) by Hospital Staff ( ) by EMS **( ) by Officer ( ) by the suspect ( ) by other**

Section 4

Did the TASER Arcing or Laser Gain Compliance from the Suspect? ( ) Yes ( ) No
Subject's Demeanor after the Advanced TASER was displayed or deployed:
Additional Information (If Any)

Section 5

Justification for Use of Force: (Be Specific)

Officer Submitting Report:	Supervisor Approving:

ADMINISTRATIVE REVIEW

**** FOR ADMINISTRATIVE USE ONLY ****

Name of supervisor conducting review: _____

Was the action taken in accordance with department policy? **( ) Yes** **( ) No**

Are further investigation/statements required **( ) Yes** **( ) No**

Is a disciplinary review necessary **( ) Yes** **( ) No**

_____ _____

Supervisor Signature **Date:**

_____ _____ _____

Commander **concur** **do not concur**

If you do not concur, explain:

_____ _____ _____

Deputy Chief **concur** **do not concur**

If you do not concur, explain:

_____ _____ _____

Chief of Police **concur** **do not concur**

If you do not concur, explain:

Officers Statement.PDF

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Officer Statement

I was ordered to submit this statement on _____, _____
Day Date

at _____, _____ to
Time Location

_____ _____
Rank Name

I submit this statement at their order as a condition of employment. In view of possible job forfeiture, I have no alternative but to abide by this order.

It is my belief and understanding that the Department requires this statement solely and exclusively for internal purposes and will not release it to any other agency. It is my further belief that this statement will not and cannot be used against me in any subsequent proceeding, including criminal proceedings, other than disciplinary proceedings within the confines of the Department itself.

For any and all other purposes, I hereby reserve my constitutional right to remain silent under the FIFTH and FOURTEENTH ADMENDMENTS to the UNITED STATES CONSTITUTION and other rights PRESCRIBED by law. Further, I rely specifically upon the protection afforded me under the doctrines set forth by the Garrity vs. New Jersey 385 U. S. 493 (1967) and Spevack vs. Klein, 385 U. S, 511 (1967), should this report (statement) be used for any other purpose of whatsoever kind or description.

_____

_____

_____

_____

_____

_____

_____

_____

_____

This statement consists of _____pages Signature: _____

Subscribed and sworn to before me on this the _____day of _____, 20_____.

Notary Public (printed name) _____ Commission Expires _____.

Notary Public Signature: _____

1858
WEATHERFORD
TRUE TEXAS
POLICE DEPARTMENT

Missing Person Checklist.pdf

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Missing Person Checklist

Missing Person/Runaway Juvenile

Initial Report
Broadcast BOLO if person is under 16 years of age
Complete NCIC Initial Entry Report
Ensure subject entered into NCIC within 2 hours of taking report

High-risk Missing

Initial Report
Broadcast BOLO
Ensure missing person does not meet the criteria for a Public Alert (Amber/Silver/Endangered Missing Person) if so refer to Policy 317
Complete NCIC Initial Entry Report
Complete Texas DPS Missing Persons Clearinghouse Report Form
Complete NCIC Missing Person File Medical Information Form
Ensure subject entered into NCIC within 2 hours of taking report
Ensure subject entered into Missing Persons Clearinghouse via TLETS within 2 hours of initial report

Attempted Child Abduction

Initial Report
Report incident to Missing Persons Clearinghouse via TLETS within 8 hours of initial report

Pseudonym Form for Sexual Assault.pdf

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PSEUDONYM FOR SEXUAL ASSAULT SURVIVORS

All information will be kept confidential

Law Enforcement Agency:	Phone Number
Case # or Cause #:	**Pseudonym ***
Real Name	
Real Address	
Real Phone # (day)	(evening)
Alternate Contact Name	
Alternate Contact Phone # (day)	(evening)
* This name will be used in all public files to take the place of your real name. Your correct address and phone number will also be protected. (Texas Code of Criminal Procedure, Chapter 57B).	

RELEASE OF INFORMATION

To assist law enforcement with their investigation and obtain further assistance, I give permission for specific limited release of my real name, address, and phone number. By checking the following, my real information may be released to these specified agencies.

_____ Local advocacy program	_____ Local, State or Federal Attorney's Office
_____ Local, State, or Federal Law Enforcement Agency	_____ Medical Insurance Carrier
_____ Crime Victims' Compensation Program	_____ Local, State, or Federal restitution payment office

_____ _____

Survivor Signature (please use real name) Date

_____ _____ _____

Law Enforcement Officer Signature Badge number Date

The following program is available to you: _____

Advocacy Program name and phone number (to be filled in by officer)

For more information please contact:

The Office of the Attorney General
Crime Victim Services Division MC 011
PO Box 12548
Austin, TX 78711-2548

Phone: (512) 936-1200
Email: *crimevictims@texasattorneygeneral.gov*

Ride Along form updated.pdf

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☐ Records

WEATHERFORD POLICE DEPARTMENT

CITIZEN RIDE-ALONG AGREEMENT

☐ Administration

Instructions: Read this form carefully and complete all sections applicable to the applicant. Pay particular attention to each rule. After reading and completing the form, sign it in the presence of a Notary Public. Submit the notarized form to the Weatherford Police Records Division.

I, (print full legal name)_____, wish to observe members of the Weatherford Police Department perform their duties. This observation will include riding in police vehicles with members of the Weatherford Police Department. These activities may include situations where I may suffer damage to my person or property.

I am freely and voluntarily requesting permission to participate in the Ride-Along Program. This program does not entitle me to, nor will I request, any compensation. I understand that permission to participate in this program may be revoked at any time.

In consideration of the above granted authority to observe and other good and valuable consideration, I, my assigned heirs, executors, or agents hereby agree to hold the City of Weatherford and the Weatherford Police Department harmless. I agree to indemnify the City of Weatherford, Weatherford Police Department, and their agents and employees from any claims, damages, losses, and expenses arising out of the above described observations, and related activities, which is for bodily injury, illness or death, or property including loss of use.

If you want to ride with a specific officer please enter his/her name. Enter the date and time frame you want to ride.

_____	_____	_____to _____
Officer Name (if known)	Requested Ride Date	Requested Ride Time

I wish to participate in the Citizen Ride-Along Program because (be specific) _____

_____

_____

CITIZEN RIDE-ALONG ELIGIBILITY AND PROGRAM RULES ***Read and initial each rule.***

1. At least eighteen (18) years of age. *Initial* _____

2. No felony convictions involving violence or any conviction involving moral turpitude. *Initial* _____

3. No felony convictions in the previous five (5) years. *Initial*_____

4. No arrest, protective custody detention, hazardous traffic citation, or suspect involvement in a felony crime or crime of moral turpitude in the previous twelve (12) months. *Initial*_____

5. Ride-along passenger attire shall be business or business casual. Shorts, tank tops and sandals are not permitted. Collarless shirts are not permitted for males. Attire, including headgear, shall be free of slogans, phrases, or any advertising determined to be inappropriate or offensive to any person or persons, race, color, creed, ethnic origin, gender, age, or physical or mental disability *Initial* _____

6. Ride-along passengers shall conduct themselves in a civil and professional manner and refrain from language or engage in acts that are offensive to any person or persons, race, color, creed, ethnic origin, gender, age, or physical or mental disability. *Initial* _____

7. Ride-along passengers shall be under the direct control of the police officer and not interfere with officers while performing their duties. *Initial* _____

Continued on reverse side →

8. Ride-along passengers are authorized to observe only. Passengers shall not perform police related duties or act unless directed to do so by a police officer. In an emergency, passengers may take appropriate action to protect themselves and/or officers. *Initial* _____

9. Ride-along passengers may not accompany an officer into a private residence without the permission of the property owner or authorized representative, unless their presence is required to assist the officer. *Initial* _____

10. Passengers are not permitted to carry firearms while participating in a ride-along regardless of any license or permit issued to the passenger pursuant to the provisions of the Texas LTC or a similar act from another state or country. Exceptions will be considered for commissioned and retired law enforcement officers who are current with all state and Federal mandated training and who have current commission and TCOLE/POST credentials in their possession. *Initial* _____

11. Ride-along passengers are not permitted to carry or use any cameras, video or audio recording devices while participating in a ride-along. Passengers shall silence all personal communication/ wireless devices. *Initial* _____

12. A patrol supervisor or participating officer may terminate the privileges of a ride-along passenger without explanation. *Initial* _____

13. This form must be submitted at least five (5) working days prior to the requested ride-along date.

Request for exception to rules 1 -13 (explain in detail): _____

_____

I have read, understand, and agree to abide with the agreement and rules pertaining to the Citizen Ride-Along Program.

_____	_____	_____	_____
Signature	Date of Birth	Driver License No. and State	Gender

_____				
Physical Address	City	State	Zip	Phone(s)

Email address: _____

Emergency Contact:_____

Name Address Phone

Subscribed and sworn to before me this_____day of_____, 20_____

(SEAL) My commission expires: _____ _____

Notary Public

<u>The following sections for police administration use only</u>

Patrol Supervisor comments:_____

_____

☐ Approved ☐ Denied _____

Division Commander/ Shift Sergeant

Note:_____

_____

Pseudonym Form Instructions.pdf

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Purpose of the Pseudonym Form

These forms are for the use of individuals who have been **victims of Sexual Assault (Tex. Code Crim. Proc. Chapter 57, Art. 57.01), Stalking (Tex. Code Crim. Proc. Chapter 57A, Art. 57A.01), Family Violence (Tex. Code Crim. Proc. Chapter 57B, Art. 57B.01), or Human Trafficking (Tex. Code Crim. Proc. Chapter 57D, Art. 57D).** The form requests law enforcement to remove the victim's name from public files and records concerning the offense, including policy summary reports, press releases, and records of judicial proceedings. A pseudonym, or fictitious name, will be used instead of the victim's name to designate the victim in all public files and records concerning the offense. **The victim must understand the pseudonym is only used in records concerning the offense,** and not for other public files and records that are not related to the offense.

Roles and Responsibilities of the Victim

It is the victim's responsibility to complete the form and submit it to the law enforcement agency investigating the offense for which they are a victim.

The victim should:

1. Complete all information requested on the pseudonym form (Leave the section that says "To Be Completed by Law Enforcement Officer" blank).
2. Under the "Release of Information" select what organizations they wish to have their real name and information provided to.
3. Return the completed form to the law enforcement agency investigating the offense.

Roles and Responsibilities of Law Enforcement

It is Law Enforcement's responsibility to notify victims they have the right to use pseudonyms and ensure the request is completed.

Law Enforcement should:

1. Explain the purpose of the pseudonym form.
2. Inform the victim that the pseudonym will replace the victim's name only in public files and records concerning the offense.
3. Assist the victim in filling out the form.

According to Tex. Code Crim. Proc. Chapter 57, Art. 57.02(e), Chapter 57A, Art. 57A.02(e), Chapter 57B, Art. 57B.02(e), and Chapter57D, Art. 57D.02(e), upon receipt of the form the law enforcement agency shall:

1. Remove the victim's name and replace it with the pseudonym in all reports, files, and records in the agency's possession.
2. Notify the attorney for the state of the pseudonym and that the victim has elected to be designated by the pseudonym
3. Maintain the form in a manner that protects the confidentiality of the information contained in the form.

