CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve society, 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 people 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 to the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or what is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, 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 of 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 accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession–law enforcement.

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100.00 ORGANIZATION

101.00 CHARTER AND ORDINANCE PROVISIONS

101.01 ESTABLISHMENT AND DUTIES *TBP 1.05*

A. The establishment and regulation of the Fort Worth Police Department is mandated by the Fort Worth Texas Code of Ordinances, CHAPTER 2: Administration, Article IV, Division 13: POLICE DEPARTMENT, Section 2-140:

1. A police department is hereby established, charged with maintaining peace and order in the community and protecting the citizens of the city. The department shall provide continuous patrol services, response to citizens' calls for assistance, investigate criminal offenses, apprehend offenders, provide traffic enforcement and enforce all municipal ordinances and laws, state and federal, the enforcement of which it is charged with. The police department shall be administered by the office of the chief of police, who shall be designated by the city manager.

101.02 CHIEF OF POLICE *TBP 1.07*

A. Chief of Police

The general duties and responsibilities of the office of the chief of police are ordained by the Fort Worth Texas Code of Ordinances, CHAPTER 2: Administration, Article IV, Division 13: POLICE DEPARTMENT, Section 2-141.

B. Executive Assistant Chief

As ordained in Section 2-142, the police chief may designate one (1) officer from the classification immediately below that of police chief, who, in addition to that officer's regular duties, will be assigned the duties of executive assistant chief, and serve as acting police chief when the police chief is absent or temporarily unable to fulfill the duties of the office.

101.03 HIERARCHY

A. The order of rank as established by the Fort Worth City Council for employees of the department is:

1. Chief of Police
2. Assistant Chief
3. Deputy Chief/Police Assistant Director
4. Commander
5. Captain/Division Manager
6. Lieutenant/Support Manager
7. Sergeant/Supervisor
8. Corporal/Detective
9. Police Officer

101.04 ORGANIZATIONAL STRUCTURE AND DEFINITIONS

A. The magnitude of tasks imposed upon the office of the chief of police necessitates the establishment by the police chief of functional and geographical entities, and assignment of personnel to these entities, that together encompass the Fort Worth Police Department.

1. Bureau
   a. The major functional segment for the tasks and objectives of the department.
   b. A bureau shall be under the command, control, and direction of an assistant chief.
2. Command
   a. The primary functional or geographical subdivision of activities within the department and/or bureau.
   b. A command shall be under the command, control and direction of a deputy chief or civilian employee of equivalent authority.

   NOTE: The rank of commander is not to be confused with the term command used in the department's operational command organization structure.
3. Division
   a. The primary functional or geographical subdivision of activities within a bureau or command.
   b. A division shall be under the command, control and direction of a commander, captain, or civilian employee of equivalent authority.
4. Section/District
   a. A major activity within a bureau, command, or division.
   b. A section shall normally be under the command, control, and direction of a lieutenant or civilian employee of equivalent authority.
5. Shift
   a. Any subdivision of activity made on the basis of time within any departmental segment.
   b. A shift shall be under the command, direction, and supervision of a person of the appropriate rank or classification commensurate with the function performed and placement within the organizational structure.
6. Unit or Team
   a. A distinctive function or endeavor within a bureau, command, division, or section.
   b. A unit or team shall normally be under the control, direction, and supervision of a sergeant or civilian employee of equivalent authority.
7. Detail
   a. A specific and concentrated functional activity and/or segment.
8. Zone
   a. A specific geographical subdivision of activity within a division.
9. Beat
   a. A specific geographical subdivision of activity within a zone.

B. Functional entities within the department shall adhere to these definitions of nomenclature. No operational entity shall be formed, enact a name change, or be transferred, without the written authority of the chief of police and the issuance of a general order.

C. The organizational structure of the police department shall be illustrated in an organizational chart posted on the internal police portal and the department's official website. The organizational chart will be reviewed and updated annually by the Policy Management and Safety Section, or whenever directed by the Chief of Police. *TBP 1.01*

D. The comprehensive duties and responsibilities of all operational entities within the department are specified in that entity's standard operating procedure (SOP) located on the FWPD portal.

101.05 BRIDGING STATEMENT

Pursuant to assuming command of the Fort Worth Police Department, all written directives and General Orders approved by the previous Chief of Police will remain in effect for all department personnel until amended, revised, or rescinded on the authority of the incoming Chief of Police. The purpose of this bridging statement is to ensure continuity of operations for administrative and line functions and to provide consistent performance and service delivery expectations to all department employees during the transition of command.

102.00 SUPPORT BUREAU

102.01 SUPPORT BUREAU

The Support Bureau is responsible for the direction and coordination of the Tactical Command, and the Investigative and Support Command.

102.02 TACTICAL COMMAND

A. Tactical Operations Division
   1. Special Weapons and Tactics (SWAT) Section - responsible for responding to hostage situations, barricaded persons, sniper incidents, and other incidents which require the utilization of personnel specifically equipped and trained to function in support of the patrol operations division.
      a. Crisis Negotiation Unit - respond to critical incidents for the purpose of negotiating the safe surrender of hostage takers or barricaded suspects and the safe release of hostages. *TBP 8.03*
      b. Enhanced Criminal Tracking Unit - provides uniformed support for Narcotics, Vice, Intel, Gang, SWAT and other units. The Unit targets, identifies and apprehends prolific offenders.
   2. Special Operations Section
      a. Mounted Patrol Unit - provide specialized patrol on horseback to selected areas of the city, assistance in crowd control for special events, and may assist in searches for missing persons.
      b. Special Events/Emergency Response (SEER) and Community Emergency Response Teams (CERT)
         (1) SEER provides department and officer compliance with the National Incident Management System (NIMS) certifications and training, and has primary responsibility for coordination of special and/or large-scale events as the designee for the Chief of Police, defined and outlined in the City of Fort Worth Outdoor Event Ordinance #19255-08-2010.
         (2) C.E.R.T educates and organizes citizens about disaster preparedness for hazards that may impact their neighborhoods and educates citizens in basic disaster response skills.

B. Tactical Investigations Division
   1. Narcotics Section
      a. Narcotics - responsible for the investigation of all narcotic offenses and the execution of related search warrants. The Narcotics Section includes DEA Task Force, the HIDTA Task Force, and three (3) Complaint Teams.

(1) High Intensity Drug Trafficking Area (HIDTA) - a federally funded multi-agency narcotic task force with enforcement responsibility at the organized crime level within an eleven (11) county area of North Texas. Responsible for the disruption of illicit drug trafficking, gathering and reporting intelligence data, and conducting undercover operations.

2. Vice Section - responsible for the detection and suppression of criminal activities including, but not limited to, gambling, prostitution, public lewdness, obscenity law violations, alcoholic beverage code, nuisance abatement, and any crimes against public morals.
   a. K-9 Unit - features an officer paired with a specially trained dog to provide assistance to narcotics and field officers in building searches, locating missing persons, locating narcotics, and conducting specialized maneuvers.
      (1) Interdiction Team - Canine handlers who are narcotics investigators with the mission of providing trained canine to assist in the detection of narcotics and for other such duties. Members of this unit may be assigned to the HIDTA Airport Group.
   b. Criminal Investigative Unit (CIU) – detectives tasked with the responsibility of coordinating drug/vice offenses, communicating with Forensic Science personnel for lab analysis, monitoring prisoner detention and submitting of criminal cases to the Tarrant County District Attorney's Office.
   c. Permits - maintains files relative to investigations, applications concerning city permits, permit applicants, and permit holders as appropriate. Conducts inspections to verify that permits are issued or retained appropriately. Participates in the protest function of permit or license issuance and renewals.
3. Gang Section - responsible for the detection, suppression and disruption of criminal street gang activity and successfully identifying, targeting and presenting for criminal prosecution those who are involved in illegal gang activity.

C. Tactical Intelligence Division
   1. Intelligence Section
      a. Electronic Surveillance Unit - provide technological support and electronic surveillance to departmental investigative sections and special events within the City of Fort Worth.
      b. Operations and Surveillance Team (OST) - routinely research, surveil and apprehend Part 1/Prolific offenders engaging in organized crime and assist any member of the police department needing a covert component to their investigation.
      c. Dignitary Protection Detail - provide executive protection for the Mayor of the City of Fort Worth.
   2. Intelligence Exchange Section (INTEX)
      a. Homeland Security Unit - provide the Chief of Police intelligence information regarding terrorist and subversive group threats to citizens, key resources, and venues in the City of Fort Worth; provide criminal intelligence to the department's investigative sections and special events occurring within the City; work jointly with the Fort Worth INTEX fusion center for research of information and intelligence; accept, research, store, and distribute Suspicious Activity Reports (SARs) per DOJ guidelines; liaison with the FBI JTTF; and, provide and coordinate with respective agencies for the security of dignitaries visiting the City of Fort Worth. The

Intelligence Exchange Section lieutenant shall be the department's Homeland Security liaison. *TBP 8.10*

b. Real Time Crime Center (RTCC) - designed to serve as the real-time information and intelligence hub of the Police Department by providing actionable intelligence to officers and investigators within the department in addition to assisting external law enforcement agencies in furtherance of ongoing criminal investigations.

c. Intelligence Analysis/Fusion Unit (IAU) – also known as the Fusion Unit, sworn and non-sworn analysts focusing on issues of homeland security, tactical intelligence and in-depth research of long-term strategic projects.

