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|  | ROSENBERG POLICE DEPARTMENT | |
| | General Order 7.20 Patrol Operations | |
| | Effective Date: 02-15-2013 | Replaces: N/A |
| | Approved:  Chief of Police | |
| | Reference: TBP 7.01 | |

I. POLICY

Patrol is the primary activity of law enforcement that includes much more than driving through neighborhoods looking for evidence of lawbreaking. The department expects officers to conduct patrol vigorously to enforce traffic and criminal laws, answer complaints, conduct investigations, promote community-relations activities, and prevent crime.

II. PURPOSE

To define and outline general procedures for patrol operations. Procedures for handling specific calls for service are presented in the Patrol Standard Operating Procedures.

III. ORGANIZATION AND ADMINISTRATION

A. Organization

The Patrol Division is commanded by a Police Lieutenant and is comprised of officers assigned to both the Patrol and Traffic functions under the direct supervision of sergeants. The sergeants report to the Patrol Lieutenant.

B. Hours of Operation

The Patrol Division operates on a 24 hour a 7-day week schedule. (TBP: 7.01)

C. Patrol Division Responsibilities

1. Responsible for the preliminary investigation of calls for police services, accident investigation, traffic enforcement, crime prevention, those duties which by their very nature require the actions of a police officer, and assignments which may be given by a commanding officer.
2. Composed of designated shifts, each under the command of a police sergeant, who reports to the Patrol Lieutenant.

D. Traffic Section Responsibilities

1. Responsible for primary service related to traffic operation, including, but not limited to, traffic enforcement, accident investigation, designated traffic direction and control, and assignments that may be properly given to them.
2. Composed of designated personnel under the command of a Traffic Sergeant, who reports to the Patrol Lieutenant.

E. Divisional Personnel Staffing

1. Patrol Staffing
 - a. Personnel are distributed among six primary patrol shifts. The Patrol Lieutenant assigns personnel to shifts based upon distribution of calls for service, and departmental manpower needs.
 - b. Personnel work (10) ten hour shifts, in a (40) forty-hour work week.
2. Traffic Unit Staffing
 - a. The traffic section is comprised of selected Officers assigned to the Patrol Division with primary duty assignment related to traffic enforcement.
 - b. Officers assigned to this section are under the direct supervision of the Traffic Sergeant.
 - c. These Officers are specially trained in accident investigation and reconstruction and perform these functions in conjunction with and in addition to, regular patrol duties.
 - d. Personnel work 10 hour shifts, in a (40) forty-hour work week.

IV. PROCEDURES - Conduct while on patrol

- A. Officers shall acquaint themselves with the geography of their patrol assignment, and particularly the location of highways and traffic hazards. Officers shall also become familiar with the names and addresses of habitual criminals and law violators, first aid stations, hospitals, fire and rescue stations, magistrates, general district and county courts, medical examiners, public and private social service agencies, and any other public or private officials that prove helpful in the administration of their duties.
- B. Officers shall promptly respond to all calls dispatched to them. Calls which appear to be a risk to the physical well being of a person take precedence over calls which are reporting danger or loss of property. In all cases, when dispatched to a call, the officer will respond directly and expediently.
- C. Officers shall initiate investigations into suspicious activities to prevent criminal activity. Patrol Officers are responsible for the Preliminary Investigations of criminal offenses occurring in the city.

- D. When an officer observes a violation of the law, subject to the authority and discretion discussed in City Policy, he or she shall either (1) warn and release, (2) arrest, or (3) issue a summons to the violator to appear before the court having jurisdiction.
- E. Without exception, officers transporting non-department civilians (non-employees) shall notify the dispatcher of the transport. The report shall include the point of origin, vehicle odometer reading, and the destination. Upon arriving, the officer shall so notify the dispatcher and give the odometer reading. The communications operator shall log the information and record the time of each notification.
- F. To the capabilities of their training and qualifications, officers shall provide general and emergency assistance to motorists. Assistance includes providing information and directions, assisting stranded or disabled motorists, and obtaining medical and other emergency assistance. Officers shall, within reason, ensure that the requested service is provided in a timely fashion. If, after arranging for assistance, the officer is unable to remain with the motorists until help arrives, he/she shall take the necessary steps to provide safety to the motorists or arrange for transportation. If the need arises, officers may transport a motorist to a place of safety.

V. COMPLIANCE WITH PATROL STANDARD OPERATING PROCEDURE

- A. The patrol Standard Operating Procedure is designed to provide direction to all officers in patrol operations and the handling of routine calls.
- B. All officers who respond to calls for service or assist patrol officers will become familiar with the operational procedures. Officers are expected to follow the Patrol SOP unless specific other actions are approved or directed by a supervisor.

Rosenberg Police Department

Patrol Division

Standard Operational Procedures

PATROL STANDARD OPERATING PROCEDURES

I. ORGANIZATION AND ADMINISTRATION

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

II. PERSONNEL ISSUES AND ADMINISTRATIVE REQUIREMENTS

A. Reporting for Duty

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

B. Court Subpoenas and Appearances

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

C. Requests for Appearance from County Prosecutors.

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

D. Alternative to Required Appearance.

1. Officers who prefer not to attend court unless absolutely required may attempt to utilize the following procedure;
2. Contact the prosecutor assigned to the case prior to the day of the request for appearance.
3. Ask permission of the prosecutor to be placed on "Stand-by" for the appearance.
4. Discuss the details of the case with the prosecutor at that time if possible.
5. Provide the prosecutor with your phone number.
6. Officers who are allowed by the Prosecutor to be on "Stand-by" must be able to respond appropriately dressed within one hour. Failure to respond to a "Stand-by" call may result in the case being dismissed.
7. Officers who are on "Stand-by" are not compensated unless they are called to court and then only for the time in court plus travel time. Officers who are on stand-by will remain on stand-by until 1700 hours unless released earlier by the prosecutor or the secretary of the court. Officers should understand that some cases will require in person attendance and Stand-by will not be available.

E. Meal Breaks

1. No more than three uniformed officers and two marked police vehicles will meet and check out at any eating establishment. The exception to this is:
 - a. When uniformed officers are attending departmental functions. or
 - b. When approved by the officers immediate supervisor.
2. Length of Meal Breaks
 - a. In accordance with FLSA officers are compensated for their meal time and are not guaranteed a meal break. If the officer has an opportunity to take a meal break it should be no longer than 60 minutes.

F. Emergency Staffing Contingency

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

1. Level I Normal Staffing
 - a. CID On-Call available if needed
 - b. Patrol-On Call available if needed
 - c. Normal readiness
 - d. All officers have phones available
 - e. 2 hour response capability if called for service
2. Alert: If an Alert is declared
 - a. All Officers will have a phone available
 - b. Officers are notified to carry full equipment with them
 - c. 1 hour response capability
 - d. No alcohol consumption
 - e. All vehicles are serviced and ready
3. Level II Emergency Recall
 - a. Department personnel will be placed on 12 hour shifts
 - b. Shifts will consist of 0600 – 1800 hours and 1800 – 0600 hours
 - c. Each shift will have a Lieutenant in command.
4. Emergency Mobilization
 - a. Should emergency mobilization be required all personnel summoned to report to work will report in full uniform to the police department unless otherwise directed. All emergency equipment is stored at that location and will be issued as needed for any operation.

G. Patrol Division Uniform

1. Class A “Parade Dress” consists of the following components:
 - a. Long sleeve uniform shirt
 - b. Tie
 - c. Badge
 - d. Name plate
 - e. Service/proficiency/award bars
 - f. Collar insignia (Rank of Lieutenant and higher) or collar pins
 - g. Trousers
 - h. Socks
 - i. Dress shoes/boots
 - j. Leather Belt rig containing ONLY the following equipment
 - i. Inner belt
 - ii. Outer belt
 - iii. Holster
 - iv. Duty weapon
 - v. Double magazine holder with loaded magazines
 - vi. Handcuff case with handcuffs

- vii. Radio holder with portable radio and shoulder microphone
Any specialized items established for a specific ceremony or event and as approved by the Chief of Police Services or designee in charge of the ceremony or event.
 - k. In the event of inclement weather
 - i. Rain gear
2. "Class B "Duty Dress" consists of the following components:
 - a. Seasonally approved uniform shirt
 - b. Badge
 - c. Name plate
 - d. Collar Insignia (Rank of Lieutenant and higher) or collar pins
 - e. Dark blue or black T-shirt or turtleneck
 - f. Uniform Trousers
 - g. Socks
 - h. Black Shoes/Boots
 - i. Leather gear rig containing only the following equipment
 - i. Inner belt
 - ii. Outer belt
 - iii. Holster
 - iv. Duty Weapon
 - v. Double magazine holder with loaded magazines
 - vi. Handcuff case with handcuffs
 - vii. Radio holder with portable radio and shoulder microphone
Mini flashlight holder with flashlight (optional)
 - j. Foul weather gear (if needed)
 - i. Wind breaker
 - ii. Rain coat
 - iii. Turtle neck
 - iv. Insulated Gloves if needed
 - v. toboggan
 3. Class C "Work/Special Duty Dress" consists of the following components:
 - a. Clothing appropriate for the type of special duty assigned while maintaining a professional representation for the department, unless in an undercover capacity.
 4. The "Class B" uniform is worn daily during the performance of assigned duties by all police members, except those whose duties necessitate more traditional business attire or by members whose duty requires concealing the police identity from immediate sight, such as administrative or investigative assignments.
 5. The "Class B" police uniform is worn by all members during approved, law enforcement related, off duty employment unless the assignment requires the use of plain clothes and is approved by the Chief of Police or his designee.