Use of Force.pdf

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Weatherford Police Department
Use of Force Report

Use of Force report must be completed within 24 hours of the incident

1. This report should be completed by the immediate supervisor of the officer involved.
2. A supplement must be obtained from each officer involved in the use of force.
3. The on-duty supervisor shall attempt to obtain statements from the suspect and witnesses in the use of force incident and attach to this report.

The supervisor shall see that all parts are completed and forwarded through the chain of command.

PART I: OFFICER INFORMATION AND STATEMENT FORM

A. Date of Incident: _____ Time:_____ Day of the Week: _____ District: _____
Location:_____

B. Type of Incident: (describe nature/purpose of the initial contact):_____

C. Number of Involved: Officers:_____ Subjects: _____ Witnesses:_____

Officer(s) involved in Use of Force: _____
Officer(s) witnessing event: _____

D. Was an arrest made: ☐ Yes ☐ No Were charges filed? ☐ Yes ☐ No
If so, what charges? _____ Is subject in custody? ☐ Yes ☐ No If so, where?_____

E. Officer Information: ☐ Male ☐ Female Race: _____ Age: _____ Height_____ Weight:_____

F. Officer Injury (check all that apply): Limb _____ Torso _____ Head/Neck/Face_____ None_____
Medical Treatment _____Describe injury, if any, and treatment required:_____

G. Officer weapon(s) used (check all that apply): Flashlight ___ Baton ___ Aerosal Spray___ TASER____
TASER pointed only ___ TASER spark ___ HFFEK (Hands, feet, fist, elbow, knee): _____ ,
description _____ Specialty Impact Munitions _____
Firearm _____ If firearm was used, indicate whether it was discharged or only pointed:_____
Other _____ description _____

IF TASER® was deployed, please complete TASER® Use of Force Report

H. Subject Information: ☐ Male ☐ Female Race: _____ Age: ____ Height: _____ Weight: _____
(Approximate if necessary)

I. Subject Injury (check all that apply): Limb _____ Torso _____ Head/Neck/Face _____ None _____
Medical Treatment _____ Describe injury, if any, and treatment required:_____

(NOTE: If multiple subjects were injured, create a continuation page using same data.)

J. Subject weapon(s) used: (check all that apply): Firearm _____ Flashlight _____ Baton _____ Aerosol spray _____ HFFEK (Hands, feet, fist, elbow, knee): _____

(NOTE: If multiple subjects used weapons, create a continuation page using same data.)

K. Was subject impaired by alcohol ☐ Yes ☐ No Unable to determine: _____
Was subject impaired by other drug ☐ Yes ☐ No Unable to determine: _____

L. Was subject taken to a medical facility or otherwise treated by medical personnel? ☐ Yes ☐ No
If yes, what hospital? _____ What physician/nurse? _____

M. Please provide a detailed memo and/or report regarding this incident: CFS: _____

N. Was subject showing signs of Mental Crisis? ☐ Yes ☐ No

PART II **SUBJECT/SUSPECT INFORMATION**

(To be completed by immediate supervisor of officer involved.)

Name: Last _____ First _____ Middle _____

Address: _____

Telephone: Home _____ Work _____

Place of Employment: _____

Occupation: _____

Were you able to obtain a voluntary statement from the suspect? ☐ Yes ☐ No

PART III **WITNESS INFORMATION**

(To be completed by a supervisor.)

WITNESS #1

Is witness related to subject: ☐ Yes ☐ No

If yes, indicate relationship: _____ (include boyfriend/girlfriend/friend)

Name: Last _____ First _____ Middle _____

Address: _____

Telephone: Home _____ Work _____

Place of Employment: _____

Occupation: _____

Were you able to obtain a voluntary statement from this witness? ☐ Yes ☐ No

WITNESS #2

Is witness related to subject: ☐ Yes ☐ No

If yes, indicate relationship: _____ (include boyfriend/girlfriend/friend)

Name: Last _____ First _____ Middle _____

Address: _____

Telephone: Home _____ Work _____

Place of Employment: _____

Occupation: _____

Were you able to obtain a voluntary statement from this witness? ☐ Yes ☐ No

WITNESS #3

Is witness related to subject: ☐ Yes ☐ No

If yes, indicate relationship: _____ (include boyfriend/girlfriend/friend)

Name: Last _____ First _____ Middle _____

Address: _____

Telephone: Home _____ Work _____

Place of Employment: _____

Occupation: _____

Were you able to obtain a voluntary statement from this witness? ☐ Yes ☐ No

PART IV SUPPLEMENTAL INFORMATION

(To be completed by immediate supervisor of each officer involved in the use of force and submitted up the officer's Chain of Command. Use continuation pages if necessary.)

A. Is there any information, witnesses, or investigation still needed regarding this case? ☐ Yes ☐ No

B. If yes, please detail:

_____

_____

_____

Officer Completing Report: _____

_____ Date: _____ Time: _____
Officer Signature

On –duty Supervisor Completing Report: _____

_____ Date: _____ Time: _____
Officer Signature

** FOR ADMINISTRATIVE USE ONLY **

Name of supervisor conducting review: _____

Was the action taken in accordance with department policy? ( ) Yes ( ) No

Are further investigation/statements required ( ) Yes ( ) No

Is a disciplinary review necessary ( ) Yes ( ) No

_____ _____

Supervisor Signature **Date:**

_____ _____ _____

Commander **concur** **do not concur**

If you do not concur, explain:

_____ _____ _____

Deputy Chief **concur** **do not concur**

If you do not concur, explain:

_____ _____ _____

Chief of Police **concur** **do not concur**

If you do not concur, explain:

LTC-88.pdf

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Texas Department of Public Safety
Regulatory Services Division
www.dps.texas.gov

LICENSE TO CARRY A HANDGUN

REVOCATION AFFIDAVIT

OFFICER'S AFFIDAVIT FOR REVOCATION OF HANDGUN LICENSE AND/OR INSTRUCTOR'S CERTIFICATE
UNDER TEXAS GOVERNMENT CODE §411.187

STATE OF _____ §
(STATE WHERE NOTARIZED) §
COUNTY OF _____ §
(COUNTY WHERE NOTARIZED)

BEFORE ME, the undersigned authority, personally appeared _____, known to me to be a credible person, who being duly sworn, deposed as follows:
(PRINTED NAME AFFIANT)

My name is_____, and I am a Texas Peace Officer employed by _____, ID No._____.
The license holder's name is_____, Handgun License No._____, Instructor Certificate No._____; TDL No./Texas ID No._____, whose Date of Birth is _____, who resides at_____, and whose phone no. is_____.

I believe the following grounds exist to revoke the license to carry a handgun or certificate as a handgun instructor:
(please select all that apply)

❍ The license holder was not entitled to the license at the time it was issued for the following reason(s):

❍ The license holder gave the following false information on the application:

❍ The license holder became ineligible for a license, based on the following reason(s):

❍ The license holder was convicted under Texas Penal Code s46.035, Unlawful Carrying of a Handgun by License Holder

Cause # in the Court of on

❍ The license holder has previously been suspended twice for the following reason(s):

Was the license surrendered to the officer? ❍ Yes ❍ No

The following exhibits are attached to the affidavit and incorporated by reference:

_____
Signature of Peace Officer / Affiant
Agency Address
Agency Phone No.

SUBSCRIBED and SWORN TO before me, this _____ day of _____, 20 _____.

_____
NOTARY PUBLIC in and for the State of Texas

PEACE OFFICER: 1. Send affidavit along with attachments within five (5) days after the affidavit is prepared to Texas Department of Public Safety, Regulatory Services Division MSC 0245, P.O. Box 4087, Austin, Texas 78773-0245.
2. Send copy of affidavit and attachments to license holder.

Confidentiality Agreement.pdf

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CONFIDENTIALITY AGREEMENT
WEATHERFORD POLICE DEPARTMENT CITIZEN VOLUNTEERS

The undersigned has been accepted to serve as a citizen volunteer with the Weatherford Police Department ("the Department"). The Department has informed the undersigned and the undersigned acknowledges that, during the course of volunteer service, he or she may receive or be made aware of highly sensitive information and, on occasion, information deemed confidential by law. For purposes of this agreement, the term "confidential information" shall refer to both such types of information, whether written, verbal or transmitted by electronic or digital means. It is imperative that citizen volunteers with the Department meet the highest standards for maintaining such information in a secure and professional manner. Accordingly, as a condition of volunteer service, the undersigned agrees that he or she is fully responsible for maintaining confidentially all such information received. Further, the volunteer, by his or her signature below, acknowledges that he or she has been advised that certain information is protected by state and federal law and that unauthorized disclosure of same may result in civil and/or criminal penalties to the volunteer.

Citizen volunteers shall not disseminate, by any means, any confidential information acquired in the course of their volunteer service, nor shall volunteers permit any unauthorized person to see, hear, have access to, disseminate or, in any other way, utilize such confidential information. Specifically, citizen volunteers shall not disclose confidential information to unauthorized persons by any manner of communication including, but not limited to, written communication, oral communication, electronic or digital transmission or file transfer.

In the event a citizen volunteer is believed to have compromised confidential information which he or she obtained in the course of volunteer service with the Department, the Chief of Police will be notified immediately. If it is determined that a citizen volunteer has intentionally, knowingly or with gross negligence, caused or permitted the disclosure or dissemination of confidential information obtained in the course of volunteer service with the Department, such conduct will be grounds for immediate termination of the citizen volunteer's service with the Department. Determination of violation of this agreement shall be in the sole discretion of the Department.

By my signature below, I acknowledge that I have read and fully understand the above requirements of confidentiality of information in connection with my volunteer service with the Weatherford Police Department. **I expressly agree to abide by the above terms and conditions as a citizen volunteer with the Weatherford Police Department.**

_____ _____
Citizen Volunteer Date

_____ _____
Weatherford Police Department Representative Date

Chief Lance Arnold
801 Santa Fe Drive • P.O. Box 255 • Weatherford, TX 76086 • Phone (817) 598-4310

Unsatisfactory job performance - conduct form.pdf

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Weatherford Police Department

Warning of Unsatisfactory Job Performance and/or Conduct

EMPLOYEE NAME _____ DEPARTMENT# 501

JOB TITLE _____ RELATED CFS# _____

- ☐ Training/Policy Review
- ☐ Counseling
- ☐ Verbal / Oral Reprimand
- ☐ Written Reprimand
- ☐ Disciplinary Initiation Period
- ☐ Suspension Without Pay
- ☐ Reduction in Rank
- ☐ Termination of Employment

NATURE OF VIOLATION WPD COMPLAINT NUMBER: _____

Policy Violation # _____ Previous Warnings? Yes ____ No ____

Policy Violation # _____ Previous Warnings? Yes ____ No ____

Policy Violation # _____ Previous Warnings? Yes ____ No ____

Policy Violation # _____ Previous Warnings? Yes ____ No ____

Policy Violation # _____ Previous Warnings? Yes ____ No ____

Other (describe) _____ Previous Warnings? Yes ____ No ____

Other (describe) _____ Previous Warnings? Yes ____ No ____

SUPERVISOR'S STATEMENT:

_____

_____

Date(s) of Warning(s) 1st _____ 2nd _____ 3rd _____

Supervisor Signature _____ Date_____

Dept. Director Signature _____ Date _____

Received: ***(By signing this form, employee acknowledges receipt not necessarily agreement with the action taken.)***

Employee Signature _____ Date_____

NOTICE TO EMPLOYEE: This Notice will be placed in your personnel file. Further infractions may result in disciplinary action up to and including dismissal. Any comments you may have regarding this infraction may be reduced to writing and submitted to your supervisor for transmittal to your personnel file.