(1) Crime Stoppers Detail and Campus Crime Stoppers Detail - collect community-based information or school-related information from Crime Stoppers of Tarrant County, provide initial computer research and vetting in relation to the tips, and verify the information given by the tipster.

3. National Integrated Ballistic Information Network (NIBIN) Section

The NIBIN Section is comprised of an analyst who provides intelligence to various units regarding violent crimes in which the same gun in used in multiple offenses. The NIBIN analyst assists in identifying patterns, possible suspects, and cases that indicate the possibility of federal gun offenses.

D. Violent Crime Initiative

The Violent Crime Initiative (VCI) is a department-wide effort to combat and reduce violent crime in the city. The VCI is led by a Captain who is responsible for facilitating a meeting between enforcement units (i.e., Directed Response Units (DRU), Narcotics, Vice, etc.) and investigative units (i.e., Gun Violence, Homicide, Robbery, etc.) and the six (6) patrol bureau representatives to discuss and review ideas to address violent crime.

102.03 INVESTIGATIVE AND SUPPORT COMMAND

A. The Criminal Investigations Division is responsible for technical support, follow-up investigation, and case filing for all offenses investigated by the following sections:

1. Violent Personal Crimes Section

a. Homicide Unit - investigate murders, suicides, and incident reports concerning deceased persons.

(1) Cold Case Detail - review, analyze, and prioritize unsolved cases for potential leads for follow-up investigation.

b. Robbery Unit - investigate all robbery offenses, to include financial institution and armored vehicle robberies.

c. Major Case Unit - investigate Critical Police Incidents as outlined in General Order 356.00; murder for hire; active kidnapping; offenses designated as “Hate Crimes,” fraud cases of $150,000 or more, and special investigations/assignments as directed by the chain of command.

(1) Missing Persons Detail - investigate all missing and runaway juveniles and the investigation of all adults who are missing under suspicious circumstances.

d. Fugitive Unit - assignment of probable cause arrest warrants generated by members of the department and the service of these warrants; assist other agencies with arrests within the city to include teletype warrants from other agencies; assist other agencies with apprehension of fugitives on collateral requests generated through the U.S. Marshal Services; and, transportation of persons arrested by other agencies on our warrant.

e. Gun Violence Investigation Team – respond to all shooting calls involving someone who has been shot or, if there are no injuries, there is a known suspect or a suspect in custody. Investigators will not respond to shootings where there is only property damage.

2. Special Victims Section
   a. Domestic Violence Unit - investigate domestic violence threats, assaults, retaliations, protective order violations, other family-related offenses, and stalking.
   b. Crimes Against Children Unit/Internet Crimes Against Children
      (1) Crimes Against Children (CACU) - responsible for thoroughly investigating all reported offense involving physical and sexual abuse of children; investigating all fatalities of a child five (5) years of age or under where death is likely from apparent Sudden Unexplained Infant Death (SUID) of an infant due to natural or unnatural causes; death caused by a parent, family member, or caregiver involving abuse or neglect; any accidental death to include drowning, suffocation, or drug or alcohol overdose; and apparent natural unattended death.
      (2) Internet Crimes Against Children (ICAC) – investigates all technology-facilitated abuse and sexual exploitation of children involving the Internet.
   c. Human Trafficking Unit - identify and recover victims of human trafficking. Investigate all Human Trafficking-related offenses leading to the prosecution of human traffickers and to promote public awareness.
   d. Sexual Assault Unit - responsible for investigating and filing cases on sexually assaultive offenses that have victims aged 17 years and older.
      (1) Sex Crime Cold Case/CODIS Hits Detail - investigate unsolved sex crime cases in response to Combined DNA Index System (CODIS) notifications.
   e. Sex Offender Registration and Tracking (SORT) – responsible for sex offender registration; monitoring of registered sex offenders, and follow-up investigation on failure to register as sex offender offenses, and apprehension of sex offenders. *TBP 7.31*
3. Victim Assistance Section - process appropriate letters to victims of violent personal crimes; assist with Crime Victim Compensation applications; and conduct victim follow-up and refer to appropriate community resource.

B. The Criminal Investigations Support Division is responsible for
   1. Forensic Evidence/Commercial Vehicle Crimes Section
      a. Commercial Auto Theft Unit - inspect, monitor and enforce the Transportation Code Chapter 501 and Occupations Code Chapter 2302 covering automotive salvage yards, repair shops, and body shops; target organized auto theft activities; investigate theft and unauthorized use of commercial motor vehicles, including commercial trailers, boats, and airplanes.
      b. Crime Scene Search Unit - identify, collect, and process evidence of all homicides, suicides and other deaths under suspicious circumstances, sexual assaults, critical police incidents, visible bodily injury to a child fourteen (14) years of age or younger, visible bodily injury to a person sixty-five (65) years of age or older, visible bodily injury to a disabled person, and requests from on scene supervisor of the division concerned. The Crime Scene Search Unit may be requested for property crimes only when the collection of physical evidence exceeds patrol capabilities.
      c. Digital Forensic Lab - responsible for providing technical assistance to investigators who are investigating computer-related offenses; forensically examine all seized phones, computers, media or other devices that may contain digital or electronic

evidence in criminal or administrative cases; and assist other sections of the department in the investigation of computer-related offenses.

2. Youth Section
   a. School Resource Unit (SRU) provides general police services for the school districts located within the city whose primary function is to create a safe environment in schools through efforts in crime prevention, intervention with students, and enforcement of the law.
   b. Youth Services – act as a resource for procedures unique to handling cases involving children; provide a secure holding and interview area; administrate the First Offender Program; records retention/management of all filed cases involving child actors; liaison with Texas Juvenile Justice Department, Tarrant County Juvenile Services, Denton County Juvenile Services, and various school districts inside the city of Fort Worth. *TBP 10.02*
3. Jail Operations - the coordination of the jail operations. *TBP 2.24*
   a. Jail Unit - ~~is~~ responsible for the intake of arrested individuals by the Fort Worth Police Department and the Fort Worth City Marshals, operating the central intake facility, acting as a liaison with Tarrant County Jail and contract service providers for jail services, and coordinating the transfer of custody or release of those arrested individuals.
   b. Intoxilyzer Detail - the administering, recording, and processing of all intoxilyzer tests for individuals arrested on suspicion of driving while under the influence of alcohol.

C. Forensic Science Division - responsible for the scientific evaluation and testing of physical evidence and providing expert testimony on the test/evaluation results.
1. Biology Unit – evaluates evidence for the presence of biological material that can be used for testing, conducts DNA analyses and enters appropriate profiles into the Combined DNA Index System (CODIS).
2. Chemistry Unit – conducts testing to identify controlled substances, non-controlled substances, plant materials, synthetic marijuana precursor chemicals, and other chemicals used in the manufacture of illegal drugs. The Chemistry Unit also conducts blood alcohol concentration (BAC) examinations.
3. Evidence Handling/Photography Unit – coordinates evidence viewings, outsources of examinations not performed by the Crime Laboratory, and receives and transports evidence between the Crime Laboratory, the Property Control Unit, and external agencies.
4. Firearms and Toolmark Unit – conducts the examination of all types of firearms and firearms-related evidence. This includes firearm functionality testing, microscopic examination and comparison of ammunition components such as bullets and cartridge cases, serial number restoration, non-firearm toolmark examinations and muzzle to target distance determinations. The Firearm Unit is also responsible for the entry of appropriate cartridge case evidence into the National Integrated Ballistic Information Network (NIBIN).
5. Latent Print Unit – develops latent prints from items of physical evidence, conducts comparative analyses of latent prints to known prints and enters appropriate prints into multiple Automated Fingerprint Identification Systems (AFIS) databases.

D. Warrant and Records Management Division
   1. Police Records Management Section - process all citizen requests for police reports, from origination to archival of completed reports; process accident reports electronically and fill requests for accident reports; and process requests from law enforcement/other governmental agencies for records held by the department.
      a. Police Record Management Center (PRMC) - oversee the records center for police department, both criminal and administrative; retain records in warehouse and database to ensure the timely retention schedules have been met; and assist the department liaisons on incoming and outgoing records.
      b. Records Management System (RMS) - oversee and coordinate the security, training, updates, and daily usage of the RMS software to ensure timely processing of police reports and dissemination of information entered into the system.
      c. Accident Report System - oversee and send out notices for electronic accident reporting corrections; review all accident reports entered into the system and send to Texas Department of Transportation (TX DOT); ensure that all accidents are reviewed and reported in by the ten (10) day deadline for certain grant funding (i.e. Commercial Motor Vehicle); communicate with officers' chain of commands on rejected reports and reports not entered into the system; and communicate and be the liaison with TXDOT and Report Beam (software vendor) to address any issues with electronic reporting as well as provide and enter the security needed by department personnel to access the system.
   2. Data Collection and Reporting Unit (DRU) - review and distribute all police reports entered into the Records Management System; process the reports of non-consent wrecker towing and repossessions within the corporate limits of the City of Fort Worth; and, process all dispatched calls and online reporting of offenses made by citizens as well as supplemental information for police reports.
      a. National Incident-Based Reporting System (NIBRS) Unit - oversee and review all arrests for proper coding into the RMS system; oversee and review all offenses for proper NIBRS coding and data; review the NIBRS error log and correct data in RMS; report crime statistic data to Texas Department of Public Safety for the department.
   3. Warrant and Identification Unit - maintain all departmental arrest fingerprint and criminal history records; assist with the identification of criminal offenders through fingerprint classification; maintain original warrant files and confirm Class B and above misdemeanor and all felony warrants; and maintain and confirm both protective order and emergency protective order files.