6. Each officer ensures that their equipment is kept in a state of repair and readiness
7. The replacement of the leather gear is the responsibility of the agency.

III. ADMINISTRATIVE REQUIREMENTS

A. Calls for Service

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

B. Multiple Officer Calls for Service

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

C. Radio Communications

1. The department utilizes a plain English language description of call and activities to ensure clear understanding. 10-codes will not be used in radio communications. The department utilizes a standard phonetics code supplied to each new officer.

D. Portable Radio Usage

1. Officers assigned to the Patrol Division are issued portable radios. Officers are to carry the radios on their equipment belt while on duty. Officers may choose to utilize a shoulder microphone.

2. Portable radios will not be turned on in lieu of checking out with communications, when officers are out of their assigned unit. Officers are required to check out with the dispatcher when they are outside of their unit.

E. Report Writing

1. Officers are to complete detailed reports indicating the facts and circumstances of their investigation in an Offense Report. Such reports should be concise and factual.
2. Reports are to be completed prior to the end of the officer's tour of duty. If this cannot be accomplished, the officer's immediate supervisor is to be notified, who makes the decision if the completion of the report can be delayed.
3. At no time are reports to be delayed involving in custody arrests.

IV. PATROL FIELD TACTICS AND OPERATIONAL PROCEDURES

A. Active Shooter Incident

1. It is the policy of this department to protect life by any legal means possible. Officers responding to an active shooter incident shall accomplish this goal by immediately using any legal means at their disposal to make contact with the active shooter and stop him. This may include arrest, containment, or use of deadly force.
2. The philosophy driving this policy recognizes that the active shooter must be stopped before he can destroy any more innocent lives. This shall be the duty and responsibility of the initial responding officers, and they shall use all legal means to accomplish it. The prioritization of activities, in their order of importance IS:
 - a. Stop the active shooter
 - b. Rescue the victims
 - c. Provide medical assistance
 - d. Preserve the crime scene.
3. While it is important to provide medical treatment to the wounded, it is our duty as law enforcement officers to first protect all innocent life by stopping the actions of the active shooter.
4. An Active Shooter is defined as one or more subjects who participate in a random or systematic shooting spree, demonstrating their intent to continuously harm others. Their overriding object appears to be that of mass murder, rather than other criminal conduct, such as robbery, hostage taking, etc.
 - a. For purposes of this policy, the term "active shooter" will also include anyone who uses any deadly weapon (knife, club, explosives, etc.) to

systematically or randomly inflict death or great bodily harm on people.

5. Procedure

- a. All enforcement personnel who are not on an emergency call shall respond to the scene of an active shooter incident.
 - b. *Contact Team* -The first responding officers, up to four, shall form a contact team and go in immediate pursuit of the active shooter. The focus is to make contact as soon as possible and stop the active shooter by arrest, containment, or use of deadly force. The team will be subject to 360-degree vulnerability and will not do a thorough clearing. They will continue on past victims or harmless distractions. The location of victims may be relayed to the rescue team.
 - c. *Rescue Team* -The second set of 4 officers arriving on the scene will form a rescue team, which will locate and remove injured victims, and direct uninjured victims out of the building. Rescue team members should remember that uninjured victims may nonetheless be in shock, or paralyzed with fear, and not respond to regular verbal commands. Rescue team members are to remain constantly vigilant as the rapidly changing dynamics of the incident may put them in contact with the suspect and they will be subject to 360-degree vulnerability.
 - d. Officers should make entry at a location other than the main entrance, if possible, as this is the place where a suspect might logically set up barricades, explosives, or an ambush.
6. All personnel are to restrict their use of the radio for emergency traffic only.
7. *Incident Command* - The first command officer on the scene, who is not part of a contact or rescue team, will be the incident commander, and will establish a command post, and initiate incident command operations.

B. Building Searches

1. The officer in charge will formulate and direct a search plan based on the physical layout of the building.
2. Dispatch will be notified that officers are entering the building. Other officers should limit their radio conversation and officers entering the building should reduce the volume of their portable radios or use an earpiece.
3. Entry is never to be made through small openings or windows unless there is sufficient visual access to the inside of the building to provide cover for the entering officers. Entry normally should not be made by less than two officers.
4. Emergency conditions in which threat to life or property would result from a lack of immediate action on the part of the responding officer would, of course, require only that officer act as quickly and safely as the situation dictates,

5. Officers should locate the lights and illuminate the area to be searched as the search progresses, however avoid "back lighting " themselves.
6. Officers should determine the means by which a suspect may go from one level to another and secure them. The building should be divided into sectors and search methodically, keeping officers abreast of each other. It is not advisable for officers to separate or lose sight of fellow officers.
7. Officers should anticipate ambush points and examine all possible hiding places, i.e., look up, check trash containers, air conditioning vents, etc.
8. Officers should contact the dispatcher and let others know the building is clear as soon as possible.

C. Felony Stop Procedures

1. Special procedures shall be used in vehicle stops when the occupants are reasonably believed to be armed and dangerous. When an officer locates a vehicle driven by a known or suspected felon, the officer shall notify the dispatcher immediately of the suspect's location and give a thorough description of the vehicle and its occupants. The officer shall keep the suspect vehicle in view and request sufficient assistance in making the stop.
2. The officer shall keep support units informed of the suspect's location and direction of travel to aid their approach with minimal use of emergency equipment. The suspect vehicle shall not be stopped unless absolutely necessary until adequate support is available and in position. Circumstances may, however, dictate a one-officer felony vehicle stop.
3. The following procedures shall be used in effecting the stop:
 - a. The officer shall plan to stop the suspect vehicle in a location which presents minimal danger to the public.
 - b. When conditions are appropriate and support units available, the officer shall move into position to the rear of the suspect vehicle.
 - c. The officer shall signal the violator to stop, using all emergency equipment to warn other traffic.
 - d. The violator shall be stopped on the extreme right side of the road.
 - e. If the violator is known to be armed and dangerous, the officer shall have his weapon easily accessible and ready for immediate use.
 - f. When the suspect vehicle begins to stop, the officer shall turn off the siren and turn on the public address system.
 - g. The officer shall park the patrol vehicle so that it provides maximum protection and cover.

- h. At night, the officer shall focus all lights on the interior of the suspect vehicle.
- i. The officer shall leave the patrol vehicle quickly but remain behind the door and accessible to the public address system microphone.
- j. The officer making the stop is in command and shall direct each occupant on what to do. First, once suspects are stopped, the officer shall order the driver to shut off the motor and drop the keys on the ground outside his door. Next, the officer shall order occupants to place their hands, palms up, on the ceiling of the vehicle. Normally officers shall then order occupants to exit the vehicle on the driver's side only, but circumstances may dictate exiting the occupants on the passenger side, one at a time. Occupants shall then be ordered to lie face down on the ground.
- k. If a public address system is not available, the officer shall give voice commands if they can be heard; if this fails, the officer should consider that the commands have been heard but ignored. Consistent with training, the officer shall consider other options before leaving a position of cover. [Note: The tactics described for high-risk vehicle stops should be consistent with the methods taught in training courses.]
- l. To reduce confusion, the officer shall instruct support officers, as appropriate, and shall be the only officer to direct the suspects.
- m. The support officers shall cover the arresting officer and normally remain on the curb side of the vehicle until all occupants are in the search position.
- n. Officers shall exercise extreme caution not to get within each other's line of fire.
- o. When all occupants have been removed from the vehicle, the support officers shall move to cover the arresting officer while the suspects are searched.
- p. All arrestees shall be searched and handcuffed before transportation.

D. Foot Pursuits

- 1. Although it is an officer's decision to initiate a stop, it is the suspect or violator who decides to precipitate a foot pursuit by fleeing. An officer's decision to pursue on foot shall be made with an awareness of and appreciation for the risk to which the officer and others will be exposed. No officer or supervisor shall be criticized or disciplined for a decision not

- to engage in a foot pursuit if, in the officer's assessment, the risk exceeds that which is reasonably acceptable.
2. Where necessary, an officer may pursue persons who he or she reasonably believes have committed an act that would warrant a stop, investigative detention, or arrest.
 3. In deciding whether or not to initiate a pursuit, an officer shall consider the following alternatives to foot pursuit:
 - a. Containment of the area
 - b. Canine search
 - c. Saturation of the area with patrol personnel
 4. In deciding whether to initiate or continue a foot pursuit, officers shall also consider risk factors whenever officers are:
 - a. acting alone,
 - b. in an unfamiliar area,
 - c. in an area that is hostile, such as a notorious drug trafficking location,
 - d. pursuing suspects who are known to be or suspected of being armed,
 - e. unable to obtain backup in a timely manner,
 - f. not in adequate physical condition to conduct a foot pursuit,
 - g. unable to establish and maintain contact with the communications center, or
 - h. pursuing in inclement weather, darkness, or reduced visibility conditions.
 5. Officers initiating foot pursuits shall be in field command and shall bear operational responsibility for the foot pursuit unless circumstances dictate otherwise or until relieved by a supervisor. Pursuing officers are reminded that voice transmissions while running and in other field tactical situations may be difficult to understand and may have to be repeated.
 6. The officer initiating a foot pursuit shall, as soon as practical, provide the following information to Communications:
 - a. Unit identifier
 - b. Reason for the foot pursuit
 - c. Officer location and direction of pursuit
 - d. Number of suspects and description
 - e. Whether or not the suspect(s) is armed
 - f. Location to which assisting officers are to respond
 - g. Location, if required, of any perimeter
 7. Assisting officers shall immediately attempt to contain the pursued suspect. Such officers shall not respond to the primary officer's location unless the suspect has been stopped and the primary officer requests assistance to take the suspect into custody.
 8. When two or more officers are in pursuit, they will normally not separate unless they remain in sight of each other and maintain communication, but they shall allow the lead officer to concentrate on the suspect's actions while the second officer provides backup and maintains communications with dispatch and other assisting officers.

