

Policy Manual

Pasadena Independent School District

Police Department

Pasadena, Texas

Updated April, 2014

Mission Statement

The Mission of the Police Department of the Pasadena Independent School District is to ensure a positive learning environment that is free of crime, violence, or the threat of violence, and to uphold and enforce all applicable laws and regulations without passion or prejudice.

Vision Statement

The vision of the Police Department of the Pasadena Independent School District is for every student to achieve quality education, the fulfillment of their potential, and their maturation into productive citizens.

Value Statement

The values of the Police Department of the Pasadena Independent School District are shared ethical values, personal integrity, fairness and equity under the law, and developing partnerships with education.

FOREWORD

The Policy Manual of the Pasadena Independent School District Police Department is published to promulgate administrative rules and regulations for the Police Department. It is intended to serve the purposes of governance and guidance of Pasadena Independent School District Police Officers. The manual contains those guidelines for behavior that are permanent, unchanging and always binding upon Officers of the Department.

Underlying the specific rules contained in this Manual is a set of values and beliefs that give substance and meaning to the activities of the Officers of this Department. These values can be placed into three broad groupings:

1. A commitment to the advancement and protection of the democratic process;
2. A striving for the highest levels of integrity and professionalism;
3. An effort to provide quality police service that will include maintaining a safe environment conducive to learning and contributing to the educational process.

All the actions of a Police Officer must be consistent with these values. The Policy Manual, therefore, contains the specific statements of these expectations to which the behavior and conduct of each Officer will be held. Pasadena Independent School District Police Officers shall adhere to the rules in this manual, and the Code of Ethics contained herein.

The right to modify or rescind any of the provisions of this Policy Manual is reserved to the Chief of Police. All previous Department rules, regulations and orders on the subjects contained herein are hereby rescinded.

Stewart D. Russell
Chief of Police

1. PASADENA INDEPENDENT SCHOOL
DISTRICT
POLICE DEPARTMENT

POLICY MANUAL

Effective Date: Nov. 1, 1990
Review Date: September 2012
Approved By: Stewart D. Russell

Stewart D. Russell
Chief of Police

General:

The Pasadena Independent School District Police Department expects its personnel to maintain high standards of appearance and conduct. The District similarly expects such high standards. Police Officers wield considerable power within their jurisdiction, power that is carefully circumscribed by state and federal law, and, ultimately, by the Constitution and Bill of Rights. Our powers to arrest, seize property, and interfere at times with the lives of students and employees of Pasadena Independent School District constitute a public trust. We can help insure that we regard this trust as vital by exemplary performance in our jobs. Performance is not enough: we must always conduct ourselves in an exemplary fashion.

Purpose:

The purpose of this manual is to define Departmental expectations for personal behavior on-duty and, to a degree, off-duty.

Code Of Ethics:

All Officers will display the degree of integrity required by the Law Enforcement Code of Ethics:

"As a law enforcement officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional Rights of all men to liberty, equality, and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the law of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.

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

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to hold as long as I am true to the ethics of police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession--law enforcement."

General Duties:

All Officers of the Department will, within jurisdictional limits, prevent crime, preserve the peace, protect life and property, detect and arrest violators of the law, and enforce the laws of the United States, the State of Texas, and all Pasadena Independent School District Policies in accordance with the rules, regulations, policies, procedures, and orders of the jurisdiction and the Department.

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ggg) I. Rules And Regulations

A. Obedience to Orders, Rules, and Laws

1.0 Equal Enforcement:

An officer shall treat all persons fairly and equally in the enforcement of the law without regard to race, sex, religion, social status, ethnic origin, or other irrelevant personal characteristics.

1.1 Obedience to Rules of Conduct:

Officers, regardless of rank, shall be governed by the following general rules of conduct. Violation of any of these rules of conduct by any Officer of the Department shall be considered good cause for disciplinary action in accordance with District Policies.

1.2 Obedience to Laws:

Officers shall abide by the laws of the United States and the State of Texas as well as the Policies and Rules of the Pasadena Independent School District.

1.3 Adherence to Departmental Rules:

Officers shall abide by the General and Special Orders, Rules of Conduct and other properly issued internal directives of the Police Department.

1.4 Insubordination:

Officers shall promptly obey all lawful orders and directions given by supervisors and radio dispatchers. The failure or deliberate refusal of Officers to obey such orders shall be deemed insubordination and may make an Officer subject to disciplinary action. Flouting the authority of a superior Officer by displaying obvious disrespect or by disputing his orders shall likewise be deemed insubordination.

1.5 Issuance of Unlawful Orders:

No commanding or supervisory Officer shall knowingly or willfully issue an order that violates a federal or state law, Pasadena Independent School District Policy or Departmental Rule or Procedure.

1.6 Obedience to Unjust or Improper Orders:

If an Officer receives an order they believe is unjust or contrary to a Departmental General Order or Rule, they must first obey the order to the best of their ability and then may appeal the order to the Chief of Police. At the time they obey the order, they shall give written notice of the objection and the reason for the objection to the Chief.

1.7 Obedience to Unlawful Orders:

No Officer is required to obey an order that is contrary to the laws of the United States or the State of Texas or the Policies of the Pasadena Independent School District. If an Officer receives an unlawful order, they shall report in writing the full facts of the incident and their action to the Chief of Police through the chain of command.

1.8 Conflict of Orders:

If an Officer receives an order that conflicts with one previously given them by a Superior Officer, the Officer receiving the order shall respectfully point this out to the Superior Officer who gave the second order. If the Superior Officer giving the second order does not change the order in a way that eliminates the conflict, the second order shall stand and shall be the responsibility of the second Superior Officer.

If the second Superior Officer so directs, the second order shall be obeyed first. Orders shall be countermanded only when necessary for the good of the Department.

B. Attention To Duty

1.0 Personal Appearance:

An officer on duty shall maintain a neat, well-groomed appearance and shall wear their uniform in accordance with departmental uniform regulations. Mustaches will be permitted, provided they are kept well-groomed and no lower than the line of the lips. Beards are prohibited. Uniforms shall always be kept clean, neat, and in good repair.

1.1 Performance of Duty:

Officers shall be attentive to their duties at all times, and shall perform all duties assigned to them, even if such duties are not specifically assigned to them in any Departmental Rules or Procedures Manual.

1.2 Duty of Supervisors:

Supervisors will enforce the Policies of the Pasadena Independent School District and the Rules and Regulations of the Pasadena Independent School District Police Department. They will not permit, or otherwise fail to prevent, violations of the law, District Policy, or Departmental Rules or Regulations. They will report violations of Departmental rules or procedures to their immediate superior without delay. When possible, they will

actively prevent such violations or interrupt them as necessary to ensure efficient, orderly operations.

1.3 Conduct and Behavior:

Officers, whether on-duty or off-duty, shall follow the ordinary and reasonable rules of good conduct and behavior and shall not commit any act in an official or private capacity tending to bring reproach, discredit, or embarrassment to their profession, the Department, or the District. Officers shall follow established procedures in carrying out their duties as Police Officers and employees of the Department, and shall at all times use sound judgment. Officers may be subject to disciplinary action, including termination, for unbecoming conduct, regardless of whether such actions occur, on-duty or off-duty.

1.4 Responsibility to Serve the District:

Officers shall promptly serve the District by providing direction, counsel and other assistance that does not interfere with the discharge of their Police responsibilities. They shall make every attempt to respond to the inquiry or request for assistance themselves.

1.5 Responsibility to Respect the Rights of Others:

Officers shall respect the rights of individuals and shall not engage in discrimination, oppression or favoritism. Officers shall maintain a strictly impartial attitude toward complainants and violators.

1.6 Truthfulness:

Officers shall not make false or untrue statements.

1.7 Officers Always Subject to Duty:

Officers shall at all times respond to the lawful orders of supervisors and to the call of employees and students in need of police assistance. The fact that they may be technically off-duty shall not relieve them from the responsibility of taking prompt and proper Police action.

1.8 Officers Required to Take Action:

Officers are required to take prompt and effective Police action conforming to Departmental Procedures with respect to violations of laws and District Policies coming to their attention or of that which they have knowledge. Officers shall promptly, punctually, and cheerfully perform all official duties.

1.9 Adherence to Police Duty:

Officers shall not devote any of their

- on-duty time to any activity that is not directly related to the Officers' Police duties.
- 1.10 Reporting for Duty:
Officers shall promptly report for duty properly prepared at the time and place required by assignments, subpoenas or orders. Officers shall remain at their posts or place of assignment until properly relieved by another Officer or until officially dismissed by a supervisor.
- 1.11 Availability While on Duty:
Officers, while on duty, shall not conceal themselves except for some Police purpose. Officers shall keep themselves immediately and readily available at all times while on duty.
- 1.12 Prompt Response to All Calls:
Officers, while on duty, shall respond without delay to all calls for Police service. Calls shall be answered in compliance with normal safety precautions and traffic laws.
- 1.13 Duty to Report All Crimes and Incidents:
Officers shall promptly report all crimes, violations, emergencies, incidents, dangers, hazardous situations and Police information that come to their attention. Officers shall not conceal, ignore or distort the facts of such crimes, violations, emergencies, incidents and information.
- 1.14 Knowledge Of Laws and Procedures:
All police officers are required to establish and maintain a working knowledge of all laws, Federal, State, Municipal, and District policies that are in force in the Cities, the geography and landmarks of the Cities, as well as the rules and policies of the department. In the event of improper action or breach of discipline, it will be presumed that the officer was familiar with the law, ordinance, regulation, or policy.
- 1.15 Responsibility to Know Districts and Locations:
Officers shall know the location and boundaries of Pasadena Independent School District and their assigned beats. Officers also shall be familiar with the names and locations of hospitals and major public buildings.
- 1.16 Keeping Posted on Police Matters:
Each day while on-duty and immediately upon returning from an absence, Officers shall study and become familiar with the contents or recently issued communications and directives.
- 1.17 Sleeping on Duty:
Officers must be alert throughout their tours of duty. Sleeping while on duty is forbidden and may subject an Officer to disciplinary action.
- 1.18 Assisting Criminals:
Officers shall not communicate in any manner, directly or indirectly, any information that may delay an arrest or enable persons suspected of criminal acts to escape arrest or punishment, dispose of property or goods obtained illegally, or destroy evidence of unlawful activity.
- 1.19 Reading on Duty:
Officers shall not read newspapers, books or magazines while on duty and in the public view unless such reading has been assigned by a supervisory Officer.
- 1.20 Studying on Duty:
Officers shall not, during their regularly assigned working hours, engage in any studying activity that is not directly related to their current job assignment.
- 1.21 Maintaining Communications:
While Officers are on duty or officially on call, they shall be directly available by normal means of communication, or shall keep their office, headquarters or supervisors informed of the means that they may be reached when not immediately available.
- 1.22 Keeping Notes on Police Activities:
Officers shall maintain written notes on police matters such as calls, arrests and other activities to the extent that they may later complete official reports and accurately testify in official proceedings.
- 1.23 Completing Official Reports:
Unless otherwise directed, Officers shall promptly submit all reports before going off duty.
- 1.24 Reporting Accidents and Injuries:
Officers shall immediately report the following accidents and injuries:
- A. All on-duty traffic accidents in which they are involved,
 - B. All personal injuries received in the line of duty,
 - C. All personal injuries not received in the line of duty but that are likely to interfere with performance of Police duties,
 - D. All property damage or injuries to other persons that resulted from the performance of his Police duties. (District Policy CNA-R Local)
- 1.25 Reporting Address and Telephone Number:
Officers shall have a working telephone at their residence, and shall register their correct residence address and

- telephone number with the Department on the prescribed form. Any change in address or telephone number must be reported immediately.
- 1.26 Testifying in Departmental Investigations:
When directed by a competent authority to make a statement or furnish materials relevant to a Departmental investigation, Officers shall comply with the directive or order.
- 1.27 Carrying of Firearms:
- A. All Officers are required to carry sidearms while on duty. When they are off duty, they may use their own discretion as to whether to carry sidearms.
 - B. Officers will not carry weapons (deadly or non-deadly), on their person, in their vehicle, or any other place:
 1. While consuming or after consuming alcoholic beverages, or any other drug;
 2. While enroute to or from, or while patronizing an establishment whose main source of income is from the sell of alcoholic beverages;
 3. While enroute to or from, or while at any non-official event where alcoholic beverages are being consumed.
 - C. When off duty, having 1 beer or a small glass of wine with a meal is excluded from this rule.
 - D. Small chemical dispensers sold commercially for personal protection are excluded from this rule, however these devices will be used for protection only and not as an offensive weapon or as an enforcement tool.
 - E. Officers will not carry their weapon (deadly or non-deadly) while under the influence of alcohol or any drug.
- 1.28 Enforcement of Law:
Officers who have consumed alcoholic beverages will not become actively involved in enforcing the law. Observations of violations of law will be referred to the proper authority as deemed necessary.
- 1.29 Registration of Firearms:
Officers may ONLY carry duty sidearms that are provided by the

- Department. Off duty weapons must be registered with the Department and the required registration information must be kept current. Officers must qualify with all weapons carried both on and off duty.
- 1.30 Identification:
Any officer shall always have his identification card or badge on his person or in his immediate possession, except when inappropriate, e.g, while swimming.
- 1.31 Use Of Departmental Equipment:
An officer shall use departmental equipment in accordance with established departmental procedures and shall not intentionally or negligently abuse, damage, or lose departmental equipment. All officers are required to surrender all departmental property in their possession upon separation from the police department. Officers will be responsible for equipment issued to them and may be responsible for reimbursing the Department for items lost or not returned.
- 1.32 Salute To Flag/National Anthem:
During public occasions, uniformed officers shall salute the National Colors and the playing of the National Anthem with the military hand salute unless engaged in the performance of an official duty requiring the officer's immediate attention. Members of the Department who are not in uniform will be required to render the same honors to the National Colors and the playing of the National Anthem as are customarily accorded by the general public.
- C. Cooperation with Fellow Employees and Agencies**
- 1.1 Respect for Fellow Employees:
Officers shall treat other members of the Department with respect. They shall be courteous, civil and respectful of their Superior Officers and associates and shall not use threatening or insulting language.
 - 1.2 Supporting Fellow Officers:
Officers shall cooperate, support and assist each other whenever necessary.
 - 1.3 Interfering with Cases or Operations:
Officers shall not interfere with cases assigned to others.
 - a. Officers shall not interfere with the work or operations of any unit in the Department or the work or operations of other governmental agencies.
 - b. Officers against whom a complaint has been made shall not attempt directly or indirectly,

by threat, appeal, persuasion, payment of money or other consideration, to secure the abandonment or withdrawal of the complaint, charges or allegations.

D. Restrictions on Behavior

- 1.1 Interfering with Private Business:
Officers shall not interfere with the orderly operation of the District or the lawful business of any person.
- 1.2 Use of Intimidation:
Officers shall not use their official positions to intimidate persons engaged in a civil controversy.
- 1.3 Soliciting and Accepting Gifts and Gratuities:
Unless approved by the Chief of Police in writing, Officers of the Pasadena Independent School District Police Department may not accept any reward, gratuity, gift or other compensation for any service performed as a result of or in conjunction with their duties as Officers of the Department regardless of whether the service was performed while said persons were on or off duty. Officers also shall not solicit any gift, gratuity, loan, present, fee or reward for personal gain. (District Policy DH Local)
- 1.4 Soliciting and Accepting Gifts from Suspects and Prisoners:
Officers are strictly prohibited from soliciting or accepting any gift, gratuity, loan, fee or other item of value, or from lending or borrowing, or from buying or selling anything of value from or to any suspect, prisoner, defendant or other person involved in any case, or other persons of ill repute, or professional bondsmen, or other persons whose vocations may profit from information obtained from the Police.
- 1.5 Gifts or Bribes:
An officer shall not ask for or accept any gift or bribe, including food or drink for themselves, from any individual, business establishment, or organization, that in any way results from their position as an officer. However, an officer may accept nominal food and drink only after their effort to pay has failed. An officer shall not ask for or accept any fee, reward, or other direct or indirect reimbursement or benefit for the performance of their official duties, except as directed by the Chief Of

Police. An officer shall immediately report any such offer that may have occurred in an effort to affect their official conduct.

- 1.6 Accepting Gifts from Subordinates:
Without approval from the Chief of Police, Officers shall not receive or accept any gift or gratuity from subordinates. (District Policy DH Local)
- 1.7 Soliciting and Accepting Special Privileges:
Officers shall not use their official positions or identification to solicit or accept special privileges for themselves or others, such as free admission to places of amusement, discounts on purchases or free or discounted meals and/or refreshments. No sack dragging@.
- 1.8 Giving Testimonials and Seeking Publicity:
Officers shall not give testimonials or permit their names or photographs to be used for commercial advertising purposes. Officers also shall not seek personal publicity either directly or indirectly in the course of their employment.
- 1.9 Soliciting Business:
Officers shall not, while on duty, solicit subscriptions, sell books, papers, tickets, merchandise or other items of value nor collect or receive money or items of value for any purpose except as authorized by the Chief of Police.
- 1.10 Drinking on Duty:
Officers shall not drink any intoxicating beverages while on duty.
- 1.11 Intoxication:
Officers shall not use or be under the influence of any intoxicating beverage, illegal drug or other substance during their tour of duty or immediately prior to their tour of duty. Nor shall Officers be intoxicated off duty while in the public view. Also while off duty, Officers shall not use any intoxicating substance to such an extent that they become unfit to report for duty.
- 1.12 Drinking While in Uniform:
At no time shall any Officer consume alcoholic beverages while in uniform.
- 1.13 Entering Bars, Taverns and Liquor Stores:
Officers on duty or in uniform shall not enter or visit any bar, lounge, parlor, club, store or other establishment whose primary purpose is the sale and on-premise

- consumption of liquor unless for the purpose of official duties, and shall not otherwise enter, remain or frequent such places.
Officers shall not purchase intoxicating beverages for personal use or consumption while on duty or in uniform, or in Departmental vehicle.
- 1.14 **Playing Games on Duty:**
Officers on duty or in uniform shall not engage in any game of cards, billiards, pool, dominoes, electronic arcade games or other games.
- 1.15 **Political Activity:**
While in uniform or on duty, Officers are not allowed to actively participate (e.g., make political speeches, pass out campaign or other political literature, write letters, sign petitions, actively and openly solicit votes) in political campaigns. This policy does not prohibit or deter an Officer from engaging in political activity while off-duty. (District Policy CCA Local)
- 1.16 **Seeking Personal Preferment:**
Officers shall not solicit petitions, influence or seek the intervention of any person outside the Department for purposes of personal preferment, advantage, transfer, advancement, promotion or change of duty for themselves or for any other person.
- 1.17 **Criticism of the Department:**
Officers shall neither publicly nor at internal official meetings criticize or ridicule the Department or its policies, District officials or other employees by speech, writing, or other expression, where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the Department, interferes with the maintenance of discipline, or is made with reckless disregard for truth or falsity.
Officers are invited and encouraged to discuss any constructive criticisms about the Department and/or its policies either orally or in writing to the Chief of Police.
- 1.18 **Disruptive Activities:**
Officers shall not perform any actions that tend to disrupt the performance of official duties and obligations of Officers of the Department or which tend to interfere with or subvert the reasonable supervision or proper discipline of Officers of the Department.
- 1.19 **Operation and Use of Police Radios:**
Operation and use of Police radios is restricted to authorized and official Police business. Personal conversations, or using vulgar, sarcastic or obscene language, or making unnecessary sounds are not permitted.
- 1.20 **Use of Racial Jokes and Slurs:**
No Officer shall engage in any form of speech likely to be construed as a racial or religious slur or joke, whether in the presence of citizens or of other Officers.
- 1.21 **Suggestions Pertaining To Services:**
An officer shall not recommend or suggest in any manner, the employment or procurement of a particular product, professional service, or commercial service (e.g., attorney, bondsman, wrecker, etc.).
- 1.22 **Abuse Of Position:**
- A. **Use of Official Identification or Position:**
An officer shall not use his official position, identification card, or badge for personal or financial gain or privilege. An officer shall not lend their identification card or badge to another person, or permit it to be photographed or reproduced.
- B. **Use of Name, Photograph, or title:**
An officer shall not permit or authorize their name, photograph, or official title, that identifies him as a member of the department for testimonials or advertisements of any commodity or commercial enterprise, or for any personal reasons, without the approval of the Chief Of Police.
- 1.23 **Use Of Personal Equipment:**
The Chief Of Police must approve all personal equipment that may be used for police business.
- 1.24 **Immoral Conduct:**
An officer shall maintain a level of moral conduct in their personal affairs in keeping with the highest standards of the law enforcement profession. No officer shall participate in any incident involving moral turpitude that may impair their ability to perform as an officer or cause the department to suffer disrepute.
- 1.25 **Abuse of Process:**
An officer shall not make any false accusations or criminal charge, or

intentionally manufacture, falsify, destroy, or withhold evidence or information.

1.26 Use Of Tobacco:
Officers shall not use tobacco when in direct contact with citizens and the general public when on duty and in uniform.

1.27 Violation of Policies, Procedures, and Regulations:
Any officer shall not commit or omit any act that violates any of the policies and regulations of the department or the District. Ignorance of the policies and regulations never justifies any such violation. An officer has full responsibility for their own acts and they shall not shift the burden of responsibility for executing or failing to execute a lawful order or police duty.

1.28 Tattoos:
Tattoos/brands that are obscene, advocate sexual, racial, ethnic, or religious discrimination are prohibited in or out of uniform.
Tattoos/brands that are prejudicial to good order or that tend to bring discredit to the Police Department of the Pasadena ISD will not be tolerated in the educational environment.
Excessive tattoos/brands will not be exposed or visible (includes visible through uniform) while in uniform.

1.29 Body Piercing:
While on duty, Pasadena ISD Officers are prohibited from attaching, affixing, or displaying objects, articles, jewelry, or ornamentation to or through the ear, nose, tongue, or any exposed body part (includes visible through the uniform).

Exception: Female Officers are authorized to wear one small, spherical, conservative; diamond, gold, white pearl, or silver pierced/clip earring per earlobe.

1.30 While on duty or off duty, Pasadena ISD Officers are prohibited from any action that brings discredit or that is prejudicial to the Department.

E. Identification and Recognition

1.1 Giving Name and Badge Number:
Officers shall give their names, badge number and other pertinent information to any person requesting such facts unless doing so would jeopardize the successful completion of a police assignment.

1.2 Carrying Official Identification:
Officers shall carry their official identification on their persons at all times unless prohibited by exigent circumstances.

1.3 Personal Cards:
Officers are not permitted to have or use personal cards showing their connection to the Department if such cards bear any information not directly pertaining to their work as Police Officers. Such cards may not advertise or promote any person, product, or services other than that provided by the PISD Police Department.

1.4 Exchange, Alteration or Transfer of Badge:
The badge shall not be altered or exchanged between Officers or transferred to another person except by order of the Chief of Police.

(1) F.

1.1 Use of District Property or Service:
Officers shall not use or provide any District equipment or service other than for official District business. Use of District equipment or service for personal benefit is prohibited. (District Policy CLA-2 Local)

1.2 Responsibility for District Property:
Each Officer is responsible for protecting Departmental equipment against loss, damage, or destruction.

1.3 Reporting Needed Repairs:
Officers shall promptly report to their Superior Officer the need to repair any District-owned property.

1.4 Responsibility for Private Property:
Officers are responsible for protecting private property or equipment that has come into their possession by reason of their office against loss, damage, or destruction.

1.5 Care of Quarters:
Officers shall keep their offices, vehicles, and desks neat, clean and orderly.

1.6 Property and Evidence:
Officers shall not convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence held in connection with an investigation or other official action except in accordance with established procedures.

1.7 Alteration or Modification of Police Equipment:

Officers shall not use any equipment that does not conform to Departmental regulations or specifications. All equipment shall be carried and utilized only as issued and authorized, and no changes, alterations, modifications or substitutions shall be made to such equipment unless approved by the Chief of Police.

G. Relationships with Courts and Attorneys

1.1 Attendance in Court:

Officers shall arrive on time for all required court appearances and be prepared to testify. Members will be attired in regulation uniform or a clean, neatly pressed suit or color coordinated blazer, shirt, & trousers.

1.2 Recommending Attorneys or Bondsmen:

Officers shall not suggest, recommend, advise or counsel the retention of a specific attorney or bondsman to any person coming to their attention as a result of any police investigation except in the case where a relative is seeking such legal service or bail bond.

1.3 Testifying In Civil Cases:

Members will not volunteer to testify in civil action, nor shall they testify in civil cases unless legally subpoenaed by the Court.

1.4 Testifying for a Defendant:

Any Officer subpoenaed to testify for a criminal defendant or against the interest of the Pasadena Independent School District or against the interests of the PISD Police Department in any hearing or trial shall immediately notify the Chief of Police through the chain of command.

1.5 Interviews with Attorneys:

A. Interviews between a PISD Officer and attorneys for a plaintiff or suspect, in all cases arising from the Officer's employment by the Department will take place in the presence of the Commanding Officer or with the knowledge and consent of the Chief of Police.

B. In cases where PISD is a party, Officers will not be interviewed or deposed until they have conferred with the Chief Of Police.

1.6 Assisting in Civil Cases:

Officers shall not serve civil-process papers. Officers may not render

assistance in civil cases except as required by law and/or where they may be personally involved.

1.7 Notice of Lawsuits against Officers:

Officers who have had a damage suit filed against them by reason of an act performed in the line of duty shall immediately notify the Chief of Police in writing and furnish a copy of the complaint as well as a full and accurate account of the circumstances in question.

1.8 Notice of Arrest or Citation:

Officers who have become the subject of a citation or arrest action shall immediately notify the Chief of Police in writing.

H. Uniform, Dress, and Appearance

3. General Uniform Rules

1.1 Purpose: Uniform, dress and appearance rules are established to present police personnel to the public who are clean and neatly groomed, to instill a degree of personal discipline among officers, to assure easy recognition of officers in the field and to ensure that clothing and hair styles will not be a detriment to officer safety or job performance.

1.2 Uniform Condition: Each officer, when in a duty assignment that requires the uniform, shall wear the standard issue uniform of the Pasadena Independent School District Police Department. All items used or worn as part of the uniform as well as any other issue equipment shall be clean and in good repair. All shirts, jackets and trousers shall be pressed. All leather gear, footwear, buttons, belt buckles, cap and shirt badges, cap bands and articles of insignia shall be highly polished.

1.3 Uniform Wear Prohibited: Officers shall not wear the uniform or any part thereof when they are off duty with the exception of an approved extra job or assignment, or as authorized by the Chief Of Police.

1.4 Unauthorized Articles: No officer, while in uniform, shall wear on or as part of the uniform, any item of clothing or equipment not specifically authorized herein or by the Chief of Police or his designee.

- 1.5 Care and Maintenance: Each officer shall be responsible for the care and maintenance of uniforms and related issue equipment. If an officer loses, misplaces and/or through neglect, damages the uniform or other items, the officer may be held responsible for the repair or replacement thereof.
- 1.6 Duty Upon Suspension: No officer shall wear the uniform or be armed while under suspension. Upon being notified of suspension, an officer shall immediately surrender the badge and identification card to the Chief of Police or Captain.
- 1.7 Duty Upon Termination: In the event an officer is terminated, resigns or retires, the officer is obligated to return the entire uniform inventory as well as any other issued items. All such items will be returned clean, dry cleaned if necessary, and in good repair. Allowances will be made for normal wear and tear.
- 2.0 General Appearance
- 2.1 On Duty Appearance: Unless expressly authorized by the Chief of Police, all Department employees, when on duty, shall be clean, well groomed, and attired in clothing appropriate to their duty assignments.
- 2.2 Alignment: The uniform shall be worn so that the shirt button flap shall be aligned with the zipper flap of the trousers. The equipment belt buckle shall be centered on the zipper flap of the trousers.
- 2.3 Jewelry: While wearing the uniform shirt, no jewelry shall be worn around the neck that would normally be visible due to the open collar.
- 2.4 Unauthorized Objects: Items such as keys, matches, papers, etc. shall not be attached to, hung on or protrude from any portion of the uniform nor shall bulging objects be carried in the pockets of the uniform. Exceptions shall be made for writing instruments protruding from the slots provided for same on the shirt pocket.
- 2.5 Hair Standards -- Male Employees:
- a. On duty male employees shall keep their hair properly trimmed. The hair shall be at least moderately tapered, shall not extend below the top of the shirt collar nor cover any portion of the ear.
- b. Sideburns shall not extend below the bottom of the ear nor be wider at the bottom than at the top and shall be neatly trimmed.
- c. Mustaches shall be neatly trimmed and shall not extend below or beyond the corners of the mouth nor over the defined line of the upper lip.
- d. Employees shall report for duty clean shaven. Beards will only be permitted for documented medical reasons or when required by the nature of the assignment.
- 2.6 Hair Standards -- Female Employees:
- a. The hair will be cut, styled or worn so that when standing, looking straight ahead, the hair will not extend more than three inches below the bottom of the collar in the back. Depth of hair may not exceed two (2) inches at any point.
- b. Ponytails may be worn but may not extend more than three (3) inches below the bottom of the collar.
- c. Hair will not be dyed an abnormal color.
- d. The bulk or length of the hair will not interfere with the wearing of all issued headgear. The hair will be arranged in a manner that presents a neat, well-groomed appearance. Hair will not flare out over the ears or protrude onto the forehead below the headband.
- e. Wigs are acceptable if they meet the prescribed requirements for hairstyles.
- f. Items used to hold the hair in place will be concealed as much as possible and will be black or midnight blue, or of a color and style that blends with the hair. Decorative ribbons or bows will not be worn.
- g. The use of makeup by female officers, both uniformed and plain clothes, will be conservative.
- 2.7 Officers may wear issued garrison caps only in uniform and only if kept clean and in good repair. The uniform cap shall be worn with the dress uniform with

the issued cap badge and band attached. The issued baseball type cap may be worn in or out of uniform. In extreme cold, approved black or navy blue watch caps that fit closely and do not have any type of ornamentation may be worn.

All caps shall be worn squarely on the head with bills to the front and not cocked up or down.

2.8 Footwear: Officers may wear low quarter, lace up shoes or lace up military style boots. Footwear shall be black, without distinctively colored stitching, logos, or designs, and must be shined. Officers shall wear black or navy blue socks with low quarter shoes. Officers may wear appropriate black footwear during inclement weather.

2.9 Uniform Jacket: Each officer, when in uniform, may wear the Department issued jacket or windbreaker.

2.10 Rain Gear: Officers shall wear Department issued rain gear.

2.11 Dress or Class A Uniform: Officers attending formal functions in uniform such as funerals, weddings, or other occasions determined by the Chief of Police or his designee, will wear the dress uniform. Officers wearing the dress uniform will wear a long sleeve uniform shirt and an issued necktie. The military style dress cap shall be worn. Officers who appear in court will wear the uniform or business attire with a tie.

2.12 Uniform Shirts: Officers have the option to wear either long sleeve or short sleeve uniform shirts throughout the year. A white or black round-neck T-shirt may be worn beneath the uniform shirt.

2.13 Trousers: Each officer, when in uniform, shall wear the Department issued uniform trousers. The trousers shall be hemmed so the legs reach at least to the top of the footwear heel, but not past the middle of the heel and outside the top of the footwear.

2.14 Badge: The Department issued shirt badge shall be worn

attached to the uniform shirt in the area provided.

2.15 Body Armor:

a. Purpose: The purpose of this policy is to provide officers with guidelines for the proper use and care of body armor.

a. Policy: It is the policy of this department to maximize officer safety through the use of body armor in conjunction with the practice of prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for sound, basic safety procedures.

b. Procedures:

1) Issuance of Body Armor

(a) All body armor issued must comply with the current minimum protective standards prescribed by the National Institute of Justice, Level II A. All officers shall be issued body armor.

(b) The Department may replace body armor that is worn or damaged. Misuse or abuse of body armor by the officer shall be replaced at the expense of the officer.

2) Use of Body Armor

Officers who are assigned to a uniformed function are required to wear the issued body armor while engaged in field activities while on or off duty unless exempted as follows:

a) When an agency-approved physician determines that an officer has a medical condition that would preclude use of body armor;

b) When the officer is assigned to perform an administrative function; or

c) When the department determines conditions that make it inappropriate to mandate body armor.

d) Officers may only wear body armor that is approved and provided

- by the Department.
- 3) Inspections of Body Armor
 - a) Each officer shall be responsible for ensuring that their own body armor is worn and maintained as required by this policy. A periodic inspection of the body armor issued to them will be documented.
 - b) There shall be an annual inspection by the Chief of Police or his designee of all body armor for fit, cleanliness, signs of damage, abuse and wear.
- 4) Care and Maintenance of Body Armor
 - a) Each officer is responsible for the proper storage of body armor in accordance with manufacturer's instructions and daily inspection for signs of damage and general cleanliness.
 - b) As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning his body armor in accordance with the

- manufacturer's instructions.
- c) Officers are responsible for reporting any damage or wear to the ballistic panels or cover to the Chief of Police through the Chain of Command.

2.16 Portable Two-Way Radio With Carrier:

While in uniform, officers will carry a Department issued radio in a carrier. The carrier shall be attached to the equipment belt and positioned on the side opposite from the holster. Officers should ensure that radio batteries are fully charged each day to provide uninterrupted service.

3. Optional Equipment:

3.1 Utility Knife With Case:

While in uniform, officers may carry a folding knife with a blade or blades up to five inches (5") in length. The case shall be specifically designed for the knife carried and shall be of the same color, design and construction as the equipment belt.

4. Uniform for Extra Jobs or Call-Out Duty

Officers who are assigned to respond to extra jobs or call-out duty will respond in the regulation Police Uniform or special uniform for call out duty unless otherwise directed or exigent circumstances prevail.

II. General Orders

PASADENA I.S.D. POLICE DEPARTMENT General Order No. 01

Subject: **EFFECTING AN ARREST**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To establish a comprehensive set of procedures for Officers to follow when making arrests.

II. Policy Statement:

- A. When effecting an arrest, Officers will use only that amount of force necessary to effect an arrest or protect themselves or others. The arresting Officer assumes primary responsibility for the health, safety and welfare of his prisoner.
- B. After a suspect has been arrested, the arresting Officer will tell the suspect that he is under arrest and articulate the charge or cause for arrest. The arresting Officer will give the suspect the Miranda Warning at the time of the arrest or as soon after the arrest as possible. The arresting Officer shall ensure that the prisoner is expeditiously processed by

delivering him to a Police facility as soon as possible after the arrest.

- C. Officers shall not place or leave any object or weapon capable of inflicting serious bodily injury or death in any location that is or may become accessible to a prisoner or suspect.

III. Search Of Prisoners:

- A. Prisoners will be searched at the time of arrest and by each Officer who accepts custody of the prisoner. Whenever possible, searches will be performed by an Officer of the same sex as the prisoner.
- B. If there is reason to believe that an immediate threat of serious bodily injury or death, or an immediate threat of the destruction of evidence or escape exists, the following should be done:
 - 1. Handcuff the prisoner securely enough to protect the Officer but not so tightly as to cause the prisoner injury or pain.

2. Double lock the handcuffs, whenever possible.
3. Conduct an immediate search (Officer of either sex) to secure a weapon or to prevent the imminent destruction or loss of contraband.
4. Use discretion and sensitivity when searching any prisoner, especially a prisoner of the opposite sex. Have an impartial witness (preferably of the same sex as the prisoner) present when the search is conducted.
5. Make a detailed report on the circumstances of the arrest and search.

IV. Prisoner's Property:

- A. Each Officer, upon assuming custody of a prisoner, has the primary responsibility to protect and safeguard all property that the prisoner has in his possession at the time of arrest.
- B. Officers who arrest or transport or otherwise take custody of a prisoner shall inventory the prisoner's property and maintain detailed notes as to the type, amount and disposition of the property.
- C. Before taking the custody of a prisoner from another Officer, Officers shall inventory the prisoner's property and compare their inventory with that of the

VI. Arrests By Officers Outside Pasadena I.S.D.

- A. Pasadena Independent School District Police Officers who arrest a suspect outside their jurisdiction will be governed by Chapters 14 and 15, Code of Criminal Procedure.
- B. Unless exigent circumstances exist, all arrests made by a Pasadena Independent School District Police Officer outside the Pasadena Independent School District jurisdiction shall be conducted with the cooperation of the appropriate local law enforcement agency, if possible.
- C. Officers of the Pasadena Independent School District who arrest prisoners outside the jurisdiction of the PISD shall notify his supervisor of the details of the incident.
- D. Further, Officers so involved shall prepare complete official reports of the incident to be submitted through the chain of command of the PISD Police.

Officer who is relinquishing custody.

- D. If at any point in the custody of a prisoner a dispute arises in regards to the safeguarding of a prisoner's property, the immediate supervisor of Officer(s) involved in the custody of the prisoner(s) shall be contacted and a preliminary investigation will be conducted.
- V. Security Of Prisoners In Police Vehicles:
 - A. Whenever possible, prisoners will be transported in a vehicle that has a protective screen. Prisoners will be restrained with handcuffs and seatbelts unless special circumstances prohibit such restraint. Keys will be removed from the police vehicle if the Officer must leave the unit while a prisoner is behind the protective screen.
 - B. The protective screen is not designed to convert the Police unit into a maximum-security cell.
 - C. Prisoners will never be left unguarded or unattended in a Police vehicle.
 - D. If an Officer or members of his family are involved in a dispute, the Officer shall not arrest any of the persons involved, unless the circumstances pose an immediate threat of bodily injury.

PASADENA ISD POLICE DEPARTMENT
General Order No. 02

Subject: FILING PROPER CHARGES

Issue/Revision Date: 01-96, 06-02

I. Purpose:

Effective law enforcement requires cooperation between Police Officers, members of the District Attorney's Office, and the Courts. It is the purpose of this General Order to establish procedural guidelines for officers to use when filing charges.

II. Adults (Class B Misdemeanors and Above)

A. Consulting with an Assistant District Attorney

1. Before using a computer terminal to file any charges with the District Attorney's Office, the Arresting Officer must speak with an Assistant District Attorney (D. A. Intake) to ensure that the charges will be accepted.
2. During the consultation, the Officer shall provide the elements of the offense in sufficient detail to show that probable cause existed to arrest the person and evidence that the person being charged did in fact commit the offense.
3. These probable cause details should be included in the charges filed via the District Attorney Information System (DIMS) terminal.
4. An Assistant District Attorney also will be consulted before the simultaneous filing of both County and Municipal charges against one suspect if these charges are based on the same set of circumstances or the same criminal action. This consultation eliminates the possibility of a case being dismissed because of noncompliance with the Speedy Trial Act or because of violations of legal restraints against placing a defendant in double jeopardy.
5. Whenever an Officer is unsure of the elements of a particular case, he shall discuss the matter with his immediate supervisor or contact the District Attorney's Office. Under no circumstances will a lesser charge be filed merely as a matter of convenience. For example, a charge of public intoxication will not be filed if the actual offense was driving while intoxicated. Appropriate charges shall be filed according to the elements of the offense.