Critical Incident Employee Info Packet 02.2019.pdf

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Confidential

Critical Incident Information Packet

Serious Injury and/or Line of Duty Death

This information will be used only in the event of serious injury or death in the line of duty. Please take the time to fill it out accurately because the data will be of extreme comfort to your family and Police Department in fulfilling your wishes. This information is exempt from Texas Statutes Public Records Disclosure (552.102)

Employee Name _____ Employee Phone _____

Address: _____

Spouse Name: _____ Spouse's Phone _____

Spouse's Address (if different) _____

Child's Name _____ Child/Guardian Phone _____

Child's Address (if different) _____

If school age, name/city of school attending _____

Child's Name _____ Child/Guardian Phone _____

Child's Address (if different) _____

If school age, name/city of school attending _____

Child's Name _____ Child/Guardian Phone _____

Child's Address (if different) _____

If school age, name/city of school attending _____

Child's Name _____ Child/Guardian Phone _____

Child's Address (if different) _____

If school age, name/city of school attending _____

Child's Name _____ Child/Guardian Phone _____

Child's Address (if different) _____

If school age, name/city of school attending _____

If you are divorced, please provide information about your ex-spouse.

Name _____ Phone _____

Address _____

Do you want a department representative to contact your ex-spouse? _____ Yes _____ No

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Critical Incident Information Packet

Serious Injury and/or Line of Duty Death

IN CASE OF EMERGENCY - THESE PEOPLE **MUST** BE NOTIFIED
(Please list in the preferred order of contact)

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

Name: _____ Relationship: _____
Address: _____
Home Phone: _____ Work Phone: _____
Cell Phone: _____

The following members of my family have health concerns that the agency should be aware of:

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Critical Incident Information Packet

Serious Injury and/or Line of Duty Death

If possible, Is there a specific Officer or peer support member that you would like to accompany the department representative when notification is made to your immediate family? If someone other than an Officer, please include address and telephone number.

Name: _____ Phone: _____
Address: _____
Relationship: _____

Name: _____ Phone: _____
Address: _____
Relationship: _____

Name: _____ Phone: _____
Address: _____
Relationship: _____

Name: _____ Phone: _____
Address: _____
Relationship: _____

Name: _____ Phone: _____
Address: _____
Relationship: _____

Medical Information

Allergies: _____
Current Medications: _____
Blood Type: ____ Medical Conditions _____

Primary Physician: _____ Phone: _____
Physician Address: _____

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Critical Incident Information Packet

Serious Injury and/or Line of Duty Death

Church Information

Religious Affiliation: _____

Church Name: _____ Phone: _____

Church Address: _____

Church Associate to contact: _____

In the event you are unable to communicate after a serious accident / injury:

I do not wish to live by life support (machines)	Yes	No
I do not wish to live with a diminished capacity of any kind	Yes	No
Are you an organ donor?	Yes	No
Do you have a living will?	Yes	No

If so , where is the living will located? _____

Do you have a Power of Attorney designee?	Yes	No

If so , please list their contact information below:

Name: _____ Phone: _____

Address: _____

Relationship: _____

In the event of my death:

I prefer Burial Service

I prefer Cremation

Are you a veteran of the U.S. Armed Services?	Yes	No
If entitled , do you wish to have a Military funeral?	Yes	No
Do you wish to have a Law Enforcement funeral?	Yes	No
Honor Guard?	Yes	No
Law Enforcement Procession?	Yes	No
Funeral Luncheon?	Yes	No
Rifle Salute?	Yes	No
Playing of Taps?	Yes	No
Playing of Bagpipes?	Yes	No

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Critical Incident Information Packet
Serious Injury and/or Line of Duty Death

In the Event of My Death
(continued)

Do you wish a eulogy to be delivered? Yes No
If so , please indicate who should deliver the eulogy: _____
Do you want one of the Department's Chaplains to participate in the service? Yes No
If so , who is your preference? _____
Do you wish flowers to be omitted in lieu of contributions to a charity? Yes No
If so, which charity? _____

List any preferences you have for persons to serve as pallbearers:

_____ _____
_____ _____
_____ _____

Do you have a will? Yes No
If so, where is it located? _____

Do you have an attorney? Yes No
If so , please provide the following: _____
Name: _____ Phone: _____
Address: _____

Please list any insurance policies that you may have:
Company: _____ Policy: _____ location: _____
Company: _____ Policy: _____ location: _____
Company: _____ Policy: _____ location: _____
Company: _____ Policy: _____ location: _____

Please list any special requests or directions you would like followed upon your death:

_____
_____
_____
_____
_____

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POLICE DEPARTMENT

Animal Euthanasia report.pdf

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Weatherford Police Department
Animal Euthanasia Report

The supervisor shall see that all parts are completed and forwarded through the chain of command.

Officer Completing Report: _____

Date of Incident: _____ Time:_____ Location:_____

Type of animal euthanized:

☐ Dog ☐ Deer ☐ Bird ☐ Snake

☐ Cat ☐ Cow ☐ Raccoon ☐ Other, please describe:

☐ Varmints ☐ Horse ☐ Possum _____

Person who euthanized the animal: _____

Other Officers witness/involved: 1. _____ 2. _____

Type of weapon used: _____ # of times fired: _____

Type of action or injury that required euthanasia:

☐ Vicious actions ☐ public hazard ☐ Other, please describe:

☐ Injured ☐ exhibited strange behavior _____

Report facts and disposition of the animal: _____

_____

_____

_____

_____

_____

Name of supervisor conducting review: _____

Was the action taken in accordance with department policy? ☐ Yes ☐ No

Are further investigation/statements required ☐ Yes ☐ No

Is a disciplinary review necessary ☐ Yes ☐ No

Command Review:

Sergeant ☐ Concur ☐ Do Not Concur
Comments:

_____

_____

_____

_____
Signature

Commander ☐ Concur ☐ Do Not Concur
Comments:

_____

_____

_____

_____
Signature

Deputy Chief ☐ Concur ☐ Do Not Concur
Comments:

_____

_____

_____

_____
Signature

Chief ☐ Concur ☐ Do Not Concur
Comments:

_____

_____

_____

_____
Signature

Weatherford Police Department Internship Volunteer Application.pdf

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Application Receipt Date:

WEATHERFORD POLICE DEPARTMENT

Application for Internship or Volunteer

Read these instructions carefully before completing the application.

Responses must be hand written, legible and using ink. (No pencil). Answer all questions completely and accurately. **If the question is not applicable or no entries apply, write NA in the answer space**. If space provided is inadequate, complete the answer on a separate sheet of 8 ½ x 11" paper. Precede each answer with the section number of the question being answered. If any question is unclear, contact your Weatherford Police Department representative for clarification.

This section for intern applicants only	Application for:_____ (Spring, Summer, Fall)	Semester _____ (Year)

I. PERSONAL

Name _____
Last, First, Middle (full legal name)

Other names you have ever used or are known by _____

Current Address _____
Street Address, City, State, Zip

Permanent Address _____
Street Address, City, State, Zip

Home phone_____/_____/_____ Best method to contact: Mobile/Work phone_____/____/_____

Email: _____

Date of Birth _____ Place of Birth _____ Sex ☐ Male ☐Female

A. Are you now or have you ever been an employee of the City of Weatherford? Answer __

If you answered yes, explain the circumstances. _____

_____

B. Are you acquainted with any employee(s) in the Weatherford Police Department? Answer __

If your answer is yes, list name(s): _____

C. List each parent, stepparent and/or guardian you have or have had

Full name (last name first)	Date of Birth	Current Address

D. List three personal references. Exclude immediate family members or others who are listed in this application.

Full name (last name first)	Telephone	Address

E. List each person, age 21 or older, who has shared your residence in the past four years.

Full name (last name first)	Date of Birth

F. List spouses or ex-spouses (do not list persons listed above)

Full name (last name first)	Date of Birth	Martial Status

G. Are you aware of any criminal activity in which persons with which you reside or have resided, are/or have been involved? Answer_____If your answer is yes, explain the circumstances.

_____

_____

_____

II. EDUCATION

Expected date of graduation _____

College or University, City, State (begin with most recent)	Credit Hours	Field of Study

College advisor's name_____Phone or email _____

III. RESIDENCE HISTORY

Address, City, State, Zip (begin with most recent: include permanent and temporary)	From Mo/Yr	To Mo/Yr

IV. LEGAL HISTORY

A. Driver License: List all driver licenses ever issued to you beginning with current or most recent

State	Name on License	License Number

B. Firearms License: List all firearms licenses or permits or any other open or concealed carry licenses you have or have had from any state or other entity.

State	Name on License	License or Permit Number	Type of License or Permit

C. Summons Record: Include all traffic and non-traffic, regardless of disposition. Exclude parking tickets or warnings. If you don't know the exact date, list an approximate month or year. If there are none, write NA.

Date	City and State	Charge	Disposition (pled guilty, probation, etc.)

D. List all occasions in which you have been questioned by anyone, or arrested, charged or convicted regarding any criminal offense or any offense involving moral turpitude, sexual behavior, or domestic violence. Include both misdemeanor and felony offenses. If there are none, write NA.

Date	City, State, Agency	Incident	Disposition

E. Have you ever committed a serious crime –or- have you ever been involved in a traffic collision and departed the scene without reporting the incident?

Answer_____ If your answer is yes, explain the circumstances.

_____

_____

_____

F. Have you ever been fingerprinted? Answer_____ If your answer is yes, explain the circumstances:

_____

_____

V. GENERAL INFORMATION

A. Have you ever, by word or mouth or in writing, advocated or taught the doctrine that the government of the United States of America, or any state, or any political subdivision thereof, should be overturned by force, violence, or any unlawful means?

Answer_____ If your answer is yes, explain the circumstances.

_____

_____

B. Are you now or have you ever been a member of any organization that practices discrimination on the basis of race, creed, color, sex, or national origin?

Answer_____ If your answer is yes, explain the circumstances.

_____

_____

C. Have you ever possessed or used any illegal drugs, or have you ever sold or given any person illegal drugs, or have you, or have you ever abused prescribed drugs?

Answer_____ If your answer is yes, explain the circumstances.

_____

_____

VI. *WORK HISTORY* (begin with most recent)

Employer & Address	Phone	Employment Dates	Supervisors Name

VII. *SOCIAL NETWORKING* (Facebook, Twitter, Instagram, etc)

List all social networking websites of which you are a member.

Include password information to access those accounts.

Social Network Website

VIII. STATEMENT OF INTEREST

Please articulate your desire to participate in the intern or volunteer program with the Weatherford Police Department. Please include your career goals if applicable.

_____

_____

_____

_____

_____

_____

IX. CERTIFICTION

READ CAREFULLY BEFORE SIGNING

Read and initial numbers statements 1 – 5.

