

# Trinity Police Department

## Policy 4.1 – Hiring & Selection

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 2.23, 3.17, 4.01, 4.02, 4.03, & 4.04

### I. POLICY

The Trinity Police Department strives to obtain the best law-enforcement officers possible to help achieve the department's policing goals. To that end, the department shall practice a regimented, rigorous selection procedure while simultaneously affording equal opportunity to everyone regardless of race, creed, color, sex, national origin, sexual orientation, or age. The department does not discriminate against people with disabilities and affords them the same access to employment provided to all other persons. All personnel who participate in screening and hiring applicants shall be guided by fairness, equal opportunity, and consistency in applying the procedures set forth in this order.

### II. PURPOSE

The purpose of this policy is to outline the minimum hiring requirements and the selection process for police officers and non-sworn members of the department.

### III. DEFINITIONS

- A. Disability: A physical or mental impairment that substantially limits one or more of the major life activities.
- B. Good moral character: The attributes of a prospective employee that enhance his or her value to the department and the goals of community-oriented policing, among which are honesty, integrity, truthfulness, obedience to the oath of office and the department's code of ethics, respect for authority, and respect for the rights of others.

### IV. QUALIFICATIONS FOR EMPLOYMENT

- A. The minimum qualifications that all applicants for the position of police officer must meet include the following:
  - 1. Age of 21.
  - 2. High school graduation or GED completion.
  - 4. Pass a background investigation that includes the following:

- a. Personal and family history
  - b. Credit history, including current creditors
  - c. Education, including all schools attended and degrees or certificates obtained
  - d. All residences for the past ten years
  - e. Comprehensive employment history
  - f. A fingerprint-based criminal history search, including all arrests, locations, dates, and dispositions
  - g. Traffic summonses and accidents
  - h. An inquiry of family, friends, and associates as to character and reputation, plus an informal interview with the applicant's spouse or "significant other," as well as any ex-spouse.
- 7. Pass an oral interview.
  - 8. Pass a physical examination, psychological screening, and a drug test.
  - 9. Be of good moral character.

NOTE: Good moral character is determined by a favorable report following the comprehensive background investigation. Also, the interview shall be employed to help evaluate good moral character. Good moral character ensures compatibility with the department's community-oriented policing goals.

- 10. Any other standards set by law or by policy of the Texas Commission on Law Enforcement.

## **V. DISQUALIFIERS FOR EMPLOYMENT**

The following are absolute disqualifiers for employment as a sworn officer:

- A. Conviction or admission of any felony, or a conviction of a Class A misdemeanor.
- B. Conviction of any Class B misdemeanor in the past ten years.
- C. Conviction or admission of marijuana use within the past two years, or of any other illegal drug within the past five years.
- D. Conviction of family violence.
- E. Dishonorable discharge from the military.

## **VI. APPLICATION PROCESS FOR SWORN OFFICERS**

A. The applicant must do the following:

- 1. Complete a written city application and a personal history statement, and submit them to the Chief of Police.
- 2. Submit a copy of each of the following documents:
  - a. Birth certificate

- b. Driver's license
  - c. High school diploma or transcript, or GED certificate
  - d. Credit report dated no more than 90 days prior
  - e. Any college transcripts
  - f. Copy of military discharge papers, if any.
3. Arrange with the Chief of Police to appear for other steps in the selection process.

## **VII. SELECTION PROCESS FOR SWORN OFFICERS (TBP: 4.01)**

- A. The Chief of Police or designee will review the application and documents for basic qualifications. If basic qualifications appear to be met and an opening exists, the Chief assigns an officer to conduct a preliminary review of the candidate and schedules appropriate testing. If no opening exists, the application will be placed in a file to await an opening. When an opening occurs, the applicant will be contacted to determine if he/she is still interested in the position.
- B. An employee will be assigned to conduct a preliminary review of the applicant. He/she shall perform the following:
- 1. Obtain the applicant's driving record from DPS.
  - 2. Have the applicant sign information release forms.
  - 3. If the applicant has recently lived outside the county, request records checks through agencies in the applicant's previous communities.
  - 4. Obtain an NCIC/TCIC criminal history check.
  - 5. Administer the written examination.
  - 6. If more than one applicant is given the written test at the same time, the results are assembled with the highest grade first and submitted to the interview board. The interview board consists of the Chief of Police and two other departmental members. The candidate is graded on an applicant interview sheet and either passes or fails the interview.
  - 7. Those passing the interview will then be considered for conditional offers of employment. The applicant's packages will be forwarded to the Chief for offering employment.
- C. The Chief of Police will meet with the applicant who best meets the needs of the department and conduct a detailed interview with the candidate. If the Chief approves, he/she will issue the candidate a conditional offer of employment. A copy will be given to the applicant. The offer of employment is conditional upon the whether the candidate passes the following:
- 1. An in-depth background investigation. NOTE: The background check shall specifically include contact with all former law enforcement employers. (TBP: 3.17) Also, see A.4 above.
  - 2. A physical exam
  - 3. A drug screen
  - 4. A psychological screen.
- D. After a conditional offer of employment is made, the officer assigned to conduct the background investigation may question the applicant regarding his or her prior medical

problems, including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. He/she shall also schedule the applicant for any further testing. (TBP: 4.03)

E. The officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual.

G. Upon completion of all testing and the background investigation, the applicant's file will be returned to the Chief of Police for the final decision.

H. Following a medical examination, an offer of employment may be withdrawn if the applicant is incapable of performing the core job functions for the position or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced . . . through reasonable accommodation"). The Chief must base the threat on medical knowledge, not just speculation.

I. If the individual is approved for hire, the Chief will make all the necessary arrangements for processing a new employee. If the individual is not selected, a letter will be sent to the applicant advising him or her that the Conditional Offer of Employment has been withdrawn and the reason stated plainly.