B. Automated Fingerprint Identification

System (A.F.I.S.) Scan

1. When the District Attorney agrees to except charges on a suspect the Arresting Officer will transport the subject to the nearest A.F.I.S. live scan station (Pasadena PD) and have the suspects fingerprints checked.
 2. The A.F.I.S. live scan operator will fingerprint the suspect and provide the Arresting Officer with the suspect's A.F.I.S. number. The Arresting Officer must retain this number.
 3. The A.F.I.S. Operations Center located in the Harris County Jail will respond to the live scan station within 10 minutes with a "hit or no hit" by the A.F.I.S. number.
 4. "Hit messages" will indicate a prior record on file and the SO, SPN, and DPS numbers will be returned along with the prior arrest record.
 5. "No hit messages" will indicate no prior arrest record.
 6. All information provided to the Arresting Officer at the live scan site will be needed when charges are filled on the D.I.M.S.
- C. Booking the Suspect
- The suspect can now be booked into the appropriate jail while charges are filed.
- D. District Attorney Information Management System (D.I.M.S.)
1. The Arresting Officer will complete the nine pages of the D.I.M.S.
 2. It is important that an adequate probable-cause statement be included on Page 7 of the DIMS report because this is sometimes the only information available to the Assistant District Attorney when the defendant is arraigned before a magistrate during a probable-cause hearing.
 3. It is the responsibility of the Arresting Officer to verify that charges are complete and the prisoner transported to the county jail if necessary.
- E. Rejection of Charges by Assistant District Attorneys
1. If an Officer tries to file charges through the District Attorney's Intake Office and these charges are rejected, he will include the following information in his original or supplemental offense report:

- a. Time and date the Officer spoke with the Assistant District Attorney about filing charges in the case
 - b. Name of the Assistant District Attorney who rejected the charges
 - c. Reasons given by the Assistant District Attorney for rejecting the charges
2. If the charges are rejected because of alleged mishandling by an Officer, the Officer will refer the case to his Supervisor for review. If the Supervisor does find mishandling on the part of the Officer, he shall instruct the Officer on policy and proper procedures, to avert recurrences.
- III. Juvenile Suspects (Class B Misdemeanors and above)
- A. Juvenile cases committed on or after January 01, 1996, will be automated through the Juvenile Offender Tracking System (JOTS). JOTS is similar in design to DIMS for adults and is accessible through any JIMS/DIMS terminal.
 - B. Entry into JOTs satisfies the requirement of "referral to juvenile court", for juvenile offenders of Class B or above offenses as required in Section 58.001 of the Juvenile Justice Code. This entry will direct the case to the District Attorney's Office and to the Harris County Juvenile Probation Department.
- C. Before entry in JOTS is made, a telephone screening of charges by a Juvenile Division prosecutor (during normal hours) or by an intake prosecutor at other times, must be accomplished. In addition to the screening, each juvenile arrested for a Class B or above offense must be fingerprinted by the Harris County AFIS system prior to entry into JOTS.
 - D. Like DIMS, the JOTS system will be utilized to report certain mandatory information to DPS for the maintenance of a new state-wide Juvenile Justice Information System.
 - E. Questions concerning implementation of JOTS are referred to Assistant Chief Investigator, 713-755-8336, or Chief of the Juvenile Division, 713-755-5874.
- IV. Municipal Complaints
- Municipal complaints are used to file Class C misdemeanor charges against a defendant. The affiant on the complaint may be either the Officer or the complainant.
- V. Use of Retail Value
- The value of items in theft cases will be determined by the retail value of the stolen goods.

PASADENA ISD POLICE DEPARTMENT

General Order No. 03

**Subject: TREATMENT OF PRISONERS,
SUSPECTS AND OTHER CITIZENS**

Issue/Revision Date: 01-96, 06-02

- I. Purpose:
This policy sets forth guidelines for Officers to follow when making contact with prisoners, suspects and other citizens.

- II. Policy Statement:
The Pasadena Independent School District Police Department recognizes that the most basic right of any individual is the right to be treated with human dignity.

- III. Policy:
 - A. The department further believes that the actions of Police Officers towards all people must be guided by the Constitutional principles of due process and equal protection.
 - B. Consequently, Officers of this Department shall treat all prisoners, suspects and other citizens in a fair and humane manner. The Officer will adhere to the following guidelines when interacting with any prisoner, suspect or other citizen:
 1. Officers shall refrain from all unnecessary physical contact with prisoners, suspects or citizens. The professional standards of the Department prohibit Officers from using any unnecessary physical contact (e.g., shoving, pushing, pulling or dragging) against prisoners, suspects or other citizens.
 2. Officers will refrain from using obscene, abusive, violent, insulting or provoking language that could be deemed offensive or insulting to any person.
 3. Officers shall refrain from placing handcuffs on prisoners in any position that is any tighter than is necessary.
 - a. Handcuffs will be placed on prisoners in such a manner that the prisoner is prevented from removing them.
 - b. Tightening the handcuffs to the extent that they impair the person's circulation will not be condoned.
 - c. Officers are advised to "double lock" the handcuffs whenever possible.

PASADENA ISD POLICE DEPARTMENT
General Order No. 04

Subject: **POLICE JURISDICTION**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

This policy establishes guidelines for Departmental jurisdiction for Pasadena Independent School District Police Officers.

II. References:

- A. Section 37.081 of the Texas Education Code
- B. Chapters 14 & 15 Code of Criminal Procedures

III. Definition:

District Property - property owned, leased, rented, or otherwise under the control of the District including bus stops, District vehicles, and school crossing zones.

IV. Policy Statement:

- A. The District employs Peace Officers for the purpose of providing a safe environment for students and employees and to protect District property. It is not the intent of these procedures to promote enforcement of laws off District property when they do not affect the public safety or welfare of students or employees of the District or the protection of District property.
- B. Therefore, responses by a Pasadena Independent School District Police Officer to incidents that occur off District property that does not involve public safety or welfare of students and employees or District property;
 - 1. Shall be done with the cooperation of the appropriate law enforcement agency, and
 - 2. The Officer will notify a Pasadena Independent School District Police Department supervisor immediately.

V. Jurisdiction:

- A. The Pasadena Independent School District Police Department jurisdiction includes all territory within the boundaries of the School District, and
- B. All property real and personal, outside the boundaries of the District that is owned, leased, or rented by or otherwise under the control of the District.
- C. District officers will have the primary responsibility for law enforcement on District property.

VI. Procedure Statement:

- A. PISD Police will enforce, investigate, and prevent violations of all laws, including District Policies, municipal ordinances, county ordinances, and state laws while on District property or when the violation involves public safety or welfare of students, employees or any other person or District property within their jurisdiction.
- B. PISD Police may enforce all laws, including municipal ordinances, county ordinances, and state laws anywhere within the territorial boundaries of the District when the offense is committed in the officer's presence or within his view.
- C. The Pasadena Independent School District Police Department may join with other police agencies in fighting crimes off District property that involve mutual aid, public safety, or welfare of students and employees or District property. These activities must be approved by the Chief of Police.

VII. Police Activity By Officers Outside Their Jurisdiction:

Any police activity by Pasadena Independent School District Officers outside their jurisdiction will be in compliance with Chapters 14 and 15 Code of Criminal Procedures.

PASADENA ISD POLICE DEPARTMENT

General Order No. 05

Subject: **REPORT WRITING**

Issue/Revision Date: 01-96, 06-02

- I. Purpose:
To provide written information that enables the reader to reach appropriate conclusions.
- II. Policy Statement:
 - A. Police reports are official statements and may be utilized in:
 1. Criminal law enforcement;
 2. Traffic law enforcement;
 3. Elimination of hazardous conditions;
 4. Crime Prevention; or
 5. Departmental administration.
- III. Policy:
 - A. Police reports must be objective, accurate, concise, and complete.
 - B. Police reports must be legibly handwritten in black ink, typed, or computer generated.
 - C. All reports must answer the fundamental questions, "Who?, What?, When?, Where?, and How?" in all applicable aspects of an investigation.
 - D. Police reports reveal the writer's standard of performance and professionalism and provide a source of individual and Departmental evaluation.
- IV. Mechanics of Report Writing:
 - A. The proper report form must be used:
 1. Offense Report
 2. Supplement Report
 3. Traffic Accident Reports
 - B. Whenever possible, the offense report should be completed at the time the information is obtained at the scene. This procedure promotes completeness and accuracy of the information.
 - C. The narrative section of the offense report should include the following, clearly identified, categories:
 1. Synopsis - A brief statement summarizing the offense under investigation.
 2. Scene Summary - A complete description of the crime scene.
 3. Details of the Offense - A concise narrative of events pertaining to the offense and any pertinent police action taken.
 4. Conclusions - An appropriate opinion based on fact or professional observation that may aid in the investigation of a crime or may have some legitimate impact on official decisions relating to the investigation.
 5. Scale Diagram - The scale diagram is an accurate drawing of a major crime scene. It is the responsibility of the officer in charge of the investigation.
6. Lower case letters will be used to prepare the finished report.
- D. As the report is prepared, the officer must use correct spelling, complete and proper descriptions, and appropriate word selection. The unique police terminology, ten codes, and slang terms must be avoided in written reports.
- V. Management of Police Reports
 - A. All police reports will be submitted for supervisory review prior to the end of the shift in which the information is obtained. Under special circumstances; a police supervisor may authorize an officer to submit a report at a later date when the delay would not adversely affect the flow of information or otherwise interfere with Departmental operation.
 - B. An officer's immediate supervisor is ordinarily responsible for reviewing the police officer's reports to determine their adherence to established guidelines and overall acceptability. When an officer's immediate supervisor is unavailable, any police supervisor may review and approve the report(s).
- VI. The Field Notebook as an aid to Report Writing:
 - A. The Field Notebook, as an investigative tool, is essential for the following reasons:
 1. Notebooks compensate for faulty memory.
 2. Notebooks can provide reliable court testimony.
 3. Notebooks can provide a permanent record of the investigation.
 - B. Field Notebook characteristics:
 1. Identifiable as to whom it belongs, his agency, etc.
 2. Contains lists of telephone numbers of frequently called police agencies and related agencies, various, frequently used, and Penal Code reference numbers.
 3. Contains legible information regarding official police business and investigations only.
 4. Is written in chronological order, with the date and time of each entry noted.
 5. Is always on the person of the officer to whom it belongs.
 - C. The Field Notebook, properly maintained, is the key to a professional investigation, and can be instrumental if not essential for protection against false accusations. It is usually necessary for successful prosecution of offenders.

PASADENA ISD POLICE DEPARTMENT
General Order No. 06

Subject: OTHER EMPLOYMENT

Issue/Revision Date: 01-96, 06-02

- I. Purpose:
To establish a set of procedures for Officers to follow when seeking or working additional Police related jobs, both within and outside the District.

- II. Policy Statement:
Police officers employed by the Pasadena Independent School District are permitted to secure other employment in addition to their duties with the District, subject to the approval of the Chief of Police and as long as this other employment does not interfere with performance of their duties with the District.

- III. Policy:
 - A. PISD Police Officers who perform police duties outside their assignments in the District do so in the capacity of a private contractor; in contact with the person/firm for whom the service is to be provided.
 - B. Each Police Officer is solely responsible for his or her actions taken in other jobs not connected with the District.
 - C. The District is not responsible or legally liable for any actions taken by a Police Officer in their duties not connected with the District.
 - D. Police Officers seeking other employment (not District related) will make written application on the prescribed form to the Chief of Police prior to working other employment (not District related). Police Officers will receive written approval from the Chief of Police prior to performing other employment.

PASADENA ISD POLICE DEPARTMENT
General Order No. 07

Subject: **RELEASE OF POLICE INFORMATION**
OUTSIDE THE DEPARTMENT

Issue/Revision Date: 01-96, 06-02

I. Purpose:

This policy articulates lines and responsibility for effective communication with the press and public.

II. Policy Statement:

Pasadena Independent School District Police Department Officers shall communicate as openly as possible with the public, maintain full compliance with the law and be fair and impartial in answering requests for information. All outside requests for information will be carefully considered in light of the Open Records Act, Article 6252-17a of the Texas Civil Statutes and Departmental resources.

III. Policy:

A. Special Requests:

1. A "special request" is defined as an external request for any information that is not routinely made available or requires the expenditure of resources beyond normal levels (e.g., personnel, computer runs).
2. All special requests for information will be submitted to the Chief of Police.

B. Release Of Police Information:

Officers may not, without the specific authority of the Chief of Police or as provided for by this General Order, release to persons outside the Department or for any external use any information pertaining to any Police report that may or should be in the official files of the Department. Exceptions to this prohibition include the following persons, agencies and uses:

1. Courts and official hearings
2. The City, County or District Attorney and his assistants
3. Official requests of law enforcement agencies, if the requested information is not prohibited by law
4. Representatives of the news media, if the request information is not prohibited by law or restricted by these General Orders
5. Officers authorized by their superior or assignment may release to persons outside the Department the following information if the release of such information would not jeopardize an investigation, a criminal prosecution or a pending or ongoing

police mission, and release is not prohibited by law:

6. Current arrest information:
 - a. Arrestee's name, alias, sex, race, address, occupation, social security number, Police Department case number and physical condition.
 - b. Name of arresting Officer(s)
 - c. Date and time of arrest
 - d. Booking information
 - e. Charge(s)
 - f. Identification of the court where the charge(s) has/have been filed
- C. Officers may not release offense-report information (other than the front page) or a suspect's personal history or arrest-record information to persons outside the Department. Officers also may not release information regarding juveniles, information regarding the identity and description of criminal assault victims or the names of deceased persons until next of kin have been officially notified.
- D. Citizens Requests For Information: Officers who receive requests for information from citizens should refer such requests to an Officer having knowledge of the case or the Sergeant or supervisor most appropriate for the nature of the request. Officers will note the requesting person's name and a phone number where he may be reached.
 1. Vehicle-identification numbers and license-plate numbers may be checked to determine whether or not the vehicle in question had been stolen or if it had been towed, where it is being stored.
 2. Information about existing arrest-warrants or wanted persons will not be released to citizens over the phone.
- E. Removal Of Police Records Or Criminal History Information:
 1. No Officer may remove any official record or report from any of the offices or files of the Department or its units without the approval of a superior or the Chief of Police. The removal also must be directly related to an official Police function or need, or pursuant to a lawful order from a court of competent jurisdiction.
 2. Dissemination of criminal history records by the Pasadena Independent School District Police Department is subject to Department of Justice regulations found in the United States Code. The following persons and agencies are eligible to

receive criminal history information from this department:

- a. Criminal justice agencies, if the information will be used for criminal justice purposes.
- b. Federal agencies authorized by statute to receive such information
- c. A person or agency that is a part of the criminal justice system, and the information requested will be used to evaluate an individual for employment by that agency
- d. Criminal history record information pertaining to an individual shall not be disseminated to any District Department or any individual within a District Department for purposes of employment except as provided below:

The presence of any conviction data will be disseminated to the District Personnel Department

F. Viewing Of Police Records:

Those records or reports that may be released to or viewed by the public will be made available each day between 8:00 A.M. and 4:00 P.M., except with the approval by the Chief of Police.

G. Police/News-Media Relations:

1. Media representative are required to identify themselves by wearing the card on their outermost garment while at the scene of a police action.
2. When an Officer is unsure about the validity of a media identification card or whether or not the person is indeed a representative of the media, immediate action should be taken to keep the person from entering a secured area while their identity is determined and verified.
3. While the vehicle pass authorizes limited access beyond police, fire and official lines, the Officer in charge of a crime scene may restrict access to media representatives if he believes such media entry would jeopardize the investigation, compromise the scene, contaminate evidence or hamper the successful conclusion of the police action.
4. The pass does not allow media representatives to park illegally or to violate traffic laws.
5. The Officer in charge of an investigation or other incident may release information pertaining to the investigation or incident subject to the restrictions of these General Orders.
6. Officers shall permit news media

representatives to question witnesses, complainants or suspect only after such persons have been questioned by the Police.

7. Officers shall not allow interviews of persons under arrest.
8. No details of an internal investigation will be given to the news media until the case has been concluded, and then only with the approval of the Chief of Police.
9. When an Officer is unsure if the person requesting the information is in fact a representative of the news media, they will direct the call to their immediate superior. If the immediate superior cannot establish the caller's credentials, the caller will then be directed to contact the Public Information Office.
10. When the volume of news media requests for information about a specific incident exceeds the ability of a command to answer those inquiries, or when an answer to such requests would compromise the success of an investigation or operation, a member of that command shall direct the caller to the Public Information Office.

H. Media Personnel At Crime Scenes:

1. While the Department appreciates the right of the news media to have access to certain information concerning noteworthy events, the department also recognizes that the primary missions of the Department are investigating criminal acts and taking action at the scene of an emergency.
2. It therefore is necessary for the Department to place certain constraints on non-police personnel in order to conduct a successful police action. The following guidelines will be followed by officers dealing with the news media at crime scenes and other police emergencies:
 - a. The first Officers to arrive at a crime scene or other Police emergency will quickly establish a tight perimeter around the immediate crime scene. Only Police and emergency personnel necessary for the on-scene investigation and operation will be allowed inside this perimeter.
 - b. The Public Information director may be requested by the Officer in charge of the scene to assist in the dissemination of information

- to the news media at crime scenes.
- c. Investigative personnel, when they are present at a police action, will be responsible for releasing appropriate information to the news media.
- 3. During special threat situations, news media representatives will be directed to an area predetermined by the scene commander where information will be disseminated.
- 4. Media representatives and other non-police or non-emergency personnel shall not be allowed to enter the inner perimeter where the command post is located until the special threat situation has been resolved.
- I. Confidentiality Of Information:
 - 1. No Officer shall release confidential information contained in the personnel records without proper authority.
 - 2. Items deemed to be confidential are employee numbers, home addresses, home telephone numbers and absences.
 - 3. Officer's home addresses and home telephone numbers shall not be placed on forms such as Offense Reports and Accident Reports. If personal information about an Officer is required on such forms, the following information shall be used:
 - a. Name (Officer's initials and last name)
 - b. Address (1515 Cherrybrook)
 - c. Phone Number (Officer's work phone number)
 - 4. This policy applies regardless of the duty status of the Officer at the time of the incident.

PASADENA ISD POLICE DEPARTMENT
General Order No. 08

Subject: **STAND-BY DUTY**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To establish policies and procedural guidelines for Officers in a Stand-by Duty status.

II. Policy Statement:

The Pasadena Independent School District Police Department is tasked with prevention of crime, preservation of the peace, protection of life and property, and the detection and arrest of violators of the law at all times within jurisdictional limits. During the times there is not an officer patrolling the District, an Officer will be assigned to be in a stand-by status to accomplish these tasks.

III. Policy:

A. Officers in a stand-by status are free to remain at their residence and may conduct personal business away from their residence as long as they are prepared to respond to calls within the District in a timely manner.

B. Prior to going on stand-by the Officer will:

1. Contact the PISD Police Dispatcher and identify himself/herself as being on stand-by
2. Ensure that all equipment is available and functioning:
 - a. Vehicle - to include fuel
 - b. Radio - charged
 - c. Pager - functional (this pager is provided for official use only/the number will only be given to PISD

Police Officers

d. Keys

3. Contact Officer being relieved

- C. The Officer will keep themselves in a state of readiness to respond to calls in a timely manner.
- D. Officers shall not leave the boundaries of the Pasadena Independent School District without first notifying a supervisor.
- E. Officers responding to calls shall be attired in their official police uniform or special uniform provided for call out duty.
- F. Civilian attire will not be worn when responding to alarms or other call-outs.
- G. Check equipment periodically during tour of duty.
- H. Upon completion of stand-by the Officer will:
 1. Notify the PISD Police Dispatcher that the Officer is no longer on duty
 2. Contact the relieving Officer and pass on information and equipment.
- I. If necessary to go somewhere (i.e., restaurant, etc.), the Officer will utilize his/her patrol car.
- J. Ensure that the PISD Police Dispatcher is aware of your whereabouts and what method should be used to contact you (i.e. pager, telephone number, radio) at all times.

NOTE: It is the responsibility of the Stand-by Officer to ensure that the Dispatcher can contact him/her at anytime.
- K. If in the event of an emergency an Officer will not be immediately available for call, he/she will contact the duty supervisor prior to the period of non-availability.

PASADENA ISD POLICE DEPARTMENT
General Order No. 09

Subject: **REVIEWS AND INSPECTIONS**

ISSUE DATE: 01-96, 06-02

- I. Purpose:
To set forth the duties and responsibilities for reviews and inspections.

- II. Policy Statement:
Supervisors will hold periodic inspections of Officers under their command to ensure uniform compliance regarding Departmental regulations and personal appearance.

- III. Policy:
Supervisors will inspect each officer under their command at least once a week. It is the responsibility of the supervisor to see that each person under their command keeps all gear and equipment clean, neat, and in good operating condition.

- IV. Items To Be Checked By Supervisors:
 - A. Cleanliness of the members
 - B. Neatness of the member
 1. Shoes shined
 2. Metal polished
 3. Leather cleaned and shined
 4. Hair trimmed
 5. Clothes cleaned and pressed
 - C. Condition of the patrol car
 1. Mechanical condition
 2. Neatness outside
 3. Neatness inside
 - D. Condition of firearms
 1. Mechanical condition
 2. Neatness and cleanliness
 - E. Condition of other equipment
 1. Emergency equipment
 2. Radio equipment

PASADENA ISD POLICE DEPARTMENT
General Order No. 10

Subject: **APPEARANCE AS A WITNESS IN COURT**

Issue Date: 01-96, 06-02

I. Purpose:

To set forth the duties and responsibilities for court appearance.

II. Policy Statement:

Members will perfect their appearance as a witness in court in order to project a professional image of themselves and the PISD Police Department.

III. Policy:

A. Duty to be punctual:

Members will not be late in reporting for court.

B. Priorities in court appearance:

1. Court appearance in response to subpoena shall have priority over daily assignments or duties.
2. When simultaneously subpoenaed by two separate courts of equal jurisdiction, the first subpoena received will receive priority. The subpoenaed member shall notify the secondary court of the conflict.
3. Members will respond to superior court subpoenas over conflicting inferior court subpoenas even though the latter may have been received first. The subpoenaed member shall notify the secondary court of the conflict.

C. Duty to be exceptionally Neat:

When members appear in court they will take it upon themselves to be exceptionally neat. Many people form their entire impression of a policeman from his appearance in court.

1. Members will be attired in regulation uniform or they may wear a clean, neatly pressed suit or color coordinated blazer, shirt, and trousers.
2. Under no circumstances will officers wear a sport shirt while appearing as a witness.

D. Basic rules governing testimony:

1. Tell the truth.
2. Tell your story in your own way.
3. Speak clearly, slowly, and loud enough to be heard anywhere in the courtroom.
4. Do not answer questions until you clearly understand them. Ask for a repeat of a question, if necessary.

5. Quickly correct any mistakes you make in your testimony.

6. Never look at your feet, the ceiling, or out the window.

7. In testifying before a jury, answer your question by dividing your attention between the jury and the person asking the question.

8. Look the person asking the question directly in the eye.

9. In testifying before a Judge alone, divide your attention between the Judge and the questioner.

10. Be respectful to both parties that are involved as you are a representative of their government, testifying as an officer of the court.

11. Do not in any way allow the Judge or the jury to feel that you consider the defendant or the defense counsel as "enemies" or persons toward whom scorn should be directed.

12. Answer questions as briefly as possible.

13. Do not volunteer information.

14. Do not distort or conceal any facts whatsoever.

15. Sit erect in the witness stand with hands comfortably in your lap or at your side. Do not slouch, fidget, or cross your arms.

16. Take and leave the witness stand in the most dignified and confident manner possible.

17. Never lose your temper or confidence on the witness stand.

18. Do not try to be humorous, antagonistic, or satirical on the witness stand. Be dignified, courteous, and fair.

E. Preparation:

1. Prior to the date set for your appearance in court, read your notes and organize the manner in which you intend to testify.

2. If you are doubtful as to how to present something you feel is relevant to the case, consult the prosecutor before the trial.

PASADENA ISD POLICE DEPARTMENT
General Order No. 11

Subject: SCHOOL-BASED POLICE OFFICERS
Issue/Revision Date: 06-98, 04-99, 06-02

I. Purpose:

Officers assigned to fixed-post assignments in schools are under the direct supervision of the PISD Police Department. They shall maintain high visibility to prevent and respond to crimes against district property, students, faculty, and personnel and shall assist the Principals in maintaining a high degree of discipline, and a safe atmosphere within the school that is conducive to learning.

II. Policy Statement:

While in the performance of their duties, school-based Officers shall abide by and enforce the laws of the State of Texas, and the Rules and Regulations promulgated by the School Board, and the P.I.S.D. Police Department.

III. Policy:

- A. Officers are to enforce regulations and procedures in order to assure the safety of district property, personnel, and students.
- B. Officers are responsible for random patrol to maintain high visibility in all areas of the campus in order to safeguard district property, maintain safety of students and staff.
- C. Officers will investigate incidents related to criminal offenses and prepare appropriate reports.
- D. Officers interview, interrogate, apprehend, arrest, transport, book, and process offenders.
- E. Identify, preserve, and collect physical evidence for legal proceedings.
- F. Respond to silent alarms and fire alarms and take appropriate action.
- G. Summon emergency medical personnel when necessary.
- H. Conform to safety standards as prescribed.
- I. Perform other tasks related to the position as assigned by competent police supervision.
- J. On days when classes are in session, Officers will report to his/her assigned campus at the time previously designated by Police Supervisors.
 1. The Patrol Supervisor will establish the working hours and duty assignment(s) of each officer.
 2. The Chief of Police shall at all times

exercise direct supervision of the Officers through the chain of command.

- K. Those days when schools are not in session (i.e. Spring Break, Christmas Break, and Summer) all Officers will report to PISD Police Department. They will attend the training mandated by T.C.L.E.O.S.E. and be utilized throughout the District to other duties as directed by competent authority.
- L. Take appropriate law enforcement action as necessary and notify the principal or their designee as soon as possible.
 1. Pasadena ISD Police Officers and other officers working as substitutes for the PISD Police Department shall not routinely remove students from their classroom without the authorization or knowledge of an administrator.
 2. Whenever possible, the Officer shall have the student removed from the classroom by an administrator.
 3. Officers will not remove students from the classroom simply because it is more convenient.
- M. **Completely refrain and abstain from functioning as a school disciplinarian. Officers are not to be involved in the enforcement of disciplinary actions or infractions that do not constitute violations of the law or School District policy.**

IV Knowledge, Skills, and Abilities:

- A. Knowledge of law enforcement procedures.
- B. Ability to operate emergency equipment, weapons, silent alarm monitors, recorders, cameras and monitoring equipment, computers, radios, mobile data terminals, and motor vehicles.
- C. Ability to maintain crowd control.
- D. Ability to work rapidly and accurately with names, codes, and symbols.
- E. Ability to prepare accurate and concise written reports.
- F. Ability to maintain security of confidential materials.
- G. Ability to judge when to act independently and when to refer situations to supervisors.
- H. Ability to work cooperatively with employees, students, parents, public, and other police agencies.
- I. Ability to recognize and report hazards, and to apply safe work methods.

**PASADENA ISD POLICE DEPARTMENT
General Order No. 12**

Subject: TCIC/NCIC POLICY

Issue/Revision Date: 01-96, 06-02, 11-12, 4-14

I. Purpose:

To establish procedures/rules for the use and security of the Texas Law Enforcement Telecommunications System (TLETS) equipment and related Criminal Justice Information Services (CJIS).

II. Definitions:

- A. TLETS Terminal – This term includes all computers (normally desktop) that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
- B. MDT-Mobile Data Terminal. This term includes all computers that have access, via wireless or hardwired network, to TLETS, TCIC, NCIC or any law enforcement database.
- C. Secure location -This term includes the areas of Pasadena ISD Police Department that are not open to the public and accessible only by authorized personnel. This term also includes official police vehicles that are locked and/or attended by authorized sworn police personnel.
- C. Non-secure location -This term includes all locations not defined as "secure location" above.

III. Policy Statement:

It shall be the policy of the Pasadena ISD Police Department to protect the integrity of the CJIS database and all data and information obtained through use of Mobile Data Terminals and/or hard-wired TLETS terminals by strictly following the procedures outlined in this General Order. This Policy directs all Police personnel as follows:

- A. In the security and use of the TCIC terminal,
- B. Requisites of authority to request information,
- C. Responsibility of recipient of restricted information.

III. Policy:

A. General

- 1. 1. Only authorized/approved personnel will operate TCIC/NCIC equipment. Operators must be trained in the operation and rules that govern the system. Each person authorized to access Terminal/MDT data shall receive security awareness training within six months of

appointment or employment and thereafter at least every two years, in accordance with CJIS policy; this training will be documented. All computers used for processing CJIS data shall have anti-virus software installed; all will have latest available updates for the operating system & anti-virus. MDT(s) shall have a personal firewall enabled. In addition to meeting all federal and state requirements the personnel who operate the system must be approved by the agency coordinator.

- 2. All Communications Operators will read TCIC and TLETS newsletters and all posted notices. We will keep a permanent file of these notices in the communications area for reference.
- 3. The TLETS terminal will be kept secure at all times and access will be restricted to authorized personnel only. The Dispatch office is not a place to socialize, the door will remain closed. Those employees authorized to enter will do so only on official business.
- 4. All problems relating to TCIC/NCIC will be forwarded to the Terminal Agency Coordinator for resolution. It shall be the responsibility of each authorized user to report any violations of this security policy up the chain-of-command and/or proper authorities. Employees must promptly report security breaches of the TLETS information system to the Terminal Agency Coordinator or Communications Supervisor without delay. As many details available should be passed on in writing by submitting a TLETS Security Incident Response Form. All Telecommunicators will be made aware of this procedure of reporting security breaches and weakness that might impact the security of the department's assets. After corrective actions are taken on policy violations, or virus attacks, the TAC will promptly notify the Chief of Police with the actions taken. Incidents where TLETS must be deactivated the TAC will prepare a formal TLETS Security Incident Response Form to be forwarded to TLETS Operations Intelligence Center.
- 5. The Department's participation in the TCIC/NCIC system is conditional upon our adherence to the latest

version of the CJIS policy as set out by the United States Department of Justice and the FBI and applied through these guidelines. The Pasadena ISD Police Department is subject to be audited by DPS and/or FBI on a biennial basis for compliance to all TCIC/NCIC and CJIS policies.

B. Quality control

1. DPS and FBI will send quality control messages when they find errors in agencies' records.

a. Messages from DPS:

The Communications Operator on duty at the time that any of these messages is received will resolve the problem at the time and forward the messages to the Communications Supervisor. If the Operator cannot resolve the problem, he/she will send a message to DPS advising that we are looking into the problem, and notify the Supervisor of the problem. If our records show us to be correct, the Communications Operator will notify DPS that our records show the entry to be valid, and forward all messages to the Supervisor.

b. Messages from FBI/NCIC:

Error messages from FBI will have "\$.E." at the top of the message. The record will already have been canceled by FBI/NCIC. The Communications Operator on duty at the time will try to resolve the serious error and re-enter the record if possible, passing information to the Supervisor. If the Communications Operator cannot resolve the problem, he/she will notify the Communications Supervisor of the "\$.E." message.

C. Hit Confirmation:

1. During hit confirmation, whether requesting it from another agency or providing it to another agency, we must accomplish the following:

- a. Ensure that the person or property inquired upon is identical to the person or property identified in the record.
- b. Ensure that the warrant, missing person report, or theft report is still outstanding.
- c. Obtain a decision regarding the extradition of the wanted person.
- d. Obtain information regarding the return of the missing person to

the appropriate authorities.

e. Obtain information regarding the return of stolen property to its rightful owner.

f. We will be specially careful to ensure that the person or property in custody is the same as the person or property in the theft report or warrant, regardless of whether we are requesting the confirmation ourselves or replying to another agency's request for confirmation on one of our records.

2. When we are asked for confirmation on our records:

a. The Operator on duty will reply to all requests for hit confirmation within 10 minutes. If he/she is unable to provide the positive or negative confirmation within that time, he/she will immediately send a message to the requesting agency giving them a specific amount of time needed to confirm or deny.

b. We will confirm all hits by reviewing the original case report or warrant to accomplish the five items stated above.

3. When we ask another agency for confirmation of one of their records:

a. It is the Operator's responsibility to:

(1) Notify the Officer of the hit and determine the urgency of the confirmation.

(2) Then send a message in accordance with TCIC/NCIC policies to the agency who made the entry, stating clearly at the top: **REQUEST HIT CONFIRMATION ON YOUR RECORD**, and fully describe the person or property in custody.

b. If within the allotted time the entering agency does not provide positive confirmation, negative confirmation, or the specific amount of time they need to confirm or deny, the Operator will send another message requesting confirmation to the entering agency, TCIC Control Terminal in Austin at CRDP, and the State Control Terminal of the entering agency if the agency is out of state, stating clearly at the top of the text page: **SECOND REQUEST, FIRST REQUEST SENT AT _____**.

- c. If within allotted time after the second request, the agency does not provide the confirmation, the operator will send a message to the entering agency, the TCIC Control Terminal at (mnemonic address CRDP); to the NCIC Control Terminal in Washington, D.C.; and if the entering agency is an out-of-state agency, to the entering agency's State Control Terminal, at the NLETS ORI found in the back of the **INTRODUCTION of the NCIC Operating Manual**.
 - d. It is the Officer's responsibility to: Understand that the hit alone is not probable cause to arrest. The hit confirmed with the originating agency is one factor to be added to other factors at the scene to arrive at an arrest decision. Understand the hit confirmation process and that he/she is responsible for ensuring that the person/property in custody is the same as the person/property of the record, along with the other safeguards stated in #1, above.
4. We will obtain hit confirmation from the entering agency before taking any of the following actions on hits:
 - a. Arresting the wanted person
 - b. Detaining the missing person
 - c. Seizing the stolen property
 5. NCIC guideline describe hit confirmation over the teletype, however, there is no NCIC requirement that hit confirmation be written. We will accept telephone hit confirmation only when teletype confirmation is impossible for some reason, and then we will insist that the agency follow-up with teletype confirmation, when it becomes possible.
 - a. We will provide written hit confirmation to requesters whenever possible. If it is impossible for some reason, we will provide confirmation over the phone and follow-up with a teletype message when possible.
 - b. **Under no circumstances will we allow a hit confirmation request to our agency to go unanswered.**
- D. Record Entry - Property:
These entries will be made by the appropriate police agency (normally the city where the incident took place). The following procedures will be followed in providing that agency with the information
1. Records will be entered only when a valid theft report is on file or other TCIC/NCIC entry criteria are met.
 2. The record will be entered as soon as possible after the theft report has been received.
 3. It is the investigating Officer's responsibility to:
 - a. Make sure that an official theft report is made, or other entry criteria are met.
 - b. Make sure all information in the theft report is accurate and all required information is included.
 - c. Provide the information to the Communications Operator at the appropriate Department as soon as possible.
- E. Record Entry - Persons:
These entries will be made by the appropriate police agency (normally the city where the incident took place). The following procedures will be followed in providing that agency with the information for the records entry.
1. Records will be entered only when a valid warrant or missing person report is on file or other NCIC entry criteria are met.
 2. The record will be entered as soon as possible after the warrant or missing persons report has been received.
 3. It is the investigating Officer's responsibility to:
 - a. Make sure that an official warrant is issued or missing persons report is made.
 - b. Make sure all information in the warrant or missing persons report is accurate and all required information is included.
 - c. Obtain a forecast of extradition for wanted persons.
 - d. Provide the information to the Communications Operator as soon as possible.
- F. Handling of information obtained over TLETS:
1. Who can request information
 - a. Within the Department, only commissioned Officers and other authorized persons will be allowed to request teletype inquiries of any kind.
 - b. Requests from outside the Department will be honored when the identity of the requester can be verified as a commissioned Officer, or other authorized person (probation officer, parole

- officer, judge, etc) who is making the request for a criminal justice purpose. Appropriate logging for CCH information, as indicated below, is mandatory.
- c. All authorized personnel are responsible for limiting their requests to official, criminal justice purposes only.
2. Stolen and Wanted Information
 - a. Stolen and wanted information can be requested by officers as needed. No dissemination log is necessary, and the information can be broadcast over the radio without restriction, except as necessary to safeguard the officer.
We will always check for TCIC/NCIC warrants on incoming arrestees and prisoners as they are being released.
 - b. We will check for wanted using all alias names, dates of birth, and identifying numbers that come to our attention for each subject.
 - c. When an NCIC inquiry yields a hit and a confirmation is requested, the Terminal Operator will note in C.A.D. to whom the information was given. The Terminal Operator will forward to the inquiring Officer or Agency a printout for retention in the case file.
 - d. We will obtain hit confirmation from the entering agency before taking any of the following actions on hits:
 - (1) Arresting the wanted person
 - (2) Detaining the missing person
 - (3) Seizing the stolen property
 3. Criminal History Information

Criminal history information is confidential and certain restrictions apply to the purposes for which it can be requested, and how it can be disseminated.

 - a. Who can request criminal history information:
Within the Department, only commissioned Officers and other authorized persons can request criminal history checks. These requests can be made through appropriate personnel. Logging, as indicated below, is mandatory.
 - b. Requests from outside the Department will be honored only when the requester can be verified as an authorized person as indicated in PART 10 of the NCIC Operating Manual, "Who May Access Criminal History Data". Logging, as indicated below is mandatory.
- c. Purposes for which CCH can be requested:
Must be criminal justice investigation or investigation of background of a criminal justice applicant (applicant at the police department, sheriff's office, or other criminal justice agency--not at a noncriminal justice city or county office). It cannot be requested by anyone regardless of rank or status for any other purpose. The Telecommunications Operator will report to his/her supervisor any CCH inquiries that he/she knows are for unauthorized purposes.
No one shall request inquiries for unauthorized purposes or persons.
 - d. Logging of CCH inquiries:
Each QH transaction will be logged in the REQ field. The name and employee number of the requester can be used. No generic entries will be used, such as "HOMICIDE", "PROBATION", etc. If the requester is an authorized person from outside the Department, his/her name and the name of their agency will be placed in the REQ field. The complete name of the person actually operating the terminal will be used in the OPR field. No initials or nicknames will be allowed.
Each QR transaction will be logged in the ATN field in the same manner as described above for the REQ field in the QH transactions.
Each IQ, FQ, AQ, QH, AND QR transaction will be logged manually in the written log in the Communications Division.
 - e. Dissemination of CCH information:
The criminal history information obtained over the teletype will be given only to the person in the REQ, ATN, or written log. It can be passed to that person through an appropriate support person.

The Officer receiving the information is responsible for keeping the printout secure and immediately returning it to the appropriate file or properly disposing of it. If the printout needs to be given to someone outside the Department after the initial request, that dissemination must be logged in the manual log.

We will maintain an audit trail of the handling of the printout within the department by keeping it with the case file or personnel file at all times, or by disposing of it immediately after its use when there is no case file.

When a requester receives a printout he must sign the log and indicate the disposition of that printout.

- 1) Placed in file (case #)
- 2) Destroyed by shredding.

f. Broadcasting of CCH information on the radio:

- 1) NCIC policy states that the radio will not be used routinely for the transmission of criminal history beyond that information necessary to effect an immediate identification or to ensure adequate safety for the Officers and the general public.

- 2) It is the Officer's responsibility to request criminal history information over the air only when he/she has determined that there is an immediate need for the information to further an investigation, or there is a situation affecting the safety of an Officer or the general public. The dispatcher will broadcast details of the criminal history record.

- 3) We will not indicate over the radio whether or not a subject has a criminal history in situations where the Officer has not determined a need for the record information.

g. We will check for criminal history on all alias names, dates of birth, and identifying numbers that come to our attention for each subject. The responses that we received over the teletype are

possible identifications only; we will have to submit fingerprints to DPS to obtain positive identification.