E. Property and Evidence Management Division
   1. Vehicle Impound Unit - coordinate the impoundment, protection and preservation of vehicles in the custody of the department; manage the disposal of vehicles impounded and associated property through semi-monthly vehicle auctions; and, manage the lawful disposition of vehicles and associated property awarded to the department.
   2. Property and Evidence Unit - coordinate the protection, preservation, storage and disposal of evidence and property in the custody of the department.

103.00 PATROL BUREAU

103.01 PATROL BUREAU

The Patrol Bureau is responsible for Field Training Program, Patrol Command, Traffic Division, and Community Alliance Division. Patrol is divided into two commands, the North Command and South Command which are responsible for directing and coordinating the respective Patrol Operations Divisions.

A. Field Training Program - provides a standardized program to facilitate the transition from the academic setting of the Police Academy to the actual performance of law enforcement duties in the field.

103.02 PATROL COMMAND

North Command shall consist of North Division, Northwest Division, West Division and Traffic Division. South Command shall consist of South Division, East Division, Central Division, and Community Alliance Division. Each North and South Command has a Command Inspections Division.

A. Each patrol division has a Community Operations Section including:
   1. Criminal Investigation Unit - responsible for the investigation of all offenses not covered by special units, including but not limited to, auto theft, burglary, theft, fraud (under $150,000) and general assignments.
   2. Crime Prevention Unit - provides support to each of the division crime prevention specialists and neighborhood police officers; designs, researches, and produces crime prevention literature; and coordinates various crime prevention programs.
   3. Crime Analyst – a non-sworn analyst focusing on crime statistics and identifying emerging crime trends.

B. Each patrol division has Neighborhood Police Officers (NPO) who incorporate non-traditional methods of crime prevention aimed at the inclusion of neighborhoods and the community, promoting an open channel of communication between the police department and the community to effectively eliminate or reduce crime.

C. Additional programs included within specific Patrol Divisions:
   1. Central Division
      a. Downtown Traffic Control - responsible for traffic control within the central business district.
      b. Bicycle Patrol Unit - provide concentrated patrol to deter street crime and increase the public perception of safety for citizens in the downtown business district of Central Division.
      c. Animal Cruelty Detective - investigates of all animal cruelty offenses reported to the Fort Worth Police Department. This detective also investigates any offenses involving animal fight events and animal bites**.**
   2. Northwest Division
      a. Metal Theft – works with entities that use metal in the course of their business to help reduce crime and to maintain compliance utilizing State Law and City Ordinance.

3. West Division
    a. West 7th Patrol Team - creates a safer environment for the West 7th Urban Village, the Museum and Arts District, Botanic Gardens, and Dickies' Arena by proactively pursuing crime reduction strategies, especially alcohol-related offenses.
    b. Crime Free Multi-Housing – works with other entities to educate and partner with multi-family dwellings to prevent and deter criminal activity.

D. Community Alliance Division programs include:
1. Crisis Intervention Team (CIT) - responsible for reducing the hazards associated with interactions between law enforcement and people suffering from mental illness as well as proactively engaging mental health consumers who pose a threat to the community as a whole.
2. Homeless Outreach Program Enforcement (HOPE) – responsible for building a rapport within the homeless community, maintaining a positive police impact by way of service connections, and instilling a sense of self-worth in those considered chronically homeless.
3. Civilian Response Unit – responsible for answering calls-for-service and performing tasks that do not require police officers' presence, authority, or action and assisting the Patrol Bureau in any reasonable way.
4. Reserve Officers Program – the primary function of Reserve Officers is to provide auxiliary staffing to the police department. Reserve Officers serve at the discretion of the Chief of Police and may be called into service at any time the Chief of Police or designee considers it necessary to have additional officers.

E. Traffic Division

Under North Command, the Traffic Division shall have primary responsibility for follow-up investigation of traffic accidents to include hit and runs; enforcing traffic laws, and regulating traffic movement; direct, coordinate, and supervise the activities of assigned traffic control technicians; provide follow-up investigation and case filing for traffic offenses; and, responsible for breath/blood/urine tests on all fatality accidents involving a city vehicle driven by an on-duty or off-duty police department employee.

1. Enforcement Section
    a. Traffic Enforcement
    b. Commercial Vehicle Enforcement
    c. Motors
2. Traffic Investigations Section
    a. Traffic Investigation Unit
    b. DWI
    c. Abandoned Vehicle Enforcement
3. Patrol Support Section
    a. Tactical Medic - provides immediate medical care to injured or ill police officers or any civilians who require emergent or urgent medical attention during the course of the police mission.
    b. Air Support - Air Support is under the supervision of the chief helicopter pilot and is responsible for providing support to patrol ground units, aerial surveillance, and aerial preventative patrol.

104.00 FINANCE AND PERSONNEL BUREAU

104.01 FINANCE AND PERSONNEL BUREAU

The Chief of Police has the ultimate authority and responsibility for the fiscal management of the department. As the Chief of Police's designee, the Assistant Chief over the Finance and Personnel Bureau will oversee the financial administration responsibilities for final budget preparation and fiscal management functions for the department. *TBP 1.02*

A. The Finance and Personnel Bureau will have six (6) areas of responsibility: Police Administration, Fiscal Command, Personnel/Program Support Command, Operational Command, Community Partnership Command, and Police Chaplain.
   1. Police Chaplain - responsible for providing counseling and assistance to any employee or their family; officiating at police funerals; and monitoring of personnel on extended sick leave.

104.02 POLICE ADMINISTRATION

Police Administration consists of the Office of the Chief of Police and the Public Relations Office.

A. The Administrative Sergeant is responsible for:
   1. Assisting with the administrative responsibilities of the Chief of Police; approving, at the direction of the Chief of Police and/or Executive Command Staff, any request for department participation in a training event, public event, presentation, assessment center, or any other participation requested of the department, with the exception of normal divisional and intervention related events.
   2. Liaison with the police associations in matters concerning the police department, specifically with the Fort Worth Police Officers Association (FWPOA) concerning the Meet and Confer Labor Agreement between City of Fort Worth and Fort Worth Police Officers Association. The President of the FWPOA is assigned to the Police Administration Office.

B. The Public Relations Office Sergeant is responsible for: *TBP 5.04*
   1. Responding to requests in relation to public information from citizens and/or the media; coordinates activities related to press releases, press conferences, and media events involving the police department; and coordinates community forums, town hall meetings, and other public events initiated by the Public Relations Office.
   2. Public Information Officer(s) shall serve as official spokesperson(s) for the department in the release of information to department personnel, the public, and to media outlets.

104.03 FISCAL COMMAND

The Fiscal Command shall be the responsibility of a Police Assistant Director and has responsibility to manage budget planning and management, finance, grants, procurement, contract management, and Crime Control and Prevention District budget. The Fiscal Command is responsible for the Budget and Procurement Division and the Finance Division. The Fiscal Command Assistant Director is the Budget Director for the Crime Control and Prevention District Fund. *TBP 1.03*

A. Budget and Procurement Division
   1. Budget Section - develop and manage the Police Department's annual general fund operating budgets and 5-year CIP plan; manage fiscal administration of general fund

capital projects; oversee the Police Department Budget Committee; and submit General Fund forecast of funds.

2. Procurement Section - process vouchers and all Travel and Training forms process accounts receivable and other revenue received by the department; manage the procurement process including requisitions and purchase orders.
    a. Asset Management Unit - responsible for the centralization of issuing, receiving, processing, inventorying, and monitoring of all fixed assets and all other department assets, owned or donated for the Police Department; and coordinating the annual validation and inventory of those assets.
    b. Contract Management Section - responsible for managing, supporting and administering the contract process including developing, negotiating and executing contracts in support of the Police Department.

B. Finance Division – conduct internal audits of a financial nature to confirm department compliance; reconcile all grant overtime and personnel-related costs to ensure compliance with all directives.
    1. Financial Compliance Unit – ensure compliance of supplemental funds and expenditures and research proposed asset forfeiture purchases to confirm permissibility with directives; oversee Imprest funds for each unit to ensure compliance with Federal and State guidelines; and research proposed asset forfeiture purchases to confirm permissibility with State and Federal guidelines. *TBP 7.12*
    2. Crime Control and Prevention District (CCPD) Unit – develop, coordinate, and manage the police department's annual Crime Control and Prevention District (CCPD) operating and capital budgets.
    3. Supplemental Funding Section - responsible for researching, developing, managing, and submitting all grant applications and managing asset forfeiture, donations, and task forces.