9. Unless there are exigent circumstances such as an immediate threat to the safety of other officers or civilians, officers shall not engage in or continue a foot pursuit under the following conditions:
 - a. If the officer believes the danger to pursuing officers or the public outweighs the necessity for immediate apprehension.
 - b. While acting alone. If exigent circumstances warrant, the lone officer shall keep the suspect in sight from a safe distance and coordinating containment.
 - c. Into buildings, structures, confined spaces, or into wooded or otherwise isolated areas without sufficient backup and containment of the area. The primary officer shall stand by, radio his or her location, and await the arrival of officers to establish a containment perimeter. At this point, the incident shall be considered a barricaded or otherwise noncompliant suspect.
 - d. If the officer loses possession of his firearm.
 - e. If the suspect's location is no longer known.
 - f. If primary officers lose communications with EOC or communication with backup officers is interrupted.
 - g. If an officer or third party is injured during the pursuit who requires immediate assistance and there are no other police or medical personnel able to render assistance.
 - h. If the officer loses visual contact with the suspect.
 - i. If the officer is unsure of his or her own location or direction of travel

E. In-Progress Calls For Service

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

F. Adverse Weather Response

1. In the event of severe weather such as a thunderstorms passing through the area with damaging hail, high surface winds, and extremely heavy rain which

- reduces visibility or endangers personnel or vehicles, all units not on a call will immediately seek shelter at any protected area in your district:
2. In the event of loss of traffic control devices due to a power outage, officers shall monitor the situation for dangerous traffic situations. TXDOT will be contacted for a state highway. For city intersections officers will direct traffic at the intersection only when conditions require.

V. FIELD PROCEDURES FOR SPECIFIC INCIDENTS

A. Accident Investigation

1. Members of the Patrol Division respond to reports of all traffic accident resulting in injury or damage if the accident occurred on public property.
2. Private Property Accidents (Restricted Access) Private property accidents may be investigated in the event of substantial damage, injury, or death. Parking lots, for the purpose of accident reporting, are considered private property.
3. Enforcement Action
 - a. Unless there are extenuating circumstances patrol officers shall issue citations for traffic and equipment violations determined as a result of the accident investigation.
4. Hazardous Material Involvement
 - a. In the event of Hazardous Material involvement a perimeter is established around the accident site, limiting access to emergency personnel.
 - b. In the event of a large hazardous material spill or release, officers will contact the Fire Department for response. The Fire Department has access to BIO-Hazard equipment and is trained to respond to such emergencies. (TBP: 8.12)
 - c. Officers shall maintain a Hazardous Materials Guidebook so that spills or releases from vehicles displaying placards can be easily identified.

B. Alarm Response (TBP: 7.26)

1. Classifications
 - a. Burglar
 - b. Panic
 - c. Medical
 - d. Fire
 - e. Robbery (see section G below for Robbery Alarm Response)

2. Dispatch Procedures:
 - a. When possible two officers shall be dispatched to all burglary, panic, and any medical alarms. (The 1st unit arriving does have the authority to cancel the assist unit.) EMS and the Fire Department are also dispatched on Medical and Fire alarm calls.
 - b. A single officer may be dispatched on Fire alarm calls with the Fire Department.
 - c. Dispatch will also attempt to locate the owner or representative for the location.

3. Officer Response
 - a. Unless dispatch information indicates a person is in immediate danger, officers will respond to burglar and fire alarms Priority 2 or routine driving. Officers will not delay their response.
 - b. Officers will respond to Panic alarms Priority 1 but will slow and reduce speed near the address in order not to alert any offenders.

4. Burglar Alarm Responsibilities
 - a. Officers will park in a tactically advantageous position so as not to alert any offenders of their arrival.
 - b. Officers will carefully conduct an observation of the building or residence to determine if there is evidence of entry.
 - c. If an open door or window is unsecured the officer will request backup.
 - i. Normally a minimum of two officers are to enter the building.
 - ii. Officers shall advise the communications of the location of the open door or window and if officers are entering the building.
 - d. The responding officer will determine if a representative of the household should respond.
 - e. Officers will stand by if advised that a representative is enroute to their location. If a representative or owner is not enroute, the location should be secured to the extent possible.
 - f. Prior to clearing the scene the primary officer completes a "Response Awareness Card", leaving it in a conspicuous place if the officers entered the location without an owner present.

5. Panic Alarm Responsibilities
 - a. Officers will park in a tactically advantageous position so as not to alert any offenders of their arrival. Sometimes medical alarms have been used in cases of domestic disturbances and officers should be alert to this possibility.
 - b. The responding officer may have the dispatcher attempt to contact the residence by phone prior to approach.
 - c. If contact is made, communications should request the complainant meet the officer outside.

- d. If contact is not made, the officers should carefully approach the location and attempt to determine if anything is wrong. A supervisor should be contacted for further instructions.
6. Medical Alarm Responsibilities
 - a. Officers will park in a tactically advantageous position so as not to alert any offenders of their arrival. Some medical alarms have been used in cases of domestic disturbances and officers should be alert to this possibility.
 - b. Officers should carefully approach the location and determine if a medical emergency exists. If a medical emergency exists, the officer should assist the complainant to the level of their training and ability while ensuring the Fire Department response is enroute and can easily locate the victim.
 7. Fire Alarm Responsibilities
 - a. When arriving prior to the Fire Department, officers will park in a position that will not hamper fire department access to the location or any fire hydrant.
 - b. When arriving prior to the Fire Department the officer will advise the dispatcher if any evidence of fire is showing (flames, smoke, and evacuated facility, etc.)
 - c. If no evidence of fire is present and the Fire Department has not yet arrived, the officer shall attempt to locate the fire alarm location and responsible party.
 - d. If the officer arrives after the Fire Department he/she will consult with the Fire Department officer in charge for their needs such as crowd control and traffic management.

C. Arson Investigations

1. The investigation of arson is primarily the responsibility of the Police Department. It is the responsibility of the Fire Department to determine cause of origin. The Police Department will assist in the Fire Department in any way possible.
2. In some cases, especially where a fire has been started and the fire has either gone out or has been extinguished, the complainant may notify the Police Department rather than the Fire Department.
3. Patrol Officers will secure the scene and have the communications notify the Fire Marshal's Office for an investigator to be sent to the scene.
4. In all cases where a Fire Investigator is not sent to the scene, the responsibility of the investigation lies with the Police Department. In such cases CID will be contacted to have an investigator respond to the scene.
5. The patrol officer initially assigned the complaint shall be responsible for the initial case report.

D. Assault Investigations

1. The primary officer assigned is responsible for the initial investigation. The officer shall control the scene to ensure all evidence is protected. The officer should first attempt to establish if the victim requires medical attention, and if so, request an ambulance. The officer shall then make a determination as to whether an actual offense has taken place. The officer's investigation should include, but is not limited to the following.
 - a. Interview with the victim
 - b. Interview all witnesses.
 - c. Identity of all individuals at the location at the time of the offense.
 - d. Identify the suspect (to include name and address
 - e. Relationship of the victim and suspect (family member, etc.)
 - f. If possible interview the suspect.
 - g. Description as to the method of assaults (hands, weapon, etc.)
 - h. Description of the injuries.
 - i. Description of the crime scene.
 - j. Photographs of injuries, scene and evidence
 - k. If the assault is aggravated in nature CID may need to be notified.

E. Auto Theft (UUV) Investigations

1. The responding officer is responsible for the preliminary investigation. The officer should establish that an actual offense has taken place. The officer's investigation should include, but is not limited to, the following:
 - a. Accurate description of the vehicle make, model, year, and color.
 - b. Registration information including the vehicle identification number.
 - c. Any distinguishing information (bumper stickers, decals, body damage or any other identifiable details.
 - d. Lien holder information, determine if the payments are up to date or if there is the possibility of a repossession.
 - e. How many sets of keys, and where they are located
 - f. Amount of fuel in the vehicle
2. If a stolen vehicle is located, the officer shall follow policy and procedure with regard to taking possession of the vehicle and notifying the originating agency or owner. The originating agency will be responsible for placing a hold on recovered vehicles. If recovered vehicle originated from the Rosenberg Police Department, then supervisor approval is needed to place a hold on that vehicle. The officer shall determine if the situation warrants contacting CID.