1. I attest that information given in this application is accurate and complete to the best of my knowledge. (Initial) _____

2. I understand that false, misleading or incomplete information, given or implied, in this application or related interview may result in disqualification from the process or termination of my intern or volunteer status. (Initial) _____

3. I understand that a background investigation will be conducted and the information gained may be used to determine my suitability as a police intern. (Initial) _____

4. I understand that if selected, I will not be entitled to any compensation of money, benefits, or any other item of value from the City of Weatherford for services performed during my internship. (Initial) _____

5. I will immediately notify my Weatherford Police Supervisor if I am arrested for any criminal offense, become the subject of a criminal or civil investigation, am questioned by a law enforcement authority regarding a criminal matter, or am issued a traffic or criminal summons after this application is submitted. (Initial)_

_____
Print full legal name

_____ _____
Signature Date

X. AUTHORIZATION FOR RELEASE OF PERSONAL INFORMATION

I,_____, do hereby authorize a review of and full disclosure of, all records concerning myself to any duly appointed officer of the City of Weatherford Police Department, whether the said records are of public, private, or confidential nature.

The intent of this authorization is to give my consent for full and complete disclosure of educational institutions, Veteran's Administration, employment and pre-employment records, including background reports, efficiency ratings, complaints or grievances filed against me and the records and recollections of attorneys at law, or other counsel, whether representing me or another person in any case, either criminal or civil, in which I presently have, or have had an interest.

I understand that any information obtained by a personal history background investigation which is developed directly or indirectly, in whole or in part, upon this release authorization will be considered in determining my suitability for an internship or volunteer by the City of Weatherford Police Department. I also certify that any person(s) who may furnish such information shall not be held accountable for giving this information; and I do hereby release said person(s) from any complete candidness from those interviewed, that I have no right of access to any information collected during the course of the background investigation.

A photocopy of this release form will be valid as an original thereof, even though the said photocopy does not contain an original writing of my signature.

_____
Print full legal name

_____ _____
Signature Date

Subscribed and sworn to before me this_____day of_____, 20_____.

(SEAL)

My commission expires: _____ _____
Notary Public

AccidentInjuryForm.pdf

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Instructions for Completion of

City of Weatherford

Accident / Incident Report

- Please use ink and print or use the form provided on the City's intranet site. All information is important so please complete every applicable box.

- This form should be completed under the following situations:
  - **On-the Job injuries** to City employees where the employee receives medical attention or where accident/incident could require medical attention at a later date: **Complete Sec A and B** (*A payment Authorization form should be presented to Weatherford Regional Medical Center*)
  - **Vehicle Accidents** involving City vehicle or equipment where damage occurs to City vehicle or equipment and/or vehicles belonging to the members of the public. **Complete Sec A and C**
  - **Damage to City Property**, other than vehicles **or Damage to Property Belonging to a Member of the Public**, other than vehicles, caused by or alleged to be caused by a City action. **Complete Sec A and D**
  - **Injuries to Members of the Public** that resulted or alleged to have resulted from City action. Complete **Sec A and E** If said injury resulted from a vehicle accident involving a City vehicle **Complete Sec C as well.**

➢ All reports should be submitted to Risk Management no later than one business day following the date of the occurrence.

Post Accident Testing for CDL Licensed Drivers

DOT (49 CFR Part 382.303)

Following any ***reportable accident***, the City will insure that all CDL licensed drivers involved in the accident are tested for evidence of controlled substances and alcohol.

A reportable accident is defined as:

- Any accident that involves a fatality, or
- Any accident where the driver is cited by state or local officials and one or more persons require medical attention away from the scene, or
- Any accident where the driver is cited by state or local officials and one or more vehicles sustain damage to cause them to be removed (towed)

Refer to COW Drug and Alcohol Policy (pg 10) for further detailed instructions, all testing is time sensitive.

CITY OF WEATHERFORD

SUPERVISOR'S ACCIDENT / INCIDENT REPORT

SECTION A – GENERAL INFORMATION

Employee Name:_____ Home Phone #:_____

Home Address:_____ City, State, Zip Code:_____

County:_____ Job Title:_____ Date of Hire:_____

Dept #:_____ Org/Div #:_____ Years with City:_____ Years in Occupation:_____

Social Security #: _____ Date of Birth: _____ Race:_____ Sex: M F

Does employee speak English: Yes No Marital Status: Married Widowed Separated Single Divorced

Spouse's Name: _____ Number of Dependent Children: _____

Date of Occurrence: _____ Time of Occurrence: _____ am pm Date Reported:_____

Worksite Location if Injury (stairs, dock, etc.): _____

Address / Location of Occurrence: _____

Describe Injury or Accident and How or Why it Occurred: _____

_____

_____

_____

_____

Witness' Name (include address if not City employee): _____

_____

Was Drug Test Given? Yes No If not, state reason: _____

SECTION B – EMPLOYEE INJURY

Professional Medical Attention Needed? Yes No If so, Hospital/Clinic: _____

Doctor: _____ Last Workday Other Than Day of Injury: _____

First Full Workday Lost After Injury: _____ Date Returned to Work: _____

Hourly Rate of Pay: _____ # Hours Scheduled per Week: _____ Employee Doing Regular Job? Yes No

Supervisor: _____ Supervisor Notified? Yes No Part of Body Injured: _____

Tool, Equipment or Other Cause of Injury: _____

Type of Safety Equipment Provided: _____ Equipment in Use? Yes No

"No", Why Not? _____

Did Failure to Use Safety Equipment Contribute to Injury? Yes No

SECTION C – VEHICLE ACCIDENT OR DAMAGE

City Vehicle #: _____ City Vehicle License #: _____ Was City Vehicle Damaged? Yes No

Other Vehicle License Number: _____ Year: _____ Make and Model: _____

Other Driver's Name: _____ Address: _____

Phone Number: _____ Other Vehicle Identification Number: _____

Insurance Company: _____

Policy Number: _____ Insurance Agent's Phone Number: _____

Weather Conditions: _____ Road Conditions: _____

Description of Damage: _____

SECTION D – DAMAGE TO PROPERTY (Other Than Vehicles)

Type of Property Damaged: _____ City Owned? Yes No

Owner: _____ Address: _____ Phone Number: _____

Description of Damage: _____

SECTION E – INJURY TO MEMBER OF THE PUBLIC

Other Party Name: _____ Address:_____

City, State, Zip Code: _____ Phone Number: _____

Nature of and Part of Body Injured: _____

Ambulance Needed? Yes No Hospital: _____ Doctor: _____

COMMENTS: _____

_____

_____

_____

_____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Supervisor's Phone Number: _____

WORKER'S COMPENSATION INJURY
AUTHORIZATION FOR TREATMENT AND COMPENSATION OF PAYMENT

Worker's Compensation/Injury Leave: The City of Weatherford provides worker's compensation coverage for all employees. Worker's Compensation provides for medical expenses and partial compensation to employees injured on-the job. The cost of such coverage is paid by the City of Weatherford and covers most injuries sustained on the job.

Treatment Authorization: The Human Resource Department for the City of Weatherford authorizes initial treatment by the provider for the treatment of the on-duty injury to _____. Any additional treatment must be approved by contacting Joy Hendren, Texas Municipal League, at 972-613-1754.

Payment Compensation: All claims must be submitted to: TMLIRP, 18601 LBJ Freeway, #210, Mesquite, TX 75150 to receive payment for services rendered. For additional information regarding claims or the payment process contact TMLIRP at 972-613-1754.

Employee Liability of Payment: The Texas Labor Code rules and statute prohibit a healthcare provider from billing an injured employee and/or employer for all or part of the cost of health care services unless the injury is finally adjudicated. Texas Labor Code 133.20(j)(4), Section 413.042(a)(1)(2) and 431.042(b)

Information Requests: If you have any questions or require additional information, please contact the City of Weatherford Human Resources Department at 817-598-4204.

Chart of Animal Calls.pdf

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Chart of Calls

Emergency Call	Action	Non-Emergency Call	Action
Injured or Sick Animals	PD Officer verifies issue, contact ACO. Officer needs to wait on-scene to keep eyes on the animal.	Owned animal that is sick or injured.	Owner is required to take that animal to the emergency veterinarian.
Aggressive and Dangerous Animals	PD Officer verifies issue, contact ACO. Officer needs to wait on-scene to keep eyes on the animal.	Stray/Loose animals	Place call/email to animal control for follow up next business day.
Animal bites to Humans	ER contacts Dispatch, Dispatch gathers all victim & owner info and any other info available and relays to ACO.	Animal to Animal Bites	Civil Issue, does not require animal control action. Can place call/email to animal control for follow up next business day.
Snakes posing safety risk (preventing entry or in house)	PD Officer verifies issue, contact ACO. Officer needs to wait on-scene to keep eyes on the animal.	Snake on property but not causing issue.	Place call/email to animal control for follow up next business day.
Animal Cruelty and Neglect	PD Officer verifies issue, contact ACO. PD Officer and ACO determine if immediate response is required.	Barking Dogs	PD Officer *can* issue a citation. Place call/email to animal control for follow up next business day.
Animal in car needing impoundment due to arrest of owner	PD Officer verifies issue, contact ACO if unable to transport the animal to the shelter.	Trapped animals	Wait for pick up next day or release. Call and leave voicemail on animal control's non-emergency number.
Loose Livestock	**CONTACT COUNTY DISPATCH FIRST,** if county needs help they can contact us to assist with the call.	Trapping During Inclement Weather	Trapping during bad weather conditions or leaving an animal at risk in inclement weather is a punishable offense. If the animal is at risk, it must be released.

Level I Complaint Form (Serious).pdf

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Weatherford
Police Department

Level I
Serious Complaint Intake Form

Department Use Only:

Unfounded _____
Unable to Validate _____
Complaint is Validated _____
Further Investigation Required _____

Name of Complainant: (if anonymous, please note)	Date of Birth	Gender	**Complaint Number:**
Home Address	City	State	Zip
Work or Home Phone	Cell Phone	Email	Related CFS Number

Incident Date	Incident Time	Incident Location

Name(s) of Department Member(s) Involved	***Alleged Violation(s)***
1._____	_____
2._____	_____
3._____	_____
4._____	_____

Witness Name:	***Address***	***Phone***
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____
4._____	_____	_____

Brief Description of Incident:

_____
_____
_____
_____
_____
_____
_____

Supervisor Receiving Complaint: _____ Received Date: _____ Time: _____

Did the complainant file a written complaint: YES or NO

Did the Complainant wish to remain anonymous: YES or NO

Was the interaction video recorded?: YES NO UNKNOWN

Audio Recorded?: YES NO UNKNOWN

Notes: _____

Complainant: _____ Date: _____

Notice of Receipt:

Employee: _____ Date: _____

CJIS External Contact List.v1.pdf

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Modified Duty Restrictions Form.pdf

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Weatherford Police Department Modified Duty Restrictions

On _____, I treated _____ in reference to an illness/injury. He/she is not currently fit for duty as a _____. He/she may return to work in an alternate duty ("light duty") assignment with the following restrictions:

Motion and Posture

Please check any applicable box(es). If a restriction does not apply, please check "NR" for "not restricted."