104.04 PERSONNEL/PROGRAM SUPPORT COMMAND

The Personnel/Program Support Command shall be the responsibility of a Police Assistant Director and has responsibility to manage Employment Services, Program Support, and the Centralized Police Payroll Team.

A. The Employment Services Section
    1. Employment Services Unit - maintain department personnel files, including performance reviews and officer efficiencies; facilitate department out-processing paperwork; setup and/or remove assignment pays; ensure employment-related compliance with department, city, state and federal employment policies; and provide employment-related training as necessary.
        a. Civil service - Request promotional exams, certified lists and process promotions, military overages and demotions; responsible for the Civil Service G Files; provide unit information to the Civil Service Director for maintenance of A File; assist with updating or initiating employment ordinances and policies, and manage staffing projections for attrition.
        b. Civilian - facilitate civilian hiring, to include job postings, interviews, conditional offers of employment and background screening process; participate in the employment selection and process of civilian police personnel; and assist in employee relations issues and provide guidance in discipline and termination procedures.

2. Position Management Unit - responsible for coordinating all personnel moves, pay, hire and termination; monitoring position alignment; and producing the Personnel Orders; processing and monitoring military leaves for sworn and civilian employees participating in military training and/or deployment; and entering staffing and benefits for annual budget preparation.
3. Medical Records Unit - responsible for compliance with all procedures, policies and filing related to occupational and non-occupational illnesses, Major Medical Sick Leave, Family Medical Leave Act (FMLA), limited duty, and voluntary leave.
4. Polygraph Examiner Detail - administers employment polygraph examinations for department applicants when requested by Employment Services or the Training Academy, a supervisor or detective; and, when requested by the Chief of Police, administers polygraph examination to any departmental employee. *TBP 4.04*

B. Program Support Division
1. The Research and Planning Section is responsible for strategic planning; serving as a liaison to the Property Management Department in coordinating and implementing facility capital improvement projects; overseeing and tracking data and measures used for operational decisions; research projects; reporting crime statistics to the public; updating the department's website; developing departmental reports and plans; providing departmental Geographic Information System services; and providing support to the Crime Control and Prevention District Board of Directors.
2. Technology Services is responsible for researching and project management of technology advancements; application development and support; user support; master data management; capital project planning; budget planning of technology related assets and services; assisting with and supporting technology-related facility improvements and hardware moves; and ensuring compliance with technology-related federal, state and local regulations and policies including CJIS, HIPPA, Privacy Policy, etc.

C. Centralized Police Payroll Team (CPPT)
Responsible for payroll related function and work activities to ensure timesheet entries, work quality and adherence to established policies and procedures. Ensure city payroll processes and activities meet audit requirements and participates in regular audits for data verification purposes; supports employees and management by providing interpretation and advice on general payroll related issues; and provides data to employees, management and Police Command staff as needed and acts as liaison to other city departments regarding ERP and paycheck issues.

104.05 OPERATIONAL COMMAND

The Operational Command shall be the responsibility of a Deputy Chief and shall include Professional Standards, Training Division, Fleet Services Division, Communications Division, Use of Force Analysis Section, Policy Management and Safety Section, Wellness Unit, and Ceremonial Unit.

A. Professional and Accountability Standards
1. Special Investigations Unit – responsibilities include conducting administrative audits and/or inspections of police department operations to ensure the goals and objectives of the City of Fort Worth, as it pertains to public safety, are being met in an efficient and effective manner; audit and inspections conducted at the direction of the Chief of Police; and the investigation of criminal allegations involving a person employed by the City of Fort Worth, i.e., Police, Fire, Water, etc. that meet the following criteria:

a. Class B Misdemeanor offenses and above with exception to misdemeanor Driving While Intoxicated or Driving Under the Influence offenses.
b. Any allegation involving a criminal offense, regardless of classification, or family violence.
c. Criminal allegations involving City of Fort Worth employees if it is directly related to public integrity.

2. Internal Affairs Section - responsibilities include ensuring the complete and impartial investigation of all complaints against police department employees; maintaining records of investigations of allegations of misconduct and any action taken as a result of the investigation; conducting administrative investigations on all Critical Police Incidents; and conducting investigations affecting department personnel at the direction of the Chief of Police.
   a. Legal Liaison Unit - assist the Department of Law with document collection related to requests for police records; process legal requests to include expunctions, open records requests, subpoenas, disciplinary hearings, lawsuits, and court orders.
   b. Court Liaison Detail - provide assistance to the Municipal Court and Tarrant County District Attorney's Office in the notification to police personnel of scheduled court appearances, subpoenas, and other court-related activities.

B. Training Division - responsibilities include developing, evaluating, and supervising all in-service training programs for members of the department and maintaining records of such training; developing, evaluating, and providing recruit and entry level training for all sworn job classifications in the department; coordinating state licensing and higher education as required by the Firefighters' and Police Officers' Civil Service Commission and the Texas Commission on Law Enforcement (TCOLE); responsibility for the Weapons Range; and coordinating all aspects of background investigations, hiring, coordinating all aspects of recruitment for cadets, explorers, interns and police applicants; and, coordinating the department's Explorer Program.
   1. Career Development – includes recruit training and advanced training.
   2. Enhanced Skills – includes weapons training and reality-based training.
   3. Backgrounds and Recruiting

C. Fleet Services – responsibilities include managing the annual purchase of fleet vehicles and establishing vehicle specifications addressing the specific needs of the department's specialized units; administering the police department's vehicle lease program; providing management and accountability of the fleet's maintenance and fuel expenditure; and, maintaining the appropriate database to ensure accountability of designated equipment.

D. The Communications Division has responsibility for:
   1. Communications Unit - directs the flow of information from complainants through voice and data transmission to officers in the field. The Communications Unit is comprised of the following functions:
      a. Call Taking - citizens calls to 911 or the non-emergency number for police assistance are routed from the call center to the dispatch center for processing.
      b. Dispatch – calls are dispatched to patrol officers using Cad System and police radio systems.
         (1) DC1/DC2 – assist officers with call backs to citizens and information look-up; ordering wreckers; monitoring multiple radio channels; monitoring Inter-Op channels.

(2) COPS Channel/DC3 – assist the COP Program by providing patrollers services to ensure their safety.
(3) Broadcast Channel – enhance officer safety by broadcasting significant events on all patrol channels.

2. Police Information Center – process requests for information from field officers. Specific staff processes include but are not limited to: process stolen vehicle reports; run-a-way reports; processing teletype transmissions to other agencies; confirming warrants and EPOs; Process Omnix system requests; Animal Control dispatch; and TPW notifications.
3. Call Center Analyst – analyze call volume and average handle time as a means to establish staffing levels to effectively handle call volume.
4. Quality Assurance - ensures quality service is delivered to our citizens/patrol officers by monitoring calls/radio transmission on a routine basis.
5. Custodian of Records – maintain, locate and provide records created in police communications. Provide various statistics for the Division; provide data for all open records request for the Division; and testify in court for the records created in Police Communications on behalf of the call-takers and dispatchers.

E. Policy Management and Safety Section - responsible for assisting the command staff with policy decisions; development of the General Orders and Special Orders; maintaining the document management system (PowerDMS), assuring compliance of policies and procedures with applicable entities; program management and monitoring for the Texas Police Chief's Best Practices Program; monitoring the police department website email; coordinating the department health and safety program; developing facility safety plans and employee safety courses; and performing safety inspections of all police facilities. *TBP 1.13*

F. Use of Force Analysis
1. Use of Force Coordinator – the primary mission of the Use of Force Coordinator is to reduce unnecessary use of force incidents, work toward increasing trust and legitimacy, and improve safety by concentrating on three key areas as they related to use of force: policy development, training, and increased transparency and community engagement. The Use of Force Coordinator shall serve as the chairperson of the Fort Worth Police Department Use of Force Review Board.
2. Force Analysis Section – provides a consistent review process for all Use of Force incidents, excluding Critical Police Incidents. The Force Analysis Section works closely with the Use of Force Review Board and the Training Academy to analyze these incidents and determine findings.

G. Ceremonial Unit – under the supervision of an appointee by the Operational Command Deputy Chief and consisting of the Honor Guard and the Pipes and Drums who provide traditional military and police honors at ceremonies and funerals of fallen police officers and dignitaries.

H. Wellness Unit – under the command of the Operational Command Administrative Sergeant, develops, evaluates and implements department-wide training and resources on the various aspects of officer and civilian employee wellness.
1. Peer Support Program
a. The Peer Support Coordinator, under the supervision of the Wellness Unit, may be requested by the command staff to provide assistance to an officer or employee who is undergoing a disciplinary action, to determine if there are underlying issues that need to be addressed outside the scope of discipline.

b. The Peer Support Team, which is under the supervision of the Wellness Unit and the Police Department Peer Support Coordinator, provides assistance for officers and civilian employees of the department with early intervention, preventive education, and assistance in any necessary referral.

2. Checkpoint Personnel
Checkpoint members, under the supervision of the Wellness Unit, contact employees who have experienced critical incidents, traumatic events, or hardships to provide support, and possibly refer to peer support or professional services.

