

Trinity Police Department

Policy 1.1 – Mission, Value, & Written Directive

Effective Date: March 15, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 1.04

I. POLICY

Law enforcement agencies provide essential services to foster safe communities through crime reduction and deterrence. Administrators of these law enforcement agencies are obligated to train, supervise, and guide personnel in performing the myriad tasks that are necessary for creating safe communities.

At the same time, these administrators must seek to improve employee confidence and competence in performing tasks while reducing vulnerability to liability. To meet these obligations, agencies must manage themselves according to written directives. A manual of policies and procedures guides the day-to-day legal and ethical functioning of a law enforcement agency.

To that end, this manual furnishes a blueprint for the performance of this agency's activities in accordance with established state and national standards. Providing all members of the department with an understanding of the department's mission and its values provides guidance for decision making when situations are not covered by direct policy or procedure.

II. PURPOSE

This document outlines the organization of the department, its *Policy and Procedure Manual*, and its authority. It also defines three kinds of statements that appear in these documents -- policy, rules, and procedures -- and states the department's mission and core values.

III. AGENCY MISSION AND VALUES

A. Mission:

It is the mission of the Trinity Police Department to protect the lives and property of the citizens we serve, provide peace and order in the community, prevent crime

using proactive tactics, provide the citizens with a safe community to live, relentlessly pursue the criminal element, and conduct ourselves with the highest ethical standards. Our goal is to ensure our citizen's confidence that these things will be done.

B. Core Values

Integrity: The Trinity Police Department is built upon a foundation of ethical and professional conduct. We are committed to the highest level of moral principles and ethics. All members of the department will adhere to the Law Enforcement Code of Ethics, which is a part of this manual.

Honesty: We will be truthful and trustworthy at all times.

Fairness: We are committed to equal application of the law to offenders and members of the public as well as the equal application of rules and regulations to all members of the department.

Courage: We are dedicated to meeting all challenges with the courage needed to accomplish our mission.

Compassion: We understand our role as community caretakers, and temper our application of the law with compassion and empathy.

IV. DEFINITIONS

A. Policy: A policy is a statement of the department's philosophy on a given issue.

1. Policy consists of principles and values that guide the performance of department employees.
2. Further, policy is based upon ethics, experience, the law, and the needs of the community.
3. Each section of the manual will begin with an agency policy statement.
4. Only the Chief of Police determines policy.

B. Rule: A rule is a specific prohibition or requirement governing the behavior of employees.

1. Rules permit little, if any, deviation. The violation of a rule normally results in discipline.
2. Rules appear in the *Policy and Procedure Manual* as well as other departmental documents.

C. Procedure: A procedure defines the acceptable method of performing an operation or activity. It differs from policy in that it directs employees' actions in performing specific tasks in a prescribed manner within the guidelines of policy.

1. Failure to follow a procedure may or may not result in disciplinary action, depending on the circumstances.
2. Procedures constitute the agency-approved guide to performing tasks.

3. Employees may depart from procedures only when, in their professional judgment, the situation warrants.
 4. Employees must be prepared to justify their actions if they decide not to follow the defined procedure.
- D. Memorandum: A memorandum provides useful, specific information to employees and may constitute a directive affecting specific behavior for a specific event or period of time, and is usually self-canceling.

NOTE: Memoranda are not part of this manual; however, memoranda may be incorporated into future editions of the policy manual. Memoranda may be issued by the Chief of Police or by other personnel or agencies. Employees are advised that they may not alter components of this manual based on memoranda unless the memo was issued by the Chief of Police or a designee.

V. WRITTEN DIRECTIVES (TBP 1.04)

A. Departmental Policy Manual and Standard Operating Procedures.

1. The policy manual contains policy statements, rules, and procedures as defined above, and is a written directive governing organizational matters.
2. A standard operating procedure (SOP) primarily contains procedures, and is a written directive governing operational matters and routine daily tasks, such as how to respond to alarms, how to book a prisoner, etc.
 - a. Because they contain many procedural statements, SOPs permit some discretion. While SOPs are the preferred method of accomplishing a task, the agency recognizes that an employee may depart from procedures if unusual circumstances warrant, and supervisors approve. Employees must justify their actions and document any departure from a standard operating procedure.
 - b. While created by various offices within the department, the Chief of Police approves all SOPs.

- B. No policy, rule, regulation, procedure, or memorandum is valid unless signed by the Chief of Police.
- C. Within the context of any directive, the use of the word "shall" or "will" denotes an action or behavior that is mandatory and unequivocal. The words "may," "can," or "should" denote an action or behavior that is discretionary.
- D. Any member of the department may suggest or recommend changes to the Chief of Police concerning the *Policy Manual* or an SOP.
- E. The Chief of Police or a designee will completely review the policy manual and the standard operating procedures at least biennially to ensure continued compliance with Texas law and operations. Revisions may be made at any time. Once a revision

is approved and published, each employee shall be deemed to be on notice with regards to the current version.

NOTE: The office of the Chief of Police is responsible for distribution of all material to the employees of the department. A system for ascertaining that each employee has received the material must be set up and maintained. It must include a method for determining that each employee has received the information.