Posture Restrictions	Maximum hours per day						
Activity	0	2	4	6	8	10	NR
Standing							
Sitting							
Kneeling/Squatting							
Bending/Stooping							
Pushing/Pulling							
Twisting							
Other							

Motion Restrictions	Maximum hours per day						
Activity	0	2	4	6	8	10	NR
Walking							
Climbing (stairs/ladder)							
Grasping/Squeezing							
Reaching							
Overhead Reaching							
Keyboarding							
Other							

Lift and Carry

(Please check and fill in blanks where applicable)

____ May not lift/carry objects more than ____ lbs. for more than _____ hours per day.

____ May not perform any lifting/carrying

Misc. Restrictions

(Please check and fill in blanks where applicable)

____ Max hours per day of work:_____.

____ Sit/Stretch breaks of ____ per____.

____ Must keep _____ elevated.

____ Must keep _____ clean and dry.

____ No running

Specific Restrictions

He/she **MAY** or **MAY NOT** operate a vehicle. *(Please circle one)*

He/she **MAY** or **MAY NOT** use a firearm. *(Please circle one)*

Other Restrictions (if any)

These restrictions are expected to last until _____, at which time he/she will be:

_____ Cleared for full duty

_____ Re-evaluated

_____ _____ _____

Physician Signature Physician Name Phone Number

Texas Interpreting Services LLC.pdf

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TEXAS INTERPRETING SERVICES, LLC
5344 N. Tarrant Parkway, Fort Worth, TX 76244
OFFICE 817-741-4441 AFTER HOURS 817-456-8653 FAX 817-741-4333 EMAIL txis@1scom.net

MAKING A REQUEST FORM

Please complete the questions below as accurately as possible. This form may be faxed or emailed to TXIS in order to complete your interpreter request.

1. What is the date, time, and duration of your meeting, event, etc.?

2. What is the specific location (Building, Address, & Phone Number, Room #, etc.) where the interpreter is needed?

3. What is the name of the on-site contact person and phone number?

4. Where do we park and will we need a parking pass?

5. What is the specific nature of the assignment?

6. What is the name of the Deaf, Hard of Hearing, or Deaf Blind person(s)?

7. Sign language preferences (ASL, PSE, ORAL, Tactile, etc.) and special instructions:

8. Payment/Billing Information?

Name: _____ Title: _____

Phone #:_____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

THANK YOU for the opportunity to service your need for a sign language professional.

Updated March 2014

PCT_Safekeeping_Receipt.pdf

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RECEIPT

Safekeeping / Prevent Consequences of Theft

Chief of Police
Lance Arnold

POLICE DEPARTMENT
(817) 598-4310
www.weatherfordtx.gov/police

801 Santa Fe Dr
Weatherford, TX 76086

CFS Number: _____ Officer: _____

Location: Date / Time:

The property described below is stored at the Weatherford Police Property and Evidence Department at **801 Santa Fe Drive in Weatherford, Texas**. The property may be claimed by contacting the Evidence Technician at (682) 229-2613 during normal business hours. An appointment must be scheduled for property releases. All property is marked as either Safekeeping or Prevent Consequences of Theft. Please read below to find the guidelines pertaining to each property type.

Safekeeping: These items are taken by an officer as a precaution to protect the property, the officer, or the people involved. Unless it is a firearm, these items may be returned to you during normal business hours by contacting the Property and Evidence Technician at the Weatherford Police Department. Firearms require a background check and trace of the gun before being returned to the owner.

Preventing Consequences of Theft (CCP 18.16): Any person has a right to prevent the consequences of theft by seizing any personal property that has been stolen and bringing it, with the person suspected of committing the tehft, if that person can be taken, before a magistrate for examination, or delivering the property and the person suspected of committing the theft to a peace officer for that purpose. To justify a seizure under this article, there must be reasonable ground to believe the property is stolen, and the seizure must be openly made and the proceedings had without delay.

INDICATE IF ITEM IS: S - SAFEKEEPING P - PREVENT CONSEQUENCES OF THEFT

ITEM #	QUANTITY	S / P	DESCRIPTION (COLOR, MAKE, MODEL, SERIAL #, ETC)

You will be notified of a date/time and location for a property hearing to contest the seizure of the property listed above and seized by the Weatherford Police Department. You will be contacted using the contact information you provided to the officer at the time of the seizure to make this notification.

I have read the above and undestand how I may claim the above listed property.

_____ Signature _____ Date

SWORN TO AND SUBSCRIBED BEFORE ME ON THIS THE

_____ DAY OF _____, _____

_____
Witness / Texas Peace Officer

Gang Intelligence Field Interview Form.pdf

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Gang Intelligence Field Interview Form

NAME: _____ RACE: ____ SEX: ____ DOB: _____ AGE: _____

AKA: _____ PLACE OF BIRTH: _____

Height_____ Weight_____ Hair color_____ Eye color _____

SSN #: _____ DL#: _____STATE____ ID#: _____STATE_____

ADDRESS HM: _____ APT#_____ CITY_____ ZIP_____

WK: _____ NAME OF BUSINESS_____

FOR OFFICIAL USE ONLY

GIU#_____

CID#_____

PHOTO#_____

PHONE HM :_(____)_____ CELL: _(____)_____ WORK:_(____)_____

CLOTHING: (Note Gang Related Colors etc.)_____

TATTOOS, SCARS, and/or MARKS: _____

_____

VEHICLE YEAR: _____ MAKE: _____ MODEL: _____ STYLE: _____ COLOR: _____ TAG#_____ ST_____

VIN: _____ REGISTERED OWNER_____

RELATIVES/ASSOCIATES:_____

_____

LOCATION and REASON FOR INTERVIEW:_____

_____

GANG: _____ SERVICE NUMBER:_____

• NOTE: TO PROCESS A NEW MEMBER, TWO (2) OF THE ITEMS (I TO VIII) MARKED WITH A * ***MUST BE CHECKED*** AND ***SUPPORTED*** WITH SPECIFIC DOCUMENTS, PHOTOS AND OTHER EVIDENCE PERTAINING TO GANG AFFILIATION (Be prepared to testify validity in court)

(I)_____*Self-admission by the individual of criminal street gang membership that is not made during a judicial proceeding, including the use of the internet or other electronic format or medium to post photographs or other documentation identifying the individual as a member of a criminal street gang _____ Years _____ Months To Officer: _____

(II)_____* Identification of the individual as a criminal street gang member by a reliable informant or other individual

(III)_____* Corroborated identification of the individual as a criminal street gang member by an informant or other individual of unknown reliability

(IV)_____*Evidence that the individual frequents a documented area of a criminal street gang and associates with known criminal street gang members

(V)_____*Evidence that the individual uses, in more than an incidental manner, criminal street gang dress, hand signals, tattoos, or symbols, including expressions of letters, numbers, words, or marks, regardless of how or the means by which the symbols are displayed, that are associated with a criminal street gang that operates in an area frequented by the individual

(VI)_____*Evidence that the individual has been arrested or taken into custody with known criminal street gang members for an offense or conduct consistent with criminal street gang activity

(VII)_____*Evidence that the individual has visited a known criminal street gang member, other than a family member of the individual, while the gang member is confined in or committed to a penal institution

(VIII)_____*Evidence of the individual's use of technology, including the internet, to recruit new criminal street gang members

Officer: _____ ID#_____ Date: _____ Time: _____ Beat: _____

Request For Leave.pdf

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CITY OF WEATHERFORD, TEXAS
REQUEST FOR LEAVE

EMPLOYEE NAME: _____ **DEPT NO.** _____

DATE SUBMITTED: _____

TYPE OF REQUEST:

- ☐ Family Medical Leave (FMLA)**
- ☐ Vacation
- ☐ Military Leave
- ☐ Sick Leave
- ☐ Leave With Pay
- ☐ Other

_____ _____

- ☐ Leave Without Pay
- ☐ Injury Leave (Family Medical Leave)

_____ _____

BEGINNING DATE OF LEAVE: _____

ENDING DATE OF LEAVE: _____

TOTAL NUMBER OF DAYS (OR HOURS) REQUESTED _____

**Paid, Unpaid Family Medical Leave: To the extent available, utilization of accrued sick leave, recorded and accrued vacation hours. After exhausting said hours, place in no-pay status. No benefits accrue after hours are exhausted. Continue employee medical only insurance, employee to pay all dependent coverage beginning with start of no-pay status. APPLICATION FOR PAID/UNPAID FAMILY MEDICAL LEAVE MUST BE COMPLETED.

PLEASE NOTE: If request is made for vacation, sick leave, or jury duty, this form will be destroyed six (6) months after ending date.

APPROVED:

_____
Immediate Supervisor/Date

_____
Department Director/Date

_____
Superintendent/Sergeant/Date

_____
Human Resources/Payroll/Date

_____
Manager/Lieutenant/Date

_____
Deputy Director/Captain/Date

Employee Information Form 02.2019.pdf

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Employee Information

Basic Employee Information

Last Name: _____ First Name: _____

Middle Initial: _____ Nickname: _____ SSN: _____

Race: _____ Sex: _____ Date of Birth: _____ DL #: _____

DL State: _____ Marital Status: _____ Education: _____

Address: _____

Home Phone: _____ Cell Phone: _____

Next of Kin:

Name: _____ Relationship: _____

Address: _____

Contact Number(s): _____

Child(ren) & Age(s): _____

Emergency Contact:

Name: _____ Relationship: _____

Address: _____

Contact Number(s) _____

Employment Record

Date of Hire: _____ City ID: _____ Badge: _____

TCOLE PID: _____ Position: _____

Level of TCOLE Certification: _____

Medical Info

Is there any medical information that you would like to share to be used in cases of medical emergencies?

Blood Type _____ Allergies: _____

Medications: _____

Medical Conditions: _____

Doctor(s): _____

Other information: _____

Peer Support & Department Contact

Peer Support Contact: _____

Deparment member contact: _____

1858
WEATHERFORD
TRUE TEXAS
POLICE DEPARTMENT

LTC-81.pdf

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Texas Department of Public Safety
Regulatory Services Division
www.dps.texas.gov

LICENSE TO CARRY A HANDGUN

SUSPENSION AFFIDAVIT

OFFICER'S AFFIDAVIT FOR SUSPENSION OF HANDGUN LICENSE AND/OR INSTRUCTOR'S CERTIFICATE
UNDER TEXAS GOVERNMENT CODE §411.187

STATE OF _____ §
(STATE WHERE NOTARIZED) §
COUNTY OF _____ §
(COUNTY WHERE NOTARIZED)

BEFORE ME, the undersigned authority, personally appeared_____, known to me to be a credible person, who being duly sworn, deposed as follows:
(PRINTED NAME AFFIANT)

My name is_____, and I am a Texas Peace Officer employed by _____, ID No._____.
The license holder's name is_____, Handgun License No._____,
Instructor Certificate No._____; TDL No./Texas ID No._____, whose Date of Birth is _____,
who resides at_____, and whose phone no. is_____.

I believe the following grounds exist to suspend the license to carry a handgun or certificate as a handgun instructor:
(please select all that apply)

❍ The license holder has been formally charged with the commission of:

❍ Felony under an information or indictment
❍ Class A or Class B misdemeanor
❍ Class C offense under Texas Penal Code §42.01

Cause # in the Court of on

Date of offense / incident and specific charges:

Did the offense / incident involve family violence? ❍ Yes ❍ No If yes, relationship of suspect to victim:

Was the suspect's handgun involved in offense / incident? ❍ Yes ❍ No

❍ The license holder failed to notify the Department of a change in address or name as required, when the address or name changed.