TLETS SECURITY INCIDENT RESPONSE FORM

REPORTING FORM

DATE OF REPORT:

DATE OF INCIDENT:

REPORTING PERSON:

PHONE/EXT/E-MAIL:

LOCATION(S) OF INCIDENT:

SYSTEM(S) AFFECTED:

METHOD OF DETECTION:

NATURE OF INCIDENT:

INCIDENT DESCRIPTION:

ACTIONS TAKEN/RESOLUTION:

PERSONS NOTIFIED:

PASADENA ISD POLICE DEPARTMENT
General Order No. 13

Subject: RADIO COMMUNICATIONS POLICY.
Issue/Revision Date: 01-96, 06-02

I. Purpose:
To provide guidelines for radio communications.

II. Policy Statement:
Police communications must be accurate to prevent unnecessary danger to police officers and citizens and to ensure optimal operational effectiveness.

III. Policy:

A. The police radio will be utilized for police business. Members will not unnecessarily use the radio or interfere with other radio transmissions.

B. Members will, at all times, answer their calls on the radio without unnecessary delay.

C. Speed:
The immediate arrival of police at the scene of a crime or accident is imperative to the apprehension of criminals and the protection of life. Minutes or even seconds, may be crucial.
In those situations where an escaping criminal cannot be apprehended, immediate arrival will nonetheless enable the officer to obtain from witnesses first-hand information concerning the incident which may assist in the later apprehension of the offender.

D. Security of information:
The most important elements of communications security are the need to limit tactical information to police personnel only and the exercise of common sense and good judgment.

E. Communications center:

- Functions:**
 - Receive citizen's complaints and requests for service.
 - Provide dispatching and related services for all police field units.
 - Monitor PISD alarm systems.
- Duties:**
 - Providing information to the public.
 - Receiving, dispatching, and assigning case numbers to calls for service.
 - Dispatching radio messages to police mobile units.
 - Monitoring adjoining law enforcement agencies.

- Obtaining requested information from the police records.
- Check computer for local traffic warrants, as well as warrants for wanted persons.
- Check computer systems for Harris County JIMS, TLETS, and NCIC.

3. **Restrictions:**
This area is restricted to **AUTHORIZED PERSONNEL ONLY** (personnel assigned to this area and supervisors). No unauthorized visitors are allowed.

F. Dispatchers:

- The Dispatcher(s) translate into action those measures necessary to protect the lives and property of the PISD.
- They shall have a basic knowledge of the District Policy, City Ordinances, State laws, location of streets, buildings, highways, alarm systems, and other general information.
- They will at all times have knowledge of the service status of each police unit, the names of the officers assigned to each unit, their assignment, their location, or a telephone number where they may be reached if out of service.
- They will give strict attention to minor as well as major calls, and dispatch officers to calls as soon as possible.
- They will immediately notify the Patrol Captain and Chief of all major crimes.
- They shall maintain an accurate and current log of all transmissions showing, to the nearest minute, the time the transmission was made, the unit to which it was directed, the exact address or location to where the unit was dispatched, nature of the call and the time, to the nearest minute, of the unit's return to service.
- All transmissions will be aired in a clear, impersonal, and unemotional manner with particular attention to proper diction, enunciation, grammar and context of the transmission.
- When dispatching a unit, they will state the nature of the call. If the nature of the call is not known, they shall so state.
- Radio transmissions will be made only once. Immediately upon completion of the transmission, the receiving officer shall acknowledge

the call and give his/her unit number.

10. If the dispatcher cannot contact a unit and he is not logged out, the dispatcher shall call the unit three times, and if the unit does not respond, then immediately report the matter to a supervisor.
11. They will give all pertinent information available on stolen autos.
12. They will remain alert at all times and give accurate and rapid service to all units requesting information or assistance. They will under no circumstances leave his post until properly relieved.
13. They will keep the entrance to the dispatcher's room closed at all times and permit no unauthorized person to enter (supervisors only, no exceptions). He shall be held responsible for the cleanliness and neat appearance of the radio room.
14. They shall perform other duties as may be required by the Chief of Police.
15. All members, when answering the telephone, will begin his conversation with the name of the Department, his/her name, and will be as courteous as possible.
16. All members of the Department will exert every precaution not to divulge vital police information to other than authorized persons over the telephone. **BE SURE YOU KNOW TO WHOM YOU ARE SPEAKING.**
17. The Dispatcher, before keying the microphone, will think about what they are going to say, then say it in as few words as possible, and in as short a time as possible and terminate the transmission. They shall utilize public service for lengthy messages to specific units.
18. Do not tie up the phone lines in the dispatcher's office with personal calls.
19. The Dispatcher shall not divulge, over the air, any complainant's name on any call, unless the complainant is to be contacted by the officer. The officer in the unit will not ask who the complainant is unless it is imperative that he have the name to complete the investigation and then if circumstances permit, he will use public service. Use common sense.

PASADENA ISD POLICE DEPARTMENT
General Order No. 14

Subject: PORTABLE RADIO ASSIGNMENT
Issue/Revision Date: 01-96, 06-02

- I. Purpose:
To provide guidelines for the assignment of portable radios.
- II. Policy Statement:
Communication is the life line of police officers. It is the policy of the PISD Police Department that each officer shall be provided with a portable radio.
- III. Policy:
 - A. Portable radios will be assigned to each PISD Officer on a permanent basis. The serial number of the portable radio, and the name of the officer to whom it is assigned will be recorded in a permanent log book.
 1. Each portable radio issued will be complete with a charging unit.
 2. All portable radios will be numbered and placed on a permanent inventory control sheet.
 3. The inscription (PISD Police Department) will be engraved on each radio and charging unit.
 - B. All Officers who are issued a permanent portable radio are encouraged to use it while off duty. It is very possible that a criminal activity observed could lead to apprehension of the perpetrator or obtaining information that would later lead to their arrest. The off duty officer would not be expected to take overt action, if they were accompanied by their family. It is possible that a verbal response via the portable radio would be sufficient to direct other units to the offender.
 1. Officers will, at all times, use their permanent assigned radio number.
 2. It will be the responsibility of the permanently assigned operator of the portable radio to see that their unit is in proper repair and working order.
 3. Adequate safeguards must be developed by each officer to ensure the property against loss, damage, theft and use by unauthorized personnel.
 - C. The responsibility for lost, damaged or destroyed equipment through a deliberate act or willful negligence shall be the same as applied to other District equipment. Any member who has lost, damaged or destroyed any equipment, issued to them by the police department, will immediately notify their supervisor and may be

- required to make restitution if the loss or damage is the result of negligence on the part of the member.
- D. The portable radios will be inspected twice each year by the Supervisor for inventory control and care of equipment.
 - E. Lost, damaged, destroyed, stolen or the unauthorized use of a portable radio will require an investigation by the appropriate supervisor.

PASADENA ISD POLICE DEPARTMENT
General Order No. 15

Subject: DETAINING CLASS "C" OFFENDERS

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To establish appropriate policy for detaining Class "C" and Status Offender Juveniles.

II. Policy Statement:

Recent changes in the Texas Family Code regarding the confinement of juveniles has dictated the need for this policy in order to conform with State Law.

III. Policy:

A. Effective January 01, 1996, no juvenile may be confined in a locked room or detention facility when the only charge against the juvenile is a status offense, traffic offense, or fineable only offense. The juvenile can not be handcuffed to any stationary object and may be held only long enough for release to the parent or guardian or transported to the appropriate Juvenile Court or Juvenile Detention Facility (Texas Family Code, S52.025).

B. Since most of the juvenile offenders we now process are either status offenders or have committed fineable only offenses, this new law has a severe impact on how we must now conduct ourselves as a police agency.

C. The following procedure shall become effective on January 02, 1996.

1. There must be adequate cause for the removal of a juvenile from the school he or she is attending.

a. *Adequate cause* is defined as exhibited violent or irrational behavior that is likely to continue if the juvenile is allowed to remain in the school environment and that the presence of the juvenile at the school facility will continue to cause a disruption of the learning process and threaten the safety of the juvenile offender, students, and staff.

b. In these such incidents, the juvenile may be removed from the school by the responding officer and transported to the Police Department when authorized by the Principal of the school or their designee.

c. Such *adequate cause* must be clearly articulated in the offense report.

2. If the juvenile does not meet the

criteria stated above, every effort should be made to either retain the juvenile in the school for the remainder of the school day, or have the juvenile released to a parent or guardian at the school rather than transporting the juvenile to the Police Department.

a. If necessary, the responding officer may stay with the juvenile at the school until a parent or guardian arrives and custody of the juvenile released to the parent.

b. If the parent or guardian can not be located, or will not be available until after the school day has closed, and the juvenile does not meet the criteria stated in Paragraph 1, then the juvenile should remain in the class environment.

c. In lieu of juvenile remaining in the class environment, the Principal or their designee may arrange for the juvenile to be accepted by the Guidance Center.

In such cases, the Police Officer may transport the juvenile to the Guidance Center.

d. Such juvenile may not be transported to the Police Department unless specifically authorized by a supervisor.

3. Any juvenile brought to the Police Department on any charge that is less than a Class "B" Misdemeanor will wait in the lobby, interview room, or report room until released to a parent or guardian.

a. The juvenile may not be locked in a room or restrained in any way so long as the juvenile behaves and follows all instructions. The dispatcher will log the time the juvenile arrives at the Police Department and the time released.

b. If the officer must leave the Department prior to the release of the juvenile, the officer must notify their immediate supervisor and another person must be designated to watch the juvenile before the officer may leave the building.

4. All juveniles brought to the Department will be advised that any attempt to leave the Department without authorization will lead to more serious charges being filed against them and their

confinement.

5. Any juvenile who becomes irrational and/or violent at the Police Department may be confined on the authority of a supervisor. The justification for such confinement must be articulated in the offense report.
6. No juvenile, no matter what the offense, may be detained at the Police Department in any manner for more than six (6) hours from the time of arrival. (Texas Family Code, S52.025).

PASADENA ISD POLICE DEPARTMENT
General Order No. 16

Subject: **DISASTER PROCEDURE**

Issue/Revision Date: 06-96, -6-02

I. Purpose:

To establish procedure for responding to a natural or man-made disaster.

II. Policy Statement:

PISD Police Officers stand ready to respond to any disaster that threatens people and/or property. Officers will constantly strive to improve our ability to respond in an efficient and effective manner. This document is a rough outline of duties and responsibilities that generally apply.

III. Policy:

A. Definitions:

1. *Natural Disaster*

Any hurricane, tornado, storm, flood, high water, wind-driven water, earthquake, drought, blizzard, ice storm, fire or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

2. *Man-made Disaster*

Any industrial or transportation accident, explosion, conflagration, major power failure, resources shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.

B. Authority for placing plan into action:

1. On-duty supervisors are authorized to place this plan into operation. Appropriate notification of situations requiring plan implementation must be made to the Chief Of Police. The Chief Of Police or designee shall immediately notify PISD Administration of the situation and keep them informed of any changes.
2. The supervisor shall be responsible to implement the plan until relieved by the Chief Of Police or other competent authority.

C. Departmental resources:

1. Supervisors implementing this plan may determine that additional departmental resources are required.
2. Additional personnel may be called in to work.
3. For equipment or personnel needs beyond that readily available to the supervisor, he shall contact a Captain

or the Chief Of Police.

4. Evacuations must be anticipated and implemented quickly.
 5. Shelters may be needed for survivors and their identities and locations provided to all emergency responders and to the news media
- D. Disaster Operations:
1. The exact nature of the disaster, buildings or area affected, location, and potential danger will determine the response. The supervisor shall give consideration to the following:
 - a. All police units at the scene of a disaster must provide information concerning conditions found, so that the supervisor can evaluate the magnitude of the required response. Dispatch shall also obtain information for the supervisor from other emergency service and utilities as available.
 - b. Depending on the nature of the disaster, a field command post may be established in the vicinity of the disaster. The command post may be the police vehicle of the ranking officer present at the scene or any other appropriate building or location. In any major disaster, the command post shall be located at the Administration Building.
 - c. The supervisor must communicate necessary information to PISD Administration, emergency services, utilities, Municipalities, Mutual Aid, and to media agencies. Under some circumstances, it may also be necessary to loan police radios to emergency responders with whom essential contact must be maintained.
 - d. In any situation involving casualties, provision for casualty information shall be the responsibility of the PISD Public Information Officer, appropriate Mutual Aid Triage Units, or local hospitals.
 - e. The Chief Of Police or the Public Information Officer shall have area media agencies notified and establish a media briefing point either in the vicinity of a small-scale disaster or at the Administration Building in case of

an area-wide disaster. Regularly, information shall be provided directly to the media representatives present. All media agencies shall be advised that no telephone inquiries will be responded to in order to reduce the burden on dispatchers and telephone lines.

- f. The supervisor, Captain, or Chief Of Police shall advise the local Municipal agencies and the Harris County Sheriff's Department of any disaster and may, subsequently, request additional law enforcement support as required.
- g. The involvement of one or more buildings, public or private, can generate a requirement for security to prevent looting, theft, or trespass.
- h. It may be necessary to block roads and reroute traffic away from the affected area. Emergency service units shall be so advised, and announcements made over local radio/television stations.
- i. Necessary public works and utilities companies shall be notified as road clearance needs, broken mains, or downed lines.
- j. The Superior or the Chief Of Police shall ensure an orderly de-escalation of controls and personnel as the threat of the disaster is reduced.
- k. Any special transportation needs may be referred to the Transportation Department of PISD.
- l. Supervisors involved shall prepare after-action reports concerning all police activities during the disaster as well as recommendations concerning the handling of any future problems. A complete critique report shall be provided to the Superintendent by the Chief Of Police. Critiques and reports must include any budgetary impacts, commitments, and obligations.

PASADENA I.S.D. POLICE DEPARTMENT
General Order No. 17

Subject: CONCEALED HANDGUN POLICY

Issue/Revision Date: 06-96, 06-02

I. Purpose:

To provide procedures for dealing with citizens who are legally armed under the provisions of Article 4413, Section 36, Vernons Annotated Texas Statutes.

II. Policy Statement:

Officers of the PISD Police Department shall utilize these general rules of conduct to ensure an atmosphere of safety for the offices and public.

III. Policy:

A. General Rules For Enforcement:

1. Upon making contact with vehicle operators, passengers, or general public, the officer shall ask the individual(s) if they are licensed to carry a firearm.
 - a. If the response is positive, the officer shall ask the citizen for his license to carry a concealed handgun along with his drivers license/ID, etc.
2. Upon presentation of a concealed handgun license, the officer shall ask the license holder where the firearm is located.
3. When the location of the weapon is made known to the officer, the officer shall then make the decision as to whether or not to disarm the license holder, pursuant to:

Article 4413 (29:ee) Section 36, Vernons Annotated Texas Statutes;

Authority of a Peace Officer To Disarm.

A peace officer who is acting in the lawful discharge of the officer's official duties is authorized to disarm a license holder at any time when the peace officer reasonably believes it is necessary for the protection of the license holder, peace officer, or other individuals. the peace officers shall return the handgun to the license holder before discharging the license

holder from the scene when the peace officer has determined that the license holder is not a threat to the peace officer, license holder, or other individuals, and providing that the license holder has not violated any provision of this act, or has not committed any other violation that results in the arrest of the license holder.

4. It will be the officers discretion to disarm the license holder. If disarmed, the handgun shall be secured in a location to ensure positive control, i.e; trunk of passenger car, tool boxes of pickup truck, or the officer's patrol car.
5. If the license holder is in compliance with the concealed handgun law and has not committed any other violation that could result in his/her arrest, the handgun shall be returned to the license holder, i.e., After the departure of the police officer the license holder may retrieve the handgun from the passenger car trunk, or pickup tool box. If the handgun was stored in the Officers car, the officer shall unload the handgun and return it to the license holder.
6. If a violation of the concealed handgun law or any other violation has been committed by the license holder, and;
 - a. If arrested, the officer shall transport and process the individual through booking and incarceration. The handgun is to be seized and processed according to established procedures.
 - b. If detained, the officer shall transport the individual to the Police Department, obtain pertinent information for the offense report, seize the handgun and process it according to established procedures and the individual may be released.

PASADENA ISD POLICE DEPARTMENT
General Order No. 18

Subject: HAZARDOUS MATERIALS

Issue/Revision Date: 06-96, 06-02

I. Purpose:

To establish procedures for the initial response and investigation of accidents involving vehicles carrying hazardous materials.

II. Policy Statement:

Hazardous materials occasionally are transported through our District by truck and by rail, in close proximity to our schools and facilities. Therefore, the possibility of an accident involving a vehicle carrying hazardous substances is a reality. The extent of damage from an accident involving one of these vehicles depends largely on the response of emergency personnel and their ability to correctly identify and deal with such an accident.

III. Policy:

A. "Blue Canaries"

Because of the lack of HazMat training, Police Officers are often called "Blue Canaries" because we are curious and we lack training. All too often, Officers venture into situations where they are killed or injured because they are uninformed.

B. Jurisdiction for spills of hazardous materials shall be the municipality where the spills occur. PISD will provide all support possible for such incidents.

C. Jurisdiction for spills or contamination from such spills which impact personnel or physical facilities of PISD will be handled by PISD on the property or to the extent that students or personnel are impacted.

D. Because of the hazard that might exist or may develop through an accident, especially a train derailment or overturned vehicle transporting hazardous materials, officer must exercise extreme caution. Therefore, officer shall take the following actions:

1. Any evidence of leaking liquid or vapor will be sufficient that officers shall seal off the area until positive identification can be made by the fire department, which shall be immediately notified.

The fire department shall assume authority and responsibility for the emergency procedures.

2. Identification of hazardous material

may be accomplished by:

a. Placards:

Placards are displayed at the front, rear, and on both sides of all vehicles (including rail cars) handling hazardous materials; however, experience has shown that placards are sometimes either not displayed or misidentified placards are made of paper so if the vehicle is on fire, placards may have burned before the officer's arrival. Each patrol officer shall carry appropriate brochures identifying various placards.

b. Driver:

When the accident involves a truck, the driver of the truck may be able to supply information about the load being transported; however, the driver is not required to know a great deal about cargo or emergency measures for handling it (except for explosives).

In case of explosives, the driver is required to have in possession and be familiar with documents containing procedures to be followed in the event of accident or delay.

c. Shipping papers:

1) Where the hazardous material is transported by truck, the driver is required to have a copy of the shipping papers that show the name of the materials, classification, and quantity. By using these papers, and the Emergency Response Guide, the officer can identify the hazard associated with the material and ways of handling it.

2) Where the hazardous material is transported by rail, the shipping papers will be located in the caboose and will have attached to them instructions for handling all hazardous materials on the train. Additionally, a manifest is located in the engine compartment listing each car on the train in order from the engine back to the caboose, and the contents of each car. Emergency responders should attempt to locate the Conductor because he will have these papers in his possession.

- d. Chem-cards:
To supplement the placarding system, many shippers of chemicals provide the drivers with Chem-cards that provide emergency information. Although Chem-cards are subject only to voluntary use, the officer shall ask the driver for them.
 3. Approach the accident scene **UPWIND** if possible. If radiological materials are involved, **DO NOT APPROACH**. Await fire department personnel or HAZMAT teams who have special monitoring equipment.
 4. The on-duty supervisor shall respond and ensure that appropriate notifications are made.
 5. The Chief Of Police or designee shall notify the PISD Administration and keep them advised of any changes.
 6. Normal accident investigation procedures shall be suspended until such time as appropriate clearance has been received, whereupon, the accident shall be investigated and reported according to procedure.
- E. Evacuation:
When the possibility of an evacuation of all students, residents, or inhabitants of part or all of an area exists, the Chief Of Police shall consider:
1. Manpower requirements, and resources available.
 2. The method of notifying persons to be evacuated (CIMA, Pasadena/Houston Emergency Preparedness, door-to-door, public address systems, local radio/television stations, etc.)
 3. The size of the area and the number of people living there to be evacuated.
Area maps may be beneficial.
 4. Use of public or school mass transportation to move evacuated persons.
 5. Housing of evacuated persons in (other) schools.
 6. Security of evacuated area to prevent looting, and premature return (the Fire Chief shall make the decision when it is appropriate for people to return home or to work/school).
- F. Key contact agency information requirements:
1. The key contact agencies and persons are available for evaluation and assistance in the handling of hazardous material incident and evacuation. Every effort shall be made to obtain the following information before contacting these agencies:
- a. Location of the accident;
 - b. Hazardous material involved and shipper, if know;
 - c. The color and number of any labels on the carrier or cargo;
 - d. Type of environment (school, residential, rural, business, etc.)
 - e. Size of the container and amount of product leaking;
 - f. If rail, location of hazardous material car from the head of the train, car number, and description of car (i.e., tank car, box car, etc.).
 - g. The initial and number of aircraft, if appropriate.
- G. Key Agencies:
Depending on the hazardous materials involved, one or more of the following agencies shall be contacted.
1. Houston Fire Department
 2. Pasadena Fire Department
 3. South Houston Fire Department
 4. CIMA
 5. Chemical Transportation Emergency Center (CHEMTREC) 800-424-9300
 6. Hazardous Chemicals - Division of Consolidated Laboratory Services 804-786-7900
 - a. Oil or polluting substances in water -- Water Control Board, 804-257-0080
 - b. Etiological Agents, (disease causing agents) Department Of Health, 804-786-5188
 - c. Radioactive Materials -- Department Of Health, 804-786-5932 (ask for Radiological Health Specialist Support)
 - d. Pesticides -- Department Of Agriculture and consumer Services 804-786-3798

PASADENA ISD POLICE DEPARTMENT
General Order No. 19

Subject: **BOMB THREATS**

Issue/Revision Date: 06-98, 06-02

I. Purpose:

To establish procedures for handling bomb threats and actual bomb emergencies.

II. Policy Statement:

Bomb threats and actual bomb emergencies present a serious threat to officers, schools, the public, and to property. Recently, more actual bombings of public and private buildings have occurred than at any time this century. Law enforcement must be able to respond effectively to all bomb threats, assess them, and handle each efficiently to provide for the safety of the general public. Additionally, officers must be able to properly investigate bomb threat/bomb emergencies in order to apprehend those responsible.

III. Policy:

A. Administration:

1. The on-scene supervisor shall have the authority to implement this plan and shall assume command of the operation until relieved by competent authority.
2. Bomb threats are usually investigated by officers, while actual bombings require the assignment of special investigator(s). The on-scene supervisor may decide it appropriate to call out investigator(s) if the threat involves extortion or terrorism.
3. The FBI must be notified of any actual bombings. Bomb blasts in schools or at federal installations shall be investigated by the FBI.

B. Duties and responsibilities of dispatcher:
The duties and responsibilities of the dispatcher who receives a bomb threat/bomb emergency call include:

1. Obtain as much information as possible, such as:
 - a. Exact location of the bomb.
 - b. Time set for detonation.
 - c. Description of bomb.
 - d. Type of explosive.
 - e. Type of bomb (pipe, etc.)
 - f. Reason for bombing.
2. If an actual bombing has occurred, notify and dispatch a Captain and/or the Chief of Police to the scene.
3. Record pertinent information.

C. Duties and responsibilities of the on-duty Supervisor.

Upon notification by the dispatcher, the supervisor shall immediately respond to

the scene. Radios shall be turned off. Additionally, the supervisor shall:

1. Assess the situation, make a determination to notify command personnel, investigative personnel or the FBI.
 - a. If additional officers are needed, the dispatcher shall be instructed to notify them.
 - b. Determine what outside agencies shall be notified or assistance requested such as Municipal Police, fire, emergency services.
 - c. If a bomb is found, have the dispatcher contact the Houston Bomb Squad or BATF for assistance.
 2. Interview the person who received the original call. All details, such as the caller's voice, mannerisms, background noises, and the time shall be noted. The time the call was received is most important since most bombs are activated by a watch or clock which restricts the "bomber" to 12-hour period or less. If possible, play back the tape recording of the bomb call, and tag the tape as evidence.
 3. Traffic control in the general area
 4. Establish a security perimeter around the scene.
 5. As they arrive, coordinate with outside agencies that have been called to respond.
- D. Duties and responsibilities of the investigating officer(s).
Upon arrival at the scene, the investigating officer shall assume responsibility for the completion of the preliminary investigation and then begin the detailed investigation. If an actual explosion has occurred, detailed investigation and crime scene processing should await the arrival of the investigator.
- E. Evacuations:
1. The final decision to evacuate a building must be reside with the management of that school or facility. The role of law enforcement is to provide information and recommendations that the school officials may use in making the decision on evacuation.
 2. If the decision is made to evacuate the building, officers may assist in the process.
 3. Consideration should be given to relocating students to other schools or sites within the community.
 4. Crisis guidelines should include plans or quick mobilization of students by

- mass transportation.
5. When a suspicious device is found, evacuation should be mandatory.
- F. Searching the premises:
1. The decision to search a building is also a management decision, with police providing recommendations. The people who can help the most in searching for a bomb are the employees themselves, because one knows better what does or does not belong there. Employees should be cautioned to report any suspicious package or object immediately. When instructing search personnel on what to look for in a search, the general rule is to **report something in your area if you do not know what it is@.**
 2. When the decision to search has been made, the on-scene supervisor shall designate search team(s) as needed, depending on the size of the area to be searched.
 3. Officers shall coordinate the search to avoid repetition. Care should be exercised, however, to impress upon the searchers the importance of not disturbing any suspected bomb that may be located. A floor plan of the building shall be obtained and made available for immediate reference.
 4. All areas open to the public shall be given special attention: restrooms, trash receptacles, stair wells, store rooms, hallways, vehicles parked near the facility, etc. Custodians shall be directed by their own supervisors, on police orders, to check their closets and storage areas for any unusual objects and supervisors shall ask their subordinate to check their work areas for unusual objects.
 5. Nothing shall be done to change the environment of the area searched, such as cutting on light switches or thermostats until the area has been searched thoroughly using flashlights. **DO NOT USE RADIOS** when approaching or searching the area. **DO NOT SMOKE.**
 6. Never tell management personnel that everything is "all clear". Tell them that the search revealed nothing, but let them make any decision concerning re-occupation of the building area.
 7. If a search reveals an unusual device or bomb, officers shall not attempt to disarm or move it in any manner. The explosive may contain an anti-disturbance device and should be approached only by explosive experts. The main concern is to safeguard lives by isolating the area. If a suspected bomb is found, the dispatcher shall contact the Houston Police Department Bomb Squad, or the Bureau Of Alcohol, Tobacco, and Firearms. A disposal team shall respond to handle the device, and has all necessary equipment to handle bomb disposal operations.
- G. Communications:
Due to the danger of possible bomb detonation from radio transmissions, all police radios at the scene shall be turned off. Communications between the supervisor and dispatcher shall be by telephone or an officer may be sent several blocks away to transmit messages using the police radio.
- H. Scene protection/evidence collection:
If an explosive device has been detonated, the scene shall remain protected until the investigator(s) and/or outside agencies arrive to begin the scene processing. Officers/Investigators shall give any assistance requested by the outside agency.
- I. After-action report:
Offense reports shall be completed on each threat/bomb emergency. Additionally, an after-action report shall be completed by the supervisor to the Chief Of Police relating all facts of the incident and recommendations, if appropriate.
- J. Pipe Bombs:
1. A pipe bomb is a cylindrical container, usually plastic or metal, that contains explosive materials. The container may contain chemicals, be sealed at both ends, may have a fuse or fuses, and may have a visible timer.
 2. More than 180,000 Internet sites offer formulas for explosives, ranging from pipe bombs to nuclear devices
 3. Common household products used in homemade bombs include items such as aluminum foil, ammonia, baking soda, cane sugar, cleaning fluid, Epson salts, and vinegar.
 4. Dangers: Improvised explosive devices are very unstable. They are extremely sensitive to shock, friction, impact, and heat, and may detonate without warning. Even the smallest devices can cause serious injury or death.
 5. If a potential bomb is observed:
 - a. Do not touch the device.
 - b. Isolate and evacuate the

- immediate area.
 - c. Open windows in the immediate area to help vent potential explosive gases.
 - d. Notify EOD personnel immediately.
6. The most likely perpetrators are young males between the ages of 12 and 18. Generally these teenagers excel in academic activities, they like to experiment with chemicals, and/or collect information on bombs and explosives. They may also frequent the Internet.

Any such information received from peers must be taken very seriously!!

K. Risk Reduction Steps.

1. Computer classes: Develop an acceptable use@ policy for school computers, install filters for inappropriate Internet sites and train technology teachers on current trends in misuse of school technology. Be prepared to get e-mail bomb threats from students at your own school!
2. Science classes: Monitor student projects carefully. Chemicals are easily stolen from school labs for making bombs.
3. Shop classes: Train shop teachers on misuse of shop labs for building weapons and other criminal tools.
4. Offices: Install caller I.D. on the main phone lines.
5. Custodians: Their expertise of the school operation and physical plant is essential in finding suspicious devices.
6. Pay phones: Pay phones should be eliminated or disabled except during emergencies or special events.
7. Supervision: Surveillance cameras can aid supervision, but they can not be substituted for adult visibility and mobility.
8. Zero tolerance: Bombs and threats should be prosecuted with no flexibility.
9. Proactive security: Each school should plan and prepare to reduce security risks by:
 - a. Policies and procedures: Consistently enforce security-related policies and procedures.
 - b. Training: Train all staff on security trends and crisis preparedness strategies.
 - c. Security assessments: Identify and implement strategies to reduce security risks.
 - d. Crisis preparedness guidelines:

Develop and implement crisis preparedness guidelines.

- e. Table Top Drills are recommended to exercise and evaluate preparedness.
- f. Random scenarios should be presented to each facility to exercise and evaluate preparedness.

PASADENA ISD POLICE DEPARTMENT

General Order No. 20

Subject: **POLICE COMPUTER SYSTEMS**

Issue/Revision Date: 08-96, 06-02, 10-11, 11-12, 04-14

I. Purpose:

To establish procedures for protecting the integrity of police computers, police computer systems, and sensitive data contained therein.

II. Policy Statement:

A. Authorization and Use

1. Authorized use of police computer systems is restricted to information necessary for the efficient and expedient performance of the Department's operations. Police computer systems are intended solely as an aid to assist employees in the performance of their assigned responsibilities.
2. Security clearance and access to information is restricted to official police business and does not permit the employee to access information for personal reasons or to access filed documents belonging to another user which the employee has not been authorized to view, edit, delete, or discuss.

III. Policy:

A. Use of Information

1. Much of the information obtained through police computer systems contain confidential and sensitive data which must be carefully controlled to ensure that the department is in compliance with applicable local, state and federal guidelines. Any employee accessing police files or obtaining information from the police system will be held accountable for the appropriate and correct use of information and proper disposition of the information.
2. The information obtained through the computer will not be considered probable cause to arrest until verified.

B. Security

1. All personnel will receive security clearance to access confidential police information, general name files; including calls-for-service, arrest records, TCIC, TLETS, and NLETS. Additional security clearance for accessing SETCIC may be acquired by attending a specialized training program.
2. Each employee who uses the Departmental computers will be held

accountable for its proper operations and be responsible for each transaction made.

C. Reporting Equipment Failures:

Any problems encountered with computer equipment should be reported to the Dispatch Supervisor.

D. All computers used for processing CJIS data shall have anti-virus software installed; all will have latest available updates for the operating system & anti-virus. MDT(s) shall have a personal firewall enabled.

E. Abuse of Equipment Employees operating police computer systems will exercise reasonable care of the equipment. Employees will be held responsible for any damage resulting from intentional abuse or negligence (e.g. spilled drinks, food, paper clips, etc.)

F. Restrictions:

1. No member will attempt to gain access to any restricted Departmental computer files or attempt to covertly circumvent any computer security measures.
2. No member shall knowingly install or develop a computer program on any Departmental computer that is intended to disrupt or alter computer system operation, inappropriately alter computer system data files, or permit unauthorized access to restricted files.
3. No member shall, without proper authorization, intentionally destroy, conceal, or alter any data that has been entered into any Departmental computer.
4. No member shall, without proper authorization, intentionally alter the operating system of any Departmental computer so as to adversely affect the operation of that computer or system.
5. A member who inadvertently accesses restricted or confidential information shall not discuss such restricted or confidential information unless revelation is necessary in the performance of duty. In incidents where revelation of data is questionable, resolution of the issue will be determined by the Chief Of Police.
6. No personal hardware (PC, laptop, etc) or software shall be allowed on the agency's TLETS network. No publicly accessible computers shall be allowed on the agency's TLETS

network.

7. All Officers are encouraged to review Chapter 33 of the Penal Code which defines Computer Crime and Breach of Computer Security.
8. The TAC will periodically check to ensure Servers/Terminals/MDTs connected to the CJIS network are receiving the latest updates in regards to the Operating System & Antivirus software; ensure personal firewalls are enabled on MDTs. Periodically check to ensure that all network components (routers, firewalls, switches) that process CJIS information are still supported by the manufacturer. If warranties/contracts are in place, ensure they are valid and not out of date. Take appropriate action if required. Periodically check physically secure location(s) to ensure safeguards such as locks are in working order; Doors are closed & properly secured; Terminals are not viewable by unauthorized personnel. Take appropriate action if required.
- G. Member(s) who violates any provision of this order shall be subject to disciplinary action.
- H. Deactivation due to Unemployment
 1. The Department Terminal Agency Coordinator will be responsible for removing or revoking of all computer access when departmental employees have terminated their employment with the Pasadena ISD Police Department as soon as possible.
 2. Computer Network and e-mail access will be disabled

immediately, unless information is needed for investigative purposes. The Chief of Police will decide when to disable the e-mail account in those situations.

3. Deactivation and removal of access to the Police Department's Automated Records Management And Computer Aided Dispatching System will be disabled immediately.
 4. Deactivation and removal of access into the Harris County Adult and Juvenile Justice Computer System will be disabled immediately.
 5. Deactivation and removal of access into the Omnixx TLETS Computer System will be disabled immediately. TLETS Add or Remove Operators Users Form will be completed and submitted to the TCIC Training DEO II with the updated removal information.
- I. Disposal of Police Computers
1. The Department Terminal Agency Coordinator will be responsible for the proper disposal of all police desktop and laptop computers.
 2. All disk drives will be wiped clean and overwrite at least three times prior to disposal or released for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded). Written documentation of the steps taken will be maintained. Any destruction must be witnessed by authorized personnel before being turned over to the Districts Technical Computer Service Department.

PASADENA ISD POLICE DEPARTMENT
General Order No. 21

Subject: Police Ethics

Issue/Revision Date: 04-98, 06-02

I. Purpose:

To establish a policy for articulating acceptable standards of Police Ethics for the Pasadena I.S.D. Police Department.

II. Policy Statement:

Police Officers MUST do the right things at the right time, the right way, for the right reasons.

The best way to prevent unethical conduct is to expose and eliminate unethical individuals who engage in deliberate unprofessional acts.

III. Policy:

A. Professional "Mold"

Police Officers do not fit the mold of other "professionals@.

The elements of the police profession are much more exacting than those of doctors and lawyers, and far more important to our community, our state, and our nation.

Persons in other professions may be successful without meeting the standards expected of the professional police officer.

B. "Police Profession"

1. Must possess a public service attitude.

A willingness to serve others without constant recognition or reward.

2. Must be involved in energetic self-improvement of all kinds.

In-service training programs, college studies, adult education, and community cultural programs.

3. Must be honest.

A lack of integrity can destroy a career even though performance is spotless.

4. A true police professional believes in the dignity of the individual regardless of circumstances, race, sex, religious beliefs, or status in life.

5. A sincere belief in the democratic republic form of government.

Professional police officers enjoy the most precious of all human feelings -- self-respect.

C. Ethics:

The science of dealing with morality. Treat People as Good as they will let you.

1. *"Doing the right thing, at the right time, in the right way, for the right reason."*

2. In the study of ethics, motive is as important as the act.

3. Ethics is concerned with encouraging

you to do what you know you should do.

4. Police Officers "live in a fish bowl".

a) Everything you do is noticed

b) Public servants whose private lives must be as exemplary as their public life.

5. Police officers must recognize and appreciate that the ethical convictions of the majority of citizens provide the basis for the nation's laws.

a) No unpopular law can survive.

b) Laws must be enforced to be effective and practical.

c) Law enforcement provides the basis for order in society.

6. Officers must consider the possible consequences and be prepared to defend his/her actions.

7. Professions must subscribe to rules of official conduct for their membership.

D. Current Ethical Issues:

1. The beating of the illegal aliens in California:

2. The South Carolina State Trooper and his pursuit:

3. Mark Furhman and the Simpson Case.

4. Waco.

5. Ruby Ridge

6. Ida Delaney

7. Rodney King

8. Bill Clinton

E. The Loss Of Public Trust:

1. The Role Of The Media:

2. National Data On Public Trust.

F. The Importance Of Public Trust:

1. Personal responsibility to the public. It is personal. We took an oath to do a good job.

2. Organizational responsibility to the public.

G. How Trust Is Earned:

1. Through hard and courageous work.

2. The sacrifices made by officers in the line of duty.

3. The manner that law enforcement officer conduct themselves both personally and professionally.

H. When Public Trust is Low:

1. The media exploit the problem.

2. Morale is low.

3. Tension is high.

4. Politicians talk of cutbacks.

5. Talk of strong discipline is high.

I. Major Issues:

1. Power.

a. End justifies the Means Mentality (anything to get crooks in jail)

b. Gratuities: -- Improper use of power.

- 2. Racism:
- 3. Sexism:
- 4. Brutality:
- J. Proactive Responses:
 - 1. Set example using experienced officers.
 - 2. Special Training.
 - 3. Better selection standards:
 - 4. Rules and Regulations.
 - 5. Early warning systems.
- K. Unethical Conduct can Destroy Professionalism in Law Enforcement. Such behavior includes the following:
 - 1. Dishonesty -- the deliberate misuse of duty time, sick leave, lying, theft or other acts of dishonesty.
 - 2. Brutality -- the use of unnecessary force, physical or psychological abuse or other forms of mistreatment.
 - 3. Racial discrimination -- treating people differently on the basis of performed stereotypes or generalizations.
 - 4. Accepting gratuities -- the acceptance of bribes, gifts, special favors or privileges or money.
 - 5. Conversion of a prisoner's property -- actual theft or planting of evidence.
 - 6. Giving false or colored testimony -- deliberately lying, slanting, or embellishing testimony to cause it to appear that something else is true or false.
 - 7. Violating laws and regulations. Deliberate disregard for rules and laws -- speeding
 - 8. Civil rights violations -- Excessive force, illegal arrest/search, false imprisonment, denial of due process.
 - 9. Discourtesy -- Willful discourteous conduct, swearing, intentional rudeness.
 - 10. Violating privileged communications - - Failure to abide by rules governing legally protected communications.
 - 11. Misusing public property - Willful disregard for proper use of vehicles, equipment, and supplies.
- L. Physical Courage Verses Moral Courage. Toughest moment of an officers career may be when he witnesses a fellow officer commit a serious breach of conduct.
- M. Laws Governing Police Conduct:
 - 1. Texas Penal code -- Title 8, Crimes Against Public Administration.
 - Section 36.02, Bribery
 - 36.03, Coercion Of Public Servant Or Voter
 - 36.07, Acceptance Of Honorarium
 - 36.08, Gift To Public Servant By Person Subject to his Jurisdiction

- 37.02, Perjury
- 37.09, Tampering With or Fabricating Physical Evidence
- 37.10, Tampering With Governmental Record
- 39.02, Abuse Of Official Capacity
- 39.03, Official Oppression
- 39.04, Violations of the Civil Rights of Persons in Custody.
- 39.06, Misuse of Official Information
- 2. Federal law --
 - a. Section 241 of the United States Code, Conspiracy Against Rights
 - b. Section 242 of the United States Code, Deprivation of Rights Under Color Of Law:
- 3. Civil laws also govern the conduct of police professionals.
- 4. A democratic society has a special concern when police officers misuse their authority because only police officers have such direct control over individual liberty.
- 5. In an address to Congress in January, 1904, Theodore Roosevelt said,

"No man is above the law, and no man is below it;

Nor do we ask any man's permission when we require him to obey it.