3. Fitness Coordinator
   a. The Fitness Coordinator, which is under the supervision of the Wellness Unit, develops, evaluates, and oversees all fitness training programs for civil-service testing and police recruit training, oversees and reports compliance for annual department-wide fitness testing, develops fitness and nutrition programs, and other related training opportunities for police department employees.

104.06 COMMUNITY PARTNERSHIP COMMAND

The Community Partnership Command shall be the responsibility of a Deputy Chief and shall include the Support Services Division.

A. The Support Services Division is responsible for providing general support services for the department, crime prevention, and interaction with the community.
   1. Adult Community Program Section - provide coordination and training for: *TBP 2.24*
      a. Volunteer Patrol Programs
         (1) Citizens on Patrol Program (Code: Blue)
         (2) Spanish-Speaking Citizens on Patrol
      b. Citizen Education Programs
         (1) Citizens Police Academy
         (2) Spanish-Speaking Citizens Police Academy
         (3) Citizens Police Academy Alumni Program
      c. Police/Clergy Programs - a coalition of pastors working in partnership with the police department to serve the citizens of Fort Worth. The Clergy Program includes the Ministers Against Crime (M.A.C.) and Clergy And Police Alliance (C.A.P.A.) and coordination of a Ministers Academy.
   2. Young Adult/Juvenile Program Section - provide coordination and training for: *TBP 2.24*
      a. Fort Worth Police Department Cadet Program – responsible for recruitment, selection, processing, and monitoring of the cadets that are career-oriented toward seeking entrance to the police academy.
      b. Police Athletic League – a collaboration between police and the community providing guidance and leadership to our youth through athletics.
      c. Explorers - a career educational and experience-based program designed to help young people by focusing on character development, physical training and career education.

B. Community Engagement Unit employs community relationship strategies to strengthen trust between the community and the Fort Worth Police Department. The development of long-term relationships and community partnering leads to decreased crime and improved community perception of safety.

201.00 DEPARTMENT ORDERS, DIRECTIVE SYSTEM, AND FORMS

201.01 WRITTEN DIRECTIVE SYSTEM DEFINED

The purpose of a written directive is to provide procedures, guidelines, rules and regulations that formulate the department's policy and employee conduct. All employees shall read, adhere to, and be held accountable for all directives, policies, rules, regulations and training material. Any statement in a written directive, including Special Order, General Order or bureau directive, found to be illegal, incorrect, or inapplicable shall not affect the validity of the remaining contents. The police department written directive system provides for the issuance of General and Special Orders at the department level and Directives and Standard Operating Procedures at the bureau level. Orders of lasting application affecting two (2) or more bureaus shall be department-level General or Special Orders. Directives of a temporary nature shall be rescinded as necessary. Authorized orders shall be classified as:

A. General Orders
   If any procedures affect another bureau in whole or part, it will be proposed for inclusion in the General Orders Manual. General Orders shall apply throughout the department and are issued for the purpose of establishing or revising departmental organization, procedure or guidelines on matters involving general application. In order of precedence, General Orders shall stand over other departmental directives, unless amended by subsequent Special Order. General Orders shall be authorized only by the Chief of Police and shall remain in effect until rescinded, amended, or revised.

B. Personnel Orders
   Personnel Orders are prepared at the direction of the Chief of Police. Personnel Orders are issued for the purpose of announcing appointments, assignments, transfers, promotions, demotions, dismissals, restorations to duty, retirements, and resignations of sworn personnel. Personnel Orders are self-canceling as they take effect.

C. Special Orders
   Special Orders are used to establish a temporary, emergency, or interim procedure or guideline at the departmental level on a formal basis and are issued, authorized, or directed by the Chief of Police. Special Orders of lasting nature shall be developed as a General Order.

D. Training or Procedural Manual or Department Directives
   Written manuals or directives provide extensive guidance and detailed procedural information in relation to specific operations or activities. Departmental Directives shall be issued only by the Chief of Police. Deputy Chiefs and above have the authority to approve procedures related to their respective areas of command.

E. Inter-office correspondence or bureau directive
   Directives below the department level are subject to the approval of the appropriate assistant chief. Inter-office correspondence or bureau directives shall be used to establish rules, guidelines or procedures below department level which apply only to a specific operational segment or activity of the department. Inter-office correspondence or bureau directives of a short-term nature and for a specific circumstance shall designate a date of cancellation. Orders, rules, and regulations of any supervisor/manager must be consistent with the written directives issued by a higher authority.

F. Standard Operating Procedures (SOP)
   Captains and above have the authority to approve standard operating procedures related to their respective areas of command. Procedures contained in a SOP shall not conflict with the policies, procedures or rules established in General Orders, Special Orders, laws or contracts. Standard Operating Procedures shall be maintained by the originating entity, with a copy on file with Policy Management and Internal Affairs.

201.02 GENERATING WRITTEN DIRECTIVES

A. General Orders

When initiating a new General Order, persons requesting the order shall first obtain approval through their chain of command then submit a draft proposal of the order to the Assistant Chief of the Finance and Personnel Bureau for assignment to Policy Management. Policy Management shall be responsible for research, development, command staff and legal review and, upon approval of the Chief of Police, distribution and publication as a General Order. All General Orders shall require an employee's documentation of receipt.

B. Special Orders

When necessity requires the establishment of a departmental Special Order prior to advancement to a General Order, persons generating the procedure shall follow the same process as a General Order. All Special Orders shall require an employee's documentation of receipt.

C. Inter-office correspondence or bureau directive

When necessity requires establishing a guideline or procedure to be followed for personnel below the department level, the authorized person shall forward the proposed directive to Policy Management to review the document for conflicts with General Orders, other policies, law, or contracts. If the directive conflicts or violates existing procedures, it shall be returned to the submitting party with the areas needing change highlighted. If no changes are necessary, it shall be returned noting that no conflicts exist.

1. Directives shall be furnished to employees within the bureau with a required documentation of receipt to be filed and maintained in the bureau.

D. Standard Operating Procedures (SOP)

Standard Operating Procedures will be developed by the unit, section, division, or bureau, and forwarded to Policy Management for review for conflicts with other written directives, laws, and contracts. Once returned by Policy Management to the requesting organizational segment, the SOP will be approved through the submitting party's chain of command. Standard Operating Procedures shall be reviewed annually by the affected unit, section, division, or bureau by August 31st of each year.

1. All Standard Operating Procedures will include sections on statement of purpose; organization; personnel duties, authority and responsibilities; operations; and any other areas as determined by the commander. The document shall include the date of development for a new SOP or the date of review/update for an existing SOP.
2. All approved Standard Operating Procedures shall be on file with Policy Management and with Internal Affairs. Any revision to Standard Operating Procedures by the issuing organizational segment shall be submitted to Policy Management and Internal Affairs prior to utilization.
3. Standard Operating Procedures shall be furnished to employees within the unit, section, or division with a required documentation of receipt to be filed and maintained by the supervisor of the level issuing the procedure.

201.03 AMENDMENT RESPONSIBILITY

General Orders and Special Orders will be issued, modified, or withdrawn only by the Chief of Police. All requests for amending a General Order or Special Order shall follow the procedures in General Order 201.02A. The authority of a person to rescind or amend a bureau directive is restricted to those orders that the person is authorized to issue.

A. Definitions
   1. Revisions - Refers to replacing an existing General Order or a portion thereof with a revised order or the insertion of a new procedure into the General Orders Manual.
   2. Rescindments - Refers only to the removal of a procedure from the General Orders Manual or the cancellation of a Special Order.
   3. Mandatory and Permissive verb forms
      a. The words "shall" "will" and "must" are mandatory in intent.
      b. The word "may" is permissive in intent.
      c. The word "should" is advisory in intent.
   4. General Orders Manual - Refers to the complete document containing all seven (7) chapters with a table of contents in the format as stated in General Order 201.04 and having been distributed as either hard copy, electronic copy posted on PowerDMS, or as distributed in another medium authorized by the Chief of Police (i.e. flash drive, portable drive, or other electronic methods as future technology may dictate).
   5. Unless addressing a specific gender, the use of gender neutral or gender inclusive language, a writing style that avoids bias toward a particular sex or social gender, shall be utilized in all department policies and procedures.

B. Inter-office correspondence
   Inter-office correspondence bureau directives shall be amended, rescinded or revised with the issuance of a new inter-office correspondence which shall delineate the changes, including self-canceling provisions, if applicable.

C. The General Orders Manual shall be reviewed annually and updated as necessary by Policy Management.

201.04 FORMAT OF ORDERS AND DIRECTIVES

A. General Orders and Special Orders shall be issued with a pre-printed heading and bearing a facsimile of the police badge in the following manner:
   1. General Orders shall have a decimal number followed by a title indicating the subject matter. A new General Order will be issued with the date of approval, and the authorizing signature.
   2. Special Orders shall have a similar appearance to a General Order and shall be numbered indicating the related General Order or provide a title if not related to an existing procedure or directive.
   3. Personnel Orders shall be numbered in chronological sequence according to the number of orders and the year of issue.

B. Inter-office correspondence shall be prepared using the official departmental style as authorized by the Chief of Police.
   1. The numbering and filing system for directives below department level shall be the responsibility of the issuing captain/division manager or above.