F. Bank Alarm/ Robbery Response (TBP: 7.26)

1. Upon receipt of a financial institution alarm, normally a minimum of two unmarked patrol units shall be dispatched, if available.
2. If the robbery notification is received by telephone, a complete description of the perpetrators shall be obtained from the caller, along with as much additional information as possible; particularly whether the perpetrator is

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

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

G. Barricaded Subjects/Hostage Investigations (TBP: 8.01)

1. Events involving hostage or barricaded suspects will be addressed in accordance with the Incident Command System.
2. A supervisor will be dispatched on any Barricaded suspect or Hostage situation.
3. The responding supervisor will assume the duties of the Incident Commander until relieved by a higher-ranking officer.
4. Goals to be accomplished are:
 - a. Protection of the Public
 - b. Containment of the Suspect
 - c. Protection of Hostages, and
 - d. Case Resolution
5. Responding Officers
 - a. Upon arrival at the scene of a barricaded suspect/hostage situation, the first activity should be to limit access.
 - b. Preliminary investigation should be conducted carefully to determine nature and extent of situation. Care should be taken to ensure not to expose the officer to the risk of gunfire or to risk confrontation with a suspect.
 - c. Once confirmation has been made that a barricaded suspect/hostage situation in fact exists, a supervisor will be notified.

- d. All attempts during this phase are geared toward avoiding confrontation and in favor of controlling, containing the situation until the arrival of additional personnel specifically trained in case resolution.
6. Incident Commander Responsibilities:
 - a. Restrict a radio frequency
 - b. Establish an inner perimeter to prevent inadvertent entry of the public and prevent the escape of the suspect.
 - c. The Incident Commander shall establish a command post outside the suspect's line of fire and sight. The command post should be sufficiently large to accommodate responding personnel and vehicles.
 - d. A supervisor shall determine the need for calling an outside agency for an emergency response team or SWAT team. The Chief or the Captain will then make the final decision for calling the other agency.
 - e. Officers will begin evacuation of nearby homes, offices, or buildings as necessary.
 - f. The supervisor on scene shall issue rules of engagement to all on-scene officers.
7. An arrest team shall be designated to take charge of the suspect should he surrender.
8. Personnel at the command post shall ensure the following information is assembled:
 - a. The phone number of the location and where the phone is located within the structure.
 - b. A drawing or floor plan of the location, including entrances, location of windows, inside and outside doors, and any access to the garage from inside the location.
 - c. As much information as possible about the suspect(s) and hostage(s) to include:
 - i. Name,
 - ii. Physical description,
 - iii. Clothing description,
 - iv. Military background,
 - v. Criminal history,
 - vi. Weapons and
 - vii. Mental state.
 - d. A record check for past arrests or contacts with the suspect(s).
 - e. Anyone with information about the suspect (friends, relatives) to remain in the vicinity of the command post for possible questioning by Tactical Team members or negotiators.
9. The Incident Commander designates the following assembly areas:
 - a. Medical - Safe Area
 - b. Media Assembly Area
 - c. Equipment/Personnel Staging Area
10. Perimeter Control
 - a. The Incident Commander shall establish an outer perimeter for traffic and crowd control.
 - b. Adjacent law enforcement agencies may be used for this purpose;

- c. If there is a shortage of personnel, a fire engine or radio car can be used to block a street or intersection. In addition control points can be established utilizing members of the Public Works Department.
- 11. Evacuation:
 - a. Surrounding buildings or residences should be evacuated, if this can be done safely.
 - b. A location should be selected where evacuees can go (coffee shop, Laundromat, schools, gymnasiums etc.), and they should be told when it is safe to return to their homes.
 - c. The name and address of anyone who refuses to evacuate after being warned of the potential hazards should be recorded.
- 12. Medical Assistance:
 - a. An ambulance, fire department and paramedic unit will stand by near the command post.
 - b. Injured persons are to be evacuated as soon as it is safe to do so.
 - c. When recovery is complete the injured person(s) shall be immediately transferred to a predetermined safe area, which will be determined by the Incident Commander.
- 13. Media
 - a. A location should be selected to assemble responding press representatives and the designated PIO shall brief and remain with them.
- 14. Hostage Negotiations Team Responsibilities:
 - a. The Hostage Negotiation Team are responsible for the following:
 - b. Making contact with the suspect(s).
 - c. Contact the suspect(s) by phone or P.A. system and attempt to get them to surrender.
 - d. Obtain their demands, but make no commitments.
 - e. Do not allow the suspect(s) and hostage(s) to leave the location.
 - f. Do not allow friends, relatives or other interested persons to enter the location.
- 15. Tactical Team Responsibilities:
 - a. Inner Perimeter surveillance.
 - b. Removal of the injured, with-in the inner perimeter.
 - c. If negotiations fail, the Tactical Team will make entry into the structure and contact the suspect(s)
- 16. Post Event Investigation
 - a. After the event it shall be determined if a crime was committed. All victims and witnesses shall be located and their statements taken as soon as possible.
- 17. Required Reporting Documentation:
 - a. There shall be a chronological log of all activities completed by the Incident Commanders designee.
 - b. The initial case report shall be completed by the officer originally assigned to the call for service
 - c. Supplemental reports are to be completed by all persons involved in the event.

H. Bomb Threats (TBP: 8.02)

1. The Incident Command System structure will be utilized for Response to Bomb Threats.
2. When a bomb threat or report of a bomb threat is received by communications personnel, the communicator dispatches both police and fire personnel depending on the credibility of the threat or the presence of a suspicious device.
3. Use of radios, mobile telephones, mobile data terminals, computers or any device capable of emitting “RF” energy may be utilized except as follows:
 - a. Personnel refrain from use of such devices if within 100' of an identified device.
 - b. Personnel refrain from use of such devices if requested by on-scene commander.
4. A non-credible bomb threat call will be considered a Priority 2 response level. Non-credible is defined as a threat with no presence of a device noted and/or no specific details of a device, such as the location or time of detonation. Examples of non-credible threats are “There is a bomb at the school” or “I’m going to blow you guys up” with no other specific information.
5. A credible threat or a suspicious package will be considered a Priority 1 response. Credible is defined as the presence of an actual device or suspicious package, details that include location or time of detonation or other information indicating a credible threat. An example of a credible threat is “There is a bomb in the first floor restroom set to go off in ten minutes” or “Your company hurt my family, I’m going to get even. You have ten minutes to get out of the building”.
6. Arrival on Scene
 - a. The first officer to arrive makes personal and immediate contact with the reportee. Other assigned officers shall stage away from the suspected building/area until otherwise advised by the first responding officer or a supervisor.
 - b. Other police personnel responding shall stage their vehicles at a location designated by the supervisor or first responding officer.
7. On Scene Procedure
 - a. The first officer will gather all needed and available information from the complainant and others present who can provide relevant information.
 - b. Searches are conducted by the owner/occupants of the building due to their familiarity with the complex. The first responding officer or supervisor may assign officers to escort the owner/occupants conducting the search. Personnel conducting the search should only look and listen for anything unusual or out of place. They may open closets, cabinets, doors, etc., but should not open or touch any suspicious packages or devices.
8. The decision to evacuate a building shall be the responsibility of the building owner or manager. Any building or area where there is more than just suspicion of a bomb or explosive device should be evacuated. If evacuation is decided, officers shall request that the building security personnel, owner, or

manager announce an evacuation in a calm and orderly manner over the building's public address system, or through face to face communications with the buildings occupants. Facilities such as schools and government buildings with designated fire plans should initiate the designated evacuation alarms in lieu of the public address/person- to-person notification. Public safety personnel are utilized for this task as a last option.

9. If a device is found or if officers need assistance with search operations, the Fire Department will be dispatched to the scene.

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

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

I. Burglary Investigations

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

J. Burglary in Progress Calls for Service

1. On all burglary in progress calls a minimum of two (2) officers are dispatched to the scene.
2. Upon the officers' arrival an exterior perimeter is established.

3. Once a perimeter is established, additional officers may search the building. Buildings are not to be searched by a lone officer.
4. If the owner of the property is present, neither they nor any other person are permitted to assist with the search until the building has been cleared. Civilians shall be staged away from the building in a place of safety.