J. Unsuccessful applicants who do not have permanent disqualifiers may re-apply after one year from the date of the last application if a vacancy exists.

K. Lateral entry.

1. A licensed officer from another Texas agency must meet the same criteria set forth above.
2. The employee assigned to investigate the applicant shall ensure that an applicant with prior law-enforcement experience has not had his or her licenses suspended or revoked. A query will be made to the Texas Commission on Law Enforcement to determine all other agencies where the licensee has worked. These agencies will be contacted before completion of the background to determine work history and any significant details of their employment.

## **VIII. APPLICATION PROCESS FOR NON-SWORN PERSONNEL**

A. The applicant must do the following for all positions within the police department:

1. Complete a written city application and personal history statement and submit them to the Chief of Police.
2. Copies of the following documents will also be submitted:
  - a. Birth certificate
  - b. Driver's license

- c. High school diploma or transcript, or GED certificate
  - d. Any college transcripts
  - e. Copy of military discharge papers, if any.
3. Arrange with the Chief of Police to take any written test if required and to appear for other selection process steps.

#### **IX. SELECTION PROCESS FOR NON-SWORN PERSONNEL (TBP: 4.01)**

- A. The Chief of Police will review the application and documents for basic qualifications. If basic qualifications appear to be met and an opening exists, the Chief assigns an officer to conduct a preliminary review of the candidate. If no opening exists, the application will be placed in a file until there is an opening. When an opening occurs, the applicant may be contacted to determine if he/she is still interested in the position.
- B. The employee assigned to conduct a preliminary review of the applicant shall perform the following:
- 1. Obtain the applicant's driving record from DPS
  - 2. Have the applicant sign information release forms
  - 3. If the applicant has recently lived outside the county, request records checks through agencies in the applicant's previous communities
  - 4. Obtain an NCIC/TCIC criminal history check
  - 5. Conduct any job-specific testing required, such as a typing test for communications.
- C. The Chief of Police will meet with the applicant who best meets the needs of the department and conduct a detailed interview with the candidate. During the interview, the Chief of Police shall consider the applicant's appearance (for neatness and cleanliness), mannerisms, judgment, maturity, resourcefulness, and compatibility with departmental goals. If the Chief approves, he/she will issue the candidate a conditional offer of employment. A copy will be given to the applicant. The offer of employment is conditional upon the candidate passing:
- 1. A background investigation
  - 2. A physical
  - 3. A drug screen
- D. After a conditional offer of employment is made, the officer assigned to conduct the background investigation may gain additional information from the applicant regarding his or her prior medical problems including any worker's compensation claims and conditions. The officer will then conduct a detailed background investigation in accordance with the Background Investigation Manual. He/she shall also schedule the applicant for the necessary medical testing. (TBP: 4.03)
- E. The officer conducting the background investigation shall have had training in conducting background investigations or shall conduct the background in compliance with the Background Investigation Manual. (TBP: 3.17)

- F. Upon completion of all testing and the background investigation, the applicant's file will be returned to the Chief of Police for the final decision.
- G. Following a medical examination, an offer of employment may be withdrawn if the applicant cannot perform the core job functions or poses a "direct threat" in the workplace (per EEOC guidelines, "a significant risk of substantial harm to the individual or others that cannot be eliminated or reduced . . . through reasonable accommodation"). The Chief must base the threat on medical knowledge, not just speculation.
- H. If the individual is approved for hire, the Chief will make all the necessary arrangements for processing a new employee. If the individual is not selected, a letter will be sent to the applicant advising him or her that the Conditional Offer of Employment has been withdrawn and the reason stated plainly.

## **X. PERSONNEL RECORDS**

- A. For each employee, the department maintains a personnel file. This file contains the background investigation package, a copy of all forms completed during the hiring process, all evaluations, disciplinary action amounting to a written reprimand or higher, leave/attendance record, and assignments. The original of the officer's background investigation and all selection materials are sealed in an envelope in this file, which is confidential. All TCOLE required documents are maintained in this file. (TBP: 2.23, 4.04)
- B. The Chief of Police maintains and controls all personnel records. The department complies with the records retention schedule set by state law and city policy. (TBP: 4.04)
- C. Employees may review their records at any reasonable time upon request. The Chief may release a copy of a record from file upon obtaining a signed authorization from the employee.
- D. All personnel records are considered confidential. Supervisory or investigative personnel who have a need to review sensitive information may do so only with the express approval of the Chief of Police.
- E. If the Chief deems it necessary to include derogatory information in a personnel file, he/she shall notify the employee of the fact in writing. The employee may protest the inclusion of such information in writing to the Chief. Probationary employees have no right of protest in such matters.
- F. Personnel records are the permanent property of the department.
- G. Officers from the department may terminate employment and seek a lateral hire with another agency. Requests for employment information on these officers shall be referred to the Chief. The Chief shall disclose the employee's performance record consistent with current law.

- H. All records of unsuccessful applicants shall be maintained, including all test results, in a confidential file by the Chief of Police. These records can be released to other law enforcement agencies when requested and a properly executed release form is obtained from the subject of the records. (TBP: 4.04)
- I. Photographs of sworn officers shall not be released by the department to any organization or media outlet, nor shall any be posted on any department website, or in a publicly displayed department yearbook or photograph unless the officer has given his or her consent or signed a release to that effect. Exceptions to this prohibition include:
1. If the officer is charged by indictment or information.
  2. If the officer is a party in an arbitration process.
  3. If the officer's photograph is introduced in judicial proceedings.
- NOTE: Photographs displayed on officer's identification cards are not considered released as they are intended for internal use or to properly identify an officer if required.

# Trinity Police Department

## Policy 4.2 – Appointment & Probation

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 1.09 & 2.03

### I. POLICY

The Trinity Police Department is committed to ensuring that the standards of the department are maintained and that the people of our city are served by a competent and professional police department.