201.05 DISTRIBUTION

A. Distribution of approved General and Special Orders shall be the responsibility of Policy Management and shall be issued through PowerDMS and maintained on that software.

B. Upon employment, all sworn personnel are issued a General Orders Manual and shall be responsible for updates to the manual and all civilian employees shall be made aware of the General Orders and how to access them. Personnel shall provide documentation of receipt for General Orders and any subsequent Special Orders or revisions to the General Orders through

PowerDMS within two (2) weeks of issue or by the due date listed in the PowerDMS email announcement. Accountability for compliance with all orders rests with the employee.

C. Physical Distribution of General Orders and Special Orders.
   1. Upon the issuance of a new General or Special Order, Policy Management will notify the appropriate classification(s) of personnel by email.
   2. The division commander/manager or designee shall be responsible for ensuring that each of their employees has accessed the PowerDMS software to read and document by signature the receipt of the order. Maintenance of electronic documentation of receipt will be the responsibility of Policy Management through the use of the PowerDMS software.

D. Policy Management will ensure all General Orders and Special Orders are posted on the internal police website (fwpd/portal) in a timely manner.

E. Employment Services Section will ensure all Personnel Orders are posted on the internal police website (fwpd/portal) in a timely manner.

201.06 CONTROL OF GENERAL ORDERS, SPECIAL ORDERS AND DIRECTIVES

A. Policy Management shall maintain a master file of all General Orders, Special Orders, Bureau Directives, and Standard Operating procedures and shall be responsible for ensuring the orders are in compliance with applicable local, state, and federal laws, in addition to any other sanctioned entities.

B. Employment Services shall maintain a master file of all Personnel Orders.

C. All bureau commanders/managers shall maintain a master file of all Standard Operating Procedures and all directives, including Training and Procedural Directives, issued within their bureau.

201.07 POLICY ADVISORY COMMITTEE

A. The responsibilities of the Policy Advisory Committee shall be to consider any policy which has direct influence on the police department's service to the community, and to provide recommendations to the Chief of Police relative to:
   1. The need for development of a specific policy not already addressed in the General Orders.
   2. Revisions to a current policy which has a direct influence on the police department's service to the community.
   3. Elimination or cancellation of a current policy that has a direct influence on the police department's service to the community.

B. All proposed policies, research documentation, and supporting documentation shall be gathered and presented by either the committee Chair or Vice-Chair.
   1. Policies that will not be reviewed by the Policy Advisory Committee include, but are not limited to, the following:
      a. Policies that are protected from public disclosure under the *Texas Government Code* section 552,
      b. Policies that are protected from public disclosure pursuant to Open Records Rulings and Decisions issued by the Texas Attorney General,
      c. Health Insurance Portability and Accountability Act of 1996 (HIPAA) topics,
      d. Policies required by the City of Fort Worth (such as City of Fort Worth Personnel Rules and Regulations),
      e. Policies required under the current Meet and Confer Agreement,
      f. Policies or training required under TCOLE,

g. State and Federal requirements, and
h. City of Fort Worth Ordinances.

C. The committee shall consist of commissioned personnel desiring to serve an appointment as volunteers. Personnel serving on the committee shall vary depending upon each individual's expertise to effectively evaluate policy and procedures. The committee shall also have community members who, after a successful background investigation, will be recommended by the executive command staff. The Chief of Police shall approve all final appointments of the committee members.

D. The committee shall be comprised of no more than thirteen (13) members. The goal is for committee members to represent the different assignments in the department and viewpoints from the community. The committee shall include:

1 Assistant Chief	Chair	Finance and Personnel Bureau
1 Policy Analyst	Vice-Chair	Policy Management
3 Officers, any rank		Department Recognized Police Associations' Designees
1 Supervisor, Sergeant or Lieutenant		Patrol Bureau
1 Officer		Patrol Bureau
1 Supervisor, Sergeant or Lieutenant		Support Bureau
1 Officer		Support Bureau
1 Representative		Business Community
1 Representative		Community-at-large
1 Representative		Youth Community (age 18-25)

Note: Additional subject matter individuals may be asked to attend a meeting on a specific topic when their expertise may be of benefit to the committee.

E. Each member shall be appointed for a two (2) year tenure as a voting member, except for the Chair and Vice-Chair who are permanent non-voting members as long as they are assigned to the designated positions above.

F. Committee meetings shall be held twice a year. The Chair shall preside over meetings and is responsible for ensuring that meetings are conducted orderly and properly. The Chair may cancel meetings if there is no agenda to discuss or call more frequent meetings if circumstances warrant. Minutes of the meetings shall be maintained by the Vice-Chair.

G. In order for business to be conducted, a quorum of at least seven (7) members must be in attendance for the entirety of the meeting. If there is a vacancy of the committee, then the quorum will be reduced by the number of vacancies on the committee.

H. Attendance, participation, and respect through the discussions by each committee member is paramount in providing the department and the community with policies that reflects the best interest of both the community and the department; therefore, any committee member can be replaced by the Chair for lack of participation or commitment to the overall goal of the committee.

I. Nothing in this policy shall preclude the Chief of Police:
1. From approving a department policy without the recommendation of the Policy Advisory Committee, or
2. Appointing experts or a focus group to review any policy revision and provide feedback in those areas where there is no consensus, the issues are complex, and/or exigent circumstances exist.

J. The Vice-Chair shall ensure there are no conflicts between the proposed changes and existing policies, procedures, department directives, or applicable laws.

201.08 FORM DEVELOPMENT

A. Any functional entity within the department may initiate the design of a form to be used within the department. New forms shall be reviewed and approved by the functional entity's Captain/Manager. Forms to be used within an individual bureau shall be approved by the Assistant Chief over the bureau, and forms to be used throughout the department shall be approved by the Chief of Police.
B. Prior to generation of a new form, employees of the department shall check with Policy Management to determine if a form currently exists which may serve in the place of an additional form.
C. Persons requesting a new form to be used throughout the department shall forward the approved form to Policy Management for assignment of a department form number.
D. Limited use forms, i.e., those that are restricted solely to within a bureau and do not require long-term storage, may be generated within the requesting entity using available equipment. A copy of the approved form shall be sent to Policy Management for archive purposes.
E. Policy Management is responsible for the maintenance and archival of all forms utilized by the department. Assistance for design and production from Policy Management may be requested.

202.00 POLICE TRAINING STANDARDS

202.01 STANDARDS FOR IN-SERVICE TRAINING

A. All TCOLE training files shall be maintained by the Police Training Academy and will be stored either on the Texas Commission on Law Enforcement Data Distribution System (TCLEDDS) server or a secure city server. Training files for communications-related training will be maintained by the Communications Division in coordination with the Police Training Academy. *TBP 3.05*
B. All training provided at the Training Division shall conform to current standards set by the Texas Commission on Law Enforcement (TCOLE). *TBP 2.16 and TBP 3.06*
    1. Each sworn officer, regular and reserve, must attend forty (40) hours of training during each biennium as prescribed by TCOLE. Officers failing to attend this training are subject to license revocation by TCOLE. *TBP 3.05*
    2. Successful completion of in-service training shall consist of the following:
        a. A score of 70% or higher on all written tests given during the in-service school.
        b. Successful re-qualification of prescribed defensive tactics techniques.
        c. Successful qualification of new defensive tactics techniques.
    3. An officer who fails to successfully complete an in-service course may be required to repeat the school at the discretion of the Captain of the Training Division in its entirety and take all associated testing with the following exceptions:
        a. An officer who scores less than 70% on the final examination of a course will be allowed to repeat the written test a second time. An officer who scores less than 70% on the second attempted examination will be required to repeat the entire course of instruction.
        b. An officer who fails to successfully demonstrate the defensive tactics techniques due to injury received in the class will be allowed to attempt to qualify upon being released to full duty status by a physician.

4. Officers who fail to successfully complete an in-service course shall be referred to the appropriate deputy chief for disciplinary action.
5. Officers who fail to successfully complete a course of instruction on the second attempt shall be subject to disciplinary action, up to and including termination.

C. It is the goal of the Training Division that all information and materials presented conform to proper standards of professional ethics. *TBP 3.05 and TBP 3.06*
   1. Information and material presented shall be free of discriminatory, prejudicial, biased, insulting, defamatory, sexually harassing, or unethical statements, actions, or innuendoes.
   2. Training Division staff shall be responsible for monitoring all presentations to ensure conformity to professional standards. Appropriate warning and/or disciplinary action will be taken in all cases of unprofessional or unethical behavior.
   3. Any instructor presenting a class at the Training Academy shall ensure that all instruction is free from statements which might be construed as unprofessional conduct by criticizing, deriding, belittling, or defaming any citizen or group of citizens, any sworn or civilian employee of the City of Fort Worth, or any departmental entity of the city.
   4. Any training eligible for TCOLE credit that is conducted by Fort Worth officers acting as representatives of the Fort Worth Police Department, must be approved by the Advanced Training Unit Supervisor prior to the training. All course material shall be provided to the Advanced Training Unit Supervisor for approval no less than thirty (30) days prior to the start of training.
   5. Any training that is intended to be reported for TCOLE credit by the Fort Worth Police Department shall be reported only by the Advanced Training Unit.
   6. If the training is intended to be reported to TCOLE for credit, all satellite training sites must be approved by the Captain of the Training Division no less than thirty (30) days prior to the start of training.