Was the license surrendered to the officer? ❍ Yes ❍ No

The following exhibits are attached to the affidavit and incorporated by reference:

_____
Signature of Peace Officer / Affiant
Agency Address _____ Agency Phone No. _____

SUBSCRIBED and SWORN TO before me, this _____ day of _____, 20 _____.

_____
NOTARY PUBLIC Signature

_____
Printed Name of NOTARY PUBLIC *(if not on seal)*

PEACE OFFICER: 1. Send affidavit along with attachments within five (5) days after the affidavit is prepared to Texas Department of Public Safety, Regulatory Services Division MSC 0245, P.O. Box 4087, Austin, Texas 78773-0245.
2. Send copy of affidavit and attachments to license holder.

Pseudonym Form for Family Violence.pdf

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PSEUDONYM FOR FAMILY VIOLENCE SURVIVORS

All information will be kept confidential

Law Enforcement Agency:	Phone Number
Case # or Cause #:	**Pseudonym ***
Real Name	
Real Address	
Real Phone # (day)	(evening)
Alternate Contact Name	
Alternate Contact Phone # (day)	(evening)
***** This name will be used in all public files to take the place of your real name. Your correct address and phone number will also be protected. (Texas Code of Criminal Procedure, Chapter 57B).	

RELEASE OF INFORMATION

To assist law enforcement with their investigation and obtain further assistance, I give permission for specific limited release of my real name, address, and phone number. By checking the following, my real information may be released to these specified agencies.

_____ Local advocacy program	_____ Local, State or Federal Attorney's Office
_____ Local, State, or Federal Law Enforcement Agency	_____ Medical Insurance Carrier
_____ Crime Victims' Compensation Program	_____ Local, State, or Federal restitution payment office

_____ _____

Survivor Signature (please use real name) Date

_____ _____ _____

Law Enforcement Officer Signature Badge number Date

The following program is available to you: _____

Advocacy Program name and phone number (to be filled in by officer)

For more information please contact:

The Office of the Attorney General
Crime Victim Services Division MC 011
PO Box 12548
Austin, TX 78711-2548

Phone: (512) 936-1200
Email: *crimevictims@texasattorneygeneral.gov*

Partnering with an Interpreter.pdf

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LanguageLine Solutions®

Partnering with Your LanguageLine Solutions® Interpreter to Ensure Effective Communication

1

STARTING THE SESSION

- Allow the interpreter to start the session by giving you their name and Interpreter ID. Document this information for reference.
- Introduce yourself to the interpreter.
- Brief the interpreter and state the goal of the session and provide any specific instructions.
- Introduce yourself and the interpreter to the limited English proficient, Deaf, or Hard-of-Hearing individual.

2

DURING THE SESSION

- Address the limited English proficient, Deaf, or Hard-of-Hearing individual, not the interpreter. The interpreter will be your voice. Keep in mind that everything stated will be interpreted.
- State information in short, concise sentences. When stating complicated or detailed information, speak at a slow pace and pause often. This allows the interpreter to note, retain, and relay the information. The interpreter may sometimes ask for repetitions or clarification.
- Avoid technical jargon and try to explain specialized terms or concepts.
- Avoid interrupting the interpreter or talking at the same time.
- Do not ask interpreters for their opinion.

3

ENDING THE SESSION

- Ask the limited English proficient, Deaf or Hard-of-Hearing individual if they understood, or if they have any questions or concerns.
- Allow the interpreter to interpret everything before ending the session.

FOR MORE INFORMATION

www.LanguageLine.com / 1-800-752-6096

Onsite Interpreters

Over-the-Phone Interpreters

Video Remote Interpreters

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CJIS Computer Security Incident Response Report.pdf

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Level II Complaint Form (Minor).pdf

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Weatherford
Police Department

Level II
Minor Complaint Intake Form

Department Use Only:

Unfounded _____
Unable to Validate _____
Complaint is Validated _____
Further Investigation Required _____

Name of Complainant: (if anonymous, please note)	Date of Birth	Gender	**Complaint Number:**
Home Address	City	State	Zip
Work or Home Phone	Cell Phone	Email	Related CFS Number

Incident Date	Incident Time	Incident Location

Name(s) of Department Member(s) Involved	***Alleged Violation(s)***
1._____	_____
2._____	_____
3._____	_____
4._____	_____

Witness Name:	***Address***	***Phone***
1._____	_____	_____
2._____	_____	_____
3._____	_____	_____
4._____	_____	_____

Brief Description of Incident:

_____
_____
_____
_____
_____
_____
_____

Supervisor Receiving Complaint: _____ Received Date: _____ Time: _____

Did the complainant file a written complaint: YES or NO

Did the Complainant wish to remain anonymous: YES or NO

Was the interaction video recorded?: YES NO UNKNOWN

Audio Recorded?: YES NO UNKNOWN

Notes: _____

Complainant: _____ Date: _____

Notice of Receipt:

Employee: _____ Date: _____

Emergency Detention Notification.pdf

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NOTIFICATION – EMERGENCY DETENTION DATE: _____ TIME: _____ AM / PM NO. _____

THE STATE OF TEXAS, FOR THE BEST INTEREST AND PROTECTION OF: _____

NOTIFICATION OF EMERGENCY DETENTION

Now comes _____, a peace officer with the Weatherford Police Department, of the State of Texas, and states as follow:

1. I have reason to believe and do believe that _____ evidences mental illness.
2. I have reason to believe and do believe that the above-named person evidences a substantial risk of serious harm to himself/herself or other based upon the following:

_____

_____

_____

_____

_____

3. I have reason to believe and do believe that the above risk of harm is imminent unless the above-named person is immediately restrained.
4. My beliefs are based upon the following recent behavior, overt acts, attempts, statements, or threats observed by me or reliably reported to me:

_____

_____

_____

_____

_____

5. The names, addresses, and relationship to the above-named person of those persons who reported or observed recent behavior, acts, attempts, statements, or threats of the above-named person are (if applicable):

_____

_____

_____

_____

_____

For the above reasons, I present this notification to seek temporary admission to the (name of facility) _____

inpatient mental health facility or hospital facility for the detention of (person detained) _____ on an emergency basis.

6. Was the person restrained in any way? YES ☐ NO ☐

Agency: _____ Address: _____

City: _____ Zip Code: _____ Telephone: _____

_____ _____

Peace Officer Signature Badge/ID#

A mental health facility or hospital emergency department may not require a peace officer to execute any form other than this form as a predicate to accepting for temporary admission a person detained under Section 573.001, Texas Health and Safety Code.

Showup Forms.pdf

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SHOWUP - WITNESS INSTRUCTIONS

- ☐ You are being transported to view a person fitting your description of the person(s) involved in the crime that you were a victim of or witness to, for the purpose of making a positive or negative identification.
- ☐ *[Whenever practicable or when necessary under the circumstances of case]* You will be able to view the person, but he/she will not be able to see you.
- ☐ Take whatever time you want to view the person.
- ☐ The suspect may or may not be the person you will see.
- ☐ I want you to focus on the person and not look to me or anyone else for guidance about making an identification.
- ☐ You may ask me to have the person speak, move or change outer clothing.
- ☐ After you have had an opportunity to view the person, I will ask you if you recognize him/her. If you do, I will ask you from where you recognize the person. I will also ask you about your level of certainty in your identification.
- ☐ The investigation will continue regardless of whether or not you make an identification.
- ☐ **DO NOT discuss with other witnesses what you see, say or do during this procedure.**

WITNESS SIGNATURE:

The above instructions have been read to me.

_____ Date:_____ Time: _____

SHOWUP
ADMINISTRATOR FORM – CONFIDENCE STATEMENT

Witness: _____ Administrator: _____

Instructions to the administrator conducting the showup:

- Remain neutral. Do not comment on the identification before, during or after the identification procedure.
- After instructing the eyewitness, stand out of the eyewitness' line of sight, where practical, but still observe and hear the eyewitness.
- Where practicable and appropriate, video record the entire procedure. When video recording is not practicable, audio recording is an acceptable alternative.
- If the eyewitness requests, the detained person may be asked to speak, move, or add/remove outer clothing.
- Complete the Case Information Sheet that accompanies this form.

After the eyewitness has viewed the live lineup, ask the following questions:

☐ Did you recognize the person you viewed? _____

- If the answer to the preceding question is negative, STOP and go to the signature line.
- If the answer is positive, proceed to the next question:

☐ If so, from where do you recognize that person? _____

Confidence Statement:

Please choose which of the following statements best describes your level of certainty in your identification:

☐ I am confident that is the person I saw.
☐ I am somewhat confident that is the person I saw.
☐ I am not confident at all that is the person I saw.

Date: _____ Time: _____ Witness Signature: _____

SHOWUP CASE INFORMATION SHEET
[DO NOT SHOW THIS FORM TO WITNESS]

Complaint or Case Report#:_____

Crime Date: _____ Time: _____ Location: _____

Showup Date: _____Time: _____ Location: _____

Crime Committed: _____

Witness' Name: _____

Was Witness Transported? Yes ☐ No ☐

Transporting Officer:_____
Rank: _____ Command: _____ ID#: _____

Showup Administrator:_____
Rank: _____ Command: _____ ID#: _____

Investigating Officer:_____
Rank: _____ Command: _____ ID#: _____

Interpreter Present? Yes ☐ No ☐ Name: _____ Language:
_____

Was the procedure recorded? Video Only ☐ Audio & Video ☐ Audio Only ☐ No ☐

Suspect's Name: _____ D.O.B.: _____

Conditions during showup:

Weather: _____

Lighting: _____

Approximate distance between witness and suspect: _____

Suspect handcuffed? Yes ☐ No ☐ Suspect in patrol vehicle? Yes ☐ No ☐

Record the words and gestures of the witness during the identification and confidence statement: _____
_____
_____
_____

Signature of Administrator: _____ Date: _____ Time: _____

CJIS External Contact List.pdf

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Missing Persons Clearinghouse Report Form.pdf

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MP-3 (Rev. 8/27/2014)

MPCH Number _____

NCIC Number _____

TEXAS DEPARTMENT OF PUBLIC SAFETY
MISSING PERSONS CLEARINGHOUSE REPORT FORM

BE VERY SPECIFIC AND COMPLETE:

Name of Missing Person _____ Alias/Nickname _____

Date of Birth _____ Age _____ Driver License Number _____ Social Security Number _____

Race _____ Sex _____ Height _____ Weight _____ Eye Color _____ Hair Color _____ Build _____

Unique Characteristics (Scars, Limp, Tattoo, Jewelry, Glasses, etc.) _____

_____

Dental Records Available? Yes _____ No _____ Medical Records Available? Yes _____ No _____ Fingerprints Available? Yes _____ No _____

Blood Type _____ Medical Issues? Yes _____ No _____ If "Yes," Type of Issue _____

_____ Prescription? _____

Mental State (Depressed, Suicidal, etc.) _____

Location Last Seen: City _____ State _____ County _____ Zip _____

Date/Time Last Seen _____ Possible Destination (City, State) _____

Last Seen Wearing _____

_____

Hobbies & Interests _____

Associations & Hangouts _____

_____

Vehicle Year _____ Make _____ Model _____ Color _____ License Number & State _____

Other Identifying Characteristics of Vehicle _____

_____

IF APPLICABLE: In Company With _____ Alias/Nickname _____

Relationship: Noncustodial Parent _____ Relative _____ Abductor _____ Friend _____

Address _____ City _____ State _____ Zip _____ Phone Number _____

Date of Birth _____ Age _____ Driver License Number _____ Social Security Number _____

Race _____ Sex _____ Height _____ Weight _____ Eye Color _____ Hair Color _____ Build _____

Unique Characteristics (Scars, Limp, Tattoo, Jewelry, Glasses, etc.) _____

_____

Vehicle Year _____ Make _____ Model _____ Color _____ License Number & State _____

Other Identifying Characteristics of Vehicle _____

_____

Include any additional information regarding the missing person not addressed elsewhere on this form (use additional sheets if necessary).