Obedience to the law is demanded as a right, not ask for as a favor.@

PASADENA ISD POLICE DEPARTMENT
General Order No. 22

Subject: Mobile Data Terminal Directive

Issue/Revision Date: 12-97, 06-02, 09-12, 04-14

I. Purpose:

This General Order to set forth the guidelines and procedures for the use of Mobile Data Terminals (M.D.T.s) as well as the access to and dissemination of data contained in local, state, and national computer systems.

II Policy Statement:

- A. The M.D.T.s are provided as an aid in the dispatching of calls for service and the dissemination of police information.
- B. The M.D.T.s may also be used to more appropriately confer sensitive information that should not be transmitted over a voice channel.
- C. There is also a recognized capability for officers to transmit unofficial or informal communications between each other in a reasonable fashion. Due to the secure nature of the M.D.T. transmissions, it is accepted that such communications are better accomplished in this manner rather than via a voice transmission.

III. Policy:

A. Message Restrictions

- 1. Officers should keep in mind that all M.D.T. messages are recorded and subject to the Open Records Act. As such, good judgment should always be exercised in preparing the context of all messages so as not to bring reproach or ridicule to yourself or any other person, or cause embarrassment to our department or the School District.
- 2. Message transmissions consisting of racial or ethnic slurs, vulgar, obscene, sarcastic, threatening, or insubordinate language, or any other comments clearly inappropriate to the police role are strictly prohibited.
- 3. Such misuse of the M.D.T. system will be considered grounds for disciplinary action.

B. Authorization and Security

- 1. The M.D.T. system is intended as an aid to employees in the performance of their assigned duties.
- 2. Employees shall therefore limit their data inquiries to that associated with legitimate law enforcement purposes.
- 3. Security clearance and access to information is restricted to official police business and does not permit the employee to access data for

personal reasons.

- 4. Much of the information obtained through the M.D.T. System contains confidential and sensitive data which must be carefully controlled to ensure that the department is in compliance with applicable local, state and federal guidelines and statutes.
 - 5. All employees accessing police files and/or obtaining information from the M.D.T. system will be held accountable for the appropriate and correct use of the information and for proper dissemination of such information.
 - 6. Every effort must be made to ensure the security of each data terminal and to prevent unauthorized persons from gaining access to the computer system through an M.D.T. When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDT or position it in a manner that will prevent unauthorized viewing of MDT data. TLETS terminal screens shall be positioned to prevent unauthorized viewing. All law enforcement vehicles containing MDTs shall be securely locked when not in use.
 - 7. All outside requests for information will be carefully considered in light of the Open Records Act, Texas Civil Statutes and departmental regulations. Where appropriate, each request for information will be directed to the proper authority.
 - 8. Employees are reminded that all transactions performed over the M.D.T.s are logged for records keeping purposes. Non-business use of the M.D.T. for purposes other than those designated, is prohibited, and misuse of the M.D.T. system or violation of the provisions of this Policy will be considered grounds for disciplinary action.
- C. Use of Acquired Information
- 1. Information received through the M.D.T. SHALL NOT be considered Probable Cause for ARREST until it has been properly verified for accuracy.
 - 2. Information received through the M.D.T. System should be considered in conjunction with other information about the circumstances of the offense before any arrest decision is made.
- D. Care of Equipment
- 1. Employees operating the M.D.T.

- system shall exercise reasonable care of the equipment.
2. Employees will be held responsible for any damage resulting from intentional abuse or gross negligence.
 3. No equipment or programming alterations, except those modifications performed by authorized personnel, will be permitted.
 4. Reports of any problems encountered with the M.D.T. equipment should be forwarded to the TAC or Administrative Captain as soon as possible.
 5. The Department shall keep a list of all MDT IDs and contact(s) so that devices can be promptly disabled, should the need arise.

PASADAENA ISD POLICE DEPARTMENT
General Order No. 23

Subject: Employee Evaluations

Issue/Revision Date: 03-98, 06-02

- I. Purpose:
To establish procedural guidelines for the evaluation of personnel.

- II Policy Statement:
All employees will be evaluated pursuant to the requisites of the District and the Texas Commission On Law Enforcement Officers Standards and Education.

- II Policy:
 - A. All employees of the Pasadena I.S.D. Police Department will be evaluated annually as required or at such additional intervals as directed by the Chief of Police.
 - B. Police Employees will be evaluated by utilizing the form provided on page II-W.2, or any subsequent upgrade or replacements thereof.
 - C. The Evaluation Criteria for each Category of the Performance Review are identified and explained on page II-W-.3, or any subsequent upgrades or replacements thereof.

PASADENA I.S.D. Police Department
EMPLOYEE PERFORMANCE REVIEW

Employee name (please print) _____ S.S. # _____

Last First Mi

Date Of Review _____ Period Covered _____ through _____

Meets Job Qualifications: Yes ___ No ___ If no, explain:

<i>Category</i>	<i>Excellent</i>	<i>Exceeds Expectations</i>	<i>Meets All Expectations</i>	<i>Needs Improvement</i>	<i>Unsatisfactory</i>	<i>Comments</i>
Accepts Responsibility						
Attendance						
Attitude						
Care of Equipment						
Cooperation						
Dependability						
Grooming						
Initiative						
Public Relations						
Punctuality						
Quality of Work						
Quantity of Work						
Relations with Fellow Workers						
Safety in the Workplace						
Skills Development						

REVIEWER REMARKS

EMPLOYEE REMARKS

Employee Signature _____ Date _____

Rater's Signature _____ Date _____

Chief Of Police _____ Date _____

*Note: Your signature does not necessarily mean that you agree with the evaluation, but signifies that you have read it and received a copy.
 (Original to Support Personnel)

Evaluation Criteria

Accepts Responsibility:

Measures degree to which the individual is willing to be responsible for tasks, duties, and assignments.

Attendance:

Measures degree to which the individual can be relied upon to be present where he is expected or required to be.

Attitude:

Measures outward display of emotion or mental position with regard to existing conditions in all aspects of the delivery of police services.

Care of Equipment:

Measures degree to which the individual can be relied upon to ensure proper concern for and management of job-related equipment.

Cooperation:

Measures degree to which the individual is willing to place the professional and orderly delivery of police service above his personal feelings and self-interest.

Dependability:

Measures the degree to which the individual can be relied upon to perform his duties in a timely, professional, and capable manner.

Grooming:

Measures general outward appearance; clothing/uniform, cleanliness, neatness, appropriateness of attire, condition of leather gear, brass, shoes, hair, facial hair, fingernails, etc.

Initiative:

Measures the degree to which the individual is self-motivated to excellence in the delivery of police services.

Public Relations:

Measures degree to which the individual positively interacts with the general public, victims, witnesses, those who report crime, violators, etc.

Punctuality:

Measures degree to which the individual can be relied upon to arrive at a destination or to accomplish duties in a timely manner.

Quality of Work:

Measures the degree of professionalism to which individual performs his job duties, insuring the quality of the service performed and the total appearance of all related paperwork.

Quantity of Work:

Measures the degree to which the individual performs his duties; both assigned and self-initiated work.

Relations With Fellow Workers:

Measures degree to which the individual positively interacts with peer, superior, and subordinates, if appropriate.

Safety in Workplace:

Measures degree to which individual is cognizant of and implements safety practices in all areas of the services provided by our Department.

Skills Development:

Measures degree to which the individual is committed to improving his knowledge of his job, the Department, and the profession.

PASADENA ISD POLICE DEPARTMENT

General Order No. 24

Subject: **HOSTAGE PROTOCOL**

Issue/Revision Date: 06-98, 06-02

I Purpose:

To establish procedural guidelines for utilization in the event of a hostage-taking incident, to ensure peaceful resolution thereof, and the safe release of innocents.

II Policy Statement:

All employees must be cognizant of the potential for hostage incidents in the educational environment. Police personnel must understand our roles and responsibilities. The initial contacts in hostage incidents may help to diffuse the incident or they may escalate the level of danger.

The outcome may depend on each Officer to respond promptly, calmly, and appropriately.

III Definitions:

A *hostage taker* is an individual(s) who takes, holds, confines, or otherwise restricts the free movement or liberty of any person(s) by real or implied force (use of weapons, threats, or physical bodily harm).

IV Rules:

- A. Hostage incidents in schools usually involve persons who are in conflict with the law, persons who feel themselves aggrieved, or who are mentally ill.
- B. Responders must be aware that the hostage-taker is thinking irrationally and will respond with desperate actions.
- C. A hostage incident may grow from another police action (disturbance, family violence, robbery, etc.) and Officers must be alert to the behavior and actions of suspects that may escalate to more serious incidents.

V. Policy and Police Responses

- A. Notify Superintendent and Administrative Staff and provide all available data.
- B. If the incident is *"in progress"*, response must be quick and quiet to prevent agitating the hostage-takers.

- C. Dispatch adequate personnel to secure the area.
- D. Dispatch the Emergency Response Team
 1. Secure the critical area or *"inner perimeter"*.
 2. Identify and secure other critical areas, such as escape routes.
 3. Prohibit movement of the critical area unless absolutely necessary.
 4. Other duties as articulated in the Emergency Response, II-Y.1.
- E. Secure the *"outer perimeter"* and prohibit entry to any person who is not directly involved in the resolution of the incident.
- F. Evacuate unauthorized personnel from containment area and secure evacuation routes.
- G. Identify and isolate witnesses.
- H. Dispatch personnel from Maintenance to stand by for systems adjustments that may be needed.
- I. Dispatch EMS and Fire Department to stand by.
- J. Notify and advise Municipal police agency.
- K. A **HOSTAGE CRISIS PLAN** should be prepared for each campus or District facility.
 1. The **Plan** should maintain an up-to-date file on key personnel to include:
 - a. Names, physical descriptions, and photograph of all family members.
 - b. Names, addresses, and telephone numbers of schools, clubs, etc., as well as homes of friends or relatives where family members may be reached.
 - c. Descriptions and license numbers of District and private vehicles that the person drives.
 - d. Any illness or disease for which a person is being treated or taking medication.
 2. The **Plan** should extend precautions extend to the homes of these key personnel.

- a. Employees who work in potentially high-risk areas should not disclose their plans, family activities, or business dealings, to other employees.
 - b. The Police Department should be notified if key personnel are in their offices working at night or on a weekend.
 - c. Offices utilized for interviewing should not contain family mementos or family pictures.
 - d. Telephone codes should be developed with secretaries, key personnel, and family.
 - e. In high-risk areas, names should not appear on office doors.
3. Each facility should develop a specific line of command in the event of a hostage incident.
 4. No employee should offer to deal with a hostage taker.
 5. Any order that is given under duress is NOT TO BE FOLLOWED, regardless of who gives them, except to save lives.
- F. Roles of Key Personnel in a Hostage Crisis.
1. If you are taken hostage:
 - a. Do everything a captor instructs you (if possible).
 - b. The first five minutes are critical. The captor is as desperate and jumpy as the victim.
 - c. Speak only when spoken to and never make wisecracks.
 - d. Do not display emotion as hostage-takers will utilize any weakness.
 - e. Sit down if possible so as to avoid appearing aggressive.
 - f. Act relaxed so as to calm the hostage taker.
 - g. Have faith in negotiators and police.
 - h. Get rid of personal effects and keys, if possible.
 - i. Do not make suggestions to the hostage-taker because you do not want to be blamed if something goes wrong.
 - j. Maintain eye contact without staring. People are less likely to harm someone who is looking at them.
 - k. Be patient.
 2. The first employee to identify a hostage-taking incident should:
 - a. Secure the area immediately and remove all nonparticipating persons if possible.
 - b. Observe and identify, if possible:
 - 1) Number and identity of hostage-takers
 - 2) Number and identity of hostages
 - 3) Type and number of weapons displayed.
 - c. Make specific notes on threats and/or demands.
 3. Support or administrative staff:
 - a. Supplement and reinforce personnel as situation dictates in order to prevent death and injuries.
 - b. Obtain floor plan of building(s) involved.
 - c. Identify location and specific telephone number of all telephones in the area.
 - d. Identify and provide five (5) rooms to be made available for the following:
 - 1) School Administrative Staff
 - 2) Police Negotiators
 - 3) Police Command Room
 - 4) Hostage debriefing room
 - 5) A think room. These rooms should be in close proximity to each other and linked by telephones.
 - e. Negotiations will be conducted by police staff who have received specialized training as Negotiators.
 - f. If the school staff must enter into negotiations with the hostage-takers prior to the arrival of police, the following should be born in mind:
 - 1) Negotiations should be conducted by junior ranked personnel in

order to assist in the use of delay tactics, such as *"I will ask"* or *"I will try"*.

- 2) Respond to all demands with, "I will do my best" and never say "No".
- 3) Every effort should be made to contact family or friends who may have influence over the hostage-takers.
- 4) The Superintendent or his designee and the Police must be the principals in any decision-making process with regard to the handling of the hostage-taking situation.

PASADENA ISD POLICE DEPARTMENT

General Order No. 25

Subject: **EMERGENCY RESPONSE/Active Shooter**

Issue/Revision Date: 04-99, 06-02, 09-12

I. Purpose:

To establish guidelines for an emergency response to terrorist(s) or active shooter incidents.

II. Policy Statement:

While violence is seldom predicted, the need to develop an emergency response team with the ability to respond to and contain a violent person(s) before, during, or after an incident is paramount. The emergency response team will develop tactics and work within an organizational system in order to assure the School District of the safest resolution to any major incident.

III. Definitions:

A. *Active Shooter/Homicide in Progress*

Incidents that require immediate intervention and engagement of the suspect.

B. *High Risk Situation:*

Situation where there is a high probability of serious bodily injury or loss of life or substantial property loss or that present an immediate threat to any person(s) or group.

C. *Threat Level:*

The level of risk which exists or may exist during any "high risk" situation. The following factors should be considered when determining an accurate threat level:

1. Suspects:

- a. Number(s)
- b. Motivation
- c. Mental condition
- d. Group affiliation
- e. Location

2. Hostages:

- a. Number of hostages
- b. Location where they are held.
- c. Ages

- d. Physical condition

3. Objective:

- a. Avenues of approach
- b. Accessibility
- c. Size
- d. Defensibility

4. Weapons

- a. Type of weapons
- b. Number of Weapons
- c. Lethality
- d. Locations of weapons

D. *Barricaded suspects:*

Any person, who by his own admission, or who is, or claims to be armed with a weapon, explosive device, or any other destructive or dangerous device, who has restricted his own movements and/or fortified a fixed location, and who violently or by threat of violence, resists apprehension efforts by police officers.

E. *Hostage:*

Any person seized, restrained, or kidnapped by another whose life or safety is threatened by the perpetrator, the intent being to evade arrest, escape, obtain the release of prisoners, obtain monies or property, or attain any other purpose real or imaginary.

IV Policy

A. Organization of the Emergency Response Team:

Every PISD Police Officer is a member of the Emergency Response Team.

Every member of the PISD Police Department shall be trained in Emergency Response tactics and be fully prepared to act on their own or in concert with any other officer(s) to form a team.

In the event of a terroristic threat or active shooting, the first two officers who arrive at the scene will immediately seek and engage the shooter/terrorist to determine whether the suspect intends to engage the police or to surrender.

Subsequent officers arriving at the scene will be advised and deployed as needed.

B. Training

1. Officers shall have additional

emergency response training as needed in order to plan for various situations. This may include First Responder, SWAT school, weapons schools, building search techniques, First Aid, and Hostage Negotiations.

2. Each Officer is expected to maintain their team proficiency and physical fitness through organized training, and through self-initiated and disciplined training habits.

3. Officers are required to be proficient with each firearm under their control. A minimum rating of Sharpshooter is expected and remedial training will be provided as needed.

4. Emergency Response training is mandated each month as a condition of employment and absences must be approved in writing by a Captain and forwarded to the Chief of Police.

6. Shootings/Homicide(s) in Progress

1. Under circumstances when the first responding officer(s) is faced with a person(s) who is actively engaged in wounding or killing innocent bystanders, the first responding officers shall immediately locate, engage, isolate or eliminate the threat.

2. In such high risk situations where immediate response is demanded, the utilization of tactical body armor and shields may not be feasible or possible. The first responder must then rely on sound tactics and spontaneous action based on prior training in order to resolve the incident.

3. In addition to the mandated monthly Emergency Response Training, all Officers shall have additional training as needed in order to react to such high risk situations where personnel and/or equipment is limited or not available for the response/assault.

D. Police Response

1. Notify Superintendent and Administrative Staff and provide all available data.

2. If the incident is in progress, response must be quick and quiet to prevent agitating the suspect(s).

3. Dispatch all adequate personnel to secure the area.

4. Responding officers will locate and

engage the threat. If applicable, negotiations will be initiated in order to resolve the conflict as quickly and as safely as possible for all concerned.

a. Secure the critical area or inner perimeter.

b. Identify and secure other critical areas, such as escape routes.

c. Prohibit movement of the critical area unless absolutely necessary.

5. Secure the outer perimeter and prohibit entry to any person who is not directly involved in the resolution of the conflict.

6. Evacuate unauthorized personnel from containment area and secure evacuation routes.

7. Identify and isolate witnesses.

8. Dispatch personnel from maintenance to stand by for systems adjustments that may be needed.

9. Dispatch EMS and Fire Departments to stand by.

10. Notify and advise appropriate Municipal Police agency.

E. Fire control is an essential discipline during a high risk situation. No weapons will be fired unless authorized under the Pasadena ISD Police Policies and Procedures, to wit: General Order #5. Guidelines will be as follows:

1. *There is reasonable cause to believe that the suspect(s) are placing a person or persons in danger of serious bodily injury or death.*

2. *If there is reasonable cause to believe that the suspect(s), if not immediately contained, pose a serious threat to the life of another.*

3. *A deadly weapon should not be used to prevent offenses that are unlikely to cause death or serious bodily injury.*

F. Supply and Logistics

1. Each situation will dictate minimum equipment required. Under no circumstance will action be taken without all team members wearing their assigned soft body armor, .40 caliber duty weapon and two full magazines for reloads.

2. Additional equipment is provided for high-risk responses. Each team

officer will be provided tactical body armor, ballistic helmet, ballistic face shield when available, and a ballistic entry shield. This tactical equipment will be stored in the trunk of the assigned vehicle of each officer for immediate deployment.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 01

Subject: **OPERATION OF POLICE VEHICLES**

Issue/Revision Date: 04-98, 06-02

I. Purpose:

To establish procedures/rules for the operation of PISD Police vehicles, with special attention to emergencies and pursuits.

II. Policy Statement:

All personnel operating department vehicles shall exercise due regard for the safety of all persons. No task, call, or incident justifies disregard of public safety. Further, the public expects its police officers to demonstrate exemplary driving behavior. All department personnel who operate police vehicles will comply with safe driving procedures outlined herein with particular attention to responding to calls for service and engaging in pursuits. Emergency warning devices shall be used consistent with both legal requirements and the safety of the public and police personnel.

III. Policy:

A. Definitions:

1. *Normal or routine driving:*

That driving which dictates vehicle speed consistent with the normal flow of traffic, obedience to vehicle laws and posted signs, adherence to commonly-understood "rules of the road", and courtesy.

2. *Pursuit driving:*

That driving concerned with the pursuit and apprehension of a violator or violators in a motor vehicle, consistent with the provisions of the Transportation Code, Title 7, Texas Vehicle and Traffic Law, Chapter 546. Pursuits are conducted by marked police units, using marked vehicles and emergency equipment.

3. *Emergency driving:*

That driving in response to an imminent life-threatening incident that is in progress that is authorized in Chapter 546, Subsection A, of the Texas Transportation Code. The risk created by emergency driving must be balanced with the need to safeguard life and prevent injury.

4. *Emergency equipment:*

Flickering, blinking, or alternating emergency lights and a siren, whistle, or air horn designed to give intermittent signals automatically.

B. Procedures for all responses.

1. The driver of an authorized emergency vehicle, when responding to an emergency call, using emergency equipment, may:

- a. Park or stand, irrespective of the posted traffic laws;
- b. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operations;
- c. Exceed the maximum speed limits so long as he does not endanger life or property (never by more than 20 MPH over the posted speed limit, excluding pursuits);
- d. Disregard regulations governing direction of movement or turning in specific directions.

2. **The foregoing provisions shall not relieve the driver of an authorized emergency vehicle from his duty to drive with due regard for the safety of all persons, nor shall such provisions protect the driver from the consequences of his reckless disregard for the safety of others.**

3. District Police vehicles should not escort non-emergency vehicles except for school bus convoys, District vehicles being escorted to the site of an emergency, or emergency conditions that clearly justify this action.

4. All departmental vehicles shall be driven safely and properly in full compliance with all traffic laws and regulations. Police vehicles are conspicuous symbols of authority on the streets and the actions of police drivers are observed by many. Each police driver must set an example of good driving behavior and habits.

C. Routine operation:

1. In case of accident or damage to any police vehicle, the driver shall immediately notify the dispatcher and request a supervisor and other agencies/personnel as appropriate. The supervisor shall prepare

documentation of the accident for reviews of the Chief Of Police.

2. Vehicles used in routine or general patrol service shall be equipped with overhead lights and be conspicuously marked. Conspicuous marking increases safety, serves as a warning to potential violators, and provides citizens with a feeling of security.
3. Unmarked cars shall not be used for pursuit, but may be used for patrol. They may be used to stop vehicles provided they are equipped with a siren, grille-mounted emergency lights and headlight flashers.
4. Standard lighting equipment on marked vehicles includes hazardous warning lights, spotlights and alley (side) lights on the rooftop light bar. Hazardous warning lights shall be used at any time the police vehicle is parked where other moving vehicles may be endangered.

Alley lights and spotlights may be used when the vehicle is stationary or moving at speeds not to exceed 15 mph, and shall not be used in a manner that will blind or interfere with the vision of operators of other approaching vehicles.

5. Seat belts and shoulder straps will be worn by all police personnel or ride-alongs during vehicle operation, as specified by State law. Prisoners shall be strapped in with seat belts whenever possible unless at the discretion of the officer it would be unsafe to do so.

D. Inspection

1. Officers are responsible for daily inspections and maintenance as specified in Section 8.
2. Supervisors are responsible for periodic inspections to ensure compliance with regulations.
3. Officers who are assigned a specific unit are responsible for checking the function of safety features of the vehicle and the timely repair when needed. This includes, but is not limited to all lights, brakes, siren, horn, and steering.

E. Driving rules:

1. No driver shall modify, remove, deactivate, or otherwise tamper with the vehicle safety belts, emission control

device, or any part of the vehicle that affects its operation.

2. No officer or employee shall operate any police vehicle that he believes to be unsafe.
3. The driver shall carefully observe the surrounding conditions before turning or backing any vehicle.
4. A police vehicle shall not be left unattended with its engine in operation; except the vehicle containing the canine.
5. The driver must recognize the variable factors of the weather, road surface condition, road contour, and traffic congestion, all of which directly affect the safe operation of any motor vehicle, and shall govern the operation of the vehicle accordingly.

F. Procedure for emergency driving:

1. No fixed rule can apply to every circumstance that may arise governing emergency driving. Although an officer may receive information that leads him to believe that a life-threatening event is occurring and such information causes him to respond to a call with emergency lights and siren activated, in the majority of such cases, when the officer arrives, he discovers that an emergency response was not justified.
2. The nature of certain crimes-in-progress may call for the use of the siren to be discontinued upon close approach to the location of the occurrence, and although such action is permitted by authority of this order, police vehicles operating under these conditions require extreme caution.
3. Emergency driving to the scene of a motor vehicle accident is permissible ONLY when a life-threatening emergency exists, or when specific information indicates that conditions at the scene require the immediate presence of an officer.
4. Upon approaching a controlled intersection or other location where there is a great possibility of collision, the driver who is responding under emergency conditions shall reduce the speed of his vehicle and control it to avoid collision with another vehicle or pedestrian, stopping completely, if necessary, before entering and

- traversing the intersection. When faced with a red traffic signal, the officer shall stop or control his vehicle and assure by careful observation that the way is clear before proceeding through the intersection.
5. Regardless of the seriousness of the situation to which he is responding, and excepting circumstances that are clearly beyond his control, the operator of a police vehicle shall be held accountable for the manner in which he operates his vehicle.
 6. At the scene of a crime, a motor vehicle crash, or other police incident, a police vehicle shall not be parked in such a manner so as to create an obstacle or hazard to other traffic. The emergency lights shall always be used to warn other drivers approaching the location.
 7. When responding with red lights and siren, the driver of the emergency vehicle shall lower one front door window far enough to hear other sirens and traffic warning signals.
 8. Operators of police vehicles must bear in mind that traffic regulations requiring other vehicles to yield the right of way to an emergency vehicle do not relieve the operator of the emergency vehicle from the duty to drive with due regard for the safety of all persons using the streets and highways nor shall they protect the driver from the consequences of an arbitrary exercise of such right of way. (Section 546.005).
 9. Recognizing that protection of life is paramount, the responding officer must remember that his objective is to get to the location of the occurrence as soon as possible -- safely, and without undue danger to himself or others.
- G. Response codes:
- Officers will notify the dispatcher when emergency equipment is being used.
1. *Code 1 - Non-emergency* circumstance that allows the officer to respond as his own convenience.
 2. *Code 2 - Non-emergency* circumstance that requires the officer to respond in a timely manner.
 3. *Code 3 - Life Threatening* circumstance that are in progress and that require the officer to respond with the use of emergency equipment.
 4. *Code 4 - Emergency circumstances* that require the officer to respond with the use of red lights ONLY, as permitted by 546.004.
- H. Dispatcher assignments:
1. The dispatcher shall assign Code 3 classification to those calls for police service that are life-threatening situations. Examples may be (but not all inclusive):
 - a. Assist the officer.
 - b. Robbery in progress, life-threatening.
 - c. Person with deadly weapon, life-threatening.
 - d. Major injury accident.
 - e. Riot/large disturbance in progress, life-threatening.
 2. Upon receipt of a request for police service that necessitates the dispatch of a police unit, the dispatcher shall attempt to determine sufficient facts to set the priority of the response:
 - a. The dispatcher shall obtain information about:
 - b. Whether the crime is in progress or the threat is continuing.
 - 1) Whether the perpetrator is at the scene, or armed;
 - 2) Condition of the victim;
 - 3) A hostage situation;
 - 4) Direction or method of travel of any fleeing suspect;
 - 5) Description of any fleeing vehicles.
 - c. When sufficient information concerning a call for service has been obtained, the dispatcher shall assign a response code to the call.
 3. When a dispatcher is notified of an officer running emergency traffic he/she will make an entry of the Code being used in the dispatch log.
- I. Officer's response to call.
1. Upon arrival at the scene of a call, the responding officer shall rapidly evaluate the situation and determine whether additional units are still needed or whether additional responding units can be slowed or

anceled.

2. Units responding to robbery in progress or hostage scenes will discontinue the use of the siren before coming within hearing distance and fully comply with all traffic laws. The emergency lights should be discontinued prior to coming into sight of the scene.
3. In situations requiring silent response, burglary in progress and alarm responses, officers shall respond as rapidly as possible, obeying all traffic laws and signs (Code 2).

J. Officer-initiated responses:

When, in the opinion of the officer, an emergency is imminent or exists, or that activation of emergency warning devices is necessary to protect life or render necessary police services, the department authorizes an emergency response. Examples include:

1. At the scene of an incident where the use of emergency lights constitutes a necessary warning for the safety of life (fires, accidents, disasters, etc.)
2. As a visual signal to attract the attention of motorists being stopped for traffic violations; or to warn motorists of imminent dangers.
3. Responding to an Assist The Officer call or other life-threatening incidents.
4. Pursuits, See section IV.

IV. Pursuits:

A. Policy Statement:

The officer who undertakes a pursuit does so at his discretion, taking into consideration the factors listed herein. The primary responsibility of the officer is the safe operation of the vehicle and the safety of the innocent citizens and the suspect.

B. Types of Pursuits:

1. Class I: IMPERATIVE

- a. Officer observes an immediate threat to public safety, e.g., a felony involving violence, armed escapee, reckless drunk driver, etc.
- b. Sworn duty requires the officer to intervene in the danger. The officer must believe that safety is at serious risk and that duty

requires that he/she act.

- c. Officer must have reasonable belief that the pursuit does not further increase the danger.
- d. Pursuit must be abandoned when the pursuit itself becomes more dangerous than the original incident.

2. Class II: ELECTIVE

- a. Driver fails to stop for minor traffic violation.
- b. The officer knows that he/she has a lawful right or reason to stop the vehicle.
- c. Officer must have reasonable belief that the pursuit does not seriously endanger the public.
- d. Pursuit must be abandoned when the risk of the pursuit poses a serious danger.

C. Policy:

1. The officer shall notify the dispatcher of the pursuit, location, direction of travel, description of pursued vehicle, and probable cause for the pursuit.
2. The duty supervisor shall monitor the pursuit and respond. The supervisor may end the pursuit at any time that he feels the circumstances warrant.
3. One back-up unit will be assigned to respond to assist the primary officer in the pursuit and arrest. The back-up unit will communicate the details of the pursuit to the dispatcher, thereby allowing the primary officer to focus attention on the pursuit driving.
4. The Dispatcher shall:
 - a. Advise all other units of the pursuit and the information given by the pursuing officer.
 - b. Assist in directing other units into strategic locations as needed.
 - c. Order the police radio cleared of all but emergency traffic.
 - d. Alert other nearby law enforcement agencies of the pursuit and information given by pursuing officers as appropriate.
 - e. Query TCIC and NCIC for license data, warrants, etc.
5. Restrictions on engaging in pursuit:
 - a. Officers shall not operate a vehicle at a rate of speed that

may cause loss of control. The officer shall end the pursuit whenever the risks to their safety or the safety of others, outweighs the danger to the community if the suspect is not apprehended.

b. The law does not prevent the officer from using emergency speeds while engaging in pursuit, but it does hold them criminally and civilly responsible. Therefore, officers must exercise sound judgment and carefully consider the seriousness of the offense, the possible consequences, and the safety of citizens.

- (1) Does the seriousness of the crime warrant a high speed pursuit?
- (2) Citizens using public streets and highways do not expect their travel to be interrupted by a high-speed chase.
- (3) Children playing on the side of the street are likely to be drawn towards a police car with the siren and emergency lights operating.
- (4) Street and traffic conditions.
- (5) The weather conditions.
- (6) Road conditions and visibility.

c. Intersections are particular source of danger.

- (1) Decelerate and be prepared to stop.
- (2) Enter the intersection at a reduced speed only when safe.

D. Rules of pursuits:

1. Officers shall not ram, bump, or collide with a fleeing vehicle, nor shall officers pull alongside such vehicle in an attempt to "curb them" or force them off the road or into an obstacle.
2. Pursuits shall be limited to two police vehicles, a primary and a secondary. (The primary police vehicle is the police vehicle in closest proximity to the fleeing vehicle, and the secondary vehicle is the police vehicle that is behind the primary police vehicle. Each shall use a different siren-sound.)

Other police vehicles shall not join the pursuit unless so assigned by a supervisor or the dispatcher.

3. Officers shall not discharge their weapons at a fleeing vehicle unless deadly force is authorized.
4. A supervisor may direct that the pursuit be ended. If the pursuing officer receives such an order to stop the pursuit, they shall do so immediately and acknowledge the order. Also, the pursuing officer must end the pursuit if at any time during the course of the pursuit they lose extended sight of the fleeing vehicle.
5. Roadblocks shall be utilized ONLY as a last resort. A decision to erect a roadblock is a decision to use deadly force and can only be approved by the Supervisor.
6. Officers, when accompanied by civilian passengers, shall not pursue. If a civilian is in the police vehicle, the officer shall deposit the civilian at a safe location and continue the pursuit; or they must abandon the pursuit.
7. Should the violator enter a one-way street against the flow of traffic, or enter a major highway or interstate freeway by proceeding along an exit ramp, the pursuing officer shall not follow the violator, but instead transmit via radio the detailed observations about the location, speed, and direction of travel of the suspect vehicle.

E. Abandoning the pursuit:

1. The officer must constantly evaluate the risks involved. Under some conditions, abandoning the pursuit may prove to be the most intelligent decision the officer can make.
2. Officers shall discontinue the pursuit when the pursuit creates a clear and unreasonable danger to the officers, other motorists or pedestrians.
3. Discontinuing a pursuit does not mean that the officer cannot follow the vehicle at a safe speed, or remain in the area ready to resume the pursuit if the opportunity presents and the circumstances warrant.

F. Pursuit Review Board

A Pursuit Review Board is hereby established to review, evaluate, and

monitor our policies relevant to high speed pursuits. The Patrol Captain is appointed Chairman of this Board, and two Sergeants will serve as Board Members.

This Board will meet as necessary to review all high speed pursuits which involve PISD Police Officers. The responsibility of the Pursuit Review Board include, but are not limited to the following:

1. Review all facts and circumstances to determine if proper procedures were followed, and if there were deviations, were they justified?
2. Determine if the pursuit was necessary and proper within existing Departmental policies.
3. Determine if any retraining is necessary in regards to driving skills and/or policy matters regarding pursuits.
4. Recommend policy and/or procedure changes involving pursuits.

The Pursuit Review Board will report their findings to the Chief Of Police.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 02

Subject: **PATROL OPERATING PROCEDURE**

Issue/Revision Date: 01-96. 06-02

I Purpose:

To provide guidelines for Patrol Operating Procedures.

II. Policy Statement:

The patrol function is vital to the operation of the PISD Police Department. Therefore, it is imperative that procedures are implemented for the satisfactory performance of this function.

III. Policy:

A. One-man patrol operations:

1. The Patrol Officer spends a large part of their time answering calls for service, taking reports, conducting preliminary investigations, and providing other necessary service which do not require assistance.
2. A fundamental function of patrol is deterrence of crime through high visibility.
3. Each officer must have the proper equipment with them at all times.
4. Each officer must patrol within their district unless they receive permission to leave it or circumstances otherwise require a departure from it.
5. A patrol officer shall advise the dispatcher any time they leaves their unit and provide any other necessary information regarding their action. The officer must also advise the dispatcher when they returns to their unit.
6. Two or more units should be dispatched to any call where the safety of an officer may be in question.
7. Officers must use extreme care and follow Department Procedures in stopping any vehicle, especially suspicious vehicles or those occupied by felony suspects.

B. Routine traffic stops:

1. An officer must take every precaution

to protect themselves from attack by a violator and from other street hazards. Care should be taken in the selection of a suitable area in which to safely stop a violator.

- a. If possible, the officer should make a traffic stop on a well populated, well lit street where they have a distinct psychological advantage.
 - b. When the stopping site has been selected, the officer should use the emergency equipment to signal the violator to stop their vehicle.
2. For safety purposes, when a traffic stop is made, the officer will advise the dispatcher of their intention by giving their unit number, location, the suspect vehicle license number or a description of the suspect vehicle along with any other information deemed appropriate by the officer.
 3. One of the most hazardous moments of making any traffic stop is parking the police unit and approaching the violator's vehicle.

The best position for parking the police unit, in most situations, is 8 to 15 feet to the rear of the violator's vehicle with the police unit off-set 2 to 3 feet to the left of the violator's vehicle.
 4. The officer will leave their overhead emergency lights on, day or night, as a warning to approaching motorists. When approaching the violator's vehicle, the officer shall make their approach from the left rear, keeping close to the violator's vehicle. The officer's gun hand should always be free.
 5. On occasion, depending upon circumstances, the approach can vary for the safety of the officer. The position of the officer while talking to the driver is very important. An officer should stand slightly to the rear of the driver's door of the violator's vehicle. Proper position will also protect the officer from any sudden attack by the violator, such as opening the car door to strike the officer. If an officer is going to ask the violator to step out of the car, they should:
 - a. Maintain a safe distance by

remaining to the rear of the door while closely monitoring all the violator's movements.

- b. Have the violator open the door of their vehicle.
 - c. Continue to maintain a safe distance if the violator exits the vehicle. Generally, an officer can maintain better control if the violator and passengers remain in the vehicle.
6. If the violator is asked to exit the vehicle or exits on their own, the officer should direct the violator to the curb where the conversation would be conducted off the street. An officer should:
- a. **NEVER** stand between the violator's vehicle and the police unit while talking to the violator or writing a citation;
 - b. **NEVER** turn their back to the violator or other occupants in the violator's vehicle, and should continue to monitor the actions of all occupants of the violator's vehicle even when returning to the police unit; and
 - c. **NEVER** assume that a traffic stop is routine.
7. When an officer stops a vehicle, the driver knows all they need to know, while the police officer may know nothing about the vehicle or its occupants, except description.

C. Stopping felony/high risk suspects:

1. Officers operating a one-man patrol car will have occasion to stop known felony suspects or unknown persons suspected of having committed a felony. When the suspect is known to be a felon or when there are several possible felons in the vehicle, the officer will call for assistance from a back-up unit.

Prior to stopping a suspect of this nature, the lone officer should notify the dispatcher of their intention to do so, giving their unit number, their location, and direction of travel. Confirmation should be obtained from the dispatcher before taking any action.

2. When the officer observes their back-up, they should select the stopping site. Regardless as to whether the

stop is made day or night, the tactical advantage is with the officer if they are able to stop the suspect at a known address or location. If the stop is made at night, the officer should attempt to make it in a well lighted area where they will have a distinct tactical advantage. When the officer has selected their stopping place, they should signal the suspect vehicle to stop and position the police unit for a felony stop.

3. The police unit should be parked in line, behind the suspect's vehicle and approximately 30 feet back. The back-up unit, when space allows, should maneuver into a position along side the primary unit but angled toward the suspect's vehicle. Ample space should be left between the two police units to allow the officer's unobstructed exit from their vehicle.

When stopped, the officers should:

- a. Open their door but remain inside the police unit.
 - b. With pistol drawn, position themselves in the seat so that they are behind the front window post, back braced against the door post, one foot on the floorboard, and the other foot against the door jam or the open door rather than resting on the ground where the foot and leg would be exposed to low or ricocheting gun fire. This position affords the officer better protection and enables the officer to more quickly maneuver their unit if it becomes necessary.
4. If the stop is made at night, the officer should use their spotlight to shine in the rear window of the suspect vehicle. From this point, the officer should control every move the suspect makes. The officer should first identify himself and tell the suspect that they are under arrest. This should be done in a loud and clear voice. By doing this, even though the officer may be in uniform and in a marked car, there is little, if any question as to the officer's identity or purpose.
 5. The officer should then order the suspect to do one of the following:
 - a. Place both hands on top of their

head;

- b. Place both hands flat against the windshield; or
- c. Place both hands and arms outside the vehicle's window, with palms facing upward where they can be seen.

Any of the above positions may be used at the discretion of the officer. It is recommended that the third tactic be used with multiple suspects.

6. The important thing to remember is to immobilize the suspect(s) in a position where their hands and body movements can be seen.

Next, in order to eliminate the possibility of escape, the driver should be ordered to use their left hand to turn off the ignition of their vehicle and to throw the key into the street. When this has been done, the officer should order the suspect back into position and hold them there until back-up units arrive.

Upon arrival of the back-up units, the driver of the assisting unit should maneuver their unit along side the first police unit as described in 62.03 [C]. The second officer should make their presence known to the suspect(s), thus decreasing the possibility of sudden attack.