K. Child Abuse

1. The primary officer dispatched is responsible for the initial investigation. State law requires that instances or suspected instances of child abuse or neglect be reported by public and private officials such as physicians, dentists, school employees, clergymen and others. Officers shall record and respond to all reports of child abuse, neglect and abandonment irrespective of the source or method of reporting.
2. A preliminary interview will be conducted with the reporting individual, when known, to determine the basis for the report, to include determination of such factors as:
 - a. the physical condition of the child;
 - b. a description of the abusive or neglectful behavior;
 - c. evidence of parental disabilities such as alcoholism, drug abuse, mental illness or other factors that demonstrate or suggest their inability to care for the child;
 - d. description of suspicious injuries or conditions;
 - e. the nature of any statements made by the child concerning parental maltreatment; and
 - f. any evidence of parental indifference or inattention to the child's physical or emotional needs.
3. Officers shall determine the need for an investigator and request one if required. Officers shall also determine if Child Protective Services should be notified immediately and requested to come to the scene or if a later report will suffice. In any case, if an officer determines that child abuse is or has occurred it will be their responsibility to forward a report to CPS as required by law. In cases of emergency, after hours, the CPS law enforcement on call number is 1-800-877-5300.
4. Where reasonable suspicion exists for further investigation, a coordinated investigative effort should be undertaken with the Child Protective Services.
5. Immediate action shall be taken by officers when
 - a. the complaint warrants arrest or criminal prosecution;
 - b. child protective personnel are not available and time is of the essence;
 - c. the child is in danger and child protective personnel cannot respond;
 - d. the suspected perpetrator may flee;
 - e. police presence is required to maintain order or to protect the safety of child protection officers; or

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

L. Consumption or possession of Alcohol by a Minor

1. Where a person is underage and suspected of having consumed an alcoholic beverage, and the officer believes the subject to be intoxicated, the officer shall conduct standardized field sobriety tests.
2. When an officer determines that a person is underage and has consumed an alcoholic beverage, the officer shall undertake one of the following actions:
 - a. If the minor is under the age of ten years:
 - i. The child will be released to a parent or another responsible adult.
 - ii. A case report shall be completed.
 - b. If the minor is at least age ten, but less than 14 years:
 - i. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor, or
 - ii. The minor may be taken into custody, transported to the Police Station, processed as a juvenile offender, and detained in a court-approved area until released to the parent.
 - c. If the minor is at least 14 years, but less than 17 years:
 - i. A citation may be issued for Minor in Consumption; and
 - ii. The minor may be detained at the scene, while contact is made with the minor's parent, and arrangements made for the parent or another responsible adult to take custody of the minor, or
 - iii. The minor may be taken into custody, transported to the Police Station, processed as a juvenile offender, and detained in a court-approved area until released to the parent.
 - d. If the minor is at least 17 years, but less than 21 years:
 - i. If the officer determines that the minor has consumed an alcoholic beverage, and that the subject is **not intoxicated**, a

- citation for minor in consumption may be issued and the subject released.
- ii. If in public, and the subject is intoxicated, and cannot be released to a parent or other responsible adult, the individual shall be booked as an adult for Public Intoxication.
 - iii. If not in public, and intoxicated, contact a parent or responsible adult, release the juvenile to their custody and issue a citation for Minor in Consumption.
3. Disposition of Evidence:
- a. When an officer arrests or issues a citation to a person for public intoxication, or for any other alcohol-related Class C misdemeanor or city ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation
 - b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
 - i. If the container is critical to the prosecution of a felony case or contains evidentiary value it will be secured and documented as would any other evidence
 - ii. In misdemeanor cases each container of alcohol, whether opened or unopened, will be poured out and the container properly discarded.
 - iii. Destruction of any alcoholic beverage at the scene is done within view of the officers patrol units video camera.

M. Death Investigations

1. Deceased persons or persons near death may be encountered in response to a wide variety of calls for service. Officers who encounter such situations shall, in order of importance, based on the circumstances, perform the following:
 - a. Identify and arrest any perpetrator(s) if present.
 - b. Ensure officer safety and the safety of others by safeguarding any weapons at the scene.
 - c. Administer emergency first aid if necessary and/or summon emergency medical personnel.
2. Death can only be determined in an official capacity by a physician. However, in cases involving unmistakable evidence of death (e.g., the presence of lividity or rigor mortis), emergency medical personnel need not be summoned.
 - a. If the officer determines that the person is dead, the factors surrounding that determination shall be entered into the officer's report.
 - b. Officers shall resolve any doubt concerning the life or death of a subject by summoning appropriate medical assistance.
3. The officer shall isolate and protect the crime scene from any intrusion by non-essential personnel including officers not directly involved in the crime scene investigation.

4. The officer shall notify communications of the circumstances and any additional personnel as needed. If the death is perceived to be a homicide or potential homicide or the result of accident or suicide, an investigator shall also be summoned.
5. The officer shall observe and note pertinent information at the scene.
 - a. Record the nature of any physical modifications to the crime scene as the result of intervention by emergency medical personnel or others.
 - b. Record in a crime scene log the identity of any persons who were present at or who entered the crime scene.
 - c. Identify witnesses and record basic information regarding the event. Ask witnesses to remain, if possible. If not possible, determine their identity and how they can be contacted by investigators.
 - d. Identify and ensure that any suspects do not leave. Responding officers may conduct basic, preliminary questioning of a suspect or witness, but should normally defer interviews to investigators
6. Bodies shall not be moved unless located in a spot that is deemed untenable (e.g., in open view of the public) and only under conditions that do not require a police investigation or magistrates' response. In all other cases, bodies may not be moved without approval of the Justice of the Peace or homicide investigators.
7. Death by Other Than Natural Causes. In all cases of death other than those due to natural causes where the death will be certified by an attending physician, the Justice of the Peace shall be notified.
 - a. In any case in which there is doubt concerning the cause of death, the JP and criminal investigators shall be notified and shall be responsible for conducting an investigation of the death.
 - b. In cases of death by accident, suicide, homicide, or undetermined causes, the officer shall coordinate with homicide investigators and the JP's office in protecting the scene and conducting a preliminary investigation of the incident.
8. Assistance to Survivors. Providing basic support and crisis assistance to survivors is the responsibility of both responding officers and investigators.
9. Officers should not leave the scene of a death where survivors are present until reasonably assured that the survivors have adequate personal control and/or family or close friends readily available to provide support. In gauging the need for assistance, officers shall also consider the following:
 - a. The emotional reactions and physical condition of the survivors;
 - b. Availability of other adults in the home or immediate area;
 - c. Responsibility of the survivors for infants or small children;
 - d. Home environment, if apparent, (e.g. evidence of excessive alcohol use or drug use, lack of means of financial support, shortage of food, problem with shelter, etc.); and
 - e. Availability of a support system (e.g. including friends, family, close neighbors, access to clergy, means of transportation, etc.)

10. Officers should not leave a lone survivor unattended until all reasonable efforts have been made to garner first-hand support from the survivor's family, friends, co-workers, neighbors, clergy, crisis counselors, or other community social service agency.

N. Death Notifications

1. Preparations

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

1. Personal effects of the deceased shall not be delivered to survivors at the time of death notification.
2. Making Notification
 - a. Upon arrival at the residence or place of business, officers shall do the following:
 - i. check the accuracy of the location;
 - ii. request to speak to the immediate survivor;
 - iii. identify themselves by name, rank and departmental affiliation;
 - iv. verify the relationship of the survivor to the deceased; and
 - v. ask to move to a place of privacy.
 - b. Every reasonable effort shall be made to make the death notification in the privacy of the survivor's home or in another location away from public scrutiny.
 - c. Officers should address the survivor(s) in a straightforward manner and use easy-to-understand language to briefly explain the circumstances of the incident and the fact that the individual is dead.
 - i. Officers should not use euphemisms such as "passed on" or "no longer with us" in order to avoid using the term "dead" as these may create confusion or false hope.
 - ii. Officers should avoid graphic aspects of the incident and the use of police jargon.
 - d. Officers should be prepared for unexpected responses from survivors to include hysteria and possible verbal or physical attack.
 - e. Officers should provide survivors with sufficient time to regain composure before proceeding.
3. Providing Assistance and Referral
 - a. Officers should provide any additional information on the incident requested by survivors. While graphic details may not be necessary, officers should provide information if asked specifically concerning the cause of death, condition of the body or other details of the fatality.
 - b. Officers should remain alert to the possible need for medical assistance.
 - c. Officers should be aware of confusion on the part of survivors; speak slowly and deliberately, and write down any pertinent information that the survivor may need. This includes such matters as the following:
 - i. disposition of the body;
 - ii. location of personal effects;
 - iii. identification requirements/procedures; and
 - iv. notifying officers' names, agency and telephone numbers.
 - d. Notifying officers should conduct a follow-up within 24 hours with any survivor when there is concern for the survivor's well-being.

O. Driving Under the Influence by a Minor

1. When a minor (a person who is under the age of 21) is operating a motor vehicle in a public place and has introduced alcohol into their body but is not intoxicated, officers determine if there is any detectable amount of alcohol in the minors system. The smell of alcohol on the minor's breath constitutes detectable amount. DUI is not a lesser included offense to DWI.
2. The officer shall conduct Standardized Field Sobriety Tests, including the use of a portable breath testing device, if possible.
3. If an arrest for DUI is not made and the officer determines the minor has a detectable amount of alcohol in their system, the officer may:
 - a. Issue a citation and complete a DIC-25, DIC-23, and release the minor to a responsible adult.
 - b. If there is no responsible adult available, the subject is taken into custody and booked into the departmental holding facility on the appropriate charges.
 - c. If an arrest is made and a specimen of breath (Intoxilyzer Test) or blood is requested, then all standard DWI procedures are followed.
4. Disposition of Evidence
 - a. When an officer arrests or issues a citation to a person for any other alcohol-related Class C misdemeanor or city ordinance violation, he/she will seize any alcoholic beverage in the possession of the person at the time of the arrest or citation
 - b. Alcoholic beverage containers seized in accordance with the preceding paragraph will be disposed of as follows:
 - i. If the person arrested or cited is under 21 years of age, each container, whether opened or unopened, will be poured out and the container properly discarded
 - ii. Destruction of any alcoholic beverage at the scene is done within view of the officers patrol units video camera.