VI. COMPLIANCE WITH DIRECTIVES

- A. All employees of this department shall read, adhere to, and are held accountable for all directives, policies, procedures, rules, and instructional training material that they have received and signed for.
- B. All employees are responsible for adherence to all written directives that they have signed for and that affect the employee and the employee's work status.
- C. All employees are responsible for maintenance of all directives that are distributed to that employee. Each employee of the department shall sign a statement acknowledging that the member has received, read, understands, and agrees to abide by the directive supplied to them in the appropriate manual(s), including revisions. If an employee does not understand the content of an order or directive, or believes that an order or directive is illegal or in conflict with other orders or directives, he or she should immediately notify a supervisor who shall provide instruction or training as necessary.
- D. Copies of the statements of receipt (see above) shall be maintained in the written directive file.
- E. All employees shall comply with the provisions of these directives and with the City Employee Handbook. If an issue is not addressed in the Employee Handbook, these directives shall apply. In the event a conflict exists between these directives and the Employee Handbook, the Employee Handbook shall control unless the Department Policy Manual is more restrictive.
- F. The policies in this manual and the standard operating procedures (SOPs) apply to all sworn officers and non-sworn employees of the police department both on and off duty.

Trinity Police Department

Policy 1.2 – Jurisdiction, Organization, & Authority

Effective Date:	March 15, 2016
Replaces:	Any & All
Approved by:	Chief Steven Jones <i>SA Jones</i>
Reference:	TBP 1.01, 1.05, 1.06, 1.07, 2.03, 3.07, 6.05, & 8.10

I. POLICY

The department is established by state law and local ordinance, and consists of a Chief of Police and other full and part-time officers and non-sworn employees as determined by the city manager and council. The Chief executive of the police department is the Chief of Police, appointed by and subordinate to the city manager. The Chief, in turn, appoints police officers who are charged with enforcing the laws of the State of Texas and all local ordinances. The jurisdiction of the police department is limited to the city limits, except in cases of pursuit of offenders who have committed a violation within the city limits and then flee outside the city limits, or when another department requests assistance, or when enforcing laws on property owned by the city but outside its boundaries. The organization of the police department shall support the effective and efficient accomplishment of departmental responsibilities and functions according to community-oriented policing principles.

II. PURPOSE

The purpose of this policy is to describe the jurisdiction and organization of the police department, outline its rank structure, and assign responsibilities, functions, and duties.

III. AUTHORITY AND AGENCY JURISDICTION

The jurisdiction of the Trinity Police Department is limited to inside the city limits of the city with certain exceptions. (TBP: 1.05, 1.06)

- A. Police officers appointed by the city have all the authority granted to them by the State of Texas as Peace Officers. Appointed officers have the responsibility to act within the law, preserve order, arrest offenders, and protect the residents and visitors to our city.

- B. Officers have arrest authority anywhere within the State of Texas; however, the exercise of that authority will be limited when outside the city limits to those situations involving a felony or the use of violence or threatened use of violence against a person, and then only to the extent that the officer is able to safely intervene. When off-duty or out of our primary jurisdiction, officers seldom have appropriate equipment, communications, or the assistance needed to properly intervene in dangerous situations. Intervention in these cases may be resolved by calling appropriate authorities and remaining on scene to provide witness information. (An official map of the city limits will be maintained in each patrol briefing room.)
- C. Officers have authority to enforce the law on property owned by the city but outside the city limits.
- D. Officers have authority to pursue offenders outside the city limits who have committed violations inside the city pursuant to the department's pursuit policy. When investigating a crime that occurred inside the city, officers may utilize their authority to conduct investigations, including interviewing witnesses, interrogating suspects, executing search and arrest warrants, and making lawful arrests without warrants anywhere in the State of Texas.
- E. Officers have authority to enforce the law in another jurisdiction pursuant to a properly executed mutual aid agreement.
- F. While officers have full authority to make arrests, issue summonses, and use force in enforcing the law, officers are also expected to use discretion and common sense in the application of this authority. Officers should always seek the least intrusive level of intervention appropriate to preserve the peace and protect the public safety.

IV. ORGANIZATIONAL STRUCTURE, CHAIN OF COMMAND, AND AUTHORITY

A. Organizational structure

- 1. The Type A General Law (City Ordinance, Article 8.1000. Chief of Police) authorizes the creation of a police department to be headed by a Chief of Police. The Chief of Police is responsible for directing all activities of the department. This direction is accomplished through written and oral orders as well as by personal leadership. Written orders take the form of general orders, standard operating procedures, and other directives as needed.
- 2. The department consists of a police Chief and as many police officers as the town council determines are required to protect and serve the community and otherwise support or carry out the department's objectives.

B. Chain of Command and Succession

- 1. The police Chief has full control over departmental activities. In the absence of the police Chief, the senior officer shall take command and notify the Chief

of all major decisions that he or she may make. If the Chief and the senior officer are not available, then the second senior patrol officer shall take command until a ranking officer is available, and shall make any necessary reports to the Chief.

2. Supervisors shall, without specific instructions, undertake the required details and assignments necessary to carry out the business of the department. Supervisors shall be guided in the assignment of personnel by the number of officers available for duty and the necessity to assign them where they will be most useful.
3. Plans for any event utilizing departmental personnel will clearly delineate the command structure and outline the span of control.