_____

_____

_____

_____

If available, please include a current photograph with your submission

Parent/Spouse/Guardian Name _____ Phone Number (Home) _____ (Work) _____

Address _____ City _____ State _____ Zip _____

E-mail Address _____

Local Agency Handling Case _____ City _____ State _____

Agency Address _____ Fax Number _____

Investigating Officer _____ Phone Number _____ Case Number _____

E-mail Address _____

In cases of parental abductions, a copy of the court-certified custody order must be enclosed or attached to the e-mail submission

---

Authorization for Release of Information

The undersigned _____ of _____
(print name & relationship: parent, spouse, guardian, or law enforcement) (print name of missing child/person)

hereby requests that his/her name, age, description, photograph (enclosed), and circumstances surrounding his/her missing status appear in the Missing Persons Bulletin published by the Texas Department of Public Safety. I understand this information may also be published or otherwise disseminated and made available to law enforcement agencies and other agencies or organizations involved with missing persons.

It is further understood and agreed that any and all information supplied by me shall be truthful, and I agree to hold harmless the Texas Department of Public Safety for any error of omission or commission occasioned by misinformation I may supply.

The undersigned individual(s) placing the description of a missing person in the Missing Persons Bulletin agrees to indemnify and hold harmless the Texas Department of Public Safety and any and all Law Enforcement Agencies or other organizations and/or

individuals, contacts or sources of information, for or on account of any Legal Liability for suits, actions, claims, or damages that the reported missing person might prosecute against the aforesaid persons and entities and or individuals, whether successful, including defendants, costs sustained.

SIGNED: _____ DATED: _____

***** Release must be signed by the parent, spouse, legal guardian, or investigating officer *****

Send the completed form to:

Fax: 512-424-2885
E-mail: mpch@dps.texas.gov

Texas Department of Public Safety
Missing Persons Clearinghouse
P.O. Box 4087
Austin, TX 78773-0422

Immediately notify the Missing Persons Clearinghouse when the person has been located

1-800-346-3243 or 512-424-5074 ***www.dps.texas.gov/mpch***

Pseudonym Form for Stalking.pdf

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PSEUDONYM FOR STALKING SURVIVORS

All information will be kept confidential

Law Enforcement Agency:	Phone Number
Case # or Cause #:	**Pseudonym ***
Real Name	
Real Address	
Real Phone # (day)	(evening)
Alternate Contact Name	
Alternate Contact Phone # (day)	(evening)
***** This name will be used in all public files to take the place of your real name. Your correct address and phone number will also be protected. (Texas Code of Criminal Procedure, Chapter 57A).	

RELEASE OF INFORMATION

To assist law enforcement with their investigation and obtain further assistance, I give permission for specific limited release of my real name, address, and phone number. By checking the following, my real information may be released to these specified agencies.

_____ Local advocacy program

_____ Local, State, or Federal Law Enforcement Agency

_____ Crime Victims' Compensation Program

_____Local, State or Federal Attorney's Office

_____Medical Insurance Carrier

_____Local, State, or Federal restitution payment office

_____ _____

Survivor Signature (please use real name) Date

_____ _____ _____

Law Enforcement Officer Signature Badge number Date

The following program is available to you: _____

Advocacy Program name and phone number (to be filled in by officer)

For more information please contact:

The Office of the Attorney General
Crime Victim Services Division MC 011
PO Box 12548
Austin, TX 78711-2548

Phone: (512) 936-1200
Email: *crimevictims@texasattorneygeneral.gov*

Medical Release.pdf

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Agency Case #_____

MEDICAL INFORMATION

Missing Person's Name | Date of Birth | Date of Last Contact

Investigating Agency | Agency Telephone # | Investigating Officer

After completing this page, turn to the body diagram page and chart any information that would aid in the identification of the missing person, for example, artificial body parts, eye disorders, deafness, deformities, fractured bones, medical devices, missing body parts, moles, needle marks, other physical characteristics, scars, skin discoloration, and tattoos.

Medical

Are body X-rays available? ☐ Yes ☐ No If yes, where? _____

Please obtain X-rays and release them to the parent, legal guardian, or next of kin.

Name of Medical Doctor | Blood Type (Including RH Factor if known)

Street Address | City, State, Zip

Telephone Number

Optical

Glasses or Contact Lenses? ☐ **Yes** ☐ **No** If contact lenses, what kind? _____

If glasses, what type of frames? _____

Prescription: **Right Eye** _____

Left Eye _____

Name of Optician, Optometrist, or Opthalmologist | Street Address

City, State, Zip | Telephone Number

Dental

Name of Dentist | Street Address

City, State, Zip | Telephone Number

Agency Case #_____

AUTHORIZATION TO RELEASE MEDICAL RECORDS

_____

Missing Person's Name | Date of Birth | Date of Last Contact

I am the parent/legal guardian/next of kin of the above-named person and I hereby authorize the release of medical records to assist criminal justice agencies in locating the missing person. I understand that the term "medical records" means medical, optical, dental, etc.

_____ _____

Signature of Parent/Legal Guardian/Next of Kin | Date

_____ _____

Printed Name | Relationship

_____ _____

Street Address | Telephone Number

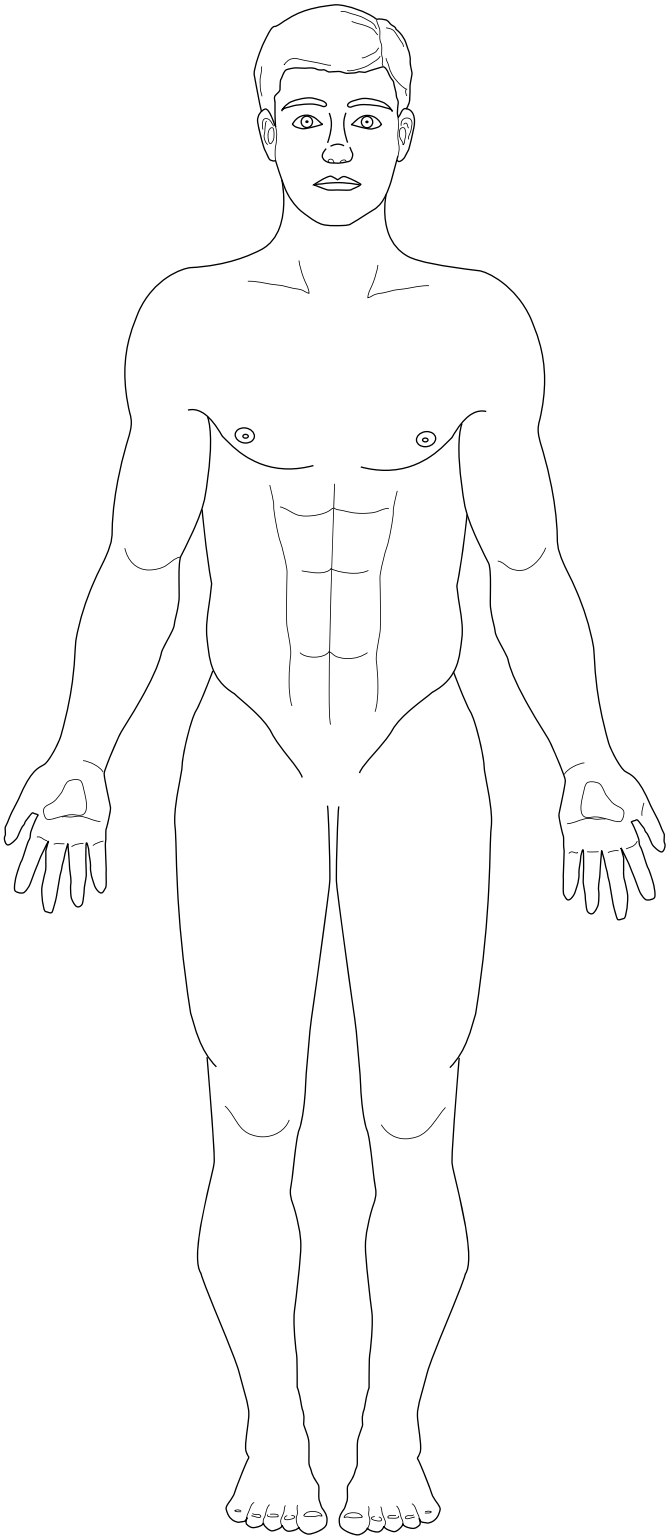
_____

City, State, Zip

Agency Case #_____

Male External Characteristics Body Diagram

Indicate scars, marks, tattoos, and other characteristics directly on the images below.