P. Criminal Trespass

1. Criminal Trespass is a misdemeanor that requires notice for removal from property or that entry is forbidden, and commission does not constitute a breach of the peace. Therefore, an arrest without a warrant must be for an on-view offense.
2. Enforcement Action
 - a. Upon contacting the suspect the officer shall obtain identification and check for wanted information. The officer shall determine if a Criminal Trespass Warning has been issued to the suspect by interviewing the complainant or having Communications check the master name file.
 - b. If a warning has not been issued, the officer will complete a Trespass Warning and give a copy to the suspect, with instruction, that if the suspect returns they will be arrested.

- c. A copy of the warning is forwarded to the Communications Division. The Communications Division will enter the suspect information in the Master Name Index, indicating a warning has been issued.
 - d. The pink copy shall be given to the actor.
 3. If a warrantless arrest is made, it is necessary that an officer be present whenever a suspect is verbally notified to depart from the premises.
 4. It is legally permissible for a second officer to make a warrantless arrest for criminal trespass if the suspect has been issued a trespass warning by another officer. Information about who issued the warning is included in the case report.
 5. If the suspect has never been given a prior trespass warning, an officer cannot make a warrantless jail arrest for criminal trespass when the suspect is being held against his will by a security guard, business owner, etc. Follow the above steps if proved that the subject had received a criminal trespass warning.
 6. Disregarding signs, fences and locked or unlocked habitations is evidence that the subject received warning and can be arrested without the pursuit of a warrant.

Q. Drug Paraphernalia

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

R. Escorts

1. Personnel shall refrain from providing non-emergency escorts unless requested by another Law Enforcement Agency, a City, County or State agency. Such escorts are limited to:

- a. Funeral of a law enforcement Officer, fire fighter or civilian member of the City of Rosenberg or immediate family member.
 - b. Hazardous materials;
 - c. Oversize vehicles
 - d. Dignitaries and public officials
2. Medical Escorts:
 - a. Officers shall refrain from providing emergency medical escorts to private vehicles, except when such escort is of such short distance that medical attention would clearly be delayed by utilization of ambulance personnel.
 - b. In the case of minor injury the officer may direct the parties to the nearest medical facility or location for assistance. For those more seriously injured, an ambulance should be contacted.
 - c. Extreme caution should be utilized during such escorts.

S. Family Disturbances/Family Violence

1. Officers investigate family violence cases and are strongly encouraged to make appropriate arrests of family violence suspects, to end the possibility of further violence being committed on the victim. Officers will refer to Policy 7.13 for operational procedures. If an arrest is not able to be made, articulate why not in the offense report.
2. If the victim of family violence does not want to prosecute the suspect, officers shall still make the arrest. Officers will refrain from telling the complainant that charges can be dropped at a later time.
3. If the suspect is not at the scene, officers will make diligent efforts to apprehend the suspect, if the suspect is believed to be in proximity to the scene and it is believed the suspect may return and engage in further family violence.
4. Officers will collect and preserve evidence in family violence situations in the same manner that such evidence is collected and preserved in other criminal cases.
5. Officers shall give all victims or alleged victims of family violence a Family Violence Victim Notice.
6. Officers should consult with the victim to determine if an Emergency Protective Order (EPO) is needed.
7. Required Reporting Documentation
 - a. Case Report (if family violence occurred)
 - b. Family Violence Report (if family violence occurred)
 - c. Assault Victims' Statement (if family violence occurred)

T. Fireworks

1. Officers should take action when these violations are observed or brought to their attention. Patrol officer may file charges against adults for displaying, possessing, shooting, throwing fireworks etc.

2. If the offender is a juvenile, the officer will contact the juvenile's parents or guardian, inform them of the violation, and file the appropriate charges.
3. All confiscated fireworks are destroyed on video camera.

U. Hazardous Materials (TBP: 8.12)

1. In the event of a case involving hazardous materials, the officer shall contact the Fire Department immediately and take the appropriate action to protect life and property. This may include evacuating or limiting access to the scene. The Fire Department personnel will undertake the command and control of hazardous material scenes and hold responsibility for all removal and cleanup measures that are undertaken.
2. The Fire Department has the equipment and training required to properly respond to Hazardous Materials and Bio-Hazard incidents, including full Level III Protective Equipment as well as decontamination equipment.

V. Injured Persons

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

W. Junk and Abandoned Vehicles

1. Texas Traffic Laws and a City Ordinance authorize the Police Department to take into custody an abandoned motor vehicle found on public or private property.
2. Texas Traffic Laws and City Ordinance allow authorized persons to enter private property to examine vehicles or vehicle parts, obtain information as to the identity of the vehicle, and cause the removal of a vehicle or vehicle part that constitutes a nuisance when so ordered by the judge of the municipal court.
3. Procedures for removal of abandoned or junk vehicle-public property
 - a. Vehicles found left unattended creating a hazardous traffic situation may require immediate removal if they cannot be pushed out of the roadway.
4. Officers shall determine if the vehicle meets the criteria to be classified as an abandoned motor vehicle. A Violation Warning Sticker is affixed to the vehicle in the following manner:
 - a. Place sticker on the rear window either on the lower left or right side - whichever can easily be seen by passing motorists.

- b. Do not place sticker in a position in which it may obstruct the driver's view.
 - c. Do not place on any painted surface.
 - d. Do not place more than one sticker on any vehicle.
 - e. If the vehicle is towed the officer shall write a report and have the vehicle entered into TCIC/NCIC as stored/abandoned.
5. Procedures for removal of abandoned or junk vehicles - private property
- a. The police department is responsible for removal of vehicles on private property in accordance with applicable laws and city ordinances.

X. Juvenile Parties and Large Gatherings

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

Y. Liquor Law Violations

1. When an arrest is made in licensed premises because intoxicated persons are permitted to remain on the premise (T.A.B.C Section 104. (6) a copy of the arrest reports are provided to the Texas Alcoholic Beverage Commission.
2. In order that desired administrative action be taken, the arrest report must contain the following additional information if applicable:
 - a. Observation by the arresting officer that the licensee or his employee is permitting the intoxicated person to remain on the premise. (or was in the position to see the intoxicated person, but did nothing to cause him to be removed).

- b. Identity of the licensee or the employee who served the intoxicated person (name, age, physical description, address and employment status).
- c. Res Gestae statements made by the licensee, employee or intoxicated person.
- d. Answers to questions made by the licensee, employee/ and/or intoxicated person.
- e. The TABC license number for the premises.

Z. Major Crime Scenes

- 1. Initial responding officers shall initiate the preliminary investigation and perform tasks as designated below until otherwise directed by a superior officer, detective or other officer specifically assigned to criminal investigations.
- 2. In transit to crime scenes, officers shall be cognizant of suspects/vehicles that may be in flight.
- 3. Upon arrival the officer should:
 - a. Verify that a crime has been committed and relay essential information to communications.
 - b. Summon emergency medical assistance if required and take those steps necessary to protect victims or others.
 - c. Arrest the perpetrator if at the scene. A decision to leave the crime scene to arrest or pursue the perpetrator should be made based on weighing the immediate needs of victims and others against the safety of the public if the perpetrator were allowed to escape.
 - d. Provide communications with such information as:
 - i. nature of the crime committed;
 - ii. description of the perpetrator and mode/direction of flight;
 - iii. description of any vehicle used by the offender and any accomplices;
 - iv. use of firearms or other deadly weapons; and
 - v. any support required at the crime scene.
 - e. Identify any witnesses to the crime, secure their identities and request that they remain present at the crime scene until they can be interviewed.
 - f. Where reasonably possible, obtain the identities on any other persons who were present upon arrival at the crime scene
 - g. Note the license tags of vehicles parked near the crime scene and be aware of suspicious persons on hand at or near the crime scene.
 - h. Provide superior officers and any other investigative personnel arriving on the scene with complete information on the offense and the measures taken thus far by officers and others.
 - i. Responding officers shall enter crime scenes only for purposes of aiding victims or bystanders in need of immediate assistance, apprehending perpetrators or securing the area.
 - j. Officers making initial entries for the above purposes shall, where feasible, avoid touching, walking upon, moving objects or

- otherwise altering or contaminating the crime scene. Officers shall advise CID personnel of exit and entry paths.
- k. Define the boundaries of the crime scene to include all areas that may reasonably be searched for evidence. As necessary, considering the nature and seriousness of the crime, officers should:
 - i. request backup assistance to restrict access to the crime scene and control any on-lookers;
 - ii. erect barricade tape, rope or cordon off, lock or otherwise secure the immediate crime scene and restrict access to defined crime perimeters; and
 - iii. record any alterations made at the crime scene due to emergency assistance to victims, the actions of persons reporting the crime, handling of any items of evidentiary value or other actions.
 - l. Restrict all persons from the crime scene who are not directly involved in the investigation. In the case of homicides or other major crimes the officer-in-charge (OIC) shall ensure that the identity of all persons entering the crime scene is recorded.
 - m. Homicides and other major crime scenes should be approached only as needed in a single defined line in order to avoid destruction of footprints and other impressions and the contamination of scent trails that may be useful in canine searches. The “place last seen” of kidnapped or missing persons should also be protected in a similar manner.