D. Students are encouraged to ask questions and offer relevant comments. However, students shall not challenge a course instructor in any belittling manner. Challenges of an instructor's credibility shall be addressed through the Captain of the Training Division.

E. Officers attending in-service training shall wear appropriate clothing. Prior to in-service training, the Captain of the Training Division will announce the standards of clothing.

F. During classroom presentations, all cell phones and electronic devices shall be on silent mode. If the device does not have this feature, it shall be turned off unless an emergency exists and the instructor has approved the device remaining turned on. Any form of personal electronic communication (i.e., texting, email, etc) is prohibited while the instructor is presenting a class unless authorized by the instructor prior to the start of the course.

G. The staff at the Training Division will prepare alternative in-service training for officers with occupational or non-occupational injuries that meet the medical restrictions. *TBP 2.16 and TBP 3.05*

H. An officer who violates TCOLE rules and regulations shall be subject to disciplinary action up to and including termination. Ignorance of the regulations shall not be justification for violating the requirements. *TBP 3.05*
   1. An officer whose peace officer license is suspended, revoked, surrendered, or fails to be renewed shall be subject to disciplinary action up to and including termination.
   2. The Chief of Police shall determine the duty status of an officer who fails to meet TCOLE standards or whose peace officer license is suspended, revoked, surrendered, or inactive for any reason.

202.02 FIREARMS QUALIFICATION

A Definitions

1. Primary weapon - A weapon approved by the Chief of Police as an on-duty weapon. The weapon is carried in the uniform duty holster when the officer is in uniform. An officer may also carry this weapon while in plainclothes or off-duty.
2. Back-up or Secondary Weapon - A back-up or secondary weapon is concealed and is carried in case the primary weapon fails mechanically or if control of the primary weapon is lost. Some weapons on the approved back-up list are approved for carry as primary weapons for plainclothes officers.
3. Off-duty Weapon - Any approved primary or back-up weapon is authorized for off-duty carry while carrying a weapon as a commissioned peace officer for the City of Fort Worth.

B. Each sworn officer shall be required to qualify with their primary weapon a minimum of one (1) time and with their back-up and off-duty weapons a minimum of one (1) time during every calendar year with additional qualifications as determined by the Chief of Police based on budgetary considerations. A sworn officer who fails to attempt to qualify, absent a documented medical limitation or an approved leave of absence, will be subject to disciplinary action. Once each calendar year, officers shall be required to qualify with the shotgun if their duty assignment provides for the use of a shotgun. If an officer has designated a personal shotgun or carbine for duty use, that shotgun or carbine must be fired for qualification. A firearms qualification schedule denoting the dates and times that qualifications are held shall be distributed bi-annually. *TBP 2.16, TBP 3.01, TBP 3.02, and TBP 3.03*

C. The following shall apply to all qualifications.

1. Each officer must bring a weapon and holster. The qualification scores are as follows:
   a. Handgun 85%
   b. Patrol carbine 95%
   c. Shotgun 80%
2. Speed loaders are required for revolvers.
3. Three (3) magazines are required for all on duty, off duty, or backup auto pistols for qualification.
4. Officers shall shoot with no warm-up or practice rounds and shall shoot duty rounds as part of the qualification course.

D. Computerized records shall be maintained to record who has qualified and the weapons that were utilized during qualification. *TBP 3.01 and TBP 3.03*

E. Officers in specialized units that utilize additional or specialized weapons shall qualify with those weapons as required by the unit's standard operating procedures. In all cases, every officer in a specialized unit shall qualify at least once a year with every weapon an officer intends on using while on duty. *TBP 3.01 and TBP 3.03*

F. The course of fire is determined by the rangemaster and the Chief of Police in accordance with criteria established by the Texas Commission on Law Enforcement.

G. The rangemaster shall be in control of all activities on the range and shall be considered the senior officer in charge.

H. Each supervisor has the responsibility to ensure their subordinates have successfully completed the required firearms training or remedial training in a timely manner. *TBP 2.16 and TBP 3.01*

I. If an employee notifies the department of medical reasons preventing the employee from qualifying, such reasons shall be forwarded to the department's Medical Records Custodian and the Human Resources Coordinator. The officer shall be placed on light duty by the

Medical Records Custodian while fitness for duty issues are addressed. In cases where no medical reason is offered for the repeated failure, any officer who fails to qualify after three (3) attempts with the uniform duty weapon shall be subject to disciplinary action. Any officer who fails to qualify after three (3) attempts with their back-up or secondary weapon shall not be allowed to carry the back-up or secondary weapon while in uniform either on or off duty. *TBP 2.16 and TBP 3.01*

1. The rangemaster shall prepare an inter-office correspondence identifying any officer who fails to qualify after three (3) attempts to qualify on the department-approved course. The rangemaster shall forward the correspondence through the chain of command for review by the Chief of Police.
2. Should an officer fail to qualify after three (3) attempts, the officer shall be restricted from carrying a firearm on duty or off duty per General Order 504.01, Weapons, until they have successfully passed qualification and completed remedial firearms training as prescribed by the Rangemaster. *TBP 3.01*
3. Officers required to attend remedial training shall also be required to attend an additional twelve (12) hours of firearms training in the following twelve (12) month period. The training shall include supervised practice at the FWPD Weapons Range and attendance in approved firearms training courses. *TBP 3.01*
4. Any officer assigned a department-owned shotgun or patrol carbine who fails to qualify after three (3) attempts will be required to turn the weapon in to range personnel. *TBP 3.01*
5. Any officer assigned a department-owned shotgun or patrol carbine who fails to attend a qualification during the calendar year, absent a reported medical reason, shall be required to turn the weapon in to range personnel. *TBP 3.01*
    a. For the shotgun or patrol carbine to be re-assigned back to the officer, the officer will be required to attend remedial firearms training as prescribed by the Rangemaster.
6. Officers out on medical leave or light duty during qualifications must qualify as soon as they are released to do so by their physician.

J. Each officer is provided 100 rounds of ammunition per month for practice.

202.03 TRAINING FOR PERSONNEL

A. Employees shall attend or complete all classes, tests and/or exercises required by the department at the designated time and place for which they are scheduled. Supervisors are responsible to monitor employee completion of required training.

B. Officers on full medical leave for an occupational or non-occupational injury cannot be required to attend training until the officer is released to return to work with or without restrictions.

202.04 TRAINING ACADEMY WEATHER STATION

The Bob Bolen Public Safety Complex is equipped with a weather station that provides real-time weather conditions, to include lightning detection and Wet Bulb Globe Temperature. Wet Bulb Globe Temperature is considered to be the most accurate indicator of heat stress on the body in direct sunlight, and accounts for temperature, humidity, wind speed, sun angle, and cloud cover. The following guidelines shall be adhered to when conducting training or events outdoors at the Bob Bolen Public Safety Complex in order to ensure the health and safety of all personnel involved in the training. Any exception to this policy must be approved by the Training Division Captain.

A. Lightning Detection
   1. When lightning is detected within ten (10) miles of the Bob Bolen Public Safety Complex, the outdoor warning siren will activate for fifteen (15) consecutive seconds. Upon activation of the outdoor warning siren indicating that lightning is present, all personnel involved in outdoor training or events shall immediately seek shelter indoors.
   2. When lightning has not been detected within ten (10) miles of the Bob Bolen Public Safety Complex for at least thirty (30) minutes, the all-clear siren will sound from the outdoor warning system. The all-clear siren will sound three (3) separate times for a duration of five (5) seconds each. Upon activation of the all-clear siren, outdoor training or events may resume.

B. Heat Stress
   1. When conducting training that involves exercise outdoors during warmer seasons, instructors shall monitor the Wet Bulb Globe Temperature (WBGT) on either the Police Department website or the PD Portal. Training that involves exercise shall be modified when WBGT is in the following ranges:
      a. Less than 82 degrees Fahrenheit: Training may be conducted as normal
      b. 82.2-86.9 degrees Fahrenheit: For intense or prolonged exercise, provide at least three (3) separate rest breaks each hour with a minimum duration of four minutes each.
      c. 87.1-90 degrees Fahrenheit: Maximum outdoor time is two hours. Provide at least four separate rest breaks each hour with a minimum duration of four minutes each.
      d. 90.1-91.9 degrees Fahrenheit: Maximum outdoor time is one hour. Must provide a total of twenty (20) minutes of rest breaks throughout the hour.
      e. Greater than 92.1 degrees Fahrenheit: No outdoor training that involves exercise shall be conducted until WBGT has fallen below 92.1 degrees for at least thirty (30) minutes.

203.00 TIME CONVERSION

203.01 24-HOUR TIME

A. Police department personnel shall use twenty-four (24) hour time for all radio communications and official police reports, including inter-office correspondence.
B. Twenty-four hour time is based on a 24-hour clock beginning with one (1) minute after midnight. Hours shall be listed as hundreds and minutes following the hour designated.