### II. PURPOSE

The purpose of this policy is to provide a systematic process for the appointment of sworn and non-sworn personnel.

### III. PROCEDURES FOR SWORN PERSONNEL

- A. Applicants who have been through the hiring process and have been approved for hire will complete the following steps prior to being retained as full-time police officers:
  1. The applicant will meet with the Chief of Police, or designee, and determine a starting date.
  2. On the day selected for employment, the applicant will report to the city personnel office for completion of all initial paperwork and issuance of an identification card.
- B. Upon completion of the initial processing at city personnel, the new employee will report to the police department where he/she will be issued the appropriate equipment. The employee shall sign for the issued equipment.
- C. The new employee shall be issued a complete and up-to-date copy of the department's general orders and field manuals.
- D. The Chief, or designee, shall set a time and place where the new officer shall swear the oath of office before a public gathering. The new officer must take and sign the oath of office before performing any law enforcement duties. (TBP: 2.03)

- E. The Chief, or designee, shall also assign the new employee to a senior training officer for initial field training. The new employee will work the same hours and days off as the field-training officer.
- F. The new officer must possess a valid Texas peace officer license before performing any law enforcement functions. If the officer begins work before attending a basic academy and obtaining a license, he or she shall perform non-police duties only and shall accompany experienced officers as an observer only. (TBP: 1.09)

#### **IV. PROCEDURES FOR NON-SWORN PERSONNEL**

- A. Applicants who have been through the hiring process and have been approved for hire will complete the following steps prior to being retained as full-time employees:
  - 1. The applicant will meet with the Chief of Police and determine a starting date.
  - 2. On the day selected for employment, the applicant will report to the city personnel office for completion of all initial paperwork and issuance of an identification card.
- B. Upon completion of the initial processing at city personnel, the new employee will report to the police department where he/she will be issued any necessary equipment for a job assignment. The employee shall sign for any issued equipment.
- C. The new employee shall be issued a complete and up-to-date copy of the general orders and field manuals.
- D. The employee will be assigned to another employee for training as required and shall receive training in department operations, personnel rules, and departmental philosophy.

#### **V. PROBATION**

- A. All new employees are on probation for a period of one year.
  - 1. Non-sworn personnel are on probation for one year from the date of their employment.
  - 2. All newly hired police officers shall be considered on probation for one year from the date of completion and release from field training.
  - 3. The same probationary period applies to officers hired through lateral entry.
- B. An employee may be released from employment at any time during the probationary period for any reason. Supervisors who believe a probationary employee's job performance is unsatisfactory should provide evidence of the unsatisfactory performance to the Chief of Police for consideration at any time.

- C. A new employee's supervisor shall rate the new employee using the employee evaluation form at the three, six, and nine-month anniversary dates from employment for non-sworn employees. Sworn officers will be rated as required by the field-training manual during the first year. Two weeks prior to the one-year anniversary, the supervisor shall complete and forward a final evaluation form to the Chief of Police recommending the employee be retained or terminated. If the recommendation is for termination, the supervisor shall document the specific work-related performance that is deficient. The work performance of each probationary employee shall be evaluated using valid, non-discriminatory procedures.
- D. Prior to the end of the probationary period, the Chief of Police shall review the performance evaluation. The Chief may approve the employee's permanent appointment or discharge him/her for failure of probation.
- E. Probationary employees who wish to protest their performance ratings have no grievance rights except to request an interview with the Chief of Police.

# Trinity Police Department

## Policy 4.3 – Career Development

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 4.06 & 4.07

### I. POLICY

The department encourages employees to seek opportunities to develop their knowledge, skills, and abilities. Promotions are based on performance, longevity, and the growth of skills through training and experience. Although in a small department promotion opportunities are rare, the department promotion process is fair and equitable.

### II. PURPOSE

The purpose of this policy is to establish guidelines for career development of employees, which includes training and promotions.

### III. PROCEDURES

#### A. Responsibilities of the Chief of Police

1. Annually, the Chief of Police, or designee, will meet with each employee for career counseling. This counseling shall occur at the same time as the employee's annual performance evaluation. The counseling shall include an examination of the following:
  - a. The employee's performance record
  - b. A review of the training programs applicable to the employee's duties.
2. The Chief shall ensure that at least one department employee:
  - a. Achieves and maintains certification as a firearms instructor
  - b. Receives advanced instruction in the techniques of evidence collection.
3. All officers shall maintain current first aid/cardiopulmonary resuscitation certifications.
4. The Chief shall ensure the availability of a trained armorer, either through the training of a department employee, contracting with an armorer in another jurisdiction, or contracting with a private armorer. The armorer shall inspect all firearms and ammunition at least annually for safety, reliability,

and function. The armorer shall also repair broken or malfunctioning weapons.

5. The Chief of Police shall ensure that any employee who receives a promotion or a new assignment receives training specific to that position within 12 months of assignment.

# Trinity Police Department

## Policy 4.4 – Performance Evaluations

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 4.08 & 4.09

### I. POLICY

The department bears an obligation to the public and its own personnel to hire and retain the best qualified officers. Further, the department's community oriented policing philosophy demands that officers exhibit not only competent investigative skills but also that they succeed in communicating with many different individuals in a variety of contexts. To that end, the department regularly and formally evaluates the performance of officers and other employees. The evaluation system discussed herein serves both the interests of management and employees. The purposes of the evaluation system are to (1) ensure fair and impartial personnel decisions, (2) maintain and improve performance, (3) provide a basis and a medium for personnel counseling, (4) assist decisions about the tenure of probationary employees, and (5) identify training needs.

### II. PURPOSE

The purpose of this policy is to outline and describe the departmental evaluation process.