7. When the officers are ready to remove the suspect(s) from the vehicle, the first officer should give all commands while the assisting officer acts as guarding officer. When giving the commands, the officer should speak in a loud voice using as few words as possible. All commands should be as specific as possible in an effort to ensure that the suspect(s) have a clear understanding of all instructions.
8. Once the suspects are out of the vehicle, the first officer will act as guarding officer while the assisting officer checks the vehicle for other suspects.
9. After the vehicle has been secured, the suspects will be searched. To search the suspects, the assisting officer will act as guarding officer while the first officer searches each of the suspects. Care should be taken so that the searching officer never crosses the guarding officer's field of

fire.

- D. Other major incidents confronted while on patrol:
 1. The dispatcher shall be immediately informed of the location and circumstances surrounding any major incident encountered which may require police intervention.
 2. In situations that may prove hazardous to the responding officer, the officer should wait for assistance if the circumstances permit.
- E. Burglary in progress calls:
 1. Make a "prowler-type" approach to the scene. (i.e., Turn lights off; no brake squeal; don't slam door, etc.)
 2. Firearms may be readied at the officer's discretion.
 3. Take up a position that will allow good observation of the building.
 4. Be alert for look-outs. Watch all possible exits.
 5. **WAIT FOR ASSISTANCE.** Once assistance has arrived and the building is to be searched:
 - a. **Do not search alone.**
 - b. Plan the search. Assign those arriving to assist in covering the exits.
 - c. All due caution should be used while conducting the search.
 - d. Conduct the search as though the suspect is still in the building.
 - e. Use particular care when entering the building as this is the time when an officer is usually exposed the most.
 - f. When inside the building, keep the flashlight well away from your body and avoid illuminating other officers.
 - g. Look upward from time to time and be aware of possible hiding places above you.
 - h. If available, a Canine Unit should be called to the scene in order to conduct a search of the building prior to entry by other police officers.
- F. Follow established safety procedures in searching and placing suspects under arrest:

Use all necessary caution and do not take

chances by yourself when assistance is only a few minutes or seconds away.

G. Use of shotgun and rifle:

1. A shotgun will not be carried in a patrol unit with a round in the chamber. It will be carried with the chamber empty, safety off and trigger pulled. If it becomes necessary to place a round in the chamber in response to an assignment, it shall be returned to the above condition before being returned to the unit.
2. Officer may be permitted to carry Departmental rifles in their patrol units under specific circumstances as authorized by the Chief of Police.
3. Employment of the police shotgun is warranted in those situations when a significant threat to safety is apparent and the tactical advantage of an open display of weaponry is achieved.

H. General patrol driving practices:

1. The officer should avoid "hugging" the curb-line or parked cars, except at night when the streets are reasonably clear.
2. The speed of the police car must be regulated to the traffic flow. A fairly good patrol speed will be around 15 to 20 MPH unless in a highly congested area.
3. The police car on patrol MUST observe all traffic regulations and be ready to yield the right-of-way at intersections. Officers should always be extra courteous while driving a police unit.
4. All normal emergency runs (major accidents, assist the officer, etc.) will be made with the use of flashing overhead emergency lights and siren. Emergency runs with or without a siren and/or emergency lights creates a dangerous situation.

During such times it is the officer's responsibility to drive with extra caution and alertness.
5. The driver, of an authorized emergency vehicle that is used for law enforcement purposes, that makes a decision to make an emergency run without emergency warning devices, "run silent," (robbery in progress, silent burglary alarm, etc.) must notify the dispatcher of his intentions. The dispatcher shall keep

an accurate record of the exact time notification is received (Ref: VCS 670ld Art. II, Sec 24) (dl). It is the officer's responsibility to be able to justify his decision. For safety purposes, runs of this nature should be kept to a minimum.

6. An officer must drive with due regard for the safety of all persons and will never operate any vehicle with gross negligence or reckless disregard for the safety of life and property.
7. In accordance with State Law, all officers are required to wear seat belts while operating or riding in a police vehicle.

I. Surveillance from patrol car:

1. A valuable method of surveillance of persons or buildings is to park some distance away and watch.
2. Even on the day shift, the officers should, from time to time, park close to the main buildings, facilities, schools and play areas to observe what is going on.
3. The presence of a police car can do much to discourage the sex offenders who hang around parks, schools, and playgrounds. Any suspect who is observed continually hanging around such areas, should be stopped, identified, and questioned.

J. Preliminary investigations:

1. The actions of the first officer arriving at the scene of a crime contributes materially to the apprehension and successful prosecution of the case.

Officers must maintain absolute control at the scene of a freshly committed crime.
2. Once a crime has been committed, it is the function of the police to apprehend the responsible individual(s) and recover evidence and any property that has been stolen. This goal can be accomplished more effectively and more frequently by conducting a thorough and careful preliminary investigation.
3. During the preliminary investigation of a major offense, at the discretion of the investigator, a Crime Scene Technician may be called to the scene for processing, photographs, and recovery of any and all evidence

- found at the scene.
4. Objectives of preliminary investigations:
 - a. Determine if a crime has been committed.
 - b. Apprehend the suspect(s).
 - c. Protect the crime scene and preserve evidence.
 - d. Interview victims, witnesses, suspects and others.
 - e. Complete necessary written reports.
 5. Has a crime been committed?
 - a. All facts relative to a complaint must be discovered.
 - b. Corpus Delicti is defined as the body or essential elements of each crime.
 - c. The officer's first duty is to determine that a specific crime has actually been committed.
- K. Apprehending the suspect:
1. The arrest of the suspect is an officer's primary duty.
 2. Steps to be taken to apprehend the suspect:
 - a. A "Hot Crime" refers to an offense that was committed shortly before the arrival of the officer. Immediate action is necessary to locate and place the suspect under arrest.
 - b. A "Cold Crime" refers to an offense that occurred a considerable time before the arrival of the officer.
 3. The officer must gather evidence as accurately and as quickly as possible.
 4. It is of the utmost importance that a reasonably accurate description of any suspect(s) or vehicle(s) be obtained and that the information be relayed at once to the dispatcher.
- L. Securing a description of the suspect:
1. The officer should attempt to give a suspect description that will include some or all of the following information:
 - a. Age
 - b. Race and skin color
 - c. Sex
 - d. Color hair
 - e. Color of eyes
 - f. Description of clothing
 - g. Height
 - h. Weight
 - i. Build
 - j. Any unusual characteristics
 2. Whenever possible, outstanding characteristics and physical features (e.g., scars, tattoos and missing extremities) should be mentioned.
- M. Communicating information to dispatcher:
1. Broadcast:
 - a. Type of crime committed.
 - b. Description of suspect.
 - c. Description of weapon involved, if applicable.
 - d. Description of vehicle and direction of travel.
 - e. Where and when suspect or vehicle was last seen.
 2. After contacting the dispatcher, the officer must decide to give pursuit, stay at the crime scene and conduct a further investigation, or merely preserve the scene until such time as other investigating officers arrive.
- N. Protecting The Crime Scene And Preserving Evidence:
1. The responding Patrol Officer shall perform a preliminary investigation of all offenses assigned to them. In cases involving Major crimes, as deemed appropriate by a supervisor, an Investigator may be assigned to the scene. The Investigating officer shall concentrate on gathering information for the preliminary investigation and on preserving the scene of the crime. All unauthorized persons should be kept away from the area and care taken to avoid disturbing any possible evidence.
 2. In preserving the scene of a major crime:
 - a. No room or open area should be entered where there might be evidence unless it is necessary to protect or preserve human life.
 - b. All unauthorized persons should be kept away, and if necessary, the entire area of the crime scene should be "Roped-Off".
 - c. No weapon found at a crime

scene should be handled or picked up prior to the completion of the investigation except in the event that the weapon is creating a hazardous situation. If a weapon must be moved, care should be taken to preserve it for future processing, and the location carefully noted.

3. The methods used by an officer to preserve the crime scene will depend on the type of location at which the crime was committed.

O. Mental patients:

1. Should an officer encounter an individual whose mental state is such that the officer believes that the individual poses an immediate threat of serious harm to themselves or others unless immediately restrained, the officer will take the person into protective custody and immediately make arrangements for the individual to be secured in a mental health facility.
2. Emergency detention of an individual taken into protective custody for mental health reasons may be accomplished by several different methods:
 - a. With prior approval from a mental health facility, the officer may seek temporary admission, for the individual to the facility, by filing an "Application For Emergency Detention".
 - b. The officer may fill out an "Application For Emergency Detention in the Pasadena Municipal Court or the Justice Courts of Harris County, Texas."
 - 1) The application is presented by the officer to a Judge.
 - 2) The Judge then issues an "Emergency Apprehension And Detention Warrant."
 - c. The officer may obtain an emergency mental health warrant through the Harris county District Attorney's Office and then the individual and the warrant would be immediately transported to Ben Taub Hospital or similar facility as directed.
3. Persons suffering from psychological problems will be transported only when secured so that they are unable

to inflict harm to themselves or another person.

- a. Two officers will be used when transporting a mental patient.
- b. The mental patient will never be left unattended during the transport process.

P. Animal euthanasia (Mercy Killing)

Incidents involving a seriously injured animal shall be handled in the following manner:

1. The owner of the injured animal shall be called to the scene to authorize any disposition.
2. In the absence of the owner, a City or County Humane Officer shall be summoned to the scene.
3. Should it be determined that the animal must be destroyed, a veterinarian shall be summoned to the scene in order to "dispatch" the animal.
4. The use of a firearm to kill a suffering animal shall be employed only as a last resort and at the direction of a witnessing supervisor who will ensure that the appropriate procedure is followed concerning the firearm discharge, if it involves personnel from this agency.

Q. Dangerous animals:

1. An officer may use a firearm in an emergency to kill an animal when the officer reasonably believes it to be an immediate and substantial threat to the safety of any person.
2. The immediate need to kill an animal in such an emergency must clearly outweigh any risk that may be manifested as a consequence of using a firearm under the existing circumstances.
3. Absent an emergency situation, a Humane Officer and a Supervisor Shall be summoned to the scene before any such action is taken.

R. Patrol Observers: (See III-E.1)

1. All authorized Patrol observers will complete and sign a notarized liability release form prior to riding in a police vehicle. The original form will be forwarded to the Patrol Captain's office for filing.
2. Only persons who are authorized may ride as observers with the prior

approval of the appropriate duty Patrol Supervisor. Other persons may be granted permission to accompany an on-duty officer on patrol subject to approval by the Patrol Captain or Chief Of Police upon submission of a written request by the concerned officer. The request must be submitted through the chain of command and must specify the observer's name, address, relationship to the officer (i.e., relative, friend, etc.) and basis for the observational tour. A request must be submitted for each observational tour; no ongoing approvals will be granted. A Supervisor may suspend the authorization at their discretion.

3. Any civilian requesting general permission to ride as a Patrol observer shall be referred to the Patrol Captain's office, during normal business hours, for further information.
4. Officers who have a Patrol observer with them shall be held strictly accountable for the observer's conduct and safety. No Patrol observer shall be allowed to exit the Patrol car while the officer is responding to a call or otherwise engaged in any law enforcement activity outside the vehicle (i.e., traffic stop, field interview, etc.). Officers will discharge their observers prior to any emergency driving situations. These restrictions shall not apply to uniformed law enforcement officers from other agencies.

PASADENA ISD POLICE DEPARTMENT**Patrol Procedure No. 03****Subject: PRISONER TRANSPORT PROCEDURE**Issue/Revision Date: January 12, 1996

I. Purpose:

To provide guidelines for transporting prisoners.

II. Policy Statement:

Prisoners being transported by PISD Officers shall be afforded the attention, consideration, and human dignity due them.

III. Policy:

- A. Prisoners in custody of the PISD Police Department shall be transported in a police unit only after the prisoner is secured so that they are unable to interfere with the operation of the vehicle and do not pose an immediate hazard to the officer(s).
- B. When possible, violent prisoners should be restrained with the use of leg straps.
- C. Prisoners shall not be confined in any area or vehicle which does not provide adequate protection from extreme weather conditions or adequate ventilation.
- D. Prisoners shall not be confined in any area or vehicle for any extended period of time without being allowed reasonable access to rest room facilities or drinking water.
- E. Prisoners, while confined in a vehicle, will not be left unattended for any extended period of time while in an unsecured and/or unmonitored area.
- F. No prisoner shall be left unattended by the transporting officer while the prisoner is being administered to by any non-police personnel. An exception would be in an extreme emergency situation requiring the officer's immediate attention or while the prisoner is receiving emergency medical treatment from hospital personnel.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 04

Subject: **CANINE UNIT POLICY**

Issue/Revision Date: January 12, 1996

I. Purpose:

To establish appropriate policy for a Canine Unit.

II. Policy Statement:

One of the greatest values and the most difficult to measure or evaluate, is the deterrent effect of the Canine Team. Any criminal on foot realizes that they cannot outrun or out fight a trained Police Dog and has very little chance of hiding once the dog is on their trail.

The community relations value of the Canine Team is well known. Few branches of the Police Department inspire more interest among people of all ages than the Police Dog and handler team. Properly presented to the public, the canine program is welcomed and appreciated. The program epitomizes the high standards of courage and security that most citizens value.

It is the goal of the PISD Police Canine Unit to represent the PISD Police Department on all occasions in a manner to reflect credit on themselves and the Department.

III. Policy:

A. Administration of the Canine Unit:

All administrative requirements, including daily worksheets and any requests, will be forwarded to the Canine Officer's immediate supervisor and dispersed through the chain of command as required.

B. Selection of a canine officer:

1. Departmental personnel desiring assignment will submit an inter-office request through the chain of command.
2. The applicant must reside in a home which provides sufficient yard space for the dog.
3. Supervisors will select the Officer most suited for the assignment and make this recommendation to the Chief Of Police who shall appoint the

Canine Officer.

C. Standards for police canines:

1. Police canines should be male and one of the following breeds:
 - a. German Shepherd
 - b. Malanois
2. The canine shall be no younger than one year of age upon entry into the division.
3. The Canine should stand a minimum of twenty four (24) inches high at the shoulders and weigh at least sixty (60) pounds.
4. All prospective canines shall be tested for disposition, aggressiveness, and reaction to gunfire. Each dog must exhibit an appearance of strength and courage.
5. Prior to acceptance, all prospective canines shall be checked by a veterinarian for:
 - a. Internal parasites;
 - b. Kidney function;
 - c. Subluxation (hip condition); and
 - d. Any other physical defects.Deviations from these requirements may be recommended by competent authority.

D. Procurement and disposition of dogs:

1. Prospective canine dogs may be donated by citizens. Once a dog is donated by a citizen, however, the citizen relinquishes all claims to the dog, even though the dog may not complete training.
2. Canine Officers may, at their own expense, provide their own dog with the understanding that voluntary withdrawal from the program before completing two full years of active service as a Canine team will be unacceptable. The handler must agree to pay the Pasadena Independent School District, One Thousand and No/100 Dollars (\$1,000.00), for having trained the dog if they voluntarily terminate the program after training is completed. The Chief of Police shall determine the appropriate action.

E. Use of officer canine unit:

1. Location and apprehension of burglars.

2. Felony cases where suspect has fled on foot (dog must be on leash).
 3. Lost persons (dog must on a leash).
 4. Intermittent patrol on foot in schools and dark secluded areas not accessible to car patrol.
 5. Detection of explosive devices and firearms.
 6. Canine Units should not be limited to these situations only, but used in accordance with the Department policy for general police service.
 7. In addition to the Canine Officers, other Patrol Officers should be trained in proper canine handling and canine obedience in order to be capable of controlling the police canine in the event that the canine's handler should become injured or incapacitated.
- F. Use of canine units:
1. All dogs shall be under full control at all times and should not be permitted to attack a person except in cases where that force is justified. No more force than necessary to make the arrest will be used.
 - a. Canines may be released to pursue and apprehend suspects under one or more of the following conditions:
 - 1) To search buildings for burglary suspects.
 - 2) To apprehend suspects who have used violence in the original crime for which they are wanted.
 - 3) To apprehend suspects who are armed or believed to be armed with a deadly weapon.
 - 4) To apprehend suspects who have demonstrated a careless disregard for the safety of others in an attempt to flee or evade arrest, or
 - 5) To prevent serious bodily injury, death or to stop an assault.
 2. Each Canine Officer will be required to utilize a report and/or supplement in each case involving reportable incidents, particularly those cases where the dog was instrumental in making the capture or recovery of material.
 3. Dogs will be secured for their own safety and the safety of others when not accompanied by the handler.
 4. No one will be permitted to tease or antagonize the dog or attempt to touch the dog without the Canine Officer's consent (authorized training excepted)
 5. Canine handlers will not demonstrate the dog's training or abilities to individuals or groups except upon authority of the supervisor.
 6. Canine Officers will avoid areas of inflammatory situations such as areas of lawful assembly, picket lines, student gatherings, disturbances and riot situations without express permission from the supervisor in charge.
 7. The Canine Officers must be completely aware of their dog's state of training and abilities, so as to be able to use the canine's abilities to the fullest, and to avoid attempting to use the dog beyond his capabilities that might cause injury to the dog or others.
 8. When a Canine Officer is requested at a scene, the situation will be explained fully to them by the officer making the request.

In the absence of a supervisor at the scene, the Canine Officer will be responsible for determining whether the circumstances justify the use of a canine and determining the tactical utilization. If a supervisor is present at the scene, they will assume the responsibility for making the decision of whether or not to employ the Canine Unit; however, if a member of the Canine Unit believes that the use of the canine is unjustified or it is technically not feasible, they will so advise the supervisor who will then determine whether or not to employ the use of the Canine Unit.
 9. The dog will not be used to threaten or intimidate any police officer or other person.
 10. If any Canine Officer wishes to work an extra job and use his canine, written approval must be obtained.
 11. At no time will a canine be used to intimidate a prisoner.

G. Training standards for PISD Police Canines:

1. The Patrol Captain will be responsible for the Canine Training program and will designate a Canine Training Officer. The Canine Training Officer will have the responsibility and authority to train the canine teams. The canine handler has the responsibility of adhering to the Canine Training Officer's decisions and instructions regarding the canine training. If the training is done by an outside agency, the Canine Handler shall follow the instructions of the training officer of that agency and shall display a professional appearance and represent the PISD Police Department to the best of their ability.
2. When the Canine and the Canine Officer are selected, both will be sent to an accredited school for the training of both the Officer and the Canine. This school shall be of the type that specifically trains police canines. Upon completion the Canine Teams(s) must display a high degree of ability and control in the following areas:
 - a. **Obedience**
 - 1) Heel on leash with automatic sit; walking, running, and near crowds.
 - 2) Heel off leash with automatic sit; walking, running, and near crowds.
 - 3) Stand for examination
 - 4) Drop (down) on command, standing, walking, or running
 - 5) Recall (Come) off leash at a distance of 50 yards
 - 6) Obstacles
 - (a) Broad Jump - six feet
 - (b) High Jump - three feet
 - (c) Scaling a wall - three and one half feet
 - b. **Man Work**
 - 1) Search on command
 - 2) Hold a suspect at alert without attacking
 - 3) Release on command; before and after contact is made with the suspect

4) Escort prisoner

c. **Specialized Training**

- 1) Tracking
 - 2) Detection of drugs and explosive devices
3. Once the Canine Team has satisfactorily demonstrated its abilities in each of the areas listed under subsection (B), the canine may be certified by the Canine Supervisor and the Canine Training Officer as a "Police Canine" certified for Patrol duty.
 4. After the initial training, each Canine and Canine Officer will participate in regular in-service training exercises consisting of three (3) hours per week or twelve (12) hours per month. This training shall include, although is not limited to, the following:
 - a. Building searches
 - b. Tracking
 - c. Suspect Control
 - d. Detection of Drugs and Explosive Devices
 5. Police Canines and Canine Officers should be tested at least twice a year to ensure that an acceptable level of ability and control is being maintained.
 - a. Should the Canine fail to respond adequately to any test, steps shall be taken at the discretion of the Canine Supervisor to provide the additional training necessary to correct the deficiency.
 - b. Upon completion of the additional training, the Canine will be re-tested to ensure that the deficiency has been corrected. If it is found that the Canine is still performing at an unacceptable level, the Canine will then be removed from service.
 6. Newly acquired Canines that have been previously trained will be tested and evaluated for suitability by the Canine Supervisor and the Canine Training Officer prior to being certified as a Police Canine and allowed to be used for Patrol Duty.
- H. Care of the dog:
1. Each Canine Officer will be responsible for grooming, feeding, and medical care of his assigned dog.

2. Each Canine Officer must provide a desirable home environment for the dog.
 3. The dog's living quarters will be kept clean and sanitary.
 4. The dog's living quarters must be kept secure to the degree that it will:
 - a. Ensure that the dog remains confined when the Canine Officer is not present.
 - b. Prevent unauthorized persons from entering the dog's confinement area.
 5. The Police Department will furnish food and veterinarian care for the dog.
 6. Each officer will use the veterinarian specified by the Canine Supervisor.
 7. Each dog will receive an annual vaccine for Distemper, Hepatitis, Leptospirosis, Parainfluenza, and Rabies, and will be checked for Internal Parasites semi-annually.
 8. Expenses for illnesses, operations, or treatment that are not emergency in nature or specified herein must be approved by the Canine Supervisor.
 9. The Police Department will authorize boarding the dog, if necessary, during the Canine Officer's vacation.
- I. Equipment:
1. Each officer will be issued, by the training officer, two leashes, a training collar, a harness, and a 30-foot long line, and grooming brush. These articles will be used only in training and handling the dog assigned to the Canine Officer.
 2. The purchase of any special equipment that is needed for training purposes shall be considered on an individual basis.
- J. Vehicles:
1. The Canine Officer will be assigned a police vehicle for use in transporting the police dog, while on duty as well as to and from the officer's quarters. The vehicle will be used in accordance with existing policies regarding the use of police vehicles.
 2. Each Canine Officer is subject to call-out at all times and shall keep the police vehicle in the best possible mechanical condition, ready for use at any time.
 3. Vehicles will be kept in sanitary condition. Cleaning of the car, inside and out, is the responsibility of the assigned officer.
 4. An insulated platform will be constructed to replace the rear seat of the vehicle. The cage or prisoner screen will be removed.
- K. Canine team demonstration:
- The main purpose for a demonstration is to show the Canine Teams abilities and represent the PISD Police Department in a manner reflecting credit on themselves and the Department. Guidelines are so that injuries may be prevented and to ensure good relations with the Public by presenting a safe and interesting demonstration. Any exceptions to the following will be authorized in writing by the Canine Supervisor.
1. Any and all demonstrations must be approved by the Canine Supervisor. Each officer should present an outline of the demonstration to the supervisor for approval (There may be different presentations given, due to the age group and size of the crowd.)
 2. Under no circumstance is the Canine Officer to present the Canine in any type of agitation or attack.
 3. At no time should the Canine Officer allow citizens to handle his narcotic device.
- L. Research Protocol/K-9 Drug Detection
1. The purpose of this project is to maintain the drug detection ability of the K-9 in an educational environment.
 2. Marihuana, Cocaine, Raw Opium, Powdered Opium, Heroin, and Methamphetamine (raw and refined form). Substances will be utilized in a multitude of amounts and weights (gram to ounce) for training purposes.
 3. Training locations will consist of school buildings and parking lots and will be an on-going process. The controlled substances will be placed in areas such as school lockers and staff vehicles as well as other targeted areas used to conceal narcotics.
 4. Security of the controlled substances will be constant. All controlled substances will be stored in the evidence locker of the PISD Police

Department. An internal safe within the evidence locker will be only accessible to the K-9 handler and the K-9 Supervisor. This internal safe will be under dual control, with a keyed lock and a digital access. The evidence locker is secured by a keyed lock and protected by a keypad alarm system connected to the Dispatch Office and all access is recorded on digital recorder.

5. Records of the controlled substances will be recorded on a logbook that will remain in the safe that is utilized to store the narcotics. Items will be logged in and out by substance, weight, and container. Items will be returned to the locker by the end of the same working day. The K-9 Supervisor and the K-9 Handler will maintain all records regarding the controlled substances storage and quality control.
6. Quality control will be maintained by the random inspection of all controlled substances utilized for K-9 training by the K-9 Supervisor. This inspection will be conducted in the presence of the K-9 Handler and will consist of weighing each narcotic training substance and periodically transporting any/all narcotic training substances to the City Of Pasadena Regional Crime Laboratory for qualitative and quantitative analysis to ensure the integrity of the Pasadena ISD Police K-9 narcotic training program.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 05

Subject: **POLICE-CIVILIAN RIDE-ALONG PROCEDURE**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To provide policy for police-civilian ride-along program.

II. Policy Statement:

It is imperative that our citizenry understand what we do and how we do it. This program provides this opportunity for expanding our understanding.

III. Policy:

A. Civilians should be made aware that the very nature of police duty is inherently dangerous and at times involves tense situations. Therefore, compliance with the following rules of conduct is requisite.

B. Rules Of Conduct For Citizen Observers:

1. The Officer will exercise discretion in the extent of the involvement of the citizen in all situations. Civilians must obey any and all instructions from the Officer without question or delay.
2. The Officer may decide that the presence of the civilian at a scene is not advisable, in which case the Officer will deposit the civilian at a safe location where they will return later to resume the observation period.
3. No alcoholic beverages will be consumed immediately prior to or during the observation period, nor will any person report to the observation period under the influence of any intoxicating beverages or other drugs.
4. The observer is not allowed to carry a firearm or weapon prohibited by the State Of Texas, or federal law. Observers who are licensed by the State Of Texas to carry a concealed weapon are NOT permitted to do so while participating in this program. Observers who are found to be armed are subject to arrest for violations of the applicable law and the observation period will be

immediately terminated.

5. The observer will not convey by acts or statements that he/she is a police officer or have the powers and authority of a police officer.
6. Observers will refrain from becoming involved in any physical struggle or verbal arguments with any persons encountered by the Officer; however, the observer is bound by law to render assistance to the officer if they are commanded to do so.
7. The observer is forbidden from becoming involved in any police investigation or from discussing any investigation with another citizen. The observer will not reveal the identity of any person suspected of or arrested for any offense, nor will the observer reveal the identity of any person detained by police for any reason to any unauthorized person.
8. As a guest of the PISD Police Department, the observer is expected to be attired and groomed in an appropriate business-like manner. Blue jeans and/or tee shirts are unacceptable, and the supervisor has the authority to deny permission to participate in the program if the appearance of the observer would impugn the respect and authority of the Department.
9. Civilians are limited to one (1) observation tour each six (6) months unless specifically authorized by the Chief Of Police.
10. The civilian will remain with the assigned officer for the entire duration of the observation tour unless circumstances require interruption or termination of the observation period for any reason.

THE STATE OF TEXAS, COUNTY OF HARRIS
WAIVER OF LIABILITY RELEASE, INDEMNIFICATION AND HOLD HARMLESS AGREEMENT
KNOW ALL MEN BY THESE PRESENTS:

That I, the undersigned _____, a private person, for and in the sole consideration of the privilege of riding as a guest in a police vehicle of the Pasadena Independent School District Police Department during the period from to _____, and recognizing that routine police activities involves certain inherent dangers and risks to persons and property, do hereby agree to assume the risks and dangers attendant to such activity, including but not limited to: damage to my property and/or personal injury to me as a result of motor vehicle accidents or motor vehicle collisions on either public streets or private property; damage to my property and/or personal injury to me as a result of altercations assaults, or any other acts associated with affecting arrests of criminal suspects; damage to my property and/or personal injury to me resulting from the acts of third parties whether caused by errors, omissions, or negligent acts of said third parties to myself; damage to my property and/or personal injury to me resulting from my own activities, errors, omissions, or negligent acts; property damage and/or personal injury to others resulting from my own activities, errors, omissions, or negligent acts.

I hereby waive all claims, release, indemnify, defend, and hold harmless the Pasadena Independent School District and all of its officials, officers, agents, employees, in both their public and private capacities, from any and all liabilities, claims, suits, demands, expenses of litigation, or causes of action which may arise by reason of injury to myself, other persons, or loss of, damage to, or loss of use of any property occasioned by error, omission, or negligent act of myself or any other person, including but not limited to Pasadena Independent School District Police Officers, in all situations contemplated by the terms and conditions hereof and I will at my own cost and expense defend and protect the Pasadena Independent School District against any and all such claims and demands.

I hereby agree to indemnify, defend, and hold harmless the Pasadena Independent School District and all of its officials, officers, agents, and employees from and against any and all claims, losses, damages, causes of action, suits, and liability of every kind, including all expenses of litigation, including but not limited to court costs and attorney's fees for the death of, or injury to any person or for loss of, damage to, or loss of use of any property arising out of any and all activities contemplated by this Agreement. Such indemnity shall apply whether the claims, losses, damages, causes of action, suits, or liability, arise in whole or in part from the negligence of the Pasadena Independent School District, its officers, officials, agents, or employees. IT IS THE EXPRESS INTENTION OF THE PARTIES HERETO, BOTH MYSELF AND THE PASADENA INDEPENDENT SCHOOL DISTRICT THAT THE INDEMNITY PROVIDED FOR IN THIS PARAGRAPH IS INDEMNITY BY THE UNDERSIGNED TO INDEMNIFY AND PROTECT THE PASADENA INDEPENDENT SCHOOL DISTRICT FROM THE CONSEQUENCES OF THE PASADENA INDEPENDENT SCHOOL DISTRICT'S OWN NEGLIGENCE, WHETHER THAT NEGLIGENCE IS THE SOLE OR CONCURRING CAUSE OF THE INJURY, DEATH, OR DAMAGE.

It is further agreed that the execution of this "Waiver of Liability, release, Indemnification, and Hold Harmless Agreement" will not constitute a waiver by the Pasadena Independent School District of the defense of governmental immunity where applicable or any other defense provided at Common Law Statutes of the State Of Texas or recognized by the courts of the State Of Texas.

The above named individual, _____, by his/her signature hereto, does request permission and authorization to ride as a guest observer with the Pasadena Independent School District Police Department for the Purpose: of _____. He has read the Pasadena Independent School District Police Department's Ride-Along Observer Rules of Conduct and agrees to abide by them.

Signed, this the ___ day of _____, 201_.

Signature: _____.

Address: _____.

Telephone Number: _____.

Witness: _____.

Requested Ride Date: _____, Time: _____.

Approved Ride Date: _____, Time: _____.

Authorized By: _____.

TO BE COMPLETED BY OBSERVED OFFICER:

Officers Name and Radio Number: _____ Unit Used: _____.

Date and Times (Start and end) of observation: _____.

PASADENA INDEPENDENT SCHOOL DISTRICT POLICE DEPARTMENT

STATE OF TEXAS:

COUNTY OF HARRIS:

PASADENA INDEPENDENT SCHOOL DISTRICT:

KNOW ALL MEN BY THESE PRESENTS:

That I, _____, for and in consideration of privileges extended to me by the Pasadena Independent School District Police Department, Harris County, Texas, duly organized under the laws of the State Of Texas, hereby acknowledged by my signature on this instrument, do hereby for myself, my heirs, executors, administrators, and assigns, forever release and discharge the Pasadena Independent School District, its officers, employees, servants, and agents, of and from nay and all claims, demands, actions, causes of action, and suits at law or in equity arising from any and all known and unknown injuries, disabilities, damages and losses which I may suffer while I am accompanying any Pasadena Independent School District Police Officer in or out of a motor vehicle, on public or private property, under any and all circumstances, while said police officer is on his official tour of duty, providing I am accompanying such officer for the Purpose: of being escorted on his official tour of duty or have been with said officer during his official tour of duty, or any part thereof.

Name: _____.

Signature: _____.

Address and Phone: _____.

Officer To Ride With: _____.

SUBSCRIBED AND SWORN TO before me, the undersigned authority, on this the ____ day of _____, 201_, to certify which witness my hand of seal of office.

NOTARY PUBLIC IN AND FOR HARRIS COUNTY, TEXAS

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 06

Subject: **INVENTORY OF VEHICLES POLICY**

Issue/Revision Date: 05-96, -6-02

I. Purpose:

To establish procedural guidelines for the Inventory Of Vehicles.

II. Policy Statement:

The PISD is cognizant of our responsibility to protect and preserve the property of those we serve. This can best be accomplished by inventorying the contents of vehicles in our possession.

III. Policy:

A. When a vehicle is to be impounded, the contents of the vehicle should be inventoried prior to removal by the wrecker service. Officers are to list all of the property on the impound slip. If there is a large amount of property, the officer may continue the inventory on a supplementary form which is to be attached to the impound slip. Officers are to open all vehicle compartment and closed containers to inventory the contents.

B. If there is a locked container, the officer should attempt to locate a key or attempt to open it without causing damage to the container. If the officer believes that there are valuable items in the container which need to be accounted for, then he should contact a supervisor for advice.

If the container must be forced open causing damage, then the officer must articulate the probable cause for doing so in the offense report. The officer may also tag the container and submit it as evidence or to be held for sale keeping.

If applicable and desirable, the officer may allow the driver to take the container with them.

C. Officers are reminded that they are required to inventory a vehicle prior to impounding the vehicle as a policy to protect the department from liability claims. This policy is not intended to circumvent the need for a search warrant or other requisites of search for evidence.

D. Property which is readily transportable with the owner or driver of the vehicle may be sent with them, be it to jail, hospital, etc. If for whatever reason the contents of the vehicle cannot be inventoried, then this explanation should be included in the offense report.

E. In situations involving commercial freight or large amounts of materials or perishable items, the investigating officer should not separate the driver from the vehicle until a representative from the business or agency has been notified and advised. It is then the responsibility of the firm to instruct the officer as to disposition of the materials and/or vehicle.

IV. Police Holds:

Officers will only place a "Hold" on a vehicle when it is needed as evidence or if the vehicle is subject to seizure. Other circumstances must be approved by a Supervisor and articulated in the offense report.

V. Contraband:

Officers who find contraband while conducting a legitimate inventory shall properly seize the contraband, process the contraband as evidence, and prepare case documentation for prosecution.

VI. Accidents Or Illegally Parked Vehicles:

A. Vehicles may be towed and impounded if they:

1. Sustain extensive damage as a result of a collision.
2. They are illegally parked and must be moved for safety reasons.
3. They are abandoned and being vandalized.

B. Appropriate reports must be submitted to establish probable cause for towing and impounding.

C. The towing/impound slip (including inventory) must be completed.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 07

Subject: **DOMESTIC DISTURBANCES**

Issue/Revision Date: 05-98, -6-02

I. Purpose:

To establish procedural guidelines for the response to, investigation of, and handling of Domestic Disturbances.

II. Policy Statement:

The Police Department of the Pasadena I.S.D. is cognizant of our responsibility to protect and serve our clientele who may be involved in domestic disturbances.

III. Definitions:

A. *Assault:*

A criminal act that causes bodily injury to another, including one's spouse; a threat against another, including one's spouse.

B. *Bodily Injury:*

Physical pain, illness, or any impairment of physical condition.

C. *Breach Of The Peace:*

Any unauthorized and unwarranted act which involves violence, or which likely will provoke violence, and which significantly disturbs or threatens the peace and quiet of a community.

D. *Child:*

A person under 18 years of age who is not and has not been married or who has not had their disability of minority removed for general purposes.

E. *Deadly Weapon:*

A firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury; or anything that in the manner of its use or intended use can cause death or serious bodily injury.

F. *Domestic Disturbance:*

A dispute, whether of a civil or criminal nature, that occurs between members of the same family (or between persons who share a similarly intimate relationship) and

results in contact with a law enforcement agency.

G. *Family:*

Includes individuals related by consanguinity or affinity, individuals who are former spouses of each other, individuals who are the biological parents of the same child, without regard to marriage or legitimacy, and a foster child and foster parent, whether or not those individuals reside together.

H. *Family Violence:*

Means the intentional use or threat of physical force by a member of a family or household against another member of the family or household, but does not include the reasonable discipline of a child by a person having that duty.

I. *Household:*

Means a unit composed of persons living together in the same dwelling, whether or not they are related to each other.

J. *In The Presence Of:*

When an officer, through one or more of their five senses, has probable cause to believe that an offense is being committed, that offense occurs in the presence of the officer.

K. *Intoxication:*

Any disturbance of mental or physical capacity resulting from the introduction of any substance into the body.

L. *Private Premises:*

A permanent or temporary personal residence including, but not limited to, a house, and the grounds immediately surrounding it, an apartment, a hotel room, and a trailer.

M. *Probable Cause:*

That total set of apparent facts and circumstances based on reasonably trustworthy information which would warrant a prudent person (in the position of and with the knowledge of the particular peace officer) to believe something, for example, that a particular person has committed some offense against the law.

N. *Public Place:*

Any place to which the public or a substantial group of the public has access and includes, but is not limited to, streets, highways, and the common areas of schools, hospitals, apartment houses, office buildings, transport facilities, and shops.

O. *Serious Bodily Injury:*

Bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

IV. Policy:

A. Family Violence and Protective Orders

1. Duties Of Officer

The primary duties of an officer who investigates a family violence allegation or who responds to a disturbance call that may involve family violence are to protect any potential victim of family violence, enforce the law, and when necessary, make lawful arrests of violators.

2. Family Violence Report

Officers who have reason to believe an offense involving family violence has occurred shall:

- a. Make a written report including visible or reported injuries, description of the incident, action taken, and the officer's assessment as to whether the arrested party poses a potential threat to the victim for further bodily injury without an extended "cooling off" period (in order for magistrate to determine further detention requirements);
- b. Complete a Family Violence Form;
- c. Issue a crime Victim's Bill of Rights manual; and

d. When appropriate, a Texas Crime Victim's Compensation Information form.

3. Arrest For Violation Of Protective Order.

Officers may arrest, without warrant, any person(s) who the officer has probable cause to believe has committed the offense defined by Section 25:07, Texas Penal Code (Violation of a Protective Order) even if the offense is not committed in the presence of the officer.

Officers shall arrest if this offense is committed in the presence of the officers.

4. Verification.

If necessary to verify an allegation of a violation of a Protective Order, an officer shall follow procedures established under Section 71.18, Texas Family Code and Article 14.03(c), Texas Code of Criminal Procedure, without leaving the scene of the investigation if there is a possibility of the further commission of family violence.

Officers may not arrest if the Order is a Temporary Ex Parte Protective Order given under section 71.15 of the Family Code.

If conduct constituting an offense defined by Section 25.07, Texas Penal Code, also constitutes an offense under another section of the code, the actor may be prosecuted under either section or both sections.

Reconciliatory actions or agreements made by persons affected by a Protective Order do not affect the validity of the Order or the duty of the officer to enforce the Order. An officer may not arrest a person protected by the Order for a violation of the Protective Order.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 08

Subject: **DISORDERLY CONDUCT**

Issue/Revision Date: May 12, 1998

I. Purpose:

To establish procedural guidelines for the response to, the investigation of, and handling Disorderly Conduct.

II. Policy Statement:

One of the more frequent calls for service is the response to Disorderly Conduct. This policy establishes our position in regard to these responses.

III. Definition:

A. Acts proscribed under the Texas Penal Code Annotated and analogous municipal ordinances as:

1. Disorderly Conduct (Section 42.01),
2. Public Lewdness (Section 21.07),
3. Indecent Exposure (Section 21.08),
4. Obstructing Highway or Other Passageway (Section 42.03),
5. Disrupting a Meeting or Procession (Section 42.05),
6. Public Intoxication (Section 42.08),
7. Hindering Proceedings by Disorderly Conduct (Section 38.13).