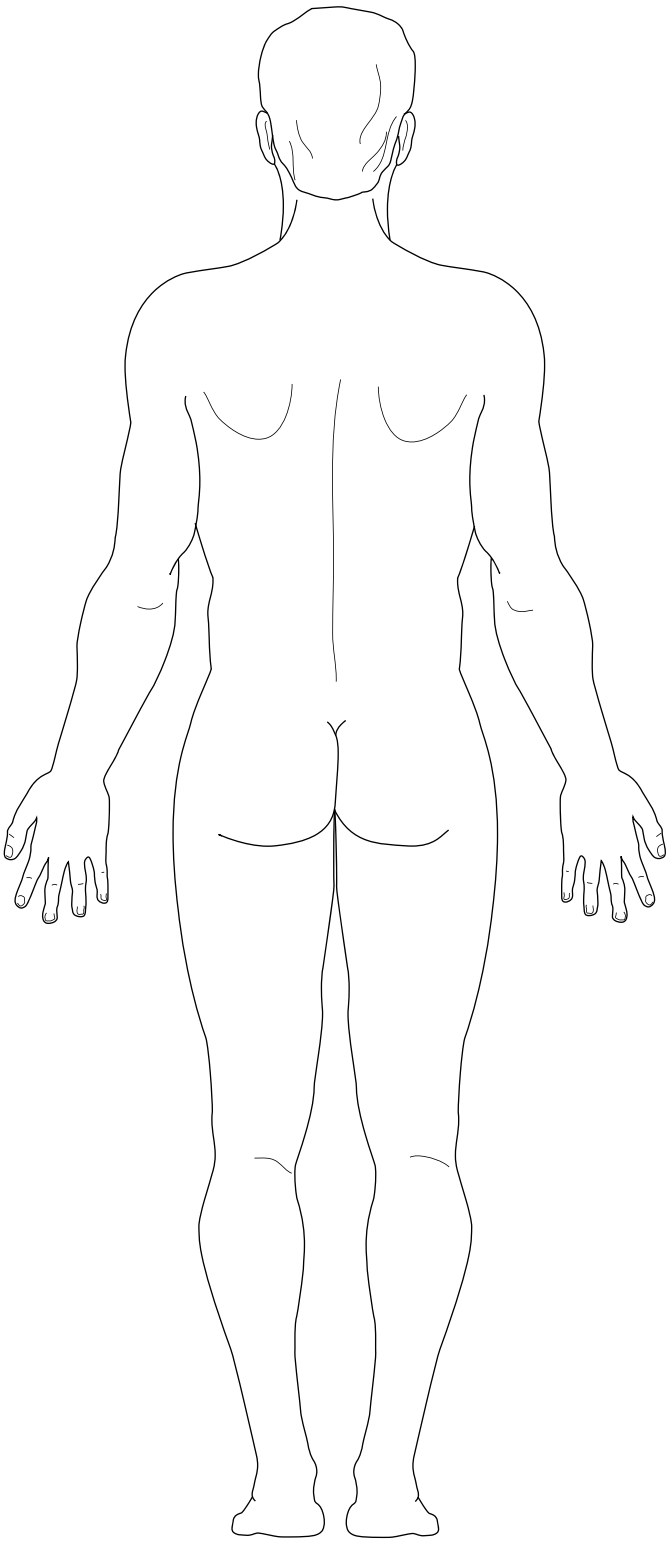
Front

Left Side

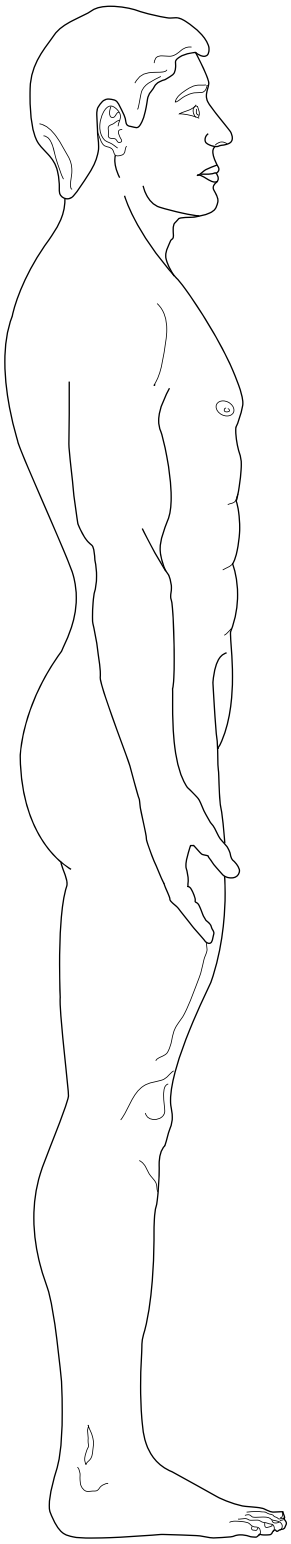
Agency Case #_____

Male External Characteristics Body Diagram

Indicate scars, marks, tattoos, and other characteristics directly on the images below.



Back

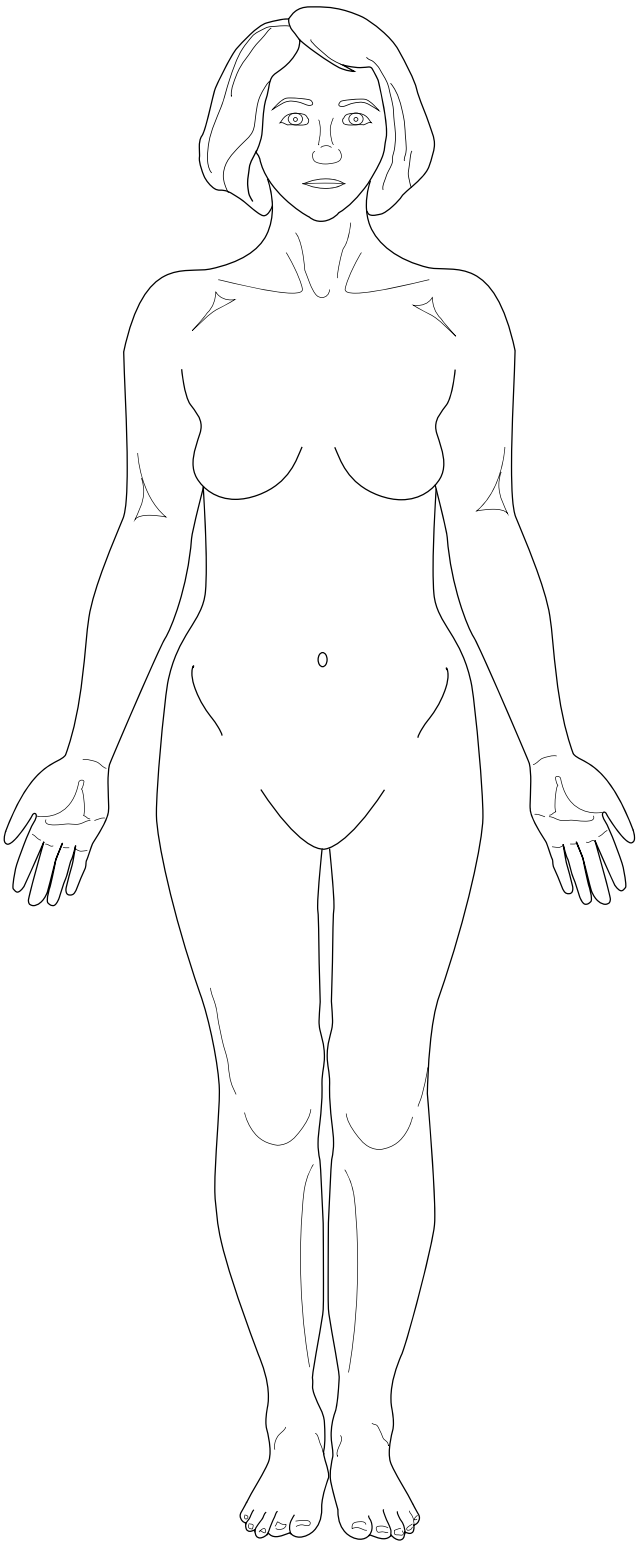


Right Side

Agency Case #_____

Female External Characteristics Body Diagram

Indicate scars, marks, tattoos, and other characteristics directly on the images below.



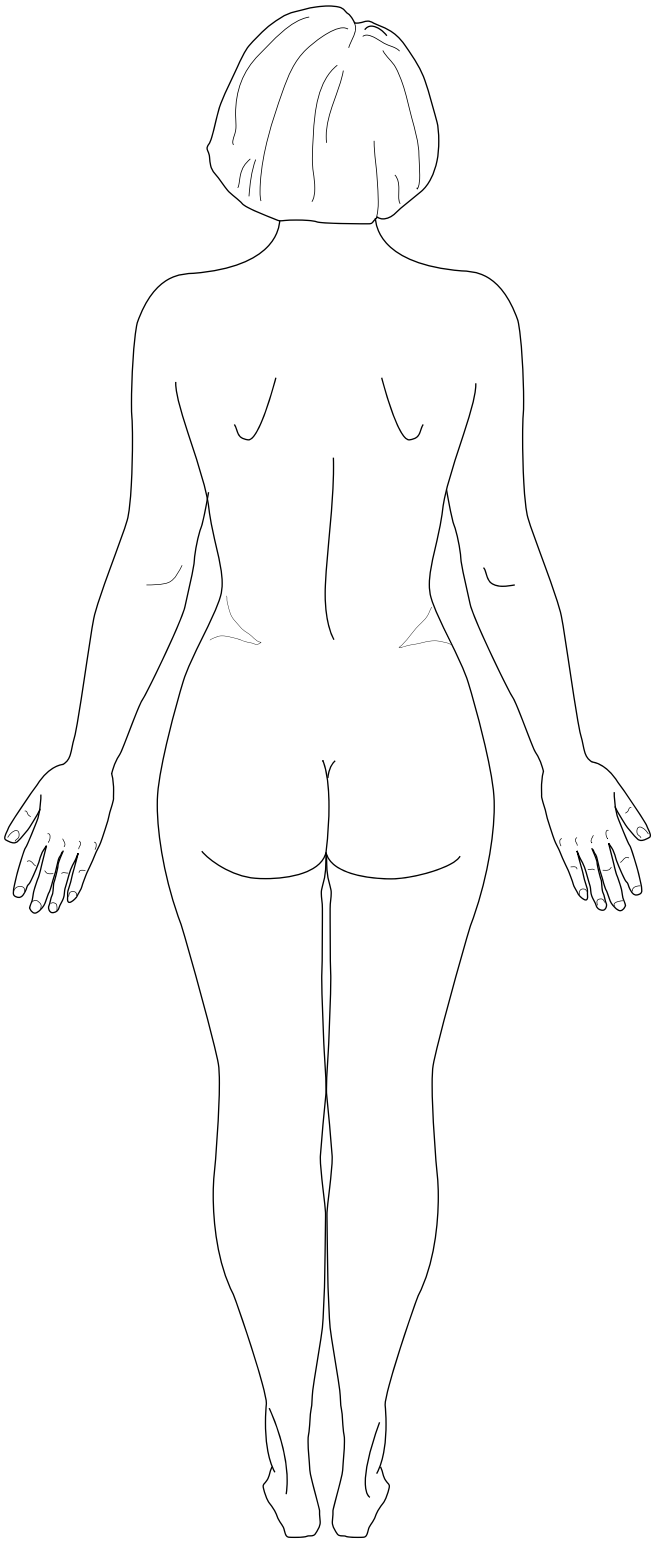
Front

Left Side

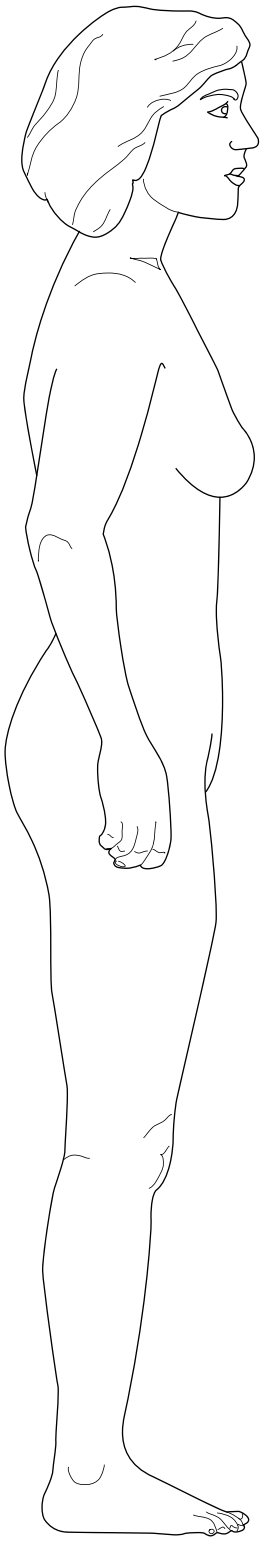
Agency Case #_____

Female External Characteristics Body Diagram

Indicate scars, marks, tattoos, and other characteristics directly on the images below.



Back



Right Side

Agency Case #_____

Internal Characteristics Coding Sheet

This sheet may be used by the next of kin or physician to list or describe additional characteristics that may not be readily visible, such as surgical procedures and missing organs. Information documented on this sheet should be coded by the NCIC operator and added to the missing person record.

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