### III. PROCEDURES

#### A. General

1. All employees shall be evaluated using the departmentally approved form.
2. Supervisors will be trained in the evaluation process prior to conducting the evaluations. (TBP: 4.08, 4.09)
3. Personnel shall be rated as having demonstrated unacceptable, acceptable, or superior behavior. The rating is based on and reflects the observations and perceptions of rating personnel.
4. After completion of probation, each officer shall be evaluated annually. A satisfactory evaluation is an overall 3.0. Officers who fail to receive an overall 3.0 may be placed on probation for a period determined by the Chief of Police. Within the probation period, the officer shall receive remedial training in deficient areas, and demonstrate proficiency (or satisfactory improvement) in deficient areas. The training and improved behavior will be documented on the evaluation form.

5. With the exception of probationary employees, all performance evaluations will cover one calendar year and shall be completed, signed by the employee and the rating supervisor, and turned in to the Chief of Police by the end of January each year.
6. All evaluations shall be reviewed with the employee and placed in the employee's personnel file.
7. All newly hired employees and officers in their probationary year shall receive quarterly written evaluations if no significant deficiencies are observed.
8. Officers shall be evaluated formally by their immediate supervisor.
9. An officer who receives an unsatisfactory rating which he or she perceives to be unjust may appeal to the next level of the chain of command up to the City Manager. The officer concerned must rebut the comments or rating in writing and submit the rebuttal through the chain of command.

**B. Evaluation of non-sworn employees and supervisors**

1. Non-sworn employees shall be evaluated on forms used by the city for the purpose.
2. Supervisors shall be evaluated by their next level supervisor using the same form that is used for officers. Under "comments" the rater shall refer to an attached page that will contain, in narrative form, comments concerning the individual's supervisory performance. The rater shall address, at a minimum, the following points:
  - a. Ability to instill in officers a high regard and respect for community-oriented policing ideals, the rule of law, civil rights, and concern for victims
  - b. Ability to perceive performance weaknesses in his or her officers, conduct remedial training, and document improved proficiency
  - c. Command of patrol techniques, methods, and investigative procedures
  - d. Ability to reprimand, counsel, praise, or otherwise discipline his or her officers
  - e. Ability to take responsibility for the performance of his or her officers.

# Trinity Police Department

## Policy 4.5 – Uniforms, Appearance, & Equipment

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones 

Reference: TBP 1.11, 1.12, 3.13, 7.17, & 7.23

### I. POLICY

Proper uniforms and equipment are essential to the performance of our law enforcement duties. Officers must present a professional image to the community we serve, one that promotes respect and confidence. All employees must strive to present a clean, well-groomed image when wearing the departmental uniform or representing the department in any capacity.

### II. PURPOSE

The purposes of this policy are to provide officers with a list of uniform and equipment items and to provide a departmental dress code for all employees, sworn and unsworn.

### III. UNIFORMS AND EQUIPMENT

- A. New employees shall be issued the uniforms and the equipment needed to perform their duties. Employees may purchase and carry additional items that are approved and authorized in writing by the Chief of Police. Employees will not wear, carry, or use any personally owned equipment without the written approval of the Chief of Police, a copy of which will be kept in the employee's personnel file. (TBP: 1.11)
- B. Each employee must sign an inventory sheet listing all uniform and equipment items issued to the employee. The inventory sheet will be maintained in the employee's personnel file.
- C. Employees are responsible for the uniforms and equipment issued.
- D. The Department Administrator shall ensure that all departmental uniforms and equipment are returned to the department upon resignation, termination, or retirement. Failure to return all items of city property may result in legal action against the employee. (TBP:1.12)

- E. Employees shall have as a part of their issued equipment a copy of the rules and regulations and a copy of the general orders manual. Employees shall maintain these and make appropriate changes or inserts as directed.
- F. After completing their probationary period and with the approval of the Chief of Police, employees are allowed to purchase a flat wallet badge.

#### **IV. UNIFORMS AND EQUIPMENT PROVIDED BY THE CITY**

- A. Uniforms and equipment provided to police officers by the City of Trinity shall include:
  - 1. Three (3) pair of trousers\*
  - 2. Two (2) short-sleeved shirts
  - 3. One (1) long-sleeved shirts
  - 4. One (1) shirt badge
  - 5. One (1) name plate
  - 6. One (1) protective vest (body armor)
  - 7. One (1) traffic vest

\*If the Officer selects to buy and wear his/her own BDU style pants. No trousers will be issued to the Officer. If the Officer selects to have trousers issued to them, then they will be required to wear the issued trousers daily and will not be allowed to wear BDU style pants.

- B. Uniforms and equipment that are excessively worn or damaged are replaced by the department. An employee requesting replacement should have the item inspected by his/her supervisor, who will provide written approval for the replacement.
- C. With the written approval of the Chief of Police officers are allowed to purchase additional uniforms and equipment as needed or desired. These items may be purchased from any vendor, but they must comply with current uniform or equipment standards.
- D. Uniforms or civilian business attire (Dress slacks, dress shirt, and tie for men or equivalent for women) shall be worn for all court appearances.

#### **V. PROTECTIVE VESTS (TBP: 7.23)**

- A. Body armor is purchased by the department for all sworn officers. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.
- B. Uniformed Officers, when working field assignments, are encouraged to wear departmentally issued protective vests when on-duty or when off-duty if they are engaged in law enforcement activities. Officers will maintain their vests where they

are readily accessible in the event they are needed. Any officer participating in any search warrant execution or other high-risk activity will wear a protective vest.