B. First Amendment Activities.

The lawful exercise by one or more persons of the Constitutional right (without prior restraint or fear of arbitrary subsequent punishment) to assemble, to speak, or to engage in communicative behavior that expresses a point of view.

Although first amendment activities usually involve political, social, economic, or religious ideas, issues or opinions they are not limited to those topics.

IV. Policy:

A. Preventive Approach.

Officers should be primarily concerned with the maintenance of public order rather than the punishment of offensive conduct.

B. Application.

This section applies only to disorderly conduct committed by individuals, not to the handling of riots as defined in Texas Penal Code, Section 42.02.

C. Least Intrusive Method.

When intervening in disorderly conduct situations, each officer shall use the least intrusive method of intervention which will re-establish order.

Possible methods or intervention, starting with the least degree or intrusiveness, include:

1. Mediating;
2. Giving a warning;
3. Giving an order;
4. Using physical restraint and arrest.

D. First Amendment Rights.

Officers shall not intervene to stop an individual from exercising his first amendment rights simply because the officer or anyone else finds the individual's ideas unpopular, unpleasant, annoying, irritating, or insulting.

E. Impartial/Tactful.

An officer must remain impartial and deal tactfully with disorderly individuals.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 09

Subject: **MENTALLY CHALLENGED PERSONS**

Issue/Revision Date: May 12, 1998

I. Purpose:

To establish procedural guidelines for dealing with and handling persons who may be Mentally Ill or Mentally Challenged.

II Policy Statement:

The PISD Police Department is frequently called upon to assist in the management of persons who are mentally challenged. This policy establishes our position in regard to these responses.

III Definitions:

A. *Emergency Admission.*

A statutorily prescribed process (Tex.Rev.Civ.Stat.Ann. art 5547-A26 through AA30) by which a peace officer, who has probable cause to believe that a person is mentally ill and is therefore likely to injure himself or others if not immediately restrained, may obtain a warrant from any magistrate and take such person into custody and immediately transport such person to the nearest appropriate hospital for temporary detention.

B. *Mental Hospital.*

A hospital whose facilities provide in-patient care and treatment for the mentally ill.

C. *Mentally Challenged Person.*

A person who displays symptoms of substantially impaired mental health.

D. *Mental Person.*

A person admitted or committed to any mental hospital or a person under observation, care, or treatment in a mental hospital.

E. *Voluntary Hospitalization Or Voluntary Admission.*

A procedure whereby the head of a mental hospital may admit as a voluntary patient any person for whom a proper application is filed, if they determine upon the basis of preliminary examination that

the person has symptoms of mental illness and will benefit from hospitalization.

IV. Policy:

A. Absence Of Violation.

Neither insanity nor any other form of mental illness violates any criminal statute.

In the absence of a criminal violation or suspected violation, mentally challenged persons who are encountered by officers will not be treated in the same manner as criminal suspects.

B Officer Intervention.

Although the law limits the degree to which an officer can intervene in situations involving a mentally challenged person, the officer should respond and take lawful action in an attempt to:

1. Protect the mentally challenged person from harm that they or others may cause
2. Protect the public from harm caused by a mentally challenged person;
3. Provide a stabilizing force in any conflicts which may arise from the actions of the mentally challenged person; and,
4. Aid in acquiring proper medical attention for the mental challenged person.

C Intervention Approach.

Incidents involving a mentally challenged person require tactful, patient, and understanding responses. To the extent reasonably possible an officer should:

1. Attempt to learn as much as possible about the individual and the situation, by talking with the mentally challenged person, teachers, councilors, their family, their friends, and witnesses;
2. Regardless of the circumstances (e.g., verbal abuse directed at the officer), Officers are to respond in an objective, unexcited, non-abusive, unthreatening manner in order to calm and control the subject; and
3. Do Not deceive the mentally challenged person.

(Deception often thwarts the chance for trust and endangers the subject's potential for recovery. Trust enhances

the opportunity for controlling the situation).

D. Procedures:

1. Two Officers:

If it appears likely that a situation involving a mentally challenged person is out of control and will require immediate police intervention in order to prevent personal injury or extensive property damage, two officers should be dispatched. A lone officer who encounters such a situation should, when necessary, request a back-up officer.

2. Use Of Force:

If an officer must control and restrain a mentally challenged person, the officer shall use the least amount of force necessary in accordance with the Use of Force Policy.

Officers of the PISD Police Department will NOT confine a student in a Time-Out room.

Officers may stand by and protect teachers and councilors as they perform this function and may even assist them as necessary to prevent injury to any person involved.

Officers should be reminded that when we restrain any person in their liberty, we have placed that person under arrest and all laws applicable to probable cause are then in effect.

3. Absent From Facility Without Authorization.

If the officer has reason to believe that a person who may be mentally challenged has left institutional care without authorization, the officer should investigate and notify the facility and assist in the return or appropriate disposition of the person who is mentally challenged.

4. Procedures.

An officer should attempt to locate teachers, responsible relatives or friends who can attend to the needs of the mentally challenged person;

5. Emergency Detention Without Warrant.

Any peace officer, who has reason to believe and does believe upon the representation of a credible person, or upon the basis of the conduct of a person, or the circumstances under which the person is found, that the person is mentally ill and because of such mental illness represents a substantial risk of harm to himself or others unless immediately restrained, which harm may be demonstrated either by the person's behavior or by evidence of severe emotional distress and deterioration in his mental condition to the extent that the person cannot remain at liberty, and who believes there is not sufficient time to obtain a warrant, may, without first obtaining a warrant, take such person into custody and immediately transport the person to the nearest appropriate inpatient mental health facility or other suitable detention facility and shall immediately file application with the facility for the person's detention.

In no case shall a jail or other similar detention facility be deemed suitable except in an extreme emergency. Persons detained in a jail or other non-medical facility shall be kept separate from those persons charged with or convicted of a crime.

6. Special Education Transportation.

a. **IN EMERGENCY SITUATIONS**, and after a school has exhausted all reasonable methods to control the behavior of a special education student, District Police Officers are authorized to transport the student to a location and/or person that has been pre-arranged by school staff.

b. **The transporting officer must be accompanied by a certified educator, counselor or diagnostician.**

c. The student shall be transported in the back seat of a screened unit.

d. The student will be handcuffed to protect the student or others from injury -- EXCEPT IN EXIGENT CIRCUMSTANCES.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 10

Subject: **POLICE BICYCLE PATROL**

Issue/Revision Date: 04-01-99

I. Purpose:

To provide a policy for utilization of bicycles as an alternate patrol vehicle.

II Policy Statement:

The police bicycle is a means of patrolling areas not accessible by car or impractical to patrol on foot. The police bicycle also provides a means of efficient community policing by allowing the officer to be out of their vehicle and more accessible to the community and clientele.

III Definitions:

- A. *Police Bicycle* is a mountain bicycle that is specifically designed and equipped for police service.
- B. *I.P.M.B.A.* is the International Police Mountain Bike Association that provides specific training to police officers in the utilization of bicycles on patrol.

IV Policy:

- A. A police bicycle is a tool that will be used to patrol areas not accessible by patrol car and when greater patrol efficiency can be achieved. A police bicycle can be utilized for many functions that include, but are not limited to the following: concentrated patrol of a designated area of a school, traffic control situation, crowd control, community policing effort or for special assignments in the District such as bike rodeos or demonstrations.
- B. **Qualifications of a PISD Bike Officer**
Officers must be trained and certified by the International Police Mountain Bike Association (IPMBA). This training will consist of no less than thirty-two (32) hours of instruction by a certified IMPBA school and/or instructors.
- C. **Equipment or Special Gear**
 - 1. Federally approved and clearly marked bicycle helmet.
 - 2. Padded protective gloves

- 3. Protective eye wear.
- 4. Approved cycling pant (either short or long).
- 5. Safety rear light and all federally mandated reflectors.
- 6. Headlight
- 7. Reflective vest or jacket (night time or inclement weather).
- 8. Gear/equipment bag containing:
 - a. First Aid kit
 - b. Pertinent Police forms
 - c. Personal equipment

D. Safety Checklist:

Prior to the operation of the police mountain bike, a thorough safety inspection will be conducted at the beginning of the shift and periodically through the tour of duty, of the following:

- 1. Tire inflation (normally 55-75 pounds)
- 2. Brakes operation and function
- 3. Cables, chains, etc.
- 4. Overall condition of the bike.

E. Maintenance:

- 1. Every bike officer will be responsible for the care and upkeep of the bike and all related gear/equipment assigned.
- 2. Officers are trained and should make minor adjustments as required; e.g., seat adjustment, tire inflation, etc.
- 3. Major maintenance and/or adjustments will be completed by a certified mechanic at a contracted shop.
- 4. Each bike will be returned to the contracted shop on a semi-annual basis for tuning, wheel and warranty adjustments.

F. Transport of bicycles by police vehicle.

- 1. The assigned vehicles of the bike officers will be equipped with a tow-bar bicycle rack. This equipment will allow for the transport of the bike without damage to either the vehicle or the bike.
- 2. While attached to the bike rack on the automobile, the bike will be locked and secured with a cable lock (either

combination or keyed).

G. Security of bicycles:

Bicycle officers are responsible for the security of the bike at all times. When not being utilized, the bicycle will be secured; either at the residence of the officer or in a secured designated police facility within the District that is protected by an alarm system.

H. Use of police bicycles in defensive tactics:

1. The police bike enables officers to respond quickly and bike officers often find themselves alone with or behind a fleeing suspect. IMPBA certified officers are trained to use their bikes as an intermediate weapon. Officers are taught to use their bikes in take-down techniques for suspects who are fleeing on foot.
2. The IPMBA certified officer is also instructed in the use of the bike as a defensive tool. The officer utilizes the bike as a barrier between himself and a suspect and as an intermediate weapon.
3. The police bicycle is also an effective tool for crowd control providing a highly mobile or stationary barrier to contain a group or to hold a perimeter.
4. If the police bike is utilized in an offensive/defensive manner that a suspect is impacted by the bike, such contact will be in accordance with the Use Of Force Policy, and documented by the Use Of Force Form which is to be attached to reports of the incident.

I. Reporting Injuries and/or damages.

1. Police bicycle Officers are more prone to accidents due to their size in relation to the flowing traffic and the terrain that they operate B uneven pavement, gravel, sand, grass, etc.. Other man-made obstacles include wooden decks and walkways, stairs, etc.. IPMBA Certified Officers are highly trained to work their bikes on all surfaces, but even the most experienced rider will lose his balance and fall.
2. If an officer falls from their bike and sustains any injury that requires treatment or that will affect their duty, they will, if able, notify the Dispatcher immediately and summon assistance.

The Dispatcher shall notify all appropriate response personnel, including a Supervisor.

3. If a bicycle sustains damaged in a fall or by other means, the same reporting procedure utilized in reporting damaged patrol vehicles will be utilized (see III-A.3).
4. Major repairs and damage inspections will be performed by an authorized shop.

PASADENA ISD POLICE DEPARTMENT

Patrol Procedure No. 11

Subject: **Substitute Police Officers**

Issue/Revision Date: 04-99, 06-02

I. Purpose:

To establish procedural guidelines for Substitute Police Officers.

II. Policy Statement:

Substitute Police Officers are utilized to maintain and ensure an acceptable delivery level of police services by the Pasadena I.S.D. Police Department.

III. Definitions:

- A. The term *Police Officer* is defined and identified in Article 2.12 of the Texas Code Of Criminal Procedure.
- B. The term *Substitute Police Officer* is a Peace Officer who is licensed by TCLEOSE, approved by the Chief of Police, and who is contracted by the PISD Police Department to temporarily act in the official position of Peace Officer for the Pasadena Independent School District.

IV. Policy:

- A. Substitute Police Officers are hereby authorized, established, implemented, and empowered to serve the Police Department of the Pasadena Independent School District.
- B. Substitute Police Officers may be utilized to provide for the uninterrupted delivery of police services by the PISD Police Department.
- C. Substitute Police Officers may be utilized in the following situations:

1. To replace a PISD Police Officer who is absent from his/her regular duty or assignment due to illness, injury, vacation, leave of absence, authorized limited duty, or other occasions as deemed necessary by the Chief or Captain.
 2. To augment and reinforce regular officers at special events or in special circumstances as justified.
- D. The Patrol Captain shall be the coordinator of the Substitute Police Officers and perform as follows:
1. Substitute Police Officers may be recruited from Municipal Police Departments, Constables Office, Harris County Sheriff=s Department, or others as needed.
 2. Lists of Substitute Police Officers will be prepared for each day of the week, according to their availability.
 3. All lists and each officer on each list must be approved by the Chief of Police.
 4. Substitute Police Officers serve at will and may be removed from the lists by the Patrol Captain or the Chief, without explanation or articulated justification.
 5. Substitute Police Officers are contracted employees of the District and exempt from employee benefits and Workers Compensation.
 6. As contracted employees, Substitute Police Officers are authorized to operate vehicles owned by PISD and assigned to the PISD Police Department, and will be covered by the liability insurance provided by the District.

IV. POLICIES

PASADENA ISD POLICE DEPARTMENT

Policy No. 01

Subject: **USE OF FORCE AND DEADLY FORCE**

Issue/Revision Date: 08-30-97, 02-13-08

I. Purpose:

To establish procedural guidelines for Use Of Force.

II. Policy Statement:

- A. The policy of the PISD PD is that an officer shall use **ONLY THAT FORCE THAT IS REASONABLY NECESSARY** to effectively bring an incident under control, while protecting the lives of the officers and others; pursuant to the provisions of Chapter 9 of the Texas Penal Code.
- B. The decision to use force should be based on the danger posed by an individual confronted by the police, rather than on the nature of the category of the offense.
- C. Force must be discontinued once resistance has ceased and compliance has been accomplished.

III. Definitions:

A. *Deadly Force*:

Force employed which is likely to cause death or serious bodily injury.

B. *Non-deadly Force*:

Force employed which is neither likely nor intended to cause death or serious physical injury.

C. *Probable Cause or Reasonable Belief*:

Facts and circumstances the Officer knows, or should know, are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

D. *Excessive Force*:

Force that is objectively unreasonable.

The following are standards set forth

for the determination of the use of excessive force:

- 1. The need for application of force;
- 2. The relationship between the need for force and the amount of the force that was used to overcome resistance or to maintain or restore order.

IV. Policy:

- A. Officers may use Force under the following circumstances:
 - 1. To effect an arrest or ensure public safety.
 - a. Force used must be reasonable and necessary under the circumstances.
 - b. Force may be escalated to overcome increasing resistance or an increasingly dangerous threat to public safety.
 - 2. Officers will only employ the minimum force necessary to overcome the suspect's resistance to an Officer's lawful Purpose.
- B. Officers may use Deadly Force under the following circumstances:
 - 1. To protect the officer or others against the use or attempted use of unlawful deadly force;
 - 2. To prevent the imminent commission of aggravated kidnapping, murder, sexual assault, aggravated sexual assault, robbery, or aggravated robbery.
 - 3. The Penal Code allows officers to utilize Deadly Force against a fleeing felon. However, such action is prohibited unless the life of the officer or another is being subjected to serious bodily injury or death.
- C. Officers may apply force in proportional response to the actions and levels of resistance by a subject.

D. When Deadly Force Is Prohibited:

1. Firing of firearms or use of any deadly force in situations where the use of deadly force would not be in accordance with the current edition of Chapter 9 (Justification Excluding Criminal Responsibility) of the Texas Penal Code.
2. The use of deadly force to protect property interests alone, regardless of the value.
3. Firing into buildings or other places where offenders are suspected of hiding. The only exception to this will be in those instances where there is no doubt of the location of the offender **AND** when deadly force is being directed from that location at the officers or others.
4. Use of deadly force in cases of criminal mischief, or escape from custody, unless the officer or others are in imminent danger of death or serious bodily injury.
5. Discharging a firearm at or from a moving vehicle, unless:
 - a. The occupants of the other vehicle are using deadly force against the officer or another person, or,
 - b. The vehicle is being used as an instrument of deadly force and there is no opportunity to retreat or escape. Officers will not voluntarily place themselves in a position in front of an oncoming vehicle where deadly force is a likely outcome. The authorization to use deadly force ceases when the vehicle is no longer a threat.
6. Firing Warning shots.

VI. Display Of Firearm:

- A. Firearms may be drawn and/or displayed when an officer has a reasonable fear for his own personal safety and/or the safety of others. (This includes, but is not limited to the search of a building for a burglar, a robbery in progress, approaching subjects suspected of being armed).
- B. The intent of this provision is to permit

officers to protect themselves and others and to avoid the necessity of actually having to use a firearm by giving the advantage to the officer.

VII. Application:

- A. Officers should use only that force which is necessary to maintain control or to effect an arrest.
- B. The use of force will cease once the aggression/resistance ceases.
- C. Force shall be in proportion to the resistance incurred.
- D. Written reports must be submitted to articulate the justification of use of force and must include: (hard copy filed with case)
 1. Date and time force used;
 2. A list of all participants, including supervising officers, and witnesses to the incident;
 3. An accounting of the events leading to the use of force;
 4. A description of the incident and reasons for using force;
 5. A description of any injuries suffered and the treatment given and/or received.

VIII. Review Board:

- A. The Chief or his designee will determine if the review board should initiate an investigation into incidents involving the use of force or deadly force. The purpose of the review board is to:
 1. Determine if the use of force was consistent with the guidelines as indicated in this policy.
 2. Make a recommendation to the Chief or his designee for disposition of the incident.

PASADENA ISD POLICE DEPARTMENT

Policy No. 02

Subject: **USE OF FIREARMS**

Issue/Revision Date: 10-95, 06-02

I. Purpose:

To establish procedural guidelines for use of Firearms by District Police Officers.

II. Policy Statement:

- A. The Pasadena Independent School District and its Police Department places its highest value on the life and safety of its Officers and the public. The Department's policies, rules and procedures on firearms are designed to ensure that this value guides the use of firearms by PISD Police Officers.
- B. The Board of Education have vested in their Police Officers the power to carry and use firearms in the exercise of their service to society. This power is based on trust and, therefore, must be balanced by a system of accountability. The serious consequences of the use of firearms by Police Officers necessitate the specification of limits for Officers' discretion; there is often no appeal from an Officer's decision to use a firearm. Therefore, it is imperative that every effort be made to ensure that such use is not only legally warranted but also rational and humane.
- C. The basic responsibility of Police Officers to protect life also requires that they exhaust all other reasonable means for apprehension and control before resorting to the use of firearms. Police Officers are equipped with firearms as a means of last resort to protect themselves and others from the immediate threat of death or serious bodily injury.
- D. Even though all Officers must be prepared to use their firearms when necessary, the utmost restraint must be exercised in their use.
- E. Above all, the Pasadena Independent School District and this Department values the safety of its students and employees and the general public. Therefore, it is the policy of this Department that Police Officers should

use firearms with a great degree of restraint. Officers' use of firearms, therefore, shall never be considered routine and is permissible only in defense of life and then only after alternative means have been exhausted, if appropriate.

- F. In lieu of recent tragedies, the PISD PD has taken measures to ensure a safe learning environment for students, faculty and staff as well as the public at large. Current trends of mass violence, related to schools and elsewhere, occur very rapidly and are increasingly perpetrated by suspects with high power weapons. The rifle is becoming a tool of choice for violent felons and the PISD PD has recognized that the issue sidearm is no match for a rifle at greater than conversational distance. The long arm currently used by Officers is the 12 gauge shotgun using 00 buck shot and 1 oz. Slug. Both are fine for their respective uses, however, neither is equally matched to a rifle.
- G. To evenly match the suspect's firepower, the PISD PD has proactively authorized the Patrol Rifle to be issued to counter heavily armed subjects at any range or any armed suspect at ranges not effective or prudent for a pistol. The Patrol Rifle is much better suited to halting aggressive acts with fewer rounds fired more accurately with less chance of over penetration. Distances at which Officers encounter dangerous suspects can also be increased to minimize danger to everyone.

III. Policy:

- A. PISD PD provides and issues a standard duty weapon. This weapon is a GLOCK, Model 22, .40 caliber, with three (3) law enforcement magazines. PISD PD provides Winchester 165 grain Ranger SXT ammunition for duty weapons. No other ammunition is authorized nor permitted to be used.
- B. PISD PD also issues Colt M4 rifle in .223 caliber. This rifle is equipped with an identifying white light, a holographic, electronic sight, 3 thirty round magazines and 2 twenty round magazines. The Department provides Winchester 55 grain .223 caliber ammunition for these duty

rifles. No other ammunition is authorized nor permitted to be used without express consent from the Chief of Police. Personal rifles are eligible for use with the express consent of the Chief of Police. These personal rifles will be of the kind issued by the Department and will be subject to the same training and guidelines set forth for issued rifles.

- C. Police Officers assigned a Patrol Rifle will initially receive 40 hours of standardized training/qualification from an authorized PISD PD Firearms trainer before they are permitted to carry the rifle on patrol.
- D. The patrol rifle is an augmentation of the current tools issued to Officers and is not meant to replace any other weapon. Rifles are to be deployed with discretion, sound judgment, and in accordance with the current firearms policies of the Department.
- E. Police Officers shall discharge their firearms only when doing so will not endanger innocent persons.
- F. Police Officers shall not discharge their firearms to threaten or subdue persons whose actions are destructive to property or injurious to themselves but which do not represent an imminent threat to the Officer or others.
- G. Police Officers shall not discharge their firearms to subdue an escaping suspect who presents no imminent threat of death or serious bodily injury.
- H. On each occasion of the use of a firearm in the line of duty, written reports shall be timely completed and shall include a Use Of Force Form (hard copy with case)
 - a. Date and time force used;
 - 2. A list of all participants, including supervising officers, and witnesses to the incident.
 - 3. An accounting of the events leading to the Use of force.
 - 4. A description of the incident and reasons for using force.
 - 5. A description of any injuries suffered and the treatment given and/or received.
- I. Police Officers shall not discharge their firearms at a moving vehicle unless it is

absolutely necessary to do so to protect against an imminent threat to life of the Officer or others.

- J. Police Officers when confronting an oncoming vehicle shall attempt to move out of the path, if possible, rather than discharge their firearm at the oncoming vehicle.
- K. Police Officers shall not intentionally place themselves in the path of an oncoming vehicle and attempt to disable the vehicle by discharging their firearms.
- L. Police Officers shall not discharge their firearms at a fleeing vehicle or its driver.
- M. Police Officers shall not fire warning shots.
- N. Police Officers shall not draw or display their firearms unless there is an actual threat or probable cause to believe that there is a threat to life, or for inspection or training.

VI. Firearms Qualifications:

- A. All officers shall be required to demonstrate their proficiency with their "Glock sidearm" on a semi-annual basis. Officers assigned a patrol rifle shall be required to demonstrate their proficiency on a monthly basis. The qualifications course/standards drill will be the type approved by the Chief Of Police. Records of the officer's qualification, on the form acceptable to the Chief Of Police, will be kept in each officer's personnel record and become a permanent part thereof.
- B. Each form will be signed by the officer during the qualification and verified and signed by the range officer. A separate form will be used for each weapon fired.
- C. Each officer who is assigned a patrol rifle will be responsible for keeping a record of their weapons condition/activities (i.e., rounds fired, sight adjustments, etc.). This record will be up to date at all times.

D. Each officer with a patrol rifle will be issued a minimum of 50 rounds of duty ammunition (Winchester 55 grain .223) each month.

E. Currently, the Pasadena Police Department has authorized PISD PD officers to utilize the Les Early Memorial Police Range for

monthly training with a PISD PD range master/firearms instructor supervising.

- F. Each officer is required to practice with their Glock sidearm each month. Each is allotted and issued (50) rounds of duty ammunition (Winchester 165 grain Ranger SXT) each month for this purpose.
- G. Marksman Range, 507 Nebraska, South Houston, has been contracted to provide the practice facility to permit officers to fire the fifty (50) rounds of ammunition each month. Targets will be provided by the Department. A book will be provided by Marksman for each officer to sign, signifying that they have complied with the directive to practice with their sidearm.

Those who are not in compliance with this directive should address the issue in writing, forward through the chain of command to the Chief of Police.

VII. Maintenance and Storage of PISD PD Weapons

- A. The maintenance, care and security of all PISD PD weapons are of paramount importance for the safety of the public. If an Officers weapon is dirty or broken, the safety of the officer and the public is in jeopardy if that weapon will not work or is prone to malfunction. Security of weapons is of equal importance. Our security holsters and training techniques provide security for weapons at work, but issued and personal weapons off-duty require just as much attention to safety.
- B All PISD PD weapons will be cleaned and in good working order at all times. The Department provides limited cleaning supplies, however, every individual officer

should have their own cleaning kit capable of maintaining every weapon the officer owns or is issued. If an officers weapon becomes damaged or will no longer work properly, the weapon must be immediately brought to a Departmental Armorer for repairs or replacement. Failure to do so may result in disciplinary action.

- C. All PISD PD weapons will be stored in a secure area while on-duty or off-duty. No weapon will be stored in departmental or personal vehicles, unattended, for an unreasonable amount of time (e.g., overnight). If an officer is off-duty for an extended period of time and does not have a secure area for weapons storage at his/her residence, they may bring the weapons to be secured at PISD PD. Storage of weapons at an officer's residence becomes the responsibility of the officer.
- D. Tax-exempt weapons: If an officer is issued a Class III/Tax Exempt weapon, there will be a tax stamp in the form of a letter issued with the weapon. This letter will be kept with the weapon at all times, unless this weapon is in actual use or otherwise being deployed.

PASADENA ISD POLICE DEPARTMENT

Policy No. 03

Subject: **USE OF OLEORESIN CAPSICUM
(OC) AEROSOL SPRAY**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To establish procedure for utilization of the chemical weapon Oleoresin Capsicum (O.C) Spray.

II. Procedure Statement:

- A. Properly used, O.C.-10 will reduce the risk of injury to the police officer and/or the person on whom it is used.
- B. O.C.-5 is generally considered far more humane than the use of impact weapons such as the baton or ASP.

III. Policy:

A. Effects of Inflammatory Agent

1. Immediately swells mucous membranes
2. Causes closing of the eyes
3. Uncontrollable coughing
4. Gagging
5. Gasping for breath
6. Sensation of intense burning of the skin and mucous membranes inside the nose and mouth

B. Limitations:

Past experiences have indicated that even the best commercially available chemical weapons are not completely effective on some persons. There is strong evidence that a person who is mentally ill or heavily under the influence of alcohol or narcotics may not react in a typical fashion to a chemical agent. Police officers should be aware of potential failure and be ready to take additional defensive steps as necessary.

C. Training

Prior to carrying or using any OC spray, Officers must have received Department approved training in its use. This training must include the following, but is not limited to:

1. The uses and effects of OC
2. Safety considerations (Officer, bystanders, and suspects)
3. Civil liability

IV. Procedure:

- A. The use of OC shall be consistent with any applicable state or federal law, the guidelines for the Department's Use of Force Policies, and the manufacturer's specific guidelines for use.
- B. O.C.-10 should be aimed at the facial area of a person.
- C. Application shall normally be from a range of two to eight feet. Only under extreme conditions (threat of serious injury to the officer) shall the O.C.-10 be used at less than eighteen inches. Use of a chemical at a distance of less than eighteen inches:
 1. Renders the officer vulnerable to losing the projector.
 2. Increases the chance of the officer being contaminated.
- D. Under the following conditions, hospital emergency room treatment should be considered:
 1. Discharge in the immediate vicinity of infants, since their respiratory systems are especially sensitive to irritating vapors.
 2. Discharge of the weapon directly into the eyes or face at less than two feet.
 3. Prolonged discharge at any effective range into the face of a person not responding to normal applications of the chemical.
 4. Discharge of large quantities in a confined space, i.e., small room or closed auto.
- E. Care should be exercised in transporting prisoners that have been exposed to O.C.-10 as the transporting officer will be exposed in poor ventilation and possible contamination in the process of custody control.
- F. OC-10 is an inflammatory agent that affects the skin, eyes, lips, face and respiratory system. The following steps should be taken to decontaminate the Subject:
 1. Rubbing affected areas only increases the length and degree of discomfort.
 2. Irrigate exposed areas with cool water to remove the resin from the skin. A non-oil based soap such as Ivory can be used to help remove the resin.

**DO NOT USE LOTIONS,
SALVES OR CREAMS ON THE
EFFECTED AREAS** that could
entrap the resin.

V. Decontamination Procedures for Oleoresin Capsicum

- A. After control has been established and/or resistance has ceased, the Officer will make reasonable efforts to allow the OC-affected subject relief from the discomfort associated with the application of OC.
- B. Symptoms of OC exposure should disappear within fifteen (15) to forty-five (45) minutes with no severe after effects. If symptoms, other than mild after effects, persist beyond the normal forty-five (45) minute recovery period without significant relief to the eyes, skin and respiratory system, the Officer will arrange for prompt medical attention (EMTs, emergency room nurses, etc.).
- C. Officers will not withhold medical attention from the person whether requested or not, if the Officer reasonably believes the affected person is in need of such attention.

VI. Documentation:

- A. On each occasion of OC use, including display of canister to threaten the use of force, the Use of Force reports shall be timely completed and filed with case.

VII. Maintenance:

Officers will routinely inspect their OC canisters for signs of erosion, leakage, dirt in the nozzle, fullness, and/or damage.

PASADENA ISD POLICE DEPARTMENT

Policy No. 04

Subject: **BLOODBORNE PATHOGENS, HIV, HBV, AND AIDS POLICY**

Issue/Revision Date: 02-96, 06-02

I. Purpose:

To establish procedural guidelines for HIV/AIDS education; infection control supplies; equipment and training; and occupational exposure.

II. Policy Statement:

The 71st Texas Legislature has mandated that the Texas Department of Health develop model policies for the handling, care, and treatment of HIV-infected persons in the custody of or under the supervisor of specified correctional, law enforcement and emergency services entities. These entities must develop policies that are based on and are substantially similar to HIV/AIDS policies, procedures or protocols developed by the Texas Department of Health. Policies must include: HIV/AIDS education; infection control supplies, equipment and training; occupational exposure; and where applicable, testing segregation and isolation.

III. Policy:

A. Education to employees:

1. The Department will provide education of employees on an annual basis
2. Ensure that education programs for employees include information and training relating to infection control procedures
3. Information about HIV/AIDS infection will include:
 - a. Modes of HIV transmission
 - b. Methods of prevention of HIV transmission
 - c. Behaviors that are a potential risk for HIV infection
 - d. Potential HIV-transmission behaviors that are in violation of Texas criminal laws.
4. Annual HIV/AIDS education for

employees will include standard occupational precautions, based on universal infection control protocols and other scientifically accurate information. Provision of this education and the knowledge and location of current infection control policies and procedures will be documented for each employee.

5. Each employee will be informed about confidentiality of medical information. All medical information, including information about HIV/AIDS infection, will be treated confidentially, as provided by law. The appropriate physician(s), as designated by Pasadena Independent School District, will determine who has a need to know this information, and will document its release and the reasons for its release in the medical record. HIV status will not be released to non-medical personnel unless written consent, specifying certain individuals or certain classes of persons, is obtained from the detainee, or a person or entity legally authorized to consent on behalf of the detainee. Non-medical personnel receiving such information will keep this information confidential and not release it to others.
6. Documentation will be made that personnel have been informed of the confidentiality policy and that failure to adhere to policy may result in both civil and criminal liabilities.
7. The Department will provide equal access to appropriate services for all persons, including those who are infected with HIV or who have AIDS, in its custody or care. Access to appropriate services includes:
 - a. Prompt access to testing/evaluation services if significant medical conditions or assaults are claimed
 - b. Prompt referral/access to medical or dental care provider
 - c. Prompt and accurate dispensing of prescription medications
 - d. Prompt administration of proper first aid techniques to control a condition until referral/transport can be achieved

- e. Prompt transport to medical or health care facility
- B. Supplies and equipment:
1. The Department will ensure that employees have infection control supplies and equipment readily available.
 2. Provide proper infection control supplies and equipment, which will include the following items:
 - a. First AID Kit (contained in 12" x 15" clear, re-sealable bag) consisting of:
 - 1) Blood/body substance barriers
 - 2) Disposable latex or vinyl gloves (for use during direct body or body fluid contact)
 - 3) Packaged alcohol or germicide wipes
 - 4) CPR barrier equipment (for use by CPR-trained personnel)
 - 5) Goggles
 - 6) Paper towels (15 - 20)
 - 7) 1-page instruction sheet explaining use of contents of kit
 - b. Clean-Up Kit/Spill Kit (contained in 12" x 15" clear, re-sealable bag) consisting of:
 - 1) 2 pairs of disposable or reusable vinyl gloves, rubber gloves, or any other appropriate barrier (for use during direct contact with body fluid spills, especially those containing visible blood)
 - 2) Appropriate disposal containers, including 1 disposable bag (1 mil) and 1 red disposable bag (1.5 mil) marked "contaminated"
 - 3) Liquid "hospital disinfectant" which is tuberculocidal.
 - 4) Paper towels (15 - 20)
 3. Within 72 hours of the incident, a person claiming occupational exposure to a reportable disease will submit to the Texas Department of Health or its designee (e.g. local
 - 5) 1-page instruction sheet explaining use of contents of kit
- c. Supplies and equipment will be readily accessible by being:
- 1) Clearly identified for intended use
 - 2) Placed in each Police vehicle and inside the Police Department
 - 3) Placed in locations within easy reach of personnel
 - 4) Stored in containers that are easily opened
- C. The training of each employee in the proper use and location of infection control supplies/equipment will be documented.
- D. The Chief of Police or designee will inspect and document the supplies and equipment on an annual basis to determine replacement needs based on use, expiration date, or other factors.
- E. Occupational exposure
- Mandatory testing of persons suspected of exposing certain other persons to reportable diseases, including HIV infection:
1. An Officer may request the Department of Health to order the testing of another person who may have exposed the person to a reportable disease, including HIV infection:
 2. A request under this section may be made only if the person:
 - a. Has experienced the exposure in the course of the person's employment or volunteer service
 - b. Believes that the exposure placed the person at risk of a reportable disease, including HIV infection
 - c. Presents to the Department of Health a sworn affidavit that delineates the reasons for the request.
- health authority) a sworn affidavit delineating the reasons for the request.

4. Based on criteria established by the Board of Health, the Texas Department of Health or its designee must determine that the exposure occurred in a manner that the United States Public Health Service has determined capable of transmitting a reportable disease, including HIV (as defined in the current edition of the report titled Control of Communicable Diseases in Man, published as an official report by the American Public Health Association).
5. If probable exposure is determined, the Department of Health or designee shall follow specific procedures developed by the Texas Department of Health.
 - a. The Department of Health or designee must give the person (source) prompt and confidential written notice of the order to test. The source must be provided the factual basis for ordering the test and referral to appropriate health care facilities for testing for reportable diseases, including HIV. The source must be advised of the right refuse to be tested, but that the refusal may result in a court determination of the necessity for testing.
 - b. If the source refuses to be tested, he or she may be ordered by the court to be tested.
 - c. The source has a right to an attorney; court appointed if the source cannot afford legal representation. The source may not waive the right to an attorney unless the source has consulted an attorney.
 - d. If the court determines that there was not reasonable cause for the claimant to have requested the test, the court may assess court costs against the claimant.
 - e. If the court determines that possible exposure had occurred and testing is appropriate, the court shall issue an order requiring counseling and testing of the source.
 - f. The Department of Health or designee is to inform the claimant and source of the test results and the possible need for medical follow-up and counseling services.
6. When claiming occupational exposure to a reportable disease, including HIV, the claimant may request testing and counseling.
7. To qualify for Workers Compensation or any other similar benefits for compensation, an employee claiming occupational exposure to a reportable disease, including HIV infection, must:
 - a. Provide the Department of Health a sworn affidavit of the date and circumstances of the exposure within 72 hours of the incident
 - b. Document that within 10 days after the exposure the employee had a test result that indicated an absence of the reportable disease, including HIV infection
8. A person subject to this section, who may have been exposed to a reportable disease, including HIV infection, will not be required to be tested.

PASADENA ISD POLICE DEPARTMENT

Policy No. 05

Subject: **DRUG TESTING**

Issue/Revision Date: 03-96, -6-02

I. Purpose:

To detect the presence of controlled substances as defined by the Texas Controlled Substances Act, Article 4476-17 (Vernon's Texas Civil Statutes) or a dangerous drug as defined by the Dangerous Drug Act Article, 4476-14 (Vernon's Texas Civil Statutes), or any other drug(s) or alcohol that could impair the ability of the employee to perform his duty.

II. Policy Statement:

Employees and applicants of the PISD Police Department shall be and shall remain drug free.

III. Policy:

A. The Police Department of the PISD has implemented the following policy of **Random Drug Testing** for the employees of the Police Department.

Effective March 01, 1996, each Police Officer and full-time employee shall be subject to random drug testing as a standard for employment with the PISD Police Department.

B. Procedure:

1. Each month, or as deemed necessary, the names of all Police Officers and full-time Police Civilians shall be placed in a suitable receptacle and one name shall be drawn at random, and in a fair and impartial manner, at the direction of the Chief Of Police.
2. This name shall be delivered to the supervisor of the employee. The Supervisor will personally deliver appropriate documentation to the employee during the normal working hours of the employee. The employee will immediately report to the authorized facility for testing.
3. The results of such testing shall be reported to the Chief of Police and the confidentiality of such results shall be strictly maintained to only those persons who have a need to know

such results.

4. The test results will be reviewed with the employee. The employee shall be allowed to present prescriptions or other mitigating evidence to be considered when the test results are positive.
5. Persons testing positive for the use of a controlled substance, dangerous drug, other drug, or alcohol without appropriate medical authorization shall be subject to termination.

C. Consent

Prior to the administration of the random drug testing, the employee/officer is requested to sign a consent form authorizing the test and permitting release of the test results to PISD Police officials. The consent form shall provide space for employees to acknowledge that they have been notified of the random drug testing policy of the Department.

D. Refusal to Consent

An officer/employee who refuses to consent to random drug testing shall be subject to disciplinary action up to and including termination.

PASADENA ISD POLICE DEPARTMENT

Policy No. 06

Subject: **SEXUAL HARASSMENT**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To articulate requisites of conduct in the Pasadena Independent School District Police Department as it relates to Sexual Harassment.

II. Policy Statement:

Sexual harassment is illegal under both Texas and Federal law and will not be tolerated by the Police Department of the Pasadena Independent School District, in Pasadena, Texas.

III. Definition:

Sexual Harassment includes, but is not limited to:

A. Un-welcomed or undesired sexual advances, requests for sexual favors, or other sexual conduct, either verbal or physical, or any conduct or other offensive unequal treatment of another employee or group of employees that would not occur but for the sex of the employee or employees, when:

1. The advances, requests, or conduct have the effect of interfering with performance of duties or creating an intimidating, hostile, or otherwise offensive work environment; or
2. Submission to such advances, requests, or conduct is explicitly or implicitly a term or condition of employment; or
3. Submission to or rejection of such advances, requests, or conduct is used as a basis for employment decision.

B. It may also be considered sexual harassment against a class of employees if another employee receives favored treatment by granting sexual favors or engaging in other conduct of a sexual nature.

IV. Policy:

A. It is the policy of the Department to provide and maintain a work place for each of its employees that is free from sexual harassment. While it is not the

purpose of this policy to regulate an employee's personal morality, sexual harassment is an act of misconduct.