AA. Missing Persons/ Missing Children

1. Reporting/Classification of Missing Persons
 - a. There is no waiting period for reporting a missing person. Missing person reports shall be taken in-person or by telephone in conformance with the criteria of this policy and the criticality of the incident.
 - b. A person may be declared “missing” when his/her whereabouts is unknown and unexplainable for a period of time that is regarded by knowledgeable parties as highly unusual or suspicious in consideration of the subject’s behavior patterns, plans or routines.
 - c. An individual may be considered “missing-critical” who meets the foregoing criteria and among other possible circumstances:
 - i. A reasonable suspicion the individual may be the subject of foul play,
 - ii. Under 13 or over 65 and may be unable to properly safeguard or care for himself/herself,
 - iii. suffers from diminished mental capacity or medical conditions that are potentially life threatening if left untreated/unattended;
 - iv. is a patient of a mental institution and is considered potentially dangerous to himself or others;
 - v. has demonstrated the potential for suicide; or

- vi. may have been involved in a boating, swimming or other sporting accident or natural disaster.
- d. On any Critical Missing, continuous attempts will be made to locate the missing person.
- e. Reports of juveniles who have voluntarily left home (i.e., “runaways”) should be classified as such only after thorough investigation.

2. Initial Report Taking

- a. The responding officer must gather as much pertinent information as quickly as possible in order to properly classify a missing person report and initiate proper response. This includes the following information:
 - i. Name, age and physical description of the subject and relationship of the reporting party to the missing person.
 - ii. Time and place of last known location and the identity of anyone accompanying the subject.
 - iii. The extent of any search for the subject.
 - iv. Whether the subject has been missing on prior occasions and the degree to which the absence departs from established behavior patterns, habits or plans.
 - v. Whether the individual has been involved recently in domestic incidents; suffered emotional trauma or life crises; demonstrated unusual, uncharacteristic or bizarre behavior; is dependent on drugs or alcohol or has a history of mental illness.
 - i. The current physical condition of the subject and whether the person is currently on prescription medication.
- b. If the missing person is a child, inquiry should also determine if the child
 - i. is or may be with any adult who could cause him/her harm;
 - ii. may have been the subject of a parental abduction;
 - iii. has previously run away from home, has threatened to do so or has a history of explainable or unexplainable absences for extended periods of time.
 - iv. The current custodial status of the child.
- c. A supervisory officer shall also respond on all missing persons cases.

2. Preliminary Investigation

- a. The preliminary investigation is intended to gather information and to take those steps that will aid in the search for and location of a missing person. This includes gathering the following types of information and materials:
 - i. Complete description of the subject and a recent photograph.
 - ii. Officers will conduct a complete and thorough consensual search of the missing person’s home and surrounding

property as soon as possible. Many children have been found hiding, trapped or asleep in their home. On occasion, evidence of a crime involving the person has also been located.

- iii. Identity of the last person(s) to have seen the subject as well as friends, relatives, coworkers or associates who were or may have been in contact with the subject prior to disappearance.
 - iv. Plans, habits, routines and personal interests of the subject including places frequented or locations of particular personal significance.
 - v. Indications of missing personal belongings, particularly money and other valuables.
 - vi. Any suggestions of foul play or accident.
- b. In the case of missing children, officers shall be particularly cognizant of information that may suggest the potential for parental abduction or the possibility of stranger abduction, as well as
- i. the presence of behavioral problems;
 - ii. past instances of running away;
 - iii. signs of an abusive home environment or dysfunctional family situation;
 - iv. whether the child is believed to be with adults who may pose a danger; and
 - v. the name and location of the school attended by the child and any persons who may be responsible for private transportation to and from the location.
- c. When possible, officers should gain permission to search a missing child's school locker, as appropriate.
- d. Upon verification of a missing person, a missing person report shall be completed and appropriate entries made as soon as possible in state and national information databases in accordance with established NCIC and TCIC procedures. (Suzanne's Law (42 USC 5779) requires immediate entry into NCIC for any missing person under 21 years of age.
- e. In the case of persons designated as "missing- critical," a supervisory officer may direct that
- i. The agency should utilize the Amber Alert System or Silver Alert System, the A Child is Missing system, or other local notification systems.
 - ii. the dispatcher broadcast to all persons on duty all information necessary to identify the missing person.
 - iii. Regional and statewide missing persons reports be made
3. Search Procedures
- a. The responding officer will organize and direct the search for the person/child unless relieved by higher ranking personnel.

- b. Should significant search efforts be required, additional personnel will be requested and use of Incident Management System shall be employed.
 - c. Canine search may be requested, however canines that are trained in find and bite shall not be used to search for missing persons/children unless in an extreme or life threatening emergency and then only on a controllable leash.
4. Criminal Investigations will:
- a. Request release of dental records and any fingerprints available.
 - b. Contact hospitals and the coroner's office as appropriate for injured or deceased persons fitting the description of the missing person.
 - c. Thoroughly check the location at which the missing person was last seen and conduct interviews as appropriate with persons who were with the individual or who may work in or frequent the area.
 - d. Conduct interviews with any additional family, friends, work associates, schoolmates and teachers as well as school counselors and social case workers, as appropriate, to explore the potential for foul play, voluntary flight, or, in the case of juveniles, parental kidnapping or running away.
 - e. Provide identification and related information to all elements of this agency, the state police missing persons' authority, neighboring police agencies and, if parental or stranger-to-stranger abduction is suspected, the FBI.
 - f. Decisions to use local media to help locate missing persons shall be made with the approval of the police chief executive and the missing person's family.
 - g. The lead investigator shall maintain routine on-going contact with the missing person's closest relative concerning progress of the investigation. These and other relevant individuals shall be informed that they must notify the lead investigator as soon as any contact is made with the missing person.
5. Recovery of Missing Persons and Case Closure
- a. Competent adults, having left home for personal reasons, cannot be forced to return home. Officers locating such individuals shall:
 - i. advise them that they are the subject of a wanted to locate investigation;
 - ii. ask if they desire the reporting party or next-of-kin to be notified of their whereabouts; and
 - iii. make provisions to transmit this information to the reporting party or next-of-kin if permitted by the missing person.
 - b. In all cases, reporting parties shall be informed of the well-being of located missing persons. Unless criminal matters necessitate other action, desires of missing persons not to reveal their whereabouts shall be honored.

- c. Missing persons shall be questioned to establish the circumstances surrounding their disappearance and whether criminal activity was involved.
- d. In cases involving juveniles, officers shall ensure that:
 - i. the juvenile receives medical attention if necessary in a timely manner;
 - ii. initial questioning of the youth identifies the circumstances surrounding the child's disappearance, any individuals who may be criminally responsible and/ or whether an abusive or negligent home environment was a contributory factor, and
 - iii. that parents, guardians and/or the person reporting the missing youth are notified in a timely manner.
- e. Upon location of a missing person, all agencies and information systems previously contacted for assistance will be notified or updated.

BB. Parking Violations

- 1. Officers actively enforce parking ordinances in:
 - a. handicapped spaces;
 - b. fire lanes; and
 - c. no parking zones.
- 2. Special attention is given to parking violations in the following circumstances:
 - a. high traffic areas;
 - b. peak traffic times; and
 - c. high complaint areas
- 3. Enforcement activity is only undertaken in areas lawfully designated by official means or as stipulated by State law.
- 4. Officers may remove vehicles in an emergency situation or with the approval of a Supervisor in a non-emergency and in accordance with the law.

CC. Protective Orders

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

DD. Robbery Investigations

1. Crime Scene Control

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

2. Investigator Response

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

EE. Robbery in Progress Calls for Service

1. On all robbery in progress calls a minimum of two (2) officers are dispatched to the scene.
2. Upon Arrival the Following Takes Place:
 - a. The officers shall establish an exterior perimeter.
 - b. Officers shall not enter the building until they are certain there are no robbers inside.
 - c. When the perimeter is set, they will request communications contact the business.
 - d. Communications will instruct the business representative, to come outside and meet with the officers.
 - e. Upon speaking with the business representative communications will notify the officers as to the following:
 - i. Name of the subject coming out;
 - ii. Description, including clothing;
 - iii. The identification of the subject will be verified by officers;

3. Unless circumstances prevent, in the event the suspects are still inside the business, officers should refrain from making contact with any suspect until the suspects exit the building.

FF. Sexual Assault Investigations

1. Dispatcher or Call-Taker Response

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

2. Initial Officer Response

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

vii. Begin a search for the suspect when appropriate

3. Assisting the Victim

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

4. Evidence Collection Issues

- a. Officers shall introduce the need for a medical examination to the victim explaining the importance to investigative and apprehension efforts as well as for the victim's well being.
- b. If field officers are required to collect or assist in collecting evidence, proper evidence collection procedures will be used.
- c. DNA evidence plays a crucial role in the sexual assault investigation. In addition to the victim's and suspect's bodies and clothing, there are many other potential sources such as condoms, sheets, blankets, pillows, and bottles that may contain biological evidence such as blood, sweat, tissue, saliva, hair, and urine. To properly collect DNA evidence, officers shall:
 - i. Use sterile gloves and change as needed
 - ii. Use sterile swabs, papers, solutions, and tools
 - iii. Package evidence in individual envelopes
 - iv. Avoid touching the area where potential DNA evidence may exist
 - v. Avoid talking, sneezing, and coughing over evidence
 - vi. Air dry evidence before packaging
 - vii. Put evidence into new paper bags or envelopes, not plastic

- d. The sexual assault evidence kit shall be accepted from the medical staff after it has been properly sealed and labeled.
- e. The kit will contain whole blood that requires that the kit be placed and logged into an evidence refrigerator as soon as possible. The kit may also contain a urine sample for toxicology testing. If it does, the urine sample shall also be refrigerated as soon as possible.
- f. The kit shall not be allowed to freeze or be exposed to heat such as being near a car's interior heater.

GG. Stranded Motorists

1. Motorists who are stranded due to accident or mechanical difficulty are provided reasonable assistance as needed.
2. Should the motorist need a wrecker, the officers will inquire as to which wrecker company is preferred. If the motorist has no preference, the next wrecker on rotation call will be contacted.
3. The officer will remain at the scene if:
 - a. The street is obstructed.
 - b. A traffic hazard exists;
 - c. Debris or other hazards are present.
 - d. The stranded party is elderly, disabled, small children are present, or the person has expressed fear or a desire for the officer to remain until assistance arrives.
4. Officers may use whatever emergency equipment is necessary to provide protection. but is not necessarily limited to, the following:
 - a. emergency lights;
 - b. hazard lights;
 - c. flares;
 - d. traffic cones; and
 - e. temporary barricades
5. Officers may arrange for or provide local transportation to stranded motorists. Officers shall restrict this transportation to the City of Liberty, or contiguous cities when the situation reasonably allows such, unless otherwise approved by a Supervisor.

HH. Suspicious Persons

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

2. Responding to residences, the officers should first make contact with the complainant prior to conducting any search. Communications may keep the caller on line, updating the officer with information.

II. Terrorist Screening Center

1. When checking individuals for wanted, officers may receive a warning notice from the Terrorist Screening Center with a Code Response. In all circumstances, do not let the person know they may be on the Terrorist Watchlist. Take action based on the type of Code response provided.
2. Code 1 – Approach with Caution – Arrest. There may be a federal warrant for the subject, take necessary precautions and arrest if a warrant exists.
3. Code 2 – Approach with Caution – Detain. There may be a federal detainer notice for the subject. Take necessary safety precautions and detain while contacting the Terrorist Screening Center.
4. Code 3 – Approach with Caution. Arrest only if there is evidence of a local, state, or federal crime. Do not let the subject know they may be on the Terrorist Watchlist. Gather as much information as possible regarding suspect's identity, associates, and current addresses. Contact the Terrorist Screening Center with the information as soon as possible.
5. The Terrorist Screening Center can be contacted at 866-872-9001

VI. EQUIPMENT MAINTENANCE AND READINESS

A. Vehicle Maintenance Procedure

1. Employees assigned a department vehicle assume responsibility to ensure that any malfunctions or mechanical problems with the assigned vehicle are promptly reported through the established reporting procedures.
2. The dealer performs all warranty maintenance of department vehicles while under warranty.
3. A private vendor may be utilized for out of warranty vehicles.
4. All such maintenance is scheduled through work orders forwarded to the Administrative Assistant.
5. Any employee experiencing difficulties with any vehicle of this department during their tour of duty that would obviously cause additional damage to the unit shall:
 - a. Discontinue its use; and
 - b. Complete Vehicle Repair request form.
6. All requests for maintenance work on department vehicles are documented on a Vehicle Maintenance Request Form.
7. No employee shall alter, or authorize the alteration, of any vehicle, without the approval of the Chief of Police or his designee.

B. Equipment Maintenance Procedure

1. Maintenance and servicing of all department equipment is scheduled through the Administrative Assistant.
2. Any employee experiencing a malfunction or failure of any equipment belonging to the Department shall report the problem on an Equipment Repair request form.
3. All requests for maintenance work to be done on department equipment will be documented on an Equipment Repair request form.
4. Each employee of this department is responsible to ensure that any personal use equipment issued by the department is kept in good repair and working order.
5. Personal equipment obtained at the expense of the employee is maintained and repaired at the employee's expense.
6. Maintenance of Inventory:
 - a. Officers shall conduct a pre-shift inspection of their assigned patrol unit, noting any deficiencies on their Vehicle Inspection form.
 - b. Supplies should be replenished immediately when depleted.

C. Equipment Readiness

1. All equipment assigned to the patrol division is kept in a state of readiness. Patrol Supervisors are responsible for the maintenance and readiness of all equipment assigned to the Police Department

D. Knife Use and Safety

1. This department recognizes the need for its officers to be properly equipped to handle a wide variety of duty responsibilities. Officers may carry police folding utility knives as authorized by this policy and consistent with their duty assignment.
2. The police utility knife is intended solely for the purpose of carrying out the general duties and designated specialized assignments of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.
3. Officers serving in specialized assignments, such as special weapons and tactics, ordnance disposal, and canine units, may carry a utility knife of such quality and design to withstand the rigors and job responsibilities of their assignment as determined by their commanding officer or unit supervisor.
4. Police utility knives shall be folded and secured by a fastening device so as to ensure officer safety, knife retention, and concealment. The blade and securing device shall be carried in the least obtrusive manner possible, whether the officer is on or off duty, and consistent with the officer's duty assignment or tactical deployment.
5. Folding blade utility knives shall conform to agency-defined quality standards to meet the demands of work assignments as defined by departmental policy and the officer's commanding officer. The cutting edge of such knives shall not exceed four and one-half inches in length as measured from blade tip to handle. Authorized users shall not:

- a. Display a knife in any offensive or threatening manner without legitimate operational justification.
 - b. Carry a knife in any manner other than clipped in a pocket or waistband, or inside the pants or vest.
 - c. Carry a knife while handling prisoners in a custodial facility, except when needed for rescue, suicide prevention, or other authorized purposes as determined by supervisory officers.
6. Uses as a Weapon. The police utility knife is not intended for use as a weapon and officers are discouraged from using it in this capacity. However, if it is used in defensive or offensive capacities under exigent circumstances, it shall be deemed a use of deadly force and is governed by this department's policies on use of force to include, but not be limited to, summoning a supervisor and reporting it as a use of force.

E. Mobile Video Recording System

1. The use of a Mobile Video Recording (MVR) system provides persuasive documentary evidence and helps defend against civil litigation and allegations of officer misconduct.
2. Officers assigned the use of these devices shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of the MVR and the integrity of evidence and related video documentation.
3. General Procedures
 - a. It shall be the responsibility of this department to ensure that the audio-video recording equipment is properly installed according to the manufacturer's recommendations. MVR equipment shall automatically activate when emergency equipment (lights) or a wireless transmitter is operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle.
 - b. Placement and operation of system components within the vehicle shall be based on officer safety requirements.
 - c. All officers shall successfully complete this department's approved course of instruction prior to being deployed with MVR systems in operational settings.
 - d. Inspection and general maintenance of MVR equipment installed in departmental vehicles shall be the responsibility of the officer assigned to the vehicle.
 - e. Prior to beginning each shift, the assigned officer shall perform an inspection to ensure that the MVR is performing in accordance with the manufacturer's recommendations covering the following matters.
 - i. Remote activation of system via transmitter
 - ii. Windshield and camera lens free of debris
 - iii. Camera facing intended direction

- iv. Recording mechanism capturing both audio and video information - System plays back both audio and video tracks.
 - v. Log into the system with the flash drive to personalize the recording
 - f. Malfunctions, damage or theft of in-car camera equipment shall be reported to the immediate supervisor prior to placing the unit into service.
 - g. Mandatory Use:
 - i. All official contacts whether on a call or officer initiated.
 - ii. Traffic stops (to include, but not limited to traffic violations, stranded motorist assistance and all crime interdiction stops)
 - iii. Priority responses
 - iv. Vehicle pursuits
 - v. Prisoner transports
 - h. When the MVR is activated, officers shall ensure that the audio portion is also activated so all events are properly documented. Officers are encouraged to narrate events using the audio recording, so as to provide the best documentation for pretrial and courtroom presentation.
 - i. Officers using the 900Mhz digital transmitters that are individually synchronized to their individual MVR shall activate both audio and video recordings when responding in a support capacity in order to obtain additional perspectives of the incident scene.
 - j. When officers park patrol units in the parking, the MVR downloads automatically to the server and is maintained by the Lieutenant.
 - k. Officers shall not erase, alter, reuse, modify or tamper with MVR recordings. Only a supervisor may erase and reissue previously recorded recordings and may only do so pursuant to the provisions of this policy.
 - l. When the MVR is activated to document an event, it shall not be deactivated until:
 - i. the event has been concluded unless the incident or event is of such duration that the MVR may be deactivated to conserve recording times; and
 - ii. the officer does not reasonably believe that deactivation will result in the loss of critical documentary information; and
 - iii. the intention to stop the recording has been noted by the officer either verbally or in a written notation.
 - m. Supervisors' Responsibilities
 - i. Supervisors shall issue personalized flash drive
 - ii. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes,