- C. The Chief of Police may grant exceptions to this requirement during periods of extreme weather. During such periods, officers working in the field must keep their protective vests where there are immediately accessible.
- D. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness. Because dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

## **VI. REFLECTIVE VESTS**

Agency personnel are issued and shall wear the high-visibility reflective vest as soon as practical when directing traffic or working at the scene of an accident.  
(TBP: 7.17)

## **VII. DEPARTMENTAL APPEARANCE REQUIREMENTS (TBP: 2.13)**

### **A. Uniform Employees**

1. When wearing the uniform, employees will be in full uniform, including all items that are integral parts of the uniform. All uniform and accessories must be clean and well pressed. The hat is optional except at formal occasions. No part of the uniform is worn with civilian clothing or vice-versa.
2. Undershirts worn with an open-collar, short-sleeve shirt shall be white, navy/dark blue, or black in color. Shirrtails will be worn tucked in at all times. Employees wearing a long-sleeved shirt may wear a dark navy or black turtleneck or mock turtleneck during cold weather.
3. Rank Insignia. The Chief will wear a single gold star on each point of the uniform shirt collar.
4. Nameplates. Each employee, regardless of rank, will wear a departmentally issued nameplate, centered ½ inch above the right shirt pocket seam.
5. Department Shirt Badges. All sworn personnel when in the standard duty uniform will wear their department badge prominently displayed above the left-shirt pocket.
6. Footwear. Footwear will be solid black and capable of being shined. Officers must wear solid navy blue or black socks if the socks are visible while standing.
7. Officers are authorized to wear baseball style caps only during inclement weather or in conjunction with a utility uniform during specialized assignments or outdoor training. The baseball style caps shall be approved by the Chief of Police. Winter headgear may consist of a navy blue or black knit cap with no visible logos or emblems.

## B. Award Ribbons or Medals

Commendation ribbons and medals approved for wear by the department will be worn, centered, above the nameplate on the uniform shirt, no more than three across and three up, and will be worn in order of importance. The wearing of commendation ribbons and medals is optional for those officers who are recipients of such awards while wearing the standard duty uniform and while assigned to standard duty assignments. The wearing of commendation ribbons and medals is mandatory for those officers who are recipients of such awards in all formal settings.

## C. Plain Clothes Assignments (Sworn and Non-Sworn Employees)

With the exception of officers working in a covert capacity, clothing worn by employees in any departmental, non-uniform assignment will conform to accepted business practices. These include but are not limited to the following:

1. Slacks, dress shirts (long or short sleeved), ties (excluding bow ties), socks, shoes, and appropriate headwear.
2. Headwear must be appropriate for business dress attire, and the particular item must have prior approval from the Chief or his/her designee.
3. Business or sports coats are optional unless required for a court appearance or other specific event or task.
4. Socks should coordinate with the pants. White socks are prohibited unless worn with boots that conceal the socks.
5. Footwear should be clean and polished, with heels and toes in good repair. Normal business shoes, including slip-ons (loafers) or lace-ups, are acceptable. Boots are acceptable, provided they are in good taste. Flip-flops are inappropriate.
6. Female business attire will include the previously mentioned clothing and non-revealing blouses, skirts, dresses, and appropriate footwear. Flip-flops are inappropriate.
7. If a sidearm is worn on the waist, the officer's department badge must be prominently displayed next to the sidearm.
8. Plain-clothes officers may wear a vest or jacket that readily identifies the wearer as a police officer during call-outs, specific assignments, or extra-duty assignments when appropriate.
9. Plain-clothes sworn personnel are required to maintain at least one complete standard uniform at all times in case they are called upon for uniformed duties.

## D. Special Assignments

Employees placed in special assignments, including covert or undercover assignments, special events, or other special operations, will wear clothing approved by the Chief of Police or the supervisor of the operation.

#### E. Court Attire

Officers attending court will be in uniform or civilian clothes to include a shirt and a tie for male employees and appropriate business attire for female employees.

#### F. Physical Appearance

1. Employees shall maintain their physical appearance in accordance with good taste and professionalism. Female employees will apply their makeup tastefully. Male employees shall not appear for work needing a shave or haircut.
2. Hair length
  - a. Male employees shall wear their hair so as to present a groomed appearance. Hair will not extend past the collar at the back of the neck. Hair on the sides will not extend below the top of the ear and must be mildly tapered. Hair in the front will not extend below the middle of the forehead. Sideburns may extend no lower than the lowest tip of the employee's ear lobe. They shall be of a naturally even width and shall end with a clean-shaven horizontal line.
  - b. Female employees shall wear their hair so as to present a groomed appearance. They shall not be restricted as to the length of their hair; however, if the hair extends below the bottom of the collar it shall be secured in a bun or ponytail. It shall not hang into the employee's face, either in front or on the sides.
3. Mustaches and beards

Mustaches will not extend beyond the corner of the mouth on a horizontal line, nor below the corner of the mouth on a vertical line, nor below the top line of the upper lip. They shall be neatly trimmed at all times. Goatees are allowed, however they are to be kept neatly trimmed at all times. Beards will not be permitted except by order of the Chief of Police.
4. Jewelry
  - a. Female employees may wear earrings, provided they are small and tasteful in appearance. Male employees are not permitted to wear any type of earring.
  - b. Employees in uniform are discouraged from wearing chains and necklaces as they could be lost or cause an injury during the performance of police activities.
  - c. A female employee in civilian attire may deviate from these regulations with the approval of her supervisor.
  - d. To present a uniform and objectively neutral appearance to the public, non-departmental jewelry or pins shall not be worn on the uniform at any time or on plain clothes while on duty unless specifically authorized by the Chief of Police.
5. Personal Hygiene

Employees shall practice good personal hygiene at all times, including use of soap, water, and deodorant. Employees shall not

report for work emitting an offensive body odor. A moderate amount of perfume or aftershave may be used.

6. Tattoos, Body Art, Piercing, or Branding

- a. There is no department policy restricting tattoos, body art, or branding.

**VIII. USE OF DEPARTMENTAL FACILITIES AND EQUIPMENT AND EXPECTATION OF PRIVACY.**

All employees, reserves, and volunteers are advised that the use of departmental facilities, lockers, vehicles, and any equipment, including computers, telephones, or other electronic devices, is governed by departmental rules and regulations and that there is no expectation of privacy regardless of whether locks, passwords, or privacy settings are employed.