- B. Any PISD Police employee found to have sexually harassed another person with whom the accused employee has had interaction partly or wholly because of his or her status as an employee of the PISD Police Department will be subject to disciplinary action.
- C. All supervisors are responsible for monitoring compliance with this policy. Each supervisor shall take appropriate steps to inform all workers under their supervision about this policy and the procedures for filing complaints.
- D. Any employee who believes he or she is being subjected to sexual harassment should immediately discuss the incident with his or her supervisor, or any other supervisor of any rank, the Chief of Police, or the Personnel Director of the Pasadena Independent School District.
- E. A supervisor who becomes aware of any sexual harassment, or who receives complaints of harassment from an employee must immediately advise their supervisor and the Chief of Police.
- F. Responsibility for investigating and correcting an occurrence of sexual harassment rests with the employee's supervisor and the Chief of Police, working together.
- G. Nothing in this policy shall be construed to mandate a "chain of command" for reporting sexual harassment. Any employee may file a complaint directly with any supervisor, the Chief of Police, or the Associate Superintendent of Human Resources of the Pasadena Independent School District; if the employee does not feel comfortable in discussing the incident with the supervisor.
- H. Any employee who complains or makes a report of sexual harassment in good faith will be protected from retaliation or reprisal for making the complaint or report; however, if a claim or report is made in bad faith, such employee may be subject to discipline.
- I. This policy will be strictly and impartially enforced. Those who violate the provisions of this policy, or a supervisor who fails to respond appropriately to such complaints can expect certain disciplinary action, commensurate with the facts of the incident.

PASADENA ISD POLICE DEPARTMENT

Policy No. 07

Subject: **INTERNAL INVESTIGATIONS**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To provide guidelines for Internal Investigations.

II. Policy Statement:

Any member or employee violating his oath or trust by committing any offense punishable under the laws or statutes of the United States, the State of Texas, District Policies, or who violated any provision of the rules, regulations, procedures of the PISD Police Department, who disobeys any lawful order, who is guilty of conduct unbecoming to a police officer, or who is incompetent to perform their duty is subject to appropriate disciplinary action.

III. Policy:

- A. Any officer or member of the PISD Police Department will be subject to any one or more penalties according to the nature and aggravation of the offense. These penalties may range from oral reprimand to dismissal from the department. This range may also include, but is not limited to any of, or a combination of; oral or written reprimand, loss of extra job privileges, transfer, suspension from duty, reduction in rank, or dismissal.
- B. Testifying in departmental investigations:
 - 1. Complaints relevant to accidents, insubordination, late to work, etc. are investigated by the supervisor of the Officer involved.
 - 2. Members or employees are required to answer questions and render material or relevant statements to the personnel assigned to conduct any departmental investigation.
- C. Establishing elements of a violation:
 - 1. Existence of facts establishing a violation of a law, ordinance, or rule, is all that is necessary to support any allegation of such violation under this section.
 - 2. Nothing in this policy prohibits disciplining or charging members or employees merely because the

alleged acts or commissions are not specified, defined, or addressed within this manual, by general orders, or by direct order.

- 3. Failure to comply with a direct lawful order shall be considered an act of insubordination and subject to disciplinary action.

D. Departmental authority to discipline:

Final departmental disciplinary authority and responsibility rests with the Chief of Police. Except for oral reprimands and being relieved of duty with pay pending further investigation, all departmental discipline must be taken or approved by the Chief of Police. Other supervisory personnel may take the following measures or disciplinary action:

- 1. Oral reprimand.
- 2. Written reprimand (subject to approval by Chief of Police).
- 3. Relieved of duty.
- 4. Written recommendation of penalty.

E. Relieved of duty:

The following personnel have the authority to relieve a member or employee of duty with pay until the next business day when it appears that such action is in the best interest of the department.

- 1. Captain.
- 2. Sergeant.

F. Follow-up action on employee being relieved of duty:

A member or employee relieved of duty shall be required to report to the Chief of Police on the next business day at 9:00 AM, unless otherwise directed by a Commanding Officer. The person who has relieved such person from duty shall also report to the Chief of Police at the same time.

E. Reports of disciplinary action taken or recommended:

Whenever disciplinary action is taken or recommended (except for oral reprimand), a written report must be submitted through channels to the Chief of Police, containing the following information:

- 1. The full name and rank of the person being recommended for disciplinary action.

2. The date(s), time(s), and location(s) of the misconduct.
 3. The section number(s) of this manual violated or common description of the infraction if not covered in this manual.
 4. A complete statement of the facts of the misconduct.
 5. The punishment imposed or recommended.
 6. The written signature of the reporting officer.
- H. Distribution of reports of disciplinary action:
- The report shall be distributed, by the officer imposing or recommending disciplinary action, as follows:
1. The original to the Chief of Police.
 2. One copy to each Captain.
 3. One copy retained by the originating Supervisor.
- In the writing and distribution of these reports, every effort shall be made to keep the incident confidential.
- I. Informing member who has committed infraction:
- When the investigation of any infraction has been completed, the subject officer shall be notified of the disposition and/or results of the investigation.
- J. Citizen complaints against police personnel:
1. Any police employee having knowledge of a complaint shall refer the complaining party to a Police Supervisor. The supervisor should accept all complaints of incidents that occurred within the preceding thirty (30) days. Complaints of incidents that occurred prior to the preceding thirty (30) days are to be referred to the Chief of Police.
 2. Supervisors must document complaints received and forward, in a sealed envelope, to the Chief of Police.
- K. Investigation of alleged misconduct:
- The officer assigned the investigation of an alleged act of misconduct on the part of a member or employee of this Department will conduct a thorough and accurate investigation. Such investigation will include the gathering and preservation of any physical evidence pertaining to the case, and all other information bearing on the matter.
- L. Reports of investigation of alleged acts of misconduct:
- Every alleged act of misconduct requires at least a preliminary investigation to ascertain if a violation occurred and the results of the investigation will be reduced to a written report. The investigating officer will summarize the pertinent facts, including:
1. A summary of the complaint or alleged acts of misconduct.
 2. Pertinent portions of the statements of all parties to the incident.
 3. The observations and conclusions of the investigating officer.
- M. Findings:
- One of the findings listed below must be included in the investigative report on an alleged act of misconduct.
1. **Unfounded:**
The investigation indicated that the act or acts complained of did not occur or failed to involve police personnel.
 2. **Exonerated:**
Acts did occur but were justified, lawful and proper.
 3. **Not Sustained:**
Investigation failed to disclose sufficient evidence to clearly prove or disprove the allegations made in the complaint.
 4. **Sustained:**
The investigation disclosed sufficient evidence to clearly prove the allegation made in the complaint.
 5. **Misconduct Not Alleged in Complaint:**
Acts of misconduct were discovered during the investigation that were not alleged in the original complaint.
- N. Records of overturned disciplinary actions or un-sustained complaints:
1. As dictated by circumstances, the Chief of Police shall order that the records of a disciplinary action that was taken against a police officer be expunged from each file maintained on the police officer by the Department if the disciplinary action was overturned on appeal by the

- Board, or a court of competent jurisdiction.
2. Documents that must be expunged under this subsection include all documents that indicate disciplinary action was recommended or taken against the police officer, such as the recommendations of supervisors or a letter of suspension.
 3. This does not apply if the disciplinary action was only reduced and not overturned nor shall this subsection apply if the police officer is charged with excessive force that results in a death or injury and the charge is being investigated by a law enforcement or criminal justice agency other than the Department. Once such an investigation is completed, the aforementioned provisions of this subsection shall then apply.
 4. The Department shall create a special file that is to be used **ONLY** by the PISD Police Department and therein maintain the investigatory documentation that relates to a disciplinary action against a police officer that was overturned on appeal, or any document in the possession of the Department that relates to a charge of misconduct against an officer that the Department did not sustain. The Department may not release those documents to any agency or other person except another law enforcement agency.
- M. Investigations:
- It shall be the policy of the Pasadena Independent School District Police Department that allegations of employee misconduct or criticism of its services, initiated by a citizen or a member of the Department, be thoroughly investigated and promptly adjudicated. Members of the Department and the public they serve should expect no more, and the Department offer no less.
- All investigations will be reviewed by the Chief of Police to ensure that the allegations have been properly and adequately addressed, and that the investigation was fair and equitable to the Public, the Department, and the Officers involved.
- N. Right to appeal:
- Any officer of this Department has the right to appeal any disciplinary action to the P.I.S.D. School Board.
- O. Interfering with disciplinary actions and/or investigations:
- Any officer or member who attempts, directly or indirectly, by threat, appeal, persuasion, or the payment or promise of reward, to secure the withdrawal or abandonment of any charge of misconduct, or who at any time before final judgment of such investigation, causes any person to intercede personally, by letter, or in any manner whatsoever, for the purpose of securing the withdrawal or abandonment of the formal charges, will be subject to disciplinary action. This section shall also apply to any officer preferring charges.
- P. Categories of complaints:
- The following categories shall apply to all complaints received.
1. CLASS-I
 - a. Use of Excessive Force
 - b. Criminal Activity
 - c. Serious Misconduct
 - d. Abuse of Authority
 - e. Officer Involved Shooting
 - f. Misconduct Not Alleged In complaint (M.N.A.I.C.)
 2. CLASS-II
 - a. Harassment
 - b. Verbal Abuse
 - c. Misconduct
 - d. Improper Police Procedure
 - e. Failure to Take Prompt and/or Effective Action
 - f. Misconduct Not Alleged In Complaint (M.N.A.I.C.)

PASADENA ISD POLICE DEPARTMENT

Policy No. 08

Subject: **ASSIGNED VEHICLES**

Issue/Revision Date: 05-98, 06-02

I. Purpose:

To establish procedural guidelines for the permanent assignment of police vehicles.

II. Policy Statement:

Permanently assigned units are intended to promote high visibility, deter crime by vigilant patrol, decrease District liability, allow quick response, reduce mileage and expense, increase incentive and morale, and increase community relations through more personal contacts.

III. Definitions:

- A. *A Vehicle@* is described as any motor vehicle owned and operated by the Pasadena Independent School District.
- B. *A Permanently assigned@* is any item of property belonging to the Pasadena Independent School District that is assigned to a Police Officer for full-time use and utilization. Any such item may be rescinded or reassigned at the discretion of the Chief of Police.

IV. Policy:

A. Vehicle Assignments

Marked patrol units may be permanently assigned to selected officers who reside within Harris County, and meet other standards as required. Special assignments within the Department may be subject to certain requirements as directed by the Chief of Police.

All officers who qualify and accept a permanently assigned vehicle will be cognizant of all P.I.S.D. facilities in the areas where the vehicle is operated, and will be particularly observant of unlawful or unauthorized gatherings on properties, damage to properties, and/or any detail which could result in loss or liability to the District.

B. Communications

- 1. While using the vehicle off duty, the officer shall be required to monitor the police radio. Radio communications

will be restricted to Departmental business only.

- 2. Off duty officers, while using the police radio, will use their permanently assigned radio number.
- 3. Officers using the assigned vehicle while off duty will not be required to check in and out of service.

C. General Regulations

- 1. The use of the permanently assigned vehicle while off duty is to be viewed as a privilege and not an automatic fringe benefit, and is subject to revocation at any time.
- 2. Officers are permitted to use a "permanently" assigned unit while off duty within Harris County on any activity consistent with these regulations.
- 3. General Orders covering an officer on duty in uniform will also apply to an officer off duty in civilian clothes when he is operating a marked vehicle.
- 4. All officers with "permanently" assigned units will exercise good judgment in utilizing it and will not drive or use the vehicle so as to cause valid unfavorable comment or reflect discredit on the Department.
- 5. Officers will not presume any special privileges with an assigned vehicle while off duty.
EXAMPLE: Vehicle will be legally parked at all times, not in a reserved or no parking area, etc.
- 6. Unattended police vehicles will be locked at all times. The marked vehicle will not be utilized for carrying heavy or excessive loads and will not have objects protruding from trunk or windows, except in the line of duty, i.e., found bike, etc.
- 7. No officer will operate a police vehicle while off duty after having consumed alcoholic beverages.

8. No officer, while off duty, will transport any alcoholic beverage in the unit except as may arise from a specific police purpose.
9. Officers will not use the assigned vehicle on a part time job as part of the employment; however, the vehicle may be driven to and from a job.
EXAMPLE: A unit may not be used to escort house moving, or patrolling areas for off duty work, etc.
10. Officers while off duty and operating a marked vehicle shall be appropriately attired to effectively perform a police function if called upon, while at the same time presenting a favorable image.
11. Officers issued patrol units will keep the units equipped with the necessary forms, supplies and equipment at all times.
12. Officers operating an assigned vehicle off duty will be required to respond to all "felony in progress" calls and to all "assist the officer" calls.
13. When responding to calls while off duty, that involve a felony, the officer may be required to handle the call in order to best preserve and handle evidence and maintain continuity. In such cases, the officer shall be compensated with overtime pay consistent with Departmental Regulations. Time will be computed from the time the off duty officer is logged out by the dispatcher. Authorization for any off duty officer to handle a call must come from a supervisor.
14. In minor cases encountered off duty, the officer may summon an on duty patrol unit to handle the call and will stand by and assist until the on duty unit arrives. In the event that immediate action is needed, the off duty officer will handle the situation and make the necessary reports.
15. A patrol officer on light duty status for a period exceeding five days will return the marked unit to the Motor Pool until such time as that officer returns to a full duty status. ANY officer who is, or plans to be absent for more than five (5) working days, for ANY reason, will turn their unit in or park it at the station. Disposition,

under these circumstances, for unmarked units will be at the discretion of the Chief of Police.

16. Any time an officer takes off five working days or longer, (vacation, holidays, compensatory time, etc.), the assigned unit will be parked and locked on the police parking lot. Assigned units may be temporarily reassigned during this period at the discretion of the Chief of Police.
17. Officers who are issued units will be responsible to see that a spare key for the unit is always in the key locker at the Police Department.
18. Officers, not in uniform, shall not arrest traffic violators on sight except when the violation is especially flagrant, involves a hit-and-run accident, or driving while intoxicated.

D. Non-Police Passengers

1. Non-members of the Police Department may be permitted to accompany the officer as passengers in the assigned unit when operated off duty, but non-members will not be permitted to operate the vehicle at any time.
2. Officers are responsible for the proper appearance and conduct of all passengers in the unit.
3. When off duty officers operating an assigned vehicle respond to a "felony in progress" call or "assist the officer" call, they will first deposit any non-police member passengers at a safe and convenient location, and then will respond to the call consistent with Departmental Regulations.
4. Emergency runs will not be made while the vehicle is occupied by non-police passengers. The only exceptions will be where injured or ill persons are riding as passengers while said vehicle operator is making an emergency run to protect life and property, and when a person has been approved by the Chief of Police to ride as a "police observer".

E. Maintenance Regulations

1. Any officer to whom a police unit is assigned will be fully responsible for the general maintenance and proper care of the vehicle and shall refrain from:

- a. Making anything but the most minor adjustments.
 - b. Altering the body, general design, color, mechanical or electrical system.
 - c. Making any repairs or having any repairs made to the vehicle other than at the Transportation Department.
2. Minor alterations in appearance or markings of an assigned unit may be performed under certain circumstances, based upon the nature or need associated with one's assignment, provided authorization is obtained from the Chief of Police.
3. Officers will be responsible for the interior and exterior appearance and cleanliness of the vehicle.
4. The interior of the police unit is to be cleaned daily and will be subject to inspection at any time by a supervisor. The exterior will be cleaned as needed.
5. Officers will arrange for all maintenance and service work and repairs insofar as possible to be done on off duty time. This is to include general maintenance such as lubrication, oil change, tune up, etc. Repairs will be scheduled through the Transportation Department.

PASADENA ISD POLICE DEPARTMENT

Policy No. 09

Subject: **MISSING CHILD POLICY**

Issue/Revision Date: 01-99, 06-02

I. Purpose:

To establish procedural guidelines detailing PISD PD response to reports of missing children.

II. Policy Statement:

It shall be the policy of PISD PD to thoroughly investigate reports of all missing children in cooperation with the municipal agency within whose jurisdiction the incident occurs.

Further, PISD PD holds that every child reported as missing will be considered *at risk* until significant information to the contrary is confirmed.

III. Definitions:

A. The term *missing child* includes a person who is;

1. Under the age of 18, and
2. Does not meet the *at-risk* criteria as specified in paragraph as specified in paragraph B.

B. The term *at risk missing child* includes a child who is:

1. 13 years of age or younger, or
2. Believed to be:
 - a. Out of the zone of safety for age and development stage.
 - b. Mentally incapacitated
 - c. In a life-threatening situation
 - d. In the company of others who could endanger his/her welfare, or
 - e. Is absent under circumstances inconsistent with established patterns of behavior.

IV Policy

A. Administrative B Dispatcher or other Call Taker:

1. Case screening to obtain basic fact, details, and a brief description of the missing child and abductor.
2. Prompt dispatch of first responder

a. An officer is to be dispatched on ALL missing child reports.

b. Fast action is necessary because:

- 1) There is typically a two-hour delay in making the initial missing child report (60% of the time).
- 2) The vast majority (74%) of the abducted children *who are murdered* are dead within three hours of the abduction.

3. Search agency records for previous incidents related to the missing child and prior police activity in the area, including prowlers, indecent exposure, attempted abductions, suspicious persons, etc.

4. Notify Municipal Police Agency in whose jurisdiction the incident is occurring.

5. Broadcast known details to all units, and other local agencies.

6. Maintain records/recordings of telephone communications and messages.

B. Responding Officer:

1. Respond in a timely manner.

2. Interview parent/person who made initial report.

3. Verify custody status and rule out family abduction.

4. Identify the circumstances of the disappearance.

5. Determine when, where, and by whom the missing child was last seen.

6. Interview the individual who last had contact with the child.

7. Obtain a DETAILED description of missing child, abductor, vehicles, etc.

8. Request supervisor and appropriate support personnel.

9. Gather essential information

a. Photographs must be obtained in all cases.

b. A photo bulletin can be promptly prepared and distributed.

- c. Lists of friends, relatives, siblings, problems, and interests.
- 10. Identify those at scene
- 11. Commence search if warranted
- 12. Preserve scene
- 13. Update notifications
- 14. Immediate entry into NCIC-MPF B no waiting period.
- 15. Complete report
- C. Responding Supervisor:
 - 1. Assess situation
 - 2. Establish command post
 - 3. Begin activity log
 - 4. Request additional personnel
 - 5. Ensure that all the required resources, equipment, and assistance necessary to conduct an efficient investigation have been requested and expedite their availability.
 - 6. Utilize media (including radio, television, and newspapers) to assist in the search for the missing child and maintain positive media relations, per established protocols, throughout the duration of the investigation.
 - 7. Update notifications
- D. Investigative personnel
 - 1. Debrief first responder(s) and other on-scene personnel.
 - 2. Verify the accuracy of all descriptive information and other details developed during the preliminary investigation.
 - 3. Obtain a brief, recent history of family dynamics.
 - 4. Correct and investigate the reasons for any conflicting information offered by witnesses and other individuals submitting information.
- 5. Review and evaluate all available information and evidence collected.
- 6. Develop an investigational plan for follow-up.
- 7. Determine what additional resources and specialized services are required.
- 8. Monitor search efforts
- 9. Prepare flyers
- 10. Utilize media
- 11. Update NCIC-MPF
 - Dental records and other identifying information of all children missing for more than 30 days are entered in to NCIC-MCF
- E. Miscellaneous
 - 1. Reporting procedures
 - 2. Search techniques
 - 3. Volunteer searchers
 - 4. Victim support
 - 5. Media protocol
 - 6. Hotline operation
 - 7. Records management
 - 8. Use of polygraph
 - 9. Case closeout
- F. Recovered Children
 - 1. The safe return of each missing child is confirmed by sight.
 - 2. When a run-away returns, he/she is to be interviewed to determine the cause of flight. A supplemental report is completed to close the case.

PASADNA ISD POLICE DEPARTMENT

Policy No. 10

Subject: **RACIAL PROFILING POLICY**

Issue/Revision Date: 07-01; 09-01; 08-02

I. Purpose:

To establish procedural guidelines for the prevention of racial profiling in the Police Department of the Pasadena Independent School District; and to protect our officers from unwarranted accusations of misconduct when they act within the dictates of the law.

II. Policy Statement:

The Pasadena Independent School District Police Department (the Department) prohibits racial profiling. No Pasadena ISD Police Officer shall use racial profiling as the basis of a stop or detention.

III. Definitions:

A. The term *racial profiling* means a law enforcement encounter initiated primarily on the basis of race, descent, ethnicity, economic status, religion, gender, sexual orientation or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.

B. *Race or ethnicity* means a person of a particular descent, including Caucasian, African, Hispanic, Asian, or Native American.

C. The term, "*articulable suspicion*" includes probable cause or reasonable suspicion that an offense has been committed, is being committed, or is about to be committed by a specific person(s).

IV. Policy:

A. Racial profiling prohibited.

1. PISD Police Officers are absolutely prohibited in the utilization of race, descent, ethnicity, economic status, religion, gender, or sexual orientation of a motorist or offender as an element in the stop or detention of any person.

2. PISD Police Officers must demonstrate probable cause for the detention of any person.

B. Complaint process.

1. Individuals who believe that the Department or one of its officers has violated this policy may file a complaint to any Officer, including the one who made the stop or detention.

2. The officer to whom the complaint is

made will record the name, address, and phone number of the person making the complaint, and report this information to a supervisor prior to the end of the shift.

3. In order for a complaint against a District peace officer to be considered by the head of the District's Police Department, the complaint must be in writing and signed by the person who is making the complaint.

4. The information from the complaint shall be forwarded to the Officer designated to investigate Internal Affairs incidents.

5. A copy of the complaint shall be given to the accused officer (s) within 10 business days after it is filed.

6. The complaint should be submitted to the Chief of Police, who will respond within 10 business days of his receipt of the complaint, unless circumstances require more time to investigate, in which case the Chief will notify the complainant of the date on which he or she will respond.

7. The Chief may schedule a meeting with the complainant and/or with any officer involved, in order to discuss the matter.

8. Upon completing his investigation of the complaint, the Chief shall issue a decision of the matter, and, if appropriate, take appropriate action against any officer found to be in violation of this policy.

9. Brochures detailing the process for filing a complaint with the PISD Police Department shall be provided to any citizen, either in English or Spanish translations.

10. No person shall be discouraged, intimidated, or coerced from filing such a complaint, or discriminated against because they have filed such a complaint.

C. Collection of information and reports

1. The Department shall collect information relating to traffic stops in which a citation is used and relating to arrests that result from those traffic stops, the information shall include:

a. The race or ethnicity of the individual detained; and

- b. Whether a search was conducted, and, if so, whether the person detained consented to the search.
 - c. The Department shall, every quarter, evaluate and analyze this information.
2. The Department shall submit an annual report of this information to the Board of Trustees. This report shall be submitted not later than March 1 of each year and must contain the information compiled during the previous calendar year. The report shall include:
- a. A comparative analysis of the information compiled to:
 - (1) Determine the prevalence of racial profiling by peace officers employed by the agency; and
 - (2) Examine the disposition of traffic and pedestrian stops made by each officer employed by the Department, including searches that result from the stops; and
 - b. Information relating to each complaint filed with the Department alleging that one of its peace officers has engaged in racial profiling.
The report may not contain identifying information about a peace officer who makes a traffic or pedestrian stop or about an individual who is stopped or arrested by a peace officer.
- D. Cameras and recording of law enforcement encounters
- 1. Upon adoption of this policy, the Department shall consider the feasibility of installing video cameras and voice-actuated microphone equipment in each of its law enforcement motor vehicles that is regularly used to make traffic stops.
 - 2. The reporting requirement of this policy is inapplicable, if, during the preceding school year:
 - a. Every vehicle used by the Department to make traffic and pedestrian stops is equipped with video cameras and voice activated microphones; and
 - b. Every traffic and pedestrian stop made by an officer that is capable

of being recorded by such equipment is actually recorded with the equipment.

- c. If audio/video is utilized:
 - (1) Tapes of stops/detention shall be retained for a period of time not less than 90 days from such detention.
 - (2) If a complaint is received relevant to any stop/detention, the audio/video tapes must be retained until final disposition of the complaint.
 - (3) A copy of the audio/video tape shall be provided to any officer who is being investigated under this policy.
 - (4) The officer tasked with the investigation of Internal Affairs will review the video and audio documentation in a random manner so that a portion of the documentation of each officer is reviewed at least once during each year.

2 Public Education

The Department shall post this policy at each of its offices, at the District Administration Building, and at each campus in the District. Upon initial adoption of this policy, the Department shall hold a public education session, in which it will explain its complaint process to interested members of the public.

F. Non-Compliance

Appropriate corrective action is to be taken against any peace officer employed by PISD Police Department who, after an investigation, is shown to have engaged in racial profiling in violation of this policy which was adopted pursuant to Article 2.132, CCP.

Officers who violate any provision of this policy shall be subject to appropriate corrective and/or disciplinary action.

PASADENA ISD POLICE DEPARTMENT

Policy No. 11

Subject: **POLICE ENERGY PLAN**

Issue/Revision Date: 08-01, 06-02

I. Purpose:

To establish procedural guidelines for the conservation of energy resources by PISD Police Officers.

II. Policy Statement:

PISD Police Officers shall contribute and support the practice of energy efficiency in the District.

III. Policy:

- A. Lighting: All unnecessary lighting in unoccupied areas will be turned off by the person who is assigned to each
- B. Computers: All computer equipment will be turned off at the end of the day B excluding Dispatch Office.
- C. Fans: All individual fans (ceiling and floor) will be turned off at the end of the day B excluding Dispatch Office.
- D. Heaters: If individual space heaters are utilized, they will be turned off at the end of the day B excluding Dispatch Office.
- E. Microwave in kitchen will be turned off when not in use.
- F. Copier will be turned off at the end of the day.
- G. Refrigerator in kitchen will run continuously.
- H. Facsimile machine will run continuously.
- I. Security cameras will run continuously.
- J. Air conditioner will run continuously.
- K. Exhaust fans in Dispatch Office will run continuously.
- L. Air purification filters in the Dispatch Office will run continuously.

IV. Energy Committee

The officers whose names are listed below will implement and ensure compliance for the energy plan for the PISD Police Department.

Administrative Captain, Chairman

Patrol Captain

Administrative Sergeant

Patrol Sergeants

PASADENA ISD POLICE DEPARTMENT

Policy No. 12

Subject: **Asset Seizure and Forfeiture**

Issue/Revision Date: 04-02, 06-02

I. Purpose:

To establish a policy that will allow seizure of property for forfeiture of contraband under Chapter 59, Texas Code of Criminal Procedure.

II. Policy Statement:

Police Officers may seize contraband and property that is subject to seizure under the guidelines as delineated herein.

III. Definitions:

- A. Contraband is property that may be seized IF IT HAS BEEN:
 - 1. Used in the commission of a criminal act.
 - 2. Intended for use in a criminal act.
 - 3. Direct proceeds of a criminal act.
 - 4. Obtained by a criminal act.
 - 5. Obtained with the proceeds from a criminal act.
- B. Normally, contraband is controlled substances, currency, or vehicles.

IV. Policy:

- A. All controlled substances will be seized within the perimeters of the Controlled Substances Act.
- B. Authorization to seize currency or vehicles must be received from the Chief of Police.
- C. The final decision to file a contraband seizure case lies with the office of the District Attorney.
- D. Special forms provided by the District Attorney=s Office must be completed and submitted as directed by the District Attorney.
- E. Disposition of seized property will be per the existing agreement between PISD PD and the Harris County District Attorney=s Office.
- F. All requisites of Senate Bill 563, Texas 77th will be satisfied.

PASADENA ISD POLICE DEPARTMENT

Policy No. 13

Subject: **Assignment To Evening and Night Shift**

Issue/Revision Date: 05-08, 04-11

I. Purpose:

To establish a policy that will allow equity in the assignment of Officers to the Evening Shift and the Night Shift

II. Policy Statement:

Police Officers are assigned to the Evening Shift and the Night Shift to perform police services during a specific time period in a manner consistent with fairness and equity to all Officers.

III. Definitions:

- A. The term "Evening Shift" is an assignment from 4:00 PM to Midnight. This assignment is only relevant for the Fall and Spring semesters.
- B. The term "Night Shift" is an assignment from 11:00 PM until 07:00 AM. This assignment is year round, divided into three distinct periods, i.e., Fall Semester, Spring Semester, Summer.
- C. "Approved" is the agreement of the Command Staff that the assignment of the specific Officer is consistent with the regulations contained in this policy.
- D. "Tour of Duty". The duration of time for which an Officer is assigned to a task, shift, or an assignment.
- E. "Seniority List" is a list of Patrol Officers indicating the earliest hire date to the latest hire date.

IV. Policy:

- A. In May of each year, a survey of Officers will be conducted to determine who, if any, Officer is willing to volunteer for the Evening Shift and Night Shift. Any Officer who wishes to volunteer for a tour of duty on the Evening Shift or Night Shift shall, with Supervisor's approval, replace the next officer up on the seniority list. Such volunteer is permitted to retain the assignment for a period of not more than two (2) consecutive years before being required to rotate back to a day shift assignment. The Officer May rotate from Evenings/Nights at any time after completion of two (2) semesters in the assignment, or may opt to remain on his assigned shift for another two semesters.

- B. Any Officer having completed two years of Evening or Night Shift and rotating back to Day Shift must remain on Day Shift for a minimum of two years before being allowed to volunteer for Evening or Night Shift.
- C. Beginning in May of each year, if there are no volunteers, the names of the two Patrol Officers who are currently at the bottom of the Seniority List, and who have a minimum of two (2) years experience on Day Shift will be assigned to the Evening and Night Shifts for a minimum of two (2) Semesters.
- D. With each successive School year, the names of the Officers who are next on the Seniority List will be selected for service on the Evening Shift and Night Shift.
- E. When a new Officer is added to the Department, he/she will not be assigned to the Evening Shift or Night Shift until such Officer has completed two years of service in the PISD PD.
- F. When the list is exhausted, a new list will be established in like manner as the first.
- G. At some point in time, there may be some extenuating circumstances which would preclude the assignment of the next Officer on the Seniority List. The determination to waive the Officer from the immediate rotation will be made by the Chief of Police or his designee.
- H. Supervisors, Detectives, and Officers assigned to special assignments, as determined by the Chief of Police, are excluded from lists of those to be assigned to either the Evening or Night Shift.
 - I. The Patrol Sergeant(s) will establish, maintain, and administer the list for both the Evening and the Night Shifts. This list is open for inspection by any Officer in the Department at any time convenient to the Sergeant(s).

V. INVESTIGATIONS

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 01

Subject: **INVESTIGATIONS**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To establish guidelines for the conduct of preliminary investigation by Patrol Officers and for the disposition of follow-up investigations.

II. Policy Statement:

One of the primary functions provided by a police department is the investigation of incidents and offenses. This function is to be performed at a maximum level of professionalism and efficiency in order to safeguard victims, identify perpetrators, recover property, and prepare prosecutions of those responsible.

III. Policy:

A. Preliminary Investigations

1. It shall be the primary responsibility of the Patrol Officer dispatched to a call for police service to conduct the preliminary investigation. The investigation shall include, but not be limited to, the following:
 - a. Ensure that any injured persons receive proper medical attention.
 - b. Observe and make note of all conditions, events and remarks
 - c. Establish whether a crime has been committed
 - d. Secure the crime scene and protect evidence
 - e. Locate and identify witnesses
 - f. Interview the complainant(s) and witness(s)
 - g. Determine how the crime was committed
 - h. Arrange for collection of evidence
 - i. Interrogate the suspect(s)
 - j. Effect an arrest if appropriate and possible
 - k. Contact the appropriate Investigator from the scene as required
 - l. Complete all appropriate reports, documenting the incident fully

and accurately

2. For those criminal acts committed where an Investigator is summoned to the scene, that Investigator shall take charge of the investigation upon arrival at the scene.

B. Follow-up Investigations:

1. When immediate follow-up investigation provides a high probability the perpetrator can be arrested, the investigation may be continued by the Patrol Officer. Officers must gain approval from the appropriate supervisor prior to conducting a follow-up investigation which requires the Officers to leave the beat to which they are assigned. In those circumstances, the dispatcher will be notified.
2. When an extensive or time-consuming follow-up investigation is required, the case may be referred to an Investigator who will be responsible for investigating that incident. The Investigator will assume responsibility for all additional follow-up investigation on the case.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 02

Subject: **STOP AND FRISK**

Issue/Revision Date: 11-95., 06-02

I. Purpose:

To provide written instruction on departmental policy for stopping and frisking.

II. Policy Statement:

Stop and Frisk is a police practice involving the temporary detention, field questioning, and limited search for weapons or persons who are reasonably suspected of having committed a crime, about to commit a crime, or of being armed.

III. Policy:

A. Interview and Interrogation

An interview is the questioning of a person who is NOT suspected of criminal activity at the time of the encounter. If the person being interviewed becomes a suspect, then the questioning becomes an interrogation.

B. Probable Cause

Facts or circumstances which would lead a reasonable, cautious and prudent person to believe that a crime has been committed, that a particular person has committed it, or that evidence, "Fruits of a Crime", or contraband will be found in a particular place.

This refers to more than mere suspicion and may be less than absolute certainty.

C. Contacts and Interviewing

1. A police officer may contact and interview any person whom they have a reasonable belief may have some knowledge or information regarding some criminal activity; providing the officer is in a place where they have a right to be.
2. A police officer must identify him/herself as an officer unless it is clear that their identity is already known.
3. Persons who are contacted for the purpose of an interview who are non-suspects, and remain non-suspects, may not be detained against their will

for interrogation, or frisked. They may be requested to identify themselves, and if they are believed to be witnesses, they may be arrested for failure to comply with the identification request.

4. When, during an interview of a non-suspect, an officer develops probable cause of a criminal activity, the person may be considered a suspect and detained.

D. Stops for Interrogation

1. A police officer may stop a person and interrogate them, when they have probable cause to believe that the person may be involved in criminal activity.
2. A person stopped for interrogation may be temporarily detained for the purpose of the officer conducting the investigation. They are not free to leave the scene and may be restrained from leaving.
3. A police officer must identify himself as an officer unless it is clear that his identity is already known.
4. Elements of probable cause to stop and interrogate are:
 - a. The suspect is making evasive or furtive movements.
 - b. The suspect fits a "wanted" notice.
 - c. The suspect is near the scene of a recently committed crime.
 - d. The suspect's demeanor or presence is unusual for the time or the location.
 - e. The officer has received information that the suspect is involved in criminal activity.
5. A police officer can base their suspicion that a person is involved in a criminal activity upon information received from a citizen informant, including an anonymous informant.
6. A person lawfully stopped may be detained for the length of time necessary to:
 - a. Verify their identification.
 - b. Account for their presence or

their conduct.

- c. Ascertain whether a crime has been committed.

E. Frisks

1. A police officer may frisk any suspect the officer reasonably suspects is armed.
2. This suspicion may be based on information received from an informant.
3. The officer must advise the person why they were stopped and frisked.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 03

Subject: **PHYSICAL EVIDENCE AND PROPERTY**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To articulate the duty and obligation of all employees of the Department to properly seize, control, care for, store, process and dispose of all property and evidence that may come into their possession.

II. Policy Statement:

All PISD employees will adhere to the proper handling procedures as set forth in this document.

III. Policy:

A. Evidence is described as all physical items that are discovered, collected, and preserved by a Police Department and are connected to a criminal or traffic accident investigation.

B. Property is described as all physical items that are turned over to and managed by the Property Officer. This includes evidence of all types, found articles, abandoned, and unclaimed property.

C. Seizing Property:

1. Physical Evidence

a. Any item or object that may indicate a crime has been committed, or any item or object that may connect a particular person to a crime or crime scene, is physical evidence.

b. All Officers will assess a crime scene before seizing any item of physical evidence. The Officer will seize only those items of physical evidence that tend to prove or disprove allegations of criminal conduct or the identity of a suspect.

c. Officers are issued fingerprint kits and are required to have those kits available during their tour of duty. Officers will attempt to obtain latent prints at the crime scene. Officers will not seize items of physical evidence for printing unless:

1) The item is so constructed or is made of such material that the Officer cannot process the item for prints at the scene, or

2) The item has evidentiary value beyond latent prints.

d. Before seizing items of physical evidence, items should be measured and photographed in their original location and condition when practical and necessary to the investigation.

1) The chain of evidence must be maintained and documented.

2) Every possible effort should be made to preserve the integrity of the evidence.

3) Evidence should be properly packaged in order to prevent breakage, spoilage, loss, contamination, or injury.

4) When collecting samples, collect an adequate quantity and a known standard for comparison.

5) Wet evidence, such as a bloodstain, semen stains, and wet clothing, should be allowed to air dry prior to final packaging and storage.

D. Stolen Property:

1. Officers will seize as stolen property only those items that are traceable and identifiable or those items for that there exists reasonable grounds to believe the property is stolen.

2. In theft offenses, if the owner of the property is known to the Officer, and the ownership of the property is uncontested, the Officer will take a photograph of the property and will make a reasonable effort to return it immediately to the owner.

3. The officer who seizes the property will, when applicable, include in the description of the property:

a. The type of property

b. Make or brand name

c. Model name or number

d. Size or caliber

- e. Color
 - f. Value, except for narcotics
 - g. Serial number
 - h. Identification marks
 - i. Unique characteristics
4. The officer will note in the narrative section of the incident report:
 - a. From whom the property was received
 - b. Where the property was found
 - c. The condition of the property when it was received
 - d. What disposition the officer made of the evidence
- E. Evidence Processing
1. Before submitting evidence to the Evidence Room for storage, Officer will complete an evidence invoice. The invoice will include the following information:
 - a. The case number
 - b. The impounding Officer's name and Officer number
 - c. Type of offense
 - d. Location of the offense
 - e. Date and time of the offense
 2. The Officer will list and describe each item of property submitted on the invoice. The description of the property will include:
 - a. Type of item
 - b. Make or brand name
 - c. Model name or number
 3. Narcotics or controlled substances will be submitted to the Evidence Custodian, Crime Lab, or approved temporary narcotic storage facility before an officer finished his/her tour of duty each day. Exceptions will be made only with the prior consent of the Chief of Police.
 4. No Officer shall retain custody of evidence or property longer than is immediately necessary to complete an investigation.
 5. Investigators may retain documentary evidence and photographs in a case jacket to be maintained in the investigator's office.
 6. Officers will ensure that all items are properly packaged and documented before submitting the items for forensic testing or storage.
7. Evidence Custodian will not accept property that has not been properly packaged or documented.
 8. The Evidence Custodian will verify that the evidence is complete and accurate and that the property is properly packaged.
 9. MONEY:
 - a. An Officer seizing money will separate it from all other evidence.
 - b. The Evidence Custodian receiving impounded money will verify the amount before accepting the money for storage.
- F. General Provisions:
1. No Officer will convert to their own use any item of property coming into their possession in the course of their official duties nor will they purchase or offer to purchase said items.
 2. Only the Chief of Police, his designee, and Evidence Custodian(s) may enter the Evidence Room or other peripheral storage locations.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 04

Subject: **INTERROGATION**

Issue/Revise Date: 01-96, 06-02

I. Purpose:

To articulate Departmental Policy on interrogation.

II. Policy Statement:

All interrogations shall be conducted in a professional manner and remain consistent with all applicable law and regulation.

III. Policy:

A. Types of Interrogation

1. **Field Interrogation** (Stop and Question).

- a. If the actor is not under arrest, it is not necessary to administer a Miranda Warning until such time as it appears that the interview is leading to a point where the person being questioned might be arrested and charged with the commission of a crime.
- b. The Miranda Warning should be administered by the Officer and subsequently by a qualified Magistrate at the point where the person being interviewed may be arrested and charged.