203.02 CONVERTING TO/FROM DAYLIGHT SAVINGS TIME

A. General Procedure
   1. Spring (Converting to Daylight Savings Time)
      All divisions in the department, except those in the Patrol Bureau and Communications, whose work schedules are affected by converting to Daylight Savings Time, shall adjust their work schedules to prevent personnel from working less hours than their normal shift.
      NOTE: To avoid overstaffing, it may be necessary to allow employees to use one (1) hour of appropriate leave if they so desire.
   2. Fall (Converting From Daylight Savings Time)

All divisions in the department, except those in the Patrol Bureau and Communications, whose work schedules are affected by converting from Daylight Savings Time, but whose schedules cannot be adjusted without impacting operational effectiveness, shall pay all personnel overtime pay for all hours worked in excess of their normal work shift.

B. Patrol Bureau and Communications
All divisions in the Patrol Bureau and Communications whose work schedules are affected by converting to/from Daylight Savings Time shall adjust their work hours to prevent personnel from working more or less hours than their normal watch. Division captains/managers shall be responsible for informing all affected personnel of changes in work schedules, including reporting times, when time conversions occur.

204.00 ACCIDENT REVIEW BOARD

204.01 ACCIDENT REVIEW BOARD

A. The Accident Review Board is responsible for reviewing all police vehicle accidents or incidents for the purpose of determining all relevant facts relating to cause and a ruling of chargeable or non-chargeable. *TBP 4.10*
   1. A vehicle accident is defined as any collision between any two (2) or more vehicles, a vehicle and an object, or a vehicle and a pedestrian.
   2. The Accident Review Board Coordinator is the Law Enforcement Driver Training (L.E.D.T.) Coordinator, a sworn officer assigned to the Training Academy.
   3. An incident is defined as any action other than a vehicle accident, resulting in damage to the police vehicle, or any other property damaged by the police vehicle. The supervisor having such damage reported shall complete form P106 and any necessary attachments concerning the damage and distribute as directed. The Accident Review Board Coordinator shall determine which incidents shall be reviewed by the Accident Review Board for a ruling of chargeable or non-chargeable, and preventable or non-preventable.
   4. The Accident Review Board may change an accident ruling to an incident, based on the totality of circumstances of the accident and only if minor damage or a natural event i.e., a tornado or hail has occurred.

B. The Accident Review Board voting members shall consist of the Traffic Investigation lieutenant, who will serve as the Chair, one (1) sergeant, one (1) corporal, and two (2) police officers. The final approval of the voting members shall be the Chief of Police or designee. *TBP 4.10*
   1. Voting members of the Accident Review Board shall serve an undesignated term. Replacement of members shall be at the member's request, for reasons of non-attendance at the direction of the Chair, or at the discretion of the Chief of Police.
   2. Voting members shall have an equal vote regardless of rank.
   3. The Chair of the Accident Review Board shall vote only in the event of a tie.
   4. When a quorum is needed but circumstances exist that prevents meeting the required majority (i.e., a position being vacant, etc.), the Accident Review Board Coordinator may temporarily act as a voting member.

C. Members of the board shall be briefed by the Accident Review Board Coordinator in the operational procedures of the board before being given the responsibility of reviewing accident/incident packets or serving as Chair.

D. The Chair shall be responsible for conducting the board meetings and ensuring that all aspects of the accident/incident cases are reviewed. It shall be the Accident Review Board Coordinator's responsibility to prepare documentation relating to findings of the board on each accident/incident reviewed. Such documentation shall contain the board's conclusions and recommendation as to the classification of the accident, and evidence and explanations to support these findings.

E. The Accident Review Board Coordinator shall be responsible for maintaining a records system on all decisions and recommendations of the board. The Accident Review Board Coordinator shall serve as the administrative aide for the Accident Review Board and shall:
   1. Attend all meetings as a non-voting member, unless a quorum is required.
   2. Serve as liaison for the Accident Review Board.
   3. Serve as liaison to the City of Fort Worth Risk Management representative.
   4. Ensure that board meetings are scheduled and all affected persons notified.
   5. Inform affected employee when their accident will be reviewed and that, at their discretion, they may attend the hearing.
   6. Ensure that all information relating to the accident is available to board members.

204.02 FUNCTIONS

A. The Accident Review Board shall meet monthly at a location, time, and date set by the accident review board coordinator. Members shall not be required to attend while off duty and no overtime shall be paid.

B. The Accident Review Board shall classify all accidents and incidents investigated for classification purposes as follows:
   1. Chargeable - the employee is found to be in violation of a traffic law or departmental regulation which is a contributory factor in the accident. Consideration will be given to whether the vehicle was being operated in such a way as to make reasonable allowances for prevailing road, weather, and traffic conditions, light variables, vehicle condition, driver condition, and the mistakes of others in an effort to avoid involvement in an accident. The Accident Review Board shall include the specific law violated by using the Texas Transportation Code, current city ordinance, and/or the police department regulations.
   2. Non-Chargeable - the employee is found not to be in violation of any traffic law, city ordinance, and/or departmental regulations.
   3. The Accident Review Board shall further classify accidents and incidents as:
      a. Non-Preventable - the employee has done everything reasonably expected to avoid the accident.
      b. Preventable - the employee has failed to do everything reasonably expected to avoid the accident.

C. Damages to Vehicles:
   Amount of damages shall be determined by the Fort Worth Equipment Services Division's body shop supervisor and/or outside adjuster, if necessary. It shall be the responsibility of the reporting officer/supervisor to personally deliver the vehicle, if driveable, to the body shop immediately after any accident/incident. If the vehicle is not driveable, it will be towed to the body shop. The fleet manager or designee shall obtain damage estimates and repairs. Release of the vehicle will require the approval of the Fleet and Auto Pound Division and Equipment Services. The officer/supervisor shall notify the equipment coordinator and fleet manager by telephone of information pertaining to the accident/incident either upon arrival at the body

shop if during business hours or by the next working day if after business hours. When mechanical failure is suspected to be the cause of an accident/incident, the supervisor will be responsible to ensure that the vehicle is towed to the James Avenue service center and a written report is forwarded to Fleet and Auto Pound Division. An inspection shall be performed by Equipment Services and a written report confirming or denying the failure shall be submitted by Equipment Services through the proper channels. The equipment coordinator will place a copy of the report in the officer's accident packet before the Accident Review Board convenes for that specific case.

D. Accident Review Board findings:
   1. In accidents in which an officer's conduct makes it evident that the department's safety rules and regulations have been intentionally disregarded, removal from driving status as well as other appropriate corrective action shall be considered as potential recommendation to the officer's supervisor. Examples:
      a. Drinking; Illegal drug use; legal drug use without regard for the side effects of the medication.
      b. Irresponsible action - when it pertains to the lack of proper amounts of rest.
      c. Misuse or destruction of police equipment.
      d. Failure to report an accident/incident.
      e. Misstatement of facts concerning an accident or incident.
      f. When a competent medical opinion indicates that a physical or mental condition exists that would render an individual unsafe to operate a vehicle for the department.
      g. Flagrant disregard for the law, public safety, and the rules, regulations, and procedures contributing to an accident.
   2. Copies of the board's findings shall be forwarded by the accident review board coordinator within ten (10) days to:
      a. The affected officer's immediate supervisor who shall review the board's findings and forward a written report detailing any additional information, including any recommendations, that might be needed by the bureau assistant chief in making any disciplinary recommendation or procedural decision. A meeting will be conducted between the affected officer and the division captain/manager any time there is a recommendation for suspension. All documents shall be forwarded through the chain of command to the bureau assistant chief who shall make any necessary formal disciplinary recommendations.
      b. All documents will be forwarded to Internal Affairs for disposition.
   3. Accident determinations shall not be finalized until the board's findings have been passed through the chain of command and all recommendations presented to the Chief of Police.
      a. If the deputy chief or division manager of the affected employee does not agree with the conclusion of the board, they can have the matter reconsidered by a request through the Assistant Chief.
   4. If there is a contention or suspicion of mechanical failure, final decision of that failure shall be determined only after a careful review by the Fort Worth Equipment Services supervisor and the police department equipment coordinator.

E. The Internal Affairs Unit shall be responsible for the preparation of an annual analysis of all accidents and shall make the report available to Accident Review Coordinator, the members of the Accident Review Board and the executive staff for review of training needs or changes.

205.00 INTERNAL COMMUNICATIONS

205.01 COMMUNICATION GUIDELINES

A. An open exchange of information between all levels of the organization is important to performing the mission of the police department.

B. Due to the size and complexity of the department, employees shall operate within their chains of command and keep their supervisors informed as to their activities. An employee shall not bypass their supervisor or an acting supervisor for misconduct investigations, administrative issues, personnel issues, or personal issues.

   1. If an employee finds it uncomfortable to report an issue to their immediate supervisor, the employee may report the issue to any ascending-level supervisor in their chain of command, the police chaplain, Internal Affairs, Police Employment Services or Human Resources. If appropriate, the person receiving the information shall immediately report the matter to the appropriate assistant chief or the Chief of Police.

C. In exigent circumstances only, such as a time-sensitive situation, an employee may circumvent the chain of command and contact the Chief of Police's office to request an appointment. Employees who bypass the chain of command out of necessity have a responsibility to keep their supervisors informed of their activities at the earliest opportunity unless instructed