C. Authority and responsibility

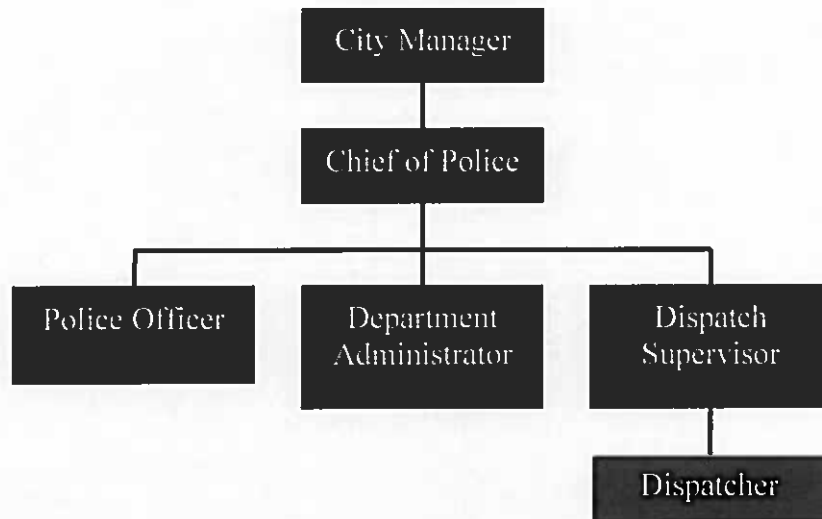
1. At each rank within the department, personnel are given the authority to make necessary decisions for the effective performance of their responsibilities. The department is committed to fostering an organizational climate that rewards employees for initiative, innovation, community involvement, and problem solving.
2. Each employee shall be held accountable for the use of, or failure to use, delegated authority. Any employee with questions concerning his or her delegated authority shall refer the matter to the on-duty supervisor or the Chief of Police for prompt resolution.
3. Supervisors will be held accountable for the condition and preparedness of the personnel assigned to them.
4. Supervisors are responsible for the good order and sanitary condition of department offices, vehicles, and equipment.
5. Supervisors are responsible for the efficiency, discipline, and morale of employees under their charge. Supervisors shall investigate or cause to be investigated all allegations of employee misconduct.
6. Supervisors shall ensure that employees have been supplied with all appropriate written orders and shall instruct them thoroughly on all oral and written orders. Supervisors shall regularly review and instruct subordinates in pertinent laws, ordinances, and necessary skills.

D. Authority of the Chief of the Department (TBP: 1.07)

1. As the Chief executive of the department, the Chief of Police has full authority and responsibility for the management, direction, and control of the operation and administration of the department.
2. The Chief of Police shall attend the initial police training provided by the Law Enforcement Management Institute of Texas as required by the Texas Education Code within 12 months of appointment.
3. The Chief of Police is also the Departmental Homeland Security coordinator and will maintain relationships with the State Homeland Security office and other state and federal Homeland Security resources. (TBP: 8.10)

E. ORGANIZATIONAL CHART (TBP: 1.01)

1. The attached chart denotes chain of command and intra-department relationships.



2. The organizational chart is reviewed annually and updated as necessary to illustrate the current functioning of the department.

F. OATH OF OFFICE REQUIRED (TBP: 2.03)

1. All sworn officers will swear or affirm any oath required by state law or city ordinance before assuming law enforcement duties. All sworn officers shall abide by the Law Enforcement Officer's Code of Ethics. A copy of the law enforcement Code of Ethics is provided to each sworn officer.
2. Such oath shall be made in public and shall be witnessed by the city secretary or other notary who shall witness and record it on the form approved by the department. The oath shall be filed in the officer's personnel file.

G. AUTHORITY TO CARRY WEAPONS AND USE FORCE (TBP: 6.05)

1. Sworn officers who are licensed peace officers of the State of Texas are authorized to carry firearms and other weapons as identified in these directives, and to use force when necessary and to the extent authorized by these orders and state law in enforcing the law and protecting the public.
2. Sworn officers who are off-duty are encouraged to carry firearms in order to take action when necessary to preserve life and property. When not in uniform,

2. Sworn officers who are off-duty are encouraged to carry firearms in order to take action when necessary to preserve life and property. When not in uniform, officers will not allow any weapon to be visible to the public unless it is carried in a holster and the officer's badge is displayed adjacent to the weapon.
3. Officers are not to carry any weapon when off-duty if they have consumed or intend to consume any alcoholic beverages.

H. OFF-DUTY AUTHORITY

1. Liability Protection:

Officers of this agency have liability protection for the on and off-duty performance of official duties. This protection does not extend to those actions that the police officer knew, or reasonably should have known, were in conflict with the law or the established policies of this department.

2. Authorized Off-Duty Arrests:

When off duty and within the legal jurisdiction of this law enforcement agency, an officer may make an arrest only when all of the following occur:

- a. There is an immediate need to prevent a crime or apprehend a suspect.
- b. The crime would require a full custodial arrest.
- c. The arresting officer possesses appropriate police equipment and police identification.

3. Off-Duty Responsibilities:

While off duty, the police officer is responsible for immediately reporting any suspected or observed criminal activities to on-duty authorities. When an officer is prohibited from taking off-duty enforcement actions under provisions of this policy, the officer shall act as a trained observer and witness to the offense, and shall summon on-duty personnel as soon as reasonably possible. Where an arrest is necessary, the off-duty arresting officer shall abide by all departmental policies and procedures.