# Trinity Police Department

## Policy 4.6 – Off-Duty Employment

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 4.05

### I. POLICY

The Chief of Police must ensure the continued efficiency and effectiveness of the department while simultaneously reducing or eliminating conflicts of interest. To promote the welfare and good reputation of the department this order outlines procedures to ensure appropriate, accountable, and reasonable off-duty work.

### II. PURPOSE

The purpose of this policy is to define regulations governing off-duty employment and conduct for an officer who is employed in an off-duty capacity.

### III. DEFINITIONS

- A. Off-Duty Employment: Work not done as part of regular employment by this department but which is performed or which provides services for compensation (a fee or otherwise), including self-employment. Volunteer charity work is excluded unless it involves law-enforcement duties.
- B. Employment related to law enforcement: Off-duty employment that may entail the use of law-enforcement powers granted by the State of Texas or the City of Trinity.
- C. Secondary employment: Any off-duty work for pay that is not related to law enforcement. Secondary employment that does not require sworn enforcement powers as a condition of employment and the work does not provide implied law-enforcement service.

### IV. PROCEDURES (TBP: 4.05)

#### A. General.

1. All employees are eligible to work off-duty employment subject to the requirements of this policy.

3. Employees on medical or sick leave, temporary disability, or light duty due to injury are ineligible for off-duty employment.
4. An employee engaged in any off-duty employment may be called to duty in an emergency.

B. Secondary employment restrictions: conflict of interest.

Employment shall not in and of itself constitute a conflict of interest. A conflict of interest, as determined by the Chief of Police, is any activity that is inconsistent, incompatible, or in conflict with the duties, functions, or responsibilities of police department employment.

C. Restriction on off-duty employment that is law-enforcement related.

1. Unless authorized by the Chief of Police, employment related to law enforcement shall not exceed 16 hours per day, including on-duty time. For example, an employee working a 10-hour tour may work six hours of off-duty employment on the same day, and an officer on a day off may work 16 hours. For the purpose of computing allowable work time, court appearances constitute on-duty time.
2. Officers will not work any off-duty employment on the same calendar day they call in sick to on-duty employment.
3. Serving as a recruiter and receiving compensation for procurement of law-enforcement related jobs for other department employees is prohibited.
4. No employee shall solicit any person or business for the purpose of gaining law-enforcement related off-duty employment, and, while on duty, shall not solicit any person or business for the purpose of gaining secondary employment.
5. Except for public school security activities and other employment specifically authorized by the Chief of Police, city-owned vehicles, radios, or other equipment shall not be used while traveling to and from or engaging in law-enforcement related off-duty employment.
6. Officers engaged in law-enforcement related employment shall be subject to the orders of the Chief of Police or Senior Officer on duty.
7. Officers are not allowed to be employed off-duty as a bouncer or security for a night club, bar, or lounge.

D. Administration.

1. Employees must submit a written request to the Chief of Police for any off-duty employment. Employees shall not begin any off-duty work until approval has been granted. The request shall be filed in the employee's personnel file.
  - a. The approved request is subject to periodic review by the Chief of Police. Officers shall communicate any changes in information contained on the form to the Chief of Police as soon as possible.
  - b. The Chief of Police may revoke permission to work off duty if the officer fails to perform adequately on duty or receives disciplinary action. To be eligible for permission to work off duty, officers must

- be in good standing with the department. Continued permission to work off duty is contingent upon remaining in good standing.
2. The Chief of Police shall disapprove any employment that demeans the status or dignity of the law-enforcement profession or otherwise represents a conflict of interest. Examples of such employment include the following:
    - a. Retailers that sell pornographic materials or provide services of a sexual nature.
    - b. Retailers who sell, manufacture, or transport alcoholic beverages as the principal business.
    - c. Gambling establishments not exempted by law.
    - d. Any firm connected with the towing or storage of vehicles, bill collecting, bodyguards, re-possessors, private investigators, or process servers.
    - e. Performance in department uniform of any tasks other than those of law enforcement.
    - f. Performance of any work for a business or labor group that is on strike.
    - g. Performance of any work regulated or licensed through the department.
    - h. Performance of personnel investigations for private firms, or any employment requiring the officer to have access to police files, records, or information as a condition of employment.
    - i. Performance of any activity that supports case preparation for the defense in any criminal or civil action.
  3. Arrests made while engaged in off-duty law-enforcement related employment shall be limited to felonies or criminal misdemeanors committed in the officer's presence or a breach of the peace jeopardizing public safety.
  4. Employees shall understand that department liability protection does not extend to willful acts that cause injury or damage, or acts the officer knew or reasonably should have known conflicted with department policy or the law.
  5. Off-duty arrests shall not be made when the officer's actions only further the interests of the private employer.
  6. Officers will not enforce by arrest, request, or threat any house rules or private employer rules.

#### E. Liability, indemnification, insurance

1. All employees who wish permission to engage in law-enforcement related employment shall complete the application found at the end of this order. The Chief of Police must grant permission before the employee may work off duty. In addition to the application form, the employee must submit to the Chief of Police a copy of the contract with the off-duty employer. The contract must specify the following:
  - a. The name, address, and phone number of the company or person that the Officer will be working for.
  - b. Coordinators name and phone number.
  - c. The precise nature of the work to be performed

2. The department shall not be responsible for medical expenses incurred from injuries sustained while working in any off-duty employment.
3. The department recognizes that an officer in law-enforcement related employment may undertake an action connected with the employment that the courts may construe as a law-enforcement duty, and, therefore, an extension of the job. Officers are reminded that their off-duty performance must meet the same standards required for on-duty performance. Off-duty law-enforcement actions, whether for a private employer or not, must meet the requirements of this manual.