2. **In-Custody Interrogation** (Person Under Arrest)

- a. The accused must be given the Miranda Warning by a Magistrate, or the results of the interrogation may be useless.
- b. When the interview leads to a written confession, the proper statement forms should be utilized.

B. Under no circumstances should an officer use violence, either threatened or implied, during an interview or interrogation.

C. An oral confession leading to any "Fruits of the Crime" should be articulated in detail in the offense report.

D. An interrogation, whether field or in-custody, should normally be conducted by the investigating officer(s) to reduce confusion and psychological intimidation.

Normally, no more than two officers should be present.

- E. When an officer has occasion to stop and interview a suspect, and the suspect closely fits the description of the actor, the suspect may be detained and returned to the scene of the crime for a one-on-one confrontation and possible identification by the victim and/or witnesses,

PROVIDED:

The interview and confrontation takes place within a reasonable amount of time following the offense, i.e., up to one hour after the commission of the offense. This confrontation may be accomplished without the benefit of the Miranda Warning by a Magistrate.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 05

Subject: **ARREST WITHOUT A WARRANT**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To define parameters for arrest without a warrant.

II. Policy Statement:

PISD Officers shall be so trained that all arrests without a warrant will be consistent with all prevailing law and policy.

III. Policy:

A. *Probable Cause* is defined as sufficient personal knowledge or reliable information upon which an arrest warrant could be issued.

1. The officer may consider all the lawfully acquired information available to him at the moment of the arrest regardless of its admissibility at trial.

2. Probable cause may include reason to believe that:

a. A person has committed a felony, although the officer does not know precisely what type felony has been committed.

b. A person has committed a particular felony, the commission of which is uncertain.

3. When information from an informant is necessary to establish probable cause, the officer must state:

a. Their reasons for believing the informant are reliable.

b. How the informant became aware of the information.

4. The officer shall seek confirmation of the information they receive from a victim or witness.

5. An officer may make an arrest when requested to do so by another officer. It is not necessary that the arresting officer establish independent probable cause.

B. Offenses committed in the presence or view of an officer.

1. An officer may arrest without a warrant, an offender who committed any offense in their presence or within their view.

2. An officer is authorized to arrest without warrant any person found committing a violation of any provision of the Texas Vehicle and traffic Laws, Titles 1 and 7 of the Transportation Code (1995) (including any person found driving while intoxicated or driving under the influence of drugs.

3. An officer is authorized to arrest without warrant any person found committing a violation of the Texas Alcoholic Beverage Code.

4. While outside their jurisdiction, but within the State of Texas, an officer may arrest a person without a warrant for a felony or a Disorderly Conduct, Riot, Obstructing Highways or other Passageways, Disrupting Meetings or Processions, False Alarm or Report, Harassment, Public Intoxication, Desecration of Venerated Object, Abuse of Corpse, Cruelty to Animals, Dog Fighting, and Interference with Emergency Communication which occurs in their presence or view.

C. Offenses committed out of the officer's presence or view.

1. An officer is authorized to make a warrantless arrest of a person when:

a. Verbally ordered by a magistrate to arrest the person, and the person has committed:

1) A felony in the presence or view of the magistrate

2) A breach of the peace in the presence or view of the magistrate.

b. The actor is in a suspicious place and under circumstances that give the officer probable cause to believe that the person:

1) Has committed a felony, or

2) Has committed a breach of the peace, or

3) Threatens to, or is about to commit some offense against the law. c. Persons who the peace officer has probable cause to believe have committed an assault resulting in bodily injury to

another person and the peace officer has probable cause to believe that there is immediate danger of further bodily injury to that person.

- d. The officer is informed by a credible person that the actor has committed a felony out of the presence of the officer, and:
 - 1) The officer believes that the actor committed it.
 - 2) The offender is about to escape, and
 - 3) There is no time to procure a warrant of arrest.
 - e. The loss or destruction of evidence
 - f. The escape of the offender.
 - g. Potential bodily injury to the officer or others.
2. An officer shall not make a warrantless arrest for a misdemeanor which was committed OUT of his presence or view, except as indicated in this section.
- a. An officer shall obtain a warrant for a felony or a breach of the peace committed out of their presence or view whenever they have reasonable time and opportunity to procure one. Such action is unnecessary when it would result in:
 - 1) The loss or destruction of evidence, or
 - 2) The escape of the offender, or
 - 3) Bodily injury to the officer or civilians.
 - b. For Violation of a Protective Order - see Section 80.05.

D. Miscellaneous

An officer may place an unconscious, insane, or injured person under arrest even though such person is incapable of understanding that they are under arrest. However, the officer assumes the liability to provide assistance to the prisoner as necessary.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 06

Subject: **WARRANTLESS SEARCH AND SEIZURE**

Issue/Revision Date: 10-96, 02-02

I. Purpose:

To identify and articulate Search and Seizure **Without** a Warrant.

II. Policy Statement:

PISD Officers shall be so trained that all arrests without a warrant will be consistent with all prevailing law and policy.

III. Policy:

A. Mere observation and plain view:

1. An officer who is lawfully in a place and observes sizeable items (evidence, fruits of a crime, or contraband) in a non-protected area may seize the items without a warrant.
2. An officer who is lawfully in a protected area and inadvertently observes sizeable items (evidence, fruits of a crime, or contraband) in that area may seize the items without a warrant.
3. An officer who is lawfully outside a protected area when they observe sizeable items (evidence, fruits of a crime, or contraband), may:
 - a. Make a warrantless entry to effect an arrest for a crime being committed in their presence, provided he has probable cause for such an arrest.
 - b. Make a warrantless entry of a vessel or vehicle under exigent circumstances.

B. Search Incident to Arrest:

1. An officer may conduct a search incident to a lawful, custodial arrest.
2. The search will be confined to the person arrested and the area under his control at the time of his arrest.
3. An officer may search beyond the arrestee's access area if they have reason to believe that such an expanded search is necessary to protect the officers from other persons on the premises.

4. A general inspection of the premises may be made in order to ensure officer safety and to determine if there are persons present who are likely to conceal, remove, or destroy sizeable items (evidence, fruits of a crime, or contraband) before a search warrant can be obtained. While a search warrant is being obtained, the officer may refuse to admit all but the property owners or residents.
5. The search incident to arrest may not extend beyond the body surface unless the officer has probable cause to believe that desired evidence is secreted therein. In the absence of an emergency, a search warrant is required to search beyond the body surface.
6. When an officer has probable cause to believe that a person has evidence in their mouth, the officer may use reasonable force to recover the evidence and prevent attempts to swallow it.
7. An officer shall obtain a search warrant whenever time permits and they have probable cause to believe that sizeable items (evidence, fruits of a crime, or contraband) will be found at the expected place of arrest.

C. Custody Searches:

1. A prisoner may be searched during the booking procedure to:
 - a. Remove items that they might use to escape.
 - b. Remove items that they might use to injure himself or others.
 - c. Inventory and protect their property from damage or theft while they are incarcerated.
2. Penetration of an arrestee's body cavities shall only be conducted based on probable cause and under sanitary conditions by medical personnel. However, when an officer has probable cause to believe that a person has seizable evidence or property in his or her mouth, the Officer may use reasonable force to recover the evidence.

D. Open Fields and Abandoned Property:

evidence.

1. An officer may search for and seize items in any open field without a warrant.
2. An officer may search and/or seize any abandoned property without a warrant.

E. Consent Searches:

1. Whenever an officer desires to make a search that is not authorized by these rules and for which they cannot obtain a warrant, they may request consent to search from any person who has authority over the object or place to be searched. Any consent should be in writing and on approved forms.
2. An invitation to enter the premise does not give the officer consent to search; however, contraband observed in plain view is subject to seizure and those in possession subject to arrest.
3. Consent to search, when given in accordance with this section, may be withdrawn by the consenting party at any time.

Should the consent to search be withdrawn, the searching officers must immediately discontinue their search and not proceed beyond that point unless authorized to do so under another section.

F. Searches of Vehicles and Occupants:

1. When a vehicle is stopped and there is reasonable suspicion that a person in that vehicle is armed, officers may remove and search that person and their access area for the weapon.
2. When a person is arrested in a vehicle, the person shall be fully searched, and their access areas of the vehicle may be searched for weapons, evidence, or contraband.
3. When a person in a vehicle is issued a citation and is to be released, they are not to be subjected to a full search; however, they may be searched for weapons.
4. Where an officer has probable cause to believe that a vehicle contains contraband, evidence, instrumentalities or fruits of a crime, they shall obtain a search warrant for the vehicle **EXCEPT** when the delay would result in the likely destruction, removal, or disappearance of the

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 07

Subject: **EXECUTION OF ARREST
WARRANTS**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To define parameters of arrest with a warrant.

II. Policy Statement:

- A. It is the duty of every officer to execute an arrest warrant whenever it is within their power to do so. An officer may not refuse to serve a valid warrant on other than legal grounds.
- B. All warrants which appear to be in proper form shall be presumed to be valid and legal.

III: Policy:

- A. An officer need not have actual physical possession of an arrest warrant in order to execute it.
- B. The officer will advise the person being arrested that the warrant is issued.
- C. The warrant shall be exhibited to the actor, if possible.
- D. Warrants from local jurisdictions:
Any officer of the PISD Department may serve an arrest warrant issued by any Court with jurisdiction at any place within Harris County.
- E. Warrants from other jurisdictions:
Whenever an officer receives reliable information that another agency holds an arrest warrant for a person located or known to be within the jurisdiction of the PISD, the officer may arrest the suspect and notify the originating Agency.
- F. Chance encounters
 1. A person who has been lawfully stopped may be detained for a reasonable period of time for the purpose of conducting a record check.
 2. A person who is being detained for a warrant check may be prevented from leaving the officer's presence, but shall not be forcefully restrained unless they forcefully resist or attempt to escape detention.

G. Planned executions of warrants:

1. A warrant may be served at any time of the day or night.
2. The warrant may be served at any place, public or private, where the suspect is reasonably believed to be.
3. When it is necessary for officers to enter private premises to execute an arrest warrant, they will, before entering, announce their identity and purpose and demand admittance.
4. Announcement of identity and purpose is not necessary when exigent circumstances exist or a felony warrant is executed.
5. When officers are refused entry after demanding admittance, they may forcibly enter the premises in order to execute a felony warrant and secure the premises.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 08

Subject: **EXECUTION OF SEARCH WARRANTS**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To define parameters of execution of a search warrant.

II. Policy Statement:

- A. An officer, to whom a valid search warrant has been issued, shall execute that warrant.
- B. Any search warrant which appears to be in proper form shall be presumed to be valid.
- C. Whenever a search warrant is executed, the officer in charge shall assure that the warrant is physically carried to the scene and exhibited to the person in charge of the premises.

III. Policy:

A. Time of search:

Any search warrant issued to a member of this Department shall, upon acceptance, execute the warrant as soon as it is practical. In addition, as stated in Article 18.07 of the Texas Code of Criminal Procedures, the time allowed for the execution of a search warrant shall be three whole days, exclusive of the day of its issuance and of the day of its execution.

B. Scope of search:

1. The search may extend to all buildings or structures within the curtilage of the described place where the items sought may be kept.
2. The search of a limited portion of a larger premise may not be extended to other portions unnamed in the search warrant.
3. Vehicles found upon the premises shall not be searched unless specifically named in the warrant.
4. The search will be limited to discovering those items named in the warrant.

D. Arrests during search:

1. Persons on the premises searched, may be required to identify themselves if they are witnesses to

5. Contraband not named in the warrant may be seized when discovered during a lawful search.

6. Any persons found upon the premises may be searched to protect officers from attack, to prevent the disposal or concealment of any evidence, or as incident to arrest.

C. Search Procedures:

1. Before entering private premises, officers will knock, announce their identity and demand admittance. They shall then wait to be admitted, and explain their purpose, EXCEPT when exigent circumstances exist.
2. No greater force than is necessary will be used to secure the premises. The use or a threat of force shall be terminated when it is clear that any potential resistance has been controlled.
3. An officer shall, as soon as is possible, explain fully the reason for the officer's presence, the nature of the items sought, and display the warrant.
4. The search will be confined to the places where the items sought, may be concealed.
5. All items seized will be turned over to a single officer, along with the record of the search. The officer shall issue a receipt for all items seized to the person from whose possession they were taken. The officer will also complete the return to the search warrant by attaching to it an inventory of the items seized, and delivering both to the magistrate.
6. All items seized will be marked as evidence and delivered to the property custodian.
7. Before leaving the searched premises, officers shall secure the premises as well as possible.
8. No second search is permitted under the warrant once officers have left the premises.

the search or arrest.

2. If the search yields contraband, officers may arrest any or all persons on the premises to whom probable

cause exists or extends.

3. Any person resisting or interfering with the lawful actions of the officers, or refusing to identify himself, may be arrested (Tex. Penal Code #38.03).

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 09

Subject: **CRIME SCENE SEARCH**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

To define parameters of methods and procedures for crime scene searches.

II. Policy Statement:

During the initial investigation, no evidence is to be touched, picked up, or moved until it has been photographed, located on a sketch, minutely described as to condition, and other pertinent observations noted.

III. Policy:

A. Protecting the scene:

1. The first officer on the scene is responsible for protecting and preserving the scene.
2. He will remove all unauthorized persons from the crime scene.

B. Object of the search:

1. To locate, identify and preserve evidence that establishes:
 - a. That a crime was committed.
 - b. The identity of the person(s) who committed the crime.

C. Planning the search:

Adequate equipment for the recording, preserving and collecting of evidence must be on hand.

D. Methods of search:

1. **Zone** - searchers are assigned a specific zone or area to search.
2. **Circular or Spiral** - the searcher begins in the center of the crime scene and moves in ever-widening circles.
3. **Strip** - searchers moving in straight, parallel lines only.
4. **Grid** - groups of searchers moving in straight lines, both parallel and perpendicular to each other.

E. Diagram of crime scene:

1. Objective is to accurately locate items of physical evidence, a victim, entry and exit of suspect(s), stains, furniture, trees and other items.

2. The sketch is an aid to photography, not a replacement.

3. Pencil may be used for detailed crime scene diagrams provided the following conditions are followed:

- a. The date, time, offense, location, case number and officer's name must be on the original diagram in black ink or type.
- b. It is the officer's responsibility to use a pencil with the proper lead so the diagram will be dark enough to result in legible copies.
- c. Additionally, the officer is responsible for making a copy of the original diagram, verifying the copy has appropriate detail, sign the copy and attach the copy to the original.

F. Measurements:

1. **Straight Line** -measuring an article by use of a straight line between two fixed objects.
2. **Triangulation** - measuring from two different fixed points on the same plane.

G. Discovery of evidence:

When evidence is discovered by any searcher, the investigating officer shall be notified before the evidence is touched.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 10

Subject: SEX CRIMES INVESTIGATION

Issue/Revision Date: 01-96, -6-02

I. Purpose:

To set forth the duties and responsibilities of all officers involved in the investigation of sex crimes.

II. Policy Statement:

- A. The investigation of a sex crime will be conducted to establish the elements of the criminal offense as set forth in the Texas Penal Code.
- B. The investigator shall follow the procedures set forth in the Texas Code of Criminal Procedures, and will follow any and all other legal requirements while conducting the investigation.

III. Policy:

A. Duties of Investigating Officer:

- 1. It will be the duty of the officer assigned to conduct the preliminary investigation to first obtain any medical aid needed for the victim. If the victim requests assistance or if the officer deems it necessary, assistance should be summoned for the victim from such agencies as the Bridge Over Troubled Waters.

The victim shall also be given a Crime Victim's Rights Notice and advised that additional information may be obtained if needed.

- 2. While conducting the preliminary investigation, the officer should determine the need for additional personnel to respond to the scene. They shall then contact their supervisor and the supervisor shall make assignments as necessary.
- 3. The investigating officer will conduct a thorough preliminary investigation. They will recover any and all evidence relevant to the case. This includes, but is not limited to, clothing of both the victim and suspect, semen, hair, fibers, blood, saliva, fecal matter, latent prints, etc. The collection of these items will be done in accordance with the procedures set forth in this Manual on "Collection and Preservation of the Evidence".

- 4. If the officer determines that a medical examination of the victim is needed, they will provide the victim with a rape kit and carefully explain the purpose of the examination and the rape kit. If the assault occurred 48 hours or more prior to the preliminary investigation, the Supervisor will determine if this examination is needed. The victim will be told that the PISD Police Department will be responsible for the costs incurred for the examination only. The PISD Police Department will not be financially responsible for any medical treatment. The victim will be referred to a proper medical facility for the examination.

- 5. It shall be the duty of all officers to be aware of the area organizations and their services that can assist the victim. (e.g. The Bridge Over Troubled Waters, Crisis Hotline, etc.)

B. Duties of the Crime Scene Technician:

- 1. If the investigation of the sexual assault determines that the services of a Crime Scene Technician from another agency is needed to collect, examine, and process items of evidence, such a Crime Scene Technician may be called to the scene.
- 2. If a Crime Scene Technician is called to the scene, they will be responsible for recovery and preservation of all evidence.
- 3. The Crime Scene Technician shall use their expertise in attempting to locate, photograph and recover any evidence at the scene. They will work with the investigator in charge of the scene in an attempt to obtain evidence for use in the prosecution of the suspect.

C. Duties of the Investigator:

- 1. If an Investigator is assigned to the case during the initial investigation, they will go to the scene and take charge of the investigation. They may call other Specialists or Support Personnel to assist in the investigation. The Investigator will direct the activities of all Officers, and any other Support Officers summoned to aid and/or assist in the investigation.
- 2. The Investigator will be responsible for evidence, such as a rape kit, being transported to a laboratory for

testing.

3. If the victim so desires, a Pseudonym may be used to replace the victim's name in all reports, files and records. All officers will follow the Texas Code of Criminal Procedure that allows the victim to use a Pseudonym on all official reports. Any officer involved in an investigation, where the victim has elected to use a Pseudonym, shall use the chosen Pseudonym when making reference to the victim in all subsequent reports, files and records.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 11

Subject: **POST-SHOOTING INCIDENT PROCEDURE**

Issue/Revision Date: 01-96, 06-02

I. Purpose:

The purpose of this policy is to provide guidelines that shall be uniformly applied following any officer-involved shooting incident that has resulted in death or serious bodily injury, to maximize the appropriateness of the necessary investigation and to minimize the chances that involved personnel will develop or suffer from post-traumatic stress disorder.

II. Policy Statement:

Law enforcement duties can often expose officers and support personnel to mentally painful and highly stressful situations that cannot be resolved through normal stress coping mechanisms. Unless adequately treated, these situations can cause disabling emotional and physical problems. It has been found that officer-involved shootings resulting in death or serious bodily injury to a citizen or a fellow officer may result in such stress disorders.

It is the responsibility of this agency to provide information on stress disorders and to guide and help in their deterrence.

Therefore, it will be the policy of the Pasadena Independent School District Police Department to take immediate action after such incidents to safeguard the continued good mental health of all involved personnel. In keeping with the concern for the well being of the officer as well as an obligation to pursue professional law enforcement, all steps will be taken to ensure that a thorough, professional investigation will be made of any shooting incident.

III. Policy:

A. Definitions:

1. *Post-Traumatic Stress Disorder*: An anxiety disorder that can result from exposure to short-term severe stress, or the long-term buildup of repetitive, prolonged milder stress.
2. *Officer-Involved Shooting Incident*: A line-of-duty incident where shooting causes death or serious bodily injury to an officer or other person.

B. Investigating Shooting Incidents

When a PISD Police Officer becomes involved in a shooting incident in which either the officer or another person is injured or killed, two different investigations will be conducted:

1. A criminal investigation by the PISD Police Department and any other Police Agency with jurisdiction, including Harris County District Attorney's Office.
2. An administrative investigation by the PISD Police Administration.

C. Procedures:

1. Duties and Responsibilities of Involved Officers
 - a. Officers who become involved in a shooting incident will immediately notify the dispatcher. The dispatcher will immediately send a Supervisor to the scene and begin notification of the appropriate personnel and Departments.
 - b. The officer(s) involved will immediately care for any injured person(s), request necessary assistance, secure the scene and separate witnesses.
 - c. Involved and witness officers will not discuss the incident beyond that necessary to secure the scene, locate and separate witnesses, apprehend or detain any suspect(s), and ensure that all necessary assistance is in route.
 - d. The involved officer will relate information about the incident to the first responding officer and supervisor to enable them to secure the scene, locate and separate any witnesses, apprehend or detain any suspect(s), and ensure that all necessary assistance is enroute. Involved officers should notify their families as soon as possible. Where an officer is unable to do so, another Officer or Supervisor shall personally notify the involved officer's family and make any necessary transportation arrangements.
 - f. When requested, the involved officer will return to the scene to respond to the needs of the investigation.

- g. All officers at the scene will refrain from making evaluations or judgmental comments about the involved officers' actions or justification.
2. Duties and Responsibilities of Responding Supervisor (not involved in the event) to Arrive at the scene.
 - a. The Supervisor will ensure that the scene is secured and see to it that the necessary assistance is in route.
 - b. The Supervisor will obtain a brief account of the incident from the involved officer(s) to ensure that:
 - 1) The scene is secure.
 - 2) All witnesses have been located and separated.
 - 3) All necessary steps have been taken to apprehend or detain any suspect(s).
 - 4) All necessary assistance is enroute.
 - c. The Supervisor will remove and restrict unauthorized personnel from the scene.
 - d. If the officer involved is not injured, the supervisor will see to it that the officer retires some distance from the scene in a secure setting. The officer should be insulated from the press and curious bystanders, to await the arrival of those in charge of the investigation. If the officer desires, this will be done in the company of a supportive friend, or a supervisor. If the officer has no preference, the on-scene supervisor will choose a supportive companion if the officer so desires. The purpose of the "companion" is to serve the involved officer in a supportive role during the subsequent events. The companion will remain with the officer as long as needed. While providing as much support and concern for the officer as possible, the companion should refrain from discussing the details of the incident. The companion will not interfere with the investigation. Companions should be aware that they may later be called to testify as a witness. The investigation may begin without the companion if he or she is en route from another location.
 - e. If the officer is injured, the supervisor will notify or assign a Department member who is known to the family, to notify the officer's family and provide whatever assistance is needed.
 - f. The supervisor will separate involved officers and witnesses and instruct them not to discuss the incident before the investigators arrive.
 - g. If an officer seriously injures or kills another person, the supervisor will permit the officer to consult privately with legal counsel.
 - h. The supervisor shall ensure that the public information spokesperson for PISD has been notified and that all media inquiries will be directed to the public information office.
 - i. The supervisor should at all times provide support for the involved personnel in a manner that acknowledges the stress caused by the incident.
3. Investigative Process
 - a. The Investigator will assume control of the scene.
 - b. The Supervisor will respond to the needs of the Investigator and continue to provide any assistance needed.
 - c. If the Investigator in charge of the investigation conducts a walk-through of the incident with the involved officer(s), the walk-through should be limited to an absolute minimum of personnel to prevent contamination of the crime scene.
 - d. Before leaving the scene, the Investigator will brief the supervisor(s) and the public information spokesperson on the facts and circumstances known at the time.
 - e. At the conclusion of the investigation at the scene, the involved officer and other personnel deemed necessary will accompany the Investigator to the PISD Police Department.
 - f. The Investigator will question involved officers and others

deemed necessary to establish the details of the incident.

- g. The Attorney representing an involved officer is allowed to be present and advise the officer during this interview.
 - h. Depending on the circumstances, the involved officer will be asked to give an affidavit or a statement concerning the incident.
 - i. If a statement is taken from the involved officer(s), they will first be read their Miranda Warning by the Investigator prior to taking the statement.
4. Administrative Investigation Procedures
- a. The officer who is involved must report to the Investigator tasked with the administrative investigation. These interviews may be recorded. The officer may also be required to submit a detailed written statement of the event.
 - b. The Administrative Inquiry will decide if any Departmental policy was violated during the incident. A report to the Chief of Police will summarize the findings of the investigation.
- D. Duties and Responsibilities of the Crime Lab Technician and Identification Personnel.
- 1. The Investigator or Supervisor will request assistance from the Agency in whose jurisdiction the incident occurs to provide technical assistance to the investigation.
 - 2. The Crime Scene Technician or a designee from that office will make the scene of all police related shootings and will be under the direction of the Investigator.
 - 3. The Crime Scene Technician will take possession of any firearm that was discharged in a shooting incident. Involved weapons will be returned to the officers when all examinations are completed, provided the weapons are not required as evidence.

E. Notifications:

THE DISPATCHER OR SUPERVISOR WILL, AS SOON AS POSSIBLE, NOTIFY THE FOLLOWING

PERSONNEL WHEN AN OFFICER IS INVOLVED IN A SHOOTING INCIDENT WHERE ANY INJURY OCCURS:

- 1. The officer's supervisors (up through Chief)
 - 2. The Civil Rights Division of the Harris County District Attorney's Office
 - 3. The Crime Scene Technician
 - 4. The PISD Public Information spokesperson
- F. Shooting Incident Procedures
- 1. In any shooting incident where a PISD Police Officer seriously injures or takes the life of another individual, the officer will be scheduled to talk with a mental health professional.

The Chief's Office will notify the contracted vendor who provides psychological services to the Department or any other psychologist the Chief deems more appropriate and schedule an appointment as soon as possible. This appointment shall take place within 72 hours of the incident.
 - 2. The involved officer will attend at least one session with the counselor, and follow all directions given by the counselor.
 - 3. The involved officer will be placed on administrative leave and will not return to work before meeting with the contracted psychologist. The psychologist must recommend that the officer be allowed to return to work.
 - 4. The involved officer will be placed on restricted duty upon returning to work until an administrative review of the case has been conducted. Based upon the recommendations of the review and the contracted vendor of psychological services, the Chief of Police will make the final decision as to when the officer will return to their normal duties.
 - 5. Any Officer who is directly involved in a shooting incident shall be required to re-qualify with their duty weapon before returning to their regular duty.

PASADENA ISD POLICE DEPARTMENT

Investigative Order No. 12

**Subject: POST-TRAUMATIC INCIDENT
PROCEDURE**

Issue\Revision Date: 01-96, 06-02

I. Purpose:

The purpose of this policy is to provide guidelines to assist Officers who were involved in Traumatic Incidents in order to minimize the chances that involved personnel will develop or suffer from post-traumatic stress disorder.

II. Policy Statement:

The PISD Police Department will take immediate action after a post-traumatic incident to safeguard the continued good mental health of all involved personnel.

III. Policy:

A. Counseling for officers may be required under the following circumstances:

1. All officers directly involved in a duty related shooting, in which an officer or other person is seriously or fatally wounded.
2. An officer who is directly involved in any other duty related serious injury or death.

B. The initial appointment will be made by the Chief's Office, and the officer will appear as ordered at the indicated time and place. All directions given by the counselor will be followed.

C. Officers not directly involved in the incidents described above may request counseling through the Department, or may seek counseling on their own.

D. Whenever members of the PISD Police Department are involved in psychologically and/or physically traumatic incidents, the Chief of Police may request the services of a Critical Incident Stress Debriefing (CISD) Team.

1. The CISD Team must be a team recognized by the Texas State Department of Health's Emergency Medical Services Division.
2. The CISD Team must abide by the guidelines of The International Critical Incident Stress Foundation.

PASADENA ISD POLICE DEPARTMENT
Investigative Order No. 13

Subject: **EYEWITNESS IDENTIFICATIONS**

Issue/Revision Date: 09-12

I. POLICY

Eyewitness identification is a frequently used investigative tool. This Policy is designed to maximize the reliability of identifications, minimize unjust accusations of innocent persons, and to establish evidence that is reliable and which conforms to established legal procedure.

II. PURPOSE

It is the purpose of this policy to establish department guidelines for photographic line-up identification and field identification procedures. The procedures in this policy are applicable when a person is known to an investigator and is suspected of criminal involvement in the incident under investigation.

III. DEFINITIONS

- A. **Administrator.** The person charged with presenting a photographic line-up to a witness.
- B. **Assigned Investigator.** The officer primarily responsible for investigating an incident.
- C. **Blind Administrator.** An administrator who does not know the identity of the suspect or the suspect's position in the photographic line-up.
- D. **Blind Manner.** The presentation of a photographic line-up by either a blind administrator or a blinded administrator.
- E. **Blinded Administrator.** An administrator who may know the identity of the suspect, but does not know the suspect's position in the photographic line-up.
- F. **Field Identification.** The presentation of a suspect to a witness following the commission of a crime for the purpose of identifying and/or eliminating a possible suspect.
- G. **Fillers.** The photographs used in a photographic line-up whose race, sex, age, height, weight, hair style, and general appearance resemble the suspect.
- H. **Folder Method.** A photographic line-up where the photographs are placed in separate folders or envelopes and randomly shuffled prior to presentation so that the Assigned Investigator does not know which photograph the witness is viewing.
- I. **Illiterate Person.** An individual who speaks and understands English but cannot read and write English.
- J. **Interpreter.** An individual with the necessary skills that enable them to communicate with an illiterate person or a person with limited English proficiency to the degree they can ensure the person clearly understands all instructions given then prior to viewing a suspect in any identification procedure.
- K. **Live Lineup.** The presentation of individuals, including a suspect, in person to a witness, usually in a manner preventing the individuals from seeing or identifying the witness, for the purpose of identifying and/or eliminating suspects.
- L. **Person with Limited English Proficiency.** An individual who is unable to communicate effectively in English with a level of fluency that is typical of a native English speaker. Such a person may have difficulty speaking, reading, or writing in English and includes persons who can comprehend English, but are physically unable to write.
- M. **Photographic Line-up.** A collection of photographs including a suspect photograph and *filler* photographs that are placed in random order and shown to a witness for the purpose of identifying and eliminating suspects.
- N. **Sequential Viewing.** An identification procedure in which photographs are shown one at a time to a witness.
- O. **Suspect.** An individual who has been specifically identified by the investigation as possibly being

the person who committed the crime.

- P. **Witness.** A term referring to a complainant, victim, eyewitness, or any other form of witness to an incident.

IV. GENERAL PROCEDURES FOR LINE-UPS

- A. Live line-ups will not be used due to the difficulty of administration and the difficulty in obtaining sufficient number of individuals with similar physical characteristics.
- B. Photographic Line-ups are approved for use by this department if the following procedures are followed. Photographic identification of suspects by witnesses should supplement other investigative actions and/or evidence.

V. PREPARING PHOTOGRAPHIC LINE-UPS

- A. The Assigned Investigator is responsible for:
1. Preparing the photographic line-up, including selecting the fillers and ensuring each of the photographs are numbered or lettered for later reference.
 2. Determining before any presentation if the witness is deaf, illiterate, or has limited English proficiency. If the witness is deaf, illiterate, is non-English speaking, or has limited English proficiency, the investigator will arrange for assistance to translate the Photographic Lineup Form in the language of the witness or otherwise assist the witness in understanding the instructions before proceeding. The identification of the assisting individual will be documented as well as the assistance provided.

3. Obtaining a sworn law enforcement officer who is familiar with the contents of this policy and understands the line-up presentation process to act as a blind administrator of the line-up.
4. Preserving the photo line-up, whether identification is made or not, together with full information about the identification process for future reference, by placing the photos in their original condition, the Photographic Lineup Form, into evidence after the procedure.
5. Preparing the photographic line-up; the Assigned Investigator should:
 - a. Include only one suspect in each identification procedure.
 - b. Select fillers that generally fit the witness' description of the perpetrator. Fillers should be selected where no person stands out from the others.
 - c. Use photographs of individuals who are reasonably similar in age, height, weight and general appearance and of the same sex and race. Avoid use of fillers that so closely resemble the suspect that a person familiar with the suspect might find it difficult to distinguish the suspect from the fillers.

- d. If multiple photos of the suspect are reasonably available to the investigator, select a photo that resembles the suspect's description or appearance at the time of the incident.
 - e. Include a minimum of five fillers per identification procedure.
 - f. Avoid reusing fillers in lineups shown to the same witness if showing a new suspect.
 - g. Ensure that no writings or information concerning previous arrest(s) will be visible to the witness. Do not mix color and black and white photos.
 - h. Use photos of the same size and basic composition. Mug shots should not be mixed with other photos. If mug shots are to be used, cover any portions that provide identifying information about the subject.
 - i. All individuals in the photographic line-up and/or the origin of the photos should be known to the investigator, if possible.
 - j. Photos should be reasonably contemporary.
 - k. Do not use more than one photo of the same suspect.
 - l. If there is more than one suspect, include only one suspect in each line-up presentation.
 - m. View the array, once completed, to ensure that the suspect does not unduly stand out.
- B. The Administrator is responsible for:
1. Ensuring they are familiar with the contents of this policy and the line-up presentation process.
 2. Ensuring the photographic line-up is presented in a manner consistent with this policy.
 3. Documenting the conduct and results of the line-up presentation in the manner approved within this policy.
 4. Returning all line-up materials and documentation to the assigned investigator.

VI. PRESENTING PHOTOGRAPHIC LINE-UPS

- A. It is the intent of this department to present all photographic line-ups to witnesses in a blind manner and using a sequential presentation of the photographs.
- B. If another sworn officer is not available within a reasonable period of time the assigned investigator may present the line-up to a witness using the folder method. The witness is shown only one folder at a time. The Photographic Line-up Form is changed to indicate the procedure used and the same presentation procedures are used below and the process used thoroughly documented. The investigator should also document the reasons for not

- being able to use a blind administrator.
- C. Police personnel present at the presentation should not make any suggestive statements, or take any other actions that may influence the judgment or perception of the witness.
 - D. Prior to beginning the presentation, determine if the witness has seen the suspect at any time since the crime occurred (whether in person, or in newspaper or television reports, etc.) If so, contact the assigned investigator to determine if the identification process should continue. Document this action in the supplement report.
 - E. Provide the witness with a Photographic Lineup Form and explain the instructions for the line-up. Instructions given the witness prior to viewing a photographic line-up can facilitate an identification or non-identification based on the witnesses' memory. Read the instructions and admonitions verbatim from the form, and obtain the witness' signature indicating they understand the procedure, and sign the form as Administrator. Ensure the witness understands the instructions before proceeding.
 - F. Show the witness the photographs in a random order, one at a time, sequentially, and document the order shown. Remove each photograph from the witness prior to providing a new one. Allow the witness to see only one photograph at a time.
 - G. If the witness identifies a suspect, record the number or other identification of the photograph and ask the witness for a statement of how confident they are about their identification. Show the remaining photographs even if a suspect is identified.
 - H. Complete the Statement of Witness portion of the form, including documenting the witness' confidence statement in their own words, regarding how certain they are of any identification. Have the witness complete and sign the appropriate portion of the form.

Return all files, photographs and forms to the assigned investigator and complete an offense supplement on the identification procedure.

- I. Do not provide any feedback of any kind to the witness during the procedure including whether or not they picked the suspect.

VII. DOCUMENTATION OF PHOTOGRAPHIC LINE-UPS

All photographic line-ups will be documented in the method reasonably available to the administrator at the time of presentation. Acceptable methods of documentation include:

- A. Video and Audio Recording
- B. Audio Recording
- C. Written documentation of the Line-up Presentation process.

In all cases, the administrator will, at a minimum, document in an offense supplement report the details of the line-up presentation process and result, and return the supplement, the Photographic Line-up Form, any video/audio recordings, and all original photographs and documents to the assigned investigator.

VIII. FIELD IDENTIFICATION PROCEDURES

The use of field identification should be avoided whenever possible in preference for the use of a photographic or live lineup. If there is some question regarding whether an individual stopped in the field may be the right suspect, an attempt at field identification may prevent the arrest of an innocent person. Therefore, when circumstances require the use of field identification the following guidelines should be followed:

- A. Procedures to Using Field Identifications

1. The officer is responsible for ensuring the witness is able to understand the instructions given by officers. If the witness is deaf, illiterate, or has limited English proficiency, the officer will provide for an interpreter or other assistance, or not continue with the field identification.

2. Single suspect field identification shall not be used if there is adequate probable cause to arrest the suspect.
3. A complete description of the suspect should be obtained from the witness prior to conducting a field identification. If the witness indicates they are unsure if they can identify the individual, a field identification will not be done.
4. Whenever possible, the witness should be transported to the location of the suspect rather than bringing the suspect to the witness.
5. Field identifications should not be attempted more than two hours after the commission of a crime.
6. Field identification should not be conducted when the suspect is in a patrol car, handcuffed, or physically restrained by police officers, unless such protective measures are necessary to ensure safety.
7. Field identification should only be conducted with one witness present at a time. If the field identification is conducted for more than one witness it should be done separately. If one witness positively identifies the individual, consider making an arrest and using the above photographic lineup procedures for other witnesses.
8. The same suspect should not be presented

to the same witness more than once in either field or photographic line-ups.

9. Field identification suspects should not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator or to perform other actions of the perpetrator.
10. Words or conduct of any type by officers that may suggest to the witness that the individual is or may be the perpetrator will be avoided.

B. Documentation of Field Identifications

1. The officer conducting a field identification should use the Field Identification Form to inform the witness of the procedure and obtain evidence of their understanding of the procedure.
2. The Officer will document the witness' comments regarding the suspect on the Field Identification Form. The Form will be given to the assigned investigator who will include the Form in the original Case Report. If a Video/Audio recording is made, it will be placed in evidence and the evidence number included in the offense or supplement report.

Pasadena ISD Police Department

Photographic Line-Up Form

Case # _____

Admonition: Read the following to the witness:

1. You will be shown a number of photographs.
2. I have been asked to show these photographs to you but I do not know the identity of the perpetrator.
3. These photographs are numbered and I will show them one at a time in a random order. Please take as much time as you need before moving to the next photograph.
4. All of the photographs will be shown even if you make an identification.
5. The person who committed the crime may or may not be in this lineup and you should not feel compelled to choose anyone.
6. Regardless of whether you make identification, we will continue to investigate this incident.
7. If you recognize anyone, please tell me which photograph you recognize and how or why you recognize that individual.
8. You should not discuss the identification procedure or its results with other eyewitnesses involved in the case and should not speak with the media regarding any identification you may make.
9. If you make an identification, I am required to ask you to state, in your own words, how certain you are if you make an identification.

I, _____ understand the above information.

Line-up Administrator: _____

Order of Photographs shown: _____

Statement of Victim / Witness:

On the ___ day of _____, 20___, at ___ o'clock (__.m.), I viewed a photo line-up. This line-up contained photographs of ___ persons.

I did identify the person with the number ____.

Identification comments / Level of certainty: _____

I was unable to positively identify any of the persons in the line-up.

Viewer's Signature: _____

Other persons in attendance during line-up including any translator if used:
 Name and Address: _____

Name and Address: _____

Pasadena ISD POLICE DEPARTMENT

Field Identification Form

Case Number: _____

Read the following to the witness:

1. You will be advised of the procedures for viewing the field identification.
2. The fact that an individual is being shown to you, should not cause you to believe or guess that the guilty person(s) has been identified or arrested.
3. This *may or may not* be the person who committed the crime.
4. You are in no way obligated to identify anyone. It is as important to clear the innocent as it is to identify the guilty.
5. Regardless of whether you make an identification, the police will continue to investigate this incident.
6. If you recognize anyone, please tell me how you recognize the individual. We are required to ask you to state in your own words, how certain you are of any identification.

I, _____ understand the above information.

I understand the need to describe my level of certainty regarding identification and after viewing the person(s) shown have identified them as _____

Viewer's Signature: _____

Officer's printed name: _____

Officer's signature: _____

B. Other persons in attendance during field identification.

Name and Address: _____

Name and Address: _____