4. Prohibitions of Off-Duty Arrests:

Despite the fact that a police officer has police powers and responsibilities 24 hours a day throughout the jurisdiction, the off-duty officer generally should not attempt to make arrests or engage in other enforcement actions when the provisions of this section are not met or when any of the following circumstances exist:

- a. The officer is personally involved in the incident underlying the arrest.
- b. The officer is engaged in off-duty employment of a non-police nature.

- c. The officer's ability or judgment to use a firearm or take a person into custody has been impaired by use of alcohol, prescription drugs, or other medication, or by a physical ailment or injury.
- d. A uniformed police officer is readily available to deal with the incident.

5. Off-duty officers in plain clothes shall follow all orders issued by uniformed officers without question or hesitation during enforcement encounters and shall identify themselves as law enforcement officers as prescribed by departmental training. The department's training authority shall establish protocols (including the use of signs and signals) for recognition of off-duty officers in plain clothes so as to reduce the potential of misidentification of such personnel during enforcement encounters. Such protocols shall be reviewed periodically during in-service training.

I. RESERVE OFFICERS

- 1. Reserve officers are authorized by the City Charter. Reserve officers have the same authority and responsibility as regular sworn officers when on-duty and working for the department. They are bound by the same policies and standard operating procedures as regular officers.
- 2. Reserve officers are required to have the same level of both initial and in-service training as regular officers. (TBP: 3.07)
- 3. Reserve officers are armed in the same manner as regular officers when working on duty but do not carry weapons in an off-duty capacity.

Trinity Police Department

Policy 1.3 – Fiscal Management

Effective Date: March 15, 2016

Replaces: Any & All

Approved by: Chief Steven Jones 

Reference: TBP 1.02, 1.03, & 1.10

I. POLICY

It is the policy of the Trinity Police Department to maintain the highest level of fiscal responsibility. The Chief of Police is responsible for the development and submission of the departmental budget as well as the financial management of the department. It will be the policy of the department to maintain accurate and detailed records of all monetary transactions in order to remain above reproach.

II. PURPOSE

The purpose of this policy is to establish procedures for employees making routine and emergency expenditures for goods or services necessary for the efficient operation of the department.

III. STATEMENT OF SPECIFIC RESPONSIBILITY

The Chief of Police, as a department head of the City of Trinity, Texas, has the authority and responsibility for the fiscal management of the department. (TBP: 1.02)

IV. DEFINITIONS

- A. Routine Expenditure: Purchases that are budgeted and/or planned for and handled through the city purchasing department.
- B. Emergency Expenditure: A use of city funds necessary to accomplish vital goals of the department that by their nature cannot be postponed until regular business hours. These expenditures might be for goods or services. Emergency expenditures are always more than fifty (\$50) dollars and are approved by the Chief of Police.
- C. Petty Cash Expenditure: A purchase of services, supplies, or equipment, necessary for the operation of the department, in the amount of fifty (\$50) dollars or less. Individuals charged with the management of petty cash funds must give prior

approval for any petty cash purchase. Supervisors may approve petty cash expenditures prior to the purchase if the petty cash manager is unavailable.

- D. Purchase Order (P.O.): An authorization from the city purchasing office for payment to a vendor for goods or services.
- E. Purchase Order Number (P.O. #): The number assigned by the city purchasing office for a specific expenditure. Vendors consider a P.O. # the same as cash, and it must be indicated plainly on all invoices.
- F. Vendor: Any authorized retailer, wholesaler, manufacturer, or other supplier of goods or services to the City of Trinity.
- G. Tax Exemption Certificate: A document provided to vendors by the city purchasing office that indicates that purchases made for city use are exempt from state sales tax.
- H. Requisition: The form used to request goods or services.
- I. City Purchasing Office: The authority in the City of Trinity with the responsibility of exercising fiscal control over all expenditures made by city employees.
- J. Payment Authorization Form: The document used in lieu of a purchase order for the following items: (a) freight bills, (b) travel expenses, (c) authorized organization dues, (d) equipment rentals exceeding two months, (e) advertising, (f) purchases from vendors who do not accept purchase orders and require check or cash.

V. RESPONSIBILITIES

- A. The Chief of Police has the ultimate authority, responsibility, and accountability for the fiscal management of the department.
- B. The Chief of Police prepares the departmental budget with input from supervisors and officers of the department.
- C. Supervisors are responsible for providing budget requests that contain any necessary documentation for their areas during the budget preparation process.
- D. The Chief of Police is also responsible for at least a monthly review of the budget to include the amount budgeted, the amount spent year-to-date by category, and the amount remaining. Any projected budget shortfall shall be discussed with the city manager as soon as it is discovered.

VI. GENERAL PROCEDURES

The city purchasing office is responsible for monitoring the suitability of vendors, and the police department will not purchase goods or services from any vendor currently under suspension by the city.