# Trinity Police Department

## Policy 4.7 – Grievance Procedure

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 2.08

### I. POLICY

The department's goal is to provide fair, equitable, and clearly defined means for the resolution of grievances, to ensure that employees and their supervisors are accorded reasonable opportunity to present the facts bearing on a grievance, and to guarantee the opportunity to exercise the rights set forth in this order. Every employee has the right to fair treatment in all matters arising from employment and to this end each employee has the right to be heard whenever he or she alleges mistreatment. A grievance process that affords employees the opportunity to air a complaint helps reduce dissatisfaction, identifies organizational problems, and improves morale.

The department retains the right under applicable laws and regulations to direct employees in the performance of their duties; to take the necessary means to achieve the proper ends under emergency situations; and to hire, promote, transfer, and assign employees as well as to suspend, demote, discharge, or take disciplinary action against employees when there is just cause.

### II. PURPOSE

The purpose of this order is to establish grievance procedures for departmental employees to resolve disputes or complaints concerning the terms or conditions of employment.

### III. APPLICABILITY

#### A. Included

All permanent full-time employees and part-time employees who work at least 20 hours weekly and have been employed continuously for at least six months.

#### B. Excluded

1. Probationary employees.
2. An employee who has voluntarily resigned may not have access to the grievance procedure after the effective date of the resignation.

3. An employee who has been removed from employment shall not have access to the grievance procedure except to grieve a removal resulting from a formal discipline, unsatisfactory job performance, or other involuntary separation. NOTE: This grievance must be filed within 10 calendar days of the dismissal date. Any grievance initiated by a permanent employee before voluntary separation from the department may continue to be processed through the grievance procedure.

#### **IV. WHAT IS GRIEVABLE**

A grievance is a complaint or dispute of an employee relating to employment, including but not necessarily limited to the following:

- A. Disciplinary actions, including terminations (whether resulting from formal discipline, unsatisfactory job performance, or any other involuntary separation), demotions, and suspensions. (TBP: 2.08)
- B. The improper application of personnel policies, procedures, rules and regulations, and ordinances and statutes.
- C. Acts of reprisal as a result of the use of the grievance procedure or of participation in the grievance of another employee.
- D. Complaints of discrimination on the basis of race, color, creed, political affiliation, age, handicap, national origin, or sex.
- E. Intimidation because of participation or failure to participate in political activities.

#### **V. WHAT IS NOT GRIEVABLE**

Management reserves the exclusive right to manage the affairs and operations of the department. Accordingly, the following complaints are not grievable under this order:

- A. Establishment and revision of wages or salaries, position classifications, or general benefits.
- B. Work activity accepted by the employee as a condition of employment, or work activity that may reasonably be expected to be a part of the job content.
- C. The measurement and assessment of work through a performance evaluation except where the employee can show that the evaluation was arbitrary or capricious.
- D. The contents of established personnel policies, orders, and statutes.
- E. Failure to be promoted except where the employee can show that established promotional policies or procedures were not followed or applied fairly.
- F. The methods, means, and personnel by which work activities are to be carried on.

- G. Dismissal, layoff, demotion, or suspension from duties because of lack of work, reduction in the work force, or job abolition.
- H. The non-disciplinary hiring, transfer, assignment, and retention of employees within the agency.
- I. The relief of employees from duties during emergencies.
- J. The city's financial, budgetary, accounting, compensation, and organizational policies and procedures.
- K. Oral reprimands, warnings, or written reprimands.
- L. Management of city employees, including the right to determine the duties to be included in a job classification
- M. The right of management to make personnel appointments in accordance with adopted selection policies and techniques.
- N. The right of management to determine the number of persons to be employed or retained as employees, including the right to lay off employees whenever it is deemed to be in the best interest of efficiency or productivity or when necessitated by lack of funds or reduced workload.
- O. The right of management to establish rules and regulations governing work performance and conduct of performance evaluations
- P. The right of management to transfer and assign employees within the department; to determine the need for shift operation and rotation of the work week; to assign overtime; to determine job training and career development; and to determine duties or actions in emergencies.

## **VI. PROCEDURES**

### **A. Nature of the grievance**

The grievance should include the following:

1. Specifically, factually, and clearly detail the allegation and the harm done.
2. State that the harm arose from an act, commission, or omission that directly affects the employee's working conditions or employment relationship.
3. State the relief sought that is within the department's power to grant.

### **B. First management step**

1. The employee shall identify the grievance orally to his/her immediate supervisor in an informal meeting within five calendar days after the event or action that is the basis for the grievance. A grievance alleging discrimination or retaliation by the immediate supervisor may be initiated with the next-

level supervisor, the Chief of Police, the city manager, or the human resources director.

- a. The supervisor shall give an oral response to the employee within five work days following the meeting.
  - b. If a resolution is not reached at this point, the employee shall submit a memorandum to the supervisor that outlines the information listed under section A above within five work days after receipt of the oral response.
2. The supervisor, in turn, shall give the employee a written response within five work days of receipt of the employee's memorandum.

C. Second management step

1. If the employee is not satisfied with the response to the grievance during the first management step, or the status of the complaint as grievable has not been decided, the next step is for the employee to ask the supervisor to present the employee's memorandum to the Chief of Police.
2. The request to submit the grievance to the Chief must be made within five work days following receipt of the supervisor's reply. If requested within the time period allowed, the supervisor will forward the employee's memorandum and the supervisor's response to the Chief within five work days.
3. Within five days of receipt, the Chief shall decide whether the issue is grievable within sections IV and V of this order.
  - a. If the issue is not grievable, the employee shall be advised that he or she may appeal to the appropriate court.
  - b. If the issue is grievable, the Chief shall, within 10 days, meet with the employee, the supervisor, and appropriate witnesses and attempt to resolve the grievance.
4. The Chief shall give the employee a second-step response in writing within five work days following the date of the meeting. A copy of both the employee's memorandum and the response from the Chief of Police shall be forwarded to the city manager for his/her information.
5. If the employee desires the presence of legal counsel, the Chief may have legal counsel present as well.