VII. COLLECTION AND DISBURSEMENT OF CASH (TBP: 1.03)

- A. All cash funds or accounts from which department employees are permitted to receive, maintain, or disburse cash (such as petty cash, purchase of reports, licenses, etc.) will include:
 - 1. A balance sheet or some other system listing initial balance, credits, debits, and balance on hand.
 - 2. A listing of cash received and from whom it was received.
 - 3. Records, receipts, documentation, and invoices showing expenditures.
- B. All cash funds will be kept under lock and key. Only authorized personnel will have access to the funds and the log or balance sheet.
- C. No employee shall accept or disburse cash without prior written authorization of the Chief of Police.
- D. The specific individual or position responsible for management and security of each cash fund will be the Department Administrator, until the cash is turned over to the city secretary.
- E. All cash funds are to be kept in a secure locked box in the dispatch office. The Department Administrator is to turn over all cash to the city secretary each morning of the standard work week, to exclude any days in which the city office is closed or the city secretary is absent from work. In such case, the cash will be kept in the locked box, in the dispatch office, until the city secretary returns to work.
- F. A bi-annual audit will be conducted on each cash account by a person other than the custodian of the account. A different person should conduct the audit each time.
- G. A fund that contains cash received by department units for the use and benefit of employees, such as a fund from candy and soda machine sales, shall be maintained in the same way as any other fund, and records reported to the Chief of Police at least annually.
- H. A member of the city finance department will audit each account at least once a year.

VIII. COLLECTION OF CASH BOND MONEY

- A. Any member of the communications division may accept money order for purposes of a bond to allow release of a prisoner. No cash is maintained for making change, which means that all money orders must be in the exact amount.
- B. A receipt shall be provided for all money orders received to pay cash bonds. The money order will be sealed in an envelope with a copy of the receipt. The envelope will be marked with the prisoner booking number, defendant's name, amount, and the signature of the person receiving the money order. The envelope will be locked in the lock box in dispatch and a log entry made.

- C. Each regular workday, the Department Administrator will empty the lock box, and sign a receipt for all of the contents in the log. The Department Administrator will see that the money orders will be transported proper court for proper processing.

IX. EMERGENCY EXPENDITURES

NOTE: Emergency expenditures over \$3,000 require purchasing department approval.

- A. Any police employee needing to make an emergency expenditure will submit a memorandum through the chain of command that provides the following details:

1. What the expenditure is for.
2. Why the expenditure constitutes an emergency.
3. The cost of the expenditure.
4. Names of three possible vendors if the expenditure is for more than \$50.

- B. The Chief of Police or designee is responsible for:

1. Deciding whether the expenditure is an emergency.
2. Causing the memorandum to be marked "approved" or "disapproved" and initialed.
 - a. If the request is approved, the Chief or designee will cause the bidding of the goods or services requested to be made, awarding the bid to the lowest bidder conforming to specifications and delivery requirements.
 - b. If the request is disapproved, the Chief or designee will notify the requesting person to proceed with a routine requisition discussed later in this policy.

- C. It is the responsibility of the employee receiving authorization for an emergency expenditure to:

1. Make arrangements with the approved vendor to provide the goods or services.
2. If the vendors request a tax-exempt number, give them **T.I.N. # 746002411**.
3. If the vendor asks for a tax exemption certificate, advise them that you will request the police department's fiscal office to forward a tax-exempt certificate to them on the next business day.

- D. It is the responsibility of the Chief of Police or designee to:

1. Provide to the purchasing department an itemized list of the goods or services obtained, including the total cost.
2. Obtain a purchase order number and cause it to be added to the report to the purchasing department.
3. Forward a copy of the report, along with all invoices or receiving slips, including the P.O.#, to the purchasing department.

- E. It is the responsibility of the Chief of Police or designee to prepare a requisition, attaching all invoices or receiving slips, and forward it to the city purchasing office and arrange for out-of-pocket cash reimbursements, where applicable, using a payment authorization form with the receipts attached.

X. ROUTINE EXPENDITURES

- A. It is the responsibility of any police employee needing to make a routine purchase of goods or services to:
 - 1. Obtain approval of a supervisor.
 - 2. Create an informal memorandum that provides the reason and the type of service or goods to be purchased.
 - 3. Hand carry the request to the Chief or designee.
 - 4. Contingent on approval, receive a purchase order number from the Chief or designee.
 - 5. Arrange for the delivery of goods or services by the vendor.
 - 6. Return all invoices and/or receiving slips to the fiscal manager on the next business day following the receipt of goods or services.
- B. Prior to approving the request, it is the responsibility of the Chief or designee to secure adequate documentation for the purchase, and ensure that budgeted funds are available.
- C. Purchases of items costing more than \$3,000 are made after a requisition for material has been approved by the city purchasing office and a purchase order number has been issued in accordance with this policy.
 - 1. The requisition form will be used prior to the purchase except in emergencies.
 - 2. At least three bids must be taken and documented.
 - 3. When practical, the city purchasing office will handle the buying of items needed by the department.
- D. Purchases costing \$3,000 to \$24,999.99 will be purchased on a competitive bid basis. A bid will be awarded to the lowest responsible bidder conforming to specifications and delivery requirements after review by the purchasing office and the issuance of a requisition.
- E. All purchases of \$25,000 or more will be on a competitive, sealed-bid basis, received by the city and referred to the city council for a decision. Requisitions of or above this amount will be forwarded to the purchasing division at least 21 days prior to the anticipated need of the material. In cases involving automotive equipment, thirty (30) days advance notice is required.
- F. It is the responsibility of the Chief who authorizes a routine purchase of equipment and later needs to cancel the order to:
 - 1. Immediately notify the fiscal manager of the desire to cancel.

2. Route a formal memorandum to the city purchasing office.
- G. Any employee who makes a purchase of \$50 or less, requiring cash reimbursement, will take the receipt to the petty cash custodian for processing. The petty cash custodian has the authority to approve or disapprove all petty cash expenditures in accordance with established practice.
 - H. The petty cash custodian will ensure that the expenditure meets the criteria for use of a payment authorization. If it does, the petty cash custodian will do the following:
 1. Complete the authorization form.
 2. Attach the receipt(s).
 3. Forward the documents to the city finance director's office.
 4. Pay the bill or reimburse the employee as indicated.
 - I. The Chief of Police must approve all routine repair and maintenance expenditures over \$100 (one hundred dollars) prior to receipt of the services.

XI. PROPERTY LOSS AS A RESULT OF POLICE DUTIES

Note: In no circumstances shall reimbursement exceed \$200.00 for expensive personal items, such as jewelry, dress watches, fashion clothing, and accessories. Otherwise, the criteria for reimbursement will be evaluated based on the criteria below.

- A. It is the responsibility of an employee experiencing a loss of personal property in the line of duty to submit a memorandum that lists the following details:
 1. The circumstances of the incident.
 2. Whether the loss affecting the employee was a result of damaged, lost, or destroyed property.
 3. The value of the property with proper documentation including receipts, age, and condition of the item(s) at the time of the loss, and any other information the employee thinks is relevant. The documentation must be such that a reasonable person could establish fair market value.
- B. It is the responsibility of the chain of command to make a recommendation for or against reimbursing the employee experiencing the loss and to
 1. Recommend a dollar amount for replacement based on:
 - a. Fair market value of the item(s) or equipment.
 - b. Cost replacement for the item(s) or equipment that provides the same purpose.
 2. The Chief of Police will make the final determination.
- C. Reimbursement will be made only for items that are normally utilized in the course of police duties, such as:
 1. Wristwatches, clothing, footwear, weapons, and any other equipment not supplied by the department.

2. Reimbursement will not be made for items that are not normally utilized in the course of police duties, such as ornamental jewelry, hats, and expensive watches, clothing, or footwear. Valuable items of this sort are worn at the employee's own risk.
- D. All employees are expected to maintain care and control of city equipment. Claims for personal items lost, stolen, or damaged will be reviewed as to the circumstances surrounding the loss, including whether or not the employee made every reasonable effort to prevent the loss.

XII. AUDITING / ACCOUNTING

- A. An independent audit of department fiscal affairs is conducted at least annually in connection with the annual city financial audit. The Chief of Police may order an internal audit any time it is deemed necessary to assure accountability.
- B. The Chief of Police will cause an inspection of the petty-cash account transactions on a random or required basis. The inspection will include a review of the formal and informal procedures of each area of fiscal management.
- C. The departments accounting system will include a monthly status report that will be accomplished by the custodian of each account showing:
 1. Initial appropriation for each account.
 2. Balance at the commencement of the monthly period.
 3. Expenditures and encumbrances made during the period.
 4. Unencumbered balance at the end of each period.

XIII. ACCOUNTABILITY OF DEPARTMENTAL CAPITAL EQUIPMENT (TBP: 1.10)

- A. All agency property is inventoried when received. The Chief of Police will deem an Officer, in a memorandum, who will be responsible for issuing agency-owned property to authorized users. This includes recovering said property if required when the employee leaves the department.
- B. Departmental capital assets are marked with a property tag if the cost of the item is over \$5000.00, or if their use and life span is in excess of three years. All department firearms, TASERS, in-car computers, desktop computers, and vehicles (whether bought with city funds or acquired through forfeiture actions) are considered capital assets.
- C. The department will conduct a capital-assets inventory every year and when there is a change in command personnel over a unit or over the entire department. The results of the inventory will be forward to the Chief of Police for review.

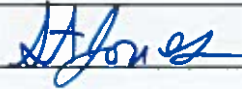
Trinity Police Department

Policy 1.4 – Inspections & Audits

Effective Date: March 15, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 1.13 & 7.25

I. POLICY

Inspections of the department shall be conducted on a regular basis to help ensure that the department is operating at peak efficiency and in compliance with established professional standards. When conducted properly, inspections enable managers to assess the department's ability to perform its mission, provide the information necessary to plan for the improvement of departmental operations, and ensure full capability to perform the department's mission. Inspections are a vital component of departmental self-assessment and as such will be carried out with care, attention to detail, and the full cooperation of all personnel concerned.

II. PURPOSE

The purpose of this policy is to establish procedures for conducting inspections of the department's administrative functions, facilities, property, equipment, operations, and personnel.

III. DEFINITIONS

- A. Line Inspection. Line inspections are ones conducted by the supervisory personnel directly responsible for the person, equipment, or facility being inspected. They are designed to examine, evaluate, and improve the performance of departmental personnel and equipment. A written report is not required for a line inspection unless it reveals a critical problem that should be brought to the attention of a higher command level.
- B. Readiness Inspections. A readiness inspection is one conducted to evaluate both equipment and operational readiness of the department to respond to exceptional or emergency circumstances. Such inspections are regularly scheduled but may be initiated at any time at the direction of the Chief of Police or a designee.

IV. PROCEDURES

A. Line Inspections

1. Line inspections shall be conducted by the immediate supervisor of the unit or personnel being inspected.
2. Line inspections shall be accomplished at roll call or at such other times as are appropriate for the type of inspection being conducted.
3. Line inspections shall be conducted at least once per week or at such intervals and times as otherwise directed by departmental policy and the supervisor of the unit concerned.
4. Special line inspections may be ordered at any time by the Chief of Police.
5. Line inspections shall, at a minimum, include an examination of each of the following items that are applicable to that particular unit and that particular type of inspection:
 - a. Personal appearance and personal hygiene of unit personnel
 - b. Proper wearing of uniforms and uniform equipment
 - c. Health, physical fitness, and fitness for duty of unit personnel
 - d. Appearance and maintenance of department-owned vehicles assigned to or used by that unit
 - e. Unit compliance with departmental policies, regulations, and orders
 - f. Availability and currency of departmental policy and procedure manuals and other departmental publications and documents applicable to that unit
 - g. Physical condition, maintenance, safety, cleanliness, adequacy, and security of the areas, furnishings, and equipment of the portions of the physical plant used by or under the control of that unit
 - h. Such other items as are applicable to the functions of that unit.
6. Inspection Procedure
 - a. Unit supervisors shall conduct informal physical inspections of personnel, equipment, and other items, as directed. Normally no formal written report of line inspections will be required. However, the date of such inspections, items inspected, and condition shall be recorded on a call sheet, and the inspecting supervisor shall document any problems encountered.
 - b. All line inspections shall be conducted in accordance with all appropriate safety precautions.
 - c. Firearms, both individual and department owned that are used on duty, will be inspected for cleanliness and functionality at least monthly. Firearms and other equipment with the potential for causing injury shall be examined only by persons thoroughly familiar with the item being inspected. Inspection of firearms and other weapons shall be conducted only in a manner consistent with standard safety requirements for the presentation and handling of such weapons.
7. Wherever possible, deficiencies discovered during line inspections shall be corrected immediately by the inspecting supervisor. Where immediate

correction is not possible, a re-inspection of the deficient item or personnel shall be conducted at the earliest possible date to ensure that corrective action has been taken.

8. Repeated failure to correct deficiencies shall be reported to the appropriate authority, and action will be taken to compel compliance by the person or unit responsible for the deficiency. Failure to correct deficiencies may be the subject of disciplinary action.

B. Readiness Inspections (TBP: 7.25)

1. Equipment readiness inspections will be conducted on all department special-use equipment on a quarterly basis.
2. Each departmental unit will create a checklist of equipment possessed by the unit for special or periodic use. This is typically equipment that is not assigned to individual members of the department. (Emergency Response Team Equipment is covered in Policy 8.4.) Special-use equipment includes special-use vehicles, equipment, or supplies for special events or disasters, or specialized investigative equipment.
3. Checklists should indicate the unit, date inspected, condition of each item, and the person who inspected the equipment. Any maintenance needs will be identified. Copies of each unit checklist shall be forwarded to the Chief of Police for review.

V. Maintaining Compliance with Texas Law Enforcement Best Practices (TBP 1.13)

- A. The Chief of Police is responsible for ensuring continued compliance with the Texas Law Enforcement Best Practices.

Trinity Police Department

Policy 1.5 – Mutual Aid

Effective Date: March 15, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: N/A

I. POLICY

On occasion the need arises to request assistance from or give assistance to a neighboring law enforcement agency. This need may result from an emergency such as civil disorder, fire, flood, or other disaster, but it is most often requested for backup on calls where officers are at risk and local backup is unavailable. Before the need arises, agencies must clarify and plan emergency procedures. Available county and state support systems shall be used to support operations.

II. PURPOSE

The purpose of this policy is to establish procedures, duties, and responsibilities for providing assistance to or requesting assistance from another law-enforcement agency and to provide for the use of statewide law-enforcement support systems.

III. PROCEDURE

A. Jurisdiction

1. Generally, the legal jurisdiction of the department stops at the city limits, as defined by charter and ordinances; however, officers also have authority to act as peace officers in other areas within the state when requested through a properly executed mutual aid agreement. This authority may be used for the following reasons:
 - a. Assisting neighboring law-enforcement agencies, the county sheriff, or the Texas Department of Public Safety in handling emergency calls and at times when they are unable to respond immediately.
 - b. Assisting neighboring law-enforcement agencies, the county sheriff, or the Texas Department of Public Safety when they are in need of assistance in safely completing a task or assignment.

B. Mutual aid

1. For the purpose of this policy, mutual aid is defined as the assistance given or asked for between the department and other law-enforcement agencies during emergencies. The circumstances that require mutual aid can include one or more of the following situations:
 - a. Enforcement of laws that control or prohibit the use or sale of controlled drugs;
 - b. Any law-enforcement emergency involving an immediate threat to public safety;
 - c. When executing orders for the temporary detention or emergency custody of people for mental health evaluation;
 - d. Any public disaster, such as fire, flood, epidemic, or civil disorder.
2. Mutual aid may be requested from or provided to another law-enforcement agency by the department at the discretion of the on-duty supervisor. However, officers must remember that they are primarily responsible for providing law-enforcement service to their own jurisdiction. There are generally three levels of mutual aid assistance as follows:
 - a. Short duration, approximately 30 minutes or less, where an additional show of force, backup, traffic control, or assistance with prisoner transportation is required.
 - b. Medium duration, approximately one to four hours, where the senior officer on duty may provide or request assistance from the neighboring law-enforcement agencies, the county sheriff, or Texas DPS; however, their role is normally confined to a show of force, backup, transporting prisoners, or traffic control.
 - c. Long duration, more than four hours, when full-scale assistance is required. The on-duty supervisor shall immediately notify the chief of police who will assist in coordinating additional aid as required.
3. Any mutual aid support between the department and neighboring law-enforcement agencies shall be coordinated in advance through a written agreement. A list of cities with existing mutual aid agreements can be found in the city emergency action plan and in the communications center.
4. Mutual aid agreements shall be reviewed annually to ensure compliance with national incident management system requirements.
5. When taking law-enforcement actions at an emergency site, including uses of force, officers from this department shall at all times adhere to this department's policies and procedures and utilize only those weapons and tactics that they have been trained and deemed qualified to use.
6. Occasionally it is necessary to request assistance from a federal law-enforcement agency, such as when a major crime has occurred and the suspect may have left the state. The Chief of Police shall decide whether or not to notify the FBI or other appropriate agency.
7. If the department, with the help of neighboring law-enforcement agencies and DPS, is unable to cope with an emergency, such as a riot or other civil disturbance, the chief may contact the governor's office for National Guard assistance.

C. Statewide law-enforcement support.

1. The department is a member of and participates in the use of the Statewide Interdepartmental Radio System (SIRS) and complies with the procedures for its use. A copy of these procedures can be found posted in the department communications office.
2. The department participates in the use of the Texas Crime Information Center (TCIC) and complies with the procedures for the use of this exchange. In addition, the department participates in the Uniform Crime Reporting system administered by the Texas Department of Public Safety.
3. Some state-owned law-enforcement resources may be made available to the department for special use. These resources, and the state agency to contact, include:
 - a. Special Weapons and Tactics (SWAT) teams.
 - b. Canine teams —DPS. Canine teams, if requested, shall be used only to track, and great caution shall be used in deploying teams in heavily populated or congested areas. Handlers are responsible for compliance with their own agency policies and procedures.
 - c. Helicopter or fixed-wing aircraft: DPS. Normally the Chief of Police requests the use of this equipment in advance from the DPS director. The equipment may be available on an emergency basis.
 - d. Polygraph: DPS
 - e. Riot truck and equipment: DPS.
 - f. Bomb disposal: DPS.

D. State law-enforcement assistance during declared emergency or disaster situations

1. Only the governor has the authority to provide state law-enforcement assistance during an emergency or disaster situation. State equipment and personnel can be used to support local emergencies or to protect life and property in natural disasters per the governor's authorization. The Chief of Police shall request the mayor to contact the governor if state law-enforcement assistance is required.
2. During declared emergencies and disasters, the support listed in section C above is requested through the mayor in the regular NIMS process.

Trinity Police Department

Policy 1.6 – Department Reports

Effective Date: March 15, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: N/A

I. POLICY

The department is required to maintain records of operations for purposes of investigation and the prosecution of offenders. Records that concern the internal operations of the department must also be kept. It is the intent of the department to provide a reporting system through which quality management and administrative decisions may be made.

II. PURPOSE

The purpose of this policy is to describe the periodic reports and records prepared by the department and their retention schedules.

III. ADMINISTRATIVE REPORTS

- A. Monthly Report: The Department Administrator will provide a monthly report to the Chief of Police and the city manager. This report contains information specified by the Chief of Police.
- B. Monthly Uniform Crime Report (U.C.R.): A monthly U.C.R. is compiled by the records supervisor or designee and a copy provided to the Chief of Police and to the city manager for review. The original of this report is submitted to the Texas Department of Public Safety.
- C. Annual Report: The annual report is compiled by the Chief of Police. The report contains an annual summary of the monthly report information and other information that is required by both policy and law. The annual report is forwarded to city manager for presentation to the city council.

The annual report is used to determine the following:

- 1. Personnel allocation
- 2. Police patrol district boundaries

3. Police staffing levels
4. Statistical information on other related activities and problems.

IV. POLICE RECORDS

A single sequential incident number is assigned to each call for service. Any field report, incident report, offense report, or accident report is assigned a number via this system. The number is unique to each separate incident to ensure the efficient recovery of the report.

V. DESTRUCTION AND RETENTION OF RECORDS

Texas state law provides a criminal penalty for willful destruction, mutilation, or alteration of public information. Destruction or removal of documents and records of the department shall be made only in accordance with the city's records retention schedule.

VI. DEPARTMENTAL FORMS

- A. The department shall develop standard forms to be used by officers to assure uniform and consistent reporting of enforcement and enforcement related activities, and to satisfy the requirements of state and federal agencies.
- B. Departmental forms may be created by the unit needing the form if a form does not yet exist. Any personnel in the department may suggest revisions to an existing form or propose a new form. Proposals and suggestions are submitted to the employee's supervisor. In creating a new form or revising an existing one, care must be exercised to make sure that the new or revised form in no way conflicts with any city policies or other forms.
- C. The Chief of Police must approve all departmental forms.