D. Third management step

1. If the employee is not satisfied with the response to the grievance during the second management step, or disagrees with the Chief's decision that the issue is not grievable, the employee should then ask the Chief to present the employee's memorandum to the city manager for review. The request to submit the grievance to the manager must be made within five work days following receipt of the Chief's reply. If requested within the time period allowed, the Chief will forward the employee's memorandum and his or her response to the city manager within five days.
2. Within five days of receipt, the city manager shall decide whether the issue is grievable within sections IV and V of this order.

- a. If the issue is not grievable, the employee shall be advised that he or she may appeal to the appropriate court.
  - b. If the issue is grievable, then the city manager shall, within 10 days, take whatever action he or she deems necessary to review the issue.
  - c. If the issue involves an appeal of disciplinary action, the city manager will meet with the employee, any supervisor involved, the Chief of Police, and any other parties who are needed to render a just determination.
3. The city manager shall give the employee a response in writing within five work days following the determination.
4. A copy of both the employee's memorandum and the response from the city manager shall be placed in the employee's personnel file.
5. If the employee is appealing a suspension, demotion, or termination and the disciplinary action has been taken by the Chief of Police, the first appeal or grievance step is to notify the city manager in writing of the desire to appeal. The time limits under the third management step apply.
  - a. In these cases the city manager will schedule a hearing. The employee as well as the city may be represented by counsel. The hearing is informal but both sides are allowed to present witnesses and evidence. The employee or the employee's representative or counsel has the ability to subpoena and call any witnesses and challenge any evidence. The city manager will, after hearing the witnesses and evidence, make a final decision.
  - b. Any appeal after this decision is to the district court.

# Trinity Police Department

## Policy 4.8 – Reserve Officer Program

Effective Date: March 16, 2016

Replaces: Any & All

Approved by: Chief Steven Jones



Reference: TBP 3.07 & 7.27

### I. POLICY

It is the policy of the Trinity Police Department to maintain the highest standards of professional law enforcement services. Volunteers for reserve police officers must meet the same standards as other members of the organization. Reserve police officers should fulfill two primary functions. First, reserve officers serve as auxiliary manpower in situations as needed. Second, they provide an additional interactive link between the community and the police department. Reserve officers are subject to all the applicable rules and regulations that govern regular sworn personnel.

### II. PURPOSE

The purpose of this order is to describe the Police Reserve Unit, and outline its objectives, responsibilities, and operation.

### III. RESERVE PROGRAM (TBP: 7.27)

#### A. Requirements and certification

1. Requirements for age, education, and experience are the same as that for regular sworn personnel.
2. Applicants must meet all minimum requirements set forth by the Texas Commission on Law Enforcement Officer Standards and Education (TCLOE).
3. The selection process for reserve officer applicants is the same as for regular officers outlined in Policy 4.1 and 4.2.

#### B. Certification and reserve officer levels

1. **Apprentice Reserve Officers.** Active reserve police officers who have obtained required peace officer training but have not completed field training.
2. **Reserve Officer.** Active reserve officers who have successfully completed basic peace officer certification, have completed field training, and hold basic peace officer license.
  - a. Reserve officers will be assigned their duties on the reserve schedule by the Chief of Police.
  - b. Reserve officers shall report to the supervisor or ranking officer for assignment duties and/or training.
  - c. The on-duty patrol supervisor may, at his/her discretion, reassign the officer when personnel are required to assist in other areas.
3. "Inactive reserve status" refers to reserve police officers who are no longer able to serve at the minimum required level. Inactive status may be temporary or permanent at the discretion of the reserve commander as approved by the Chief of Police.

#### C. Training and Performance Standards

1. Reserve police officers serve at the discretion of the Chief of Police and may be called into service at any time the chief or his designee considers it necessary to have additional officers.
2. Reserve police officers shall be considered "on duty" when they are
  - a. performing "assigned duty"
  - b. representing or identifying himself/herself as a peace officer for the purpose of taking enforcement action or discharging legal duties.
3. All reserve police officers must serve a minimum of 16 hours of duty per calendar month. Officers who are unable to meet this requirement must submit a written request through the chain of command to the Chief of Police for an approved leave of absence.
4. Depending on the level of training and experience, reserve officers may perform the same duties as other full-time, sworn personnel or be assigned to work with a regular officer.
5. All reserve police officers are subject to the same rules, regulations, and orders as regular sworn personnel.
6. All reserve police officers must successfully complete the basic and intermediate reserve officer course required by TCOLE and obtain their license as a peace officer.
7. All active reserve police officers must successfully complete the police training officer program under the supervision and evaluation of a departmentally approved field training officer. Upon the successful completion of training, reserve officers will assume duties as designated by the reserve commander.

8. For training and evaluation purposes, all active reserve officers will work one tour of duty with a field training officer within the first six months of each calendar year.
9. All reserve officers will be required to attend periodic department in-service training to complete the following:
  - a. The same training as required of regular sworn officers including courses mandated by TCOLE for certification requirements; (TBP: 3.07)
  - b. All departmentally required qualifications on firearms, the baton, and any other equipment deemed necessary.

#### D. Chain-of-Command and Operations

1. The Chief of Police shall be responsible for the overall administration and planning of the reserve unit.

#### E. Organizational Function

1. The primary function of reserve police officers will be to supplement patrol operations personnel.
2. Additionally, reserve officers will be on call for assistance in emergency situations such as disasters, riots, etc., and to provide additional manpower for special enforcement assignments.
3. All reserve police officer assignments will be coordinated through the Chief of Police.
4. Reserve officers may, at the discretion of the Chief of Police, be assigned to other functions within the department depending on the skills and experience of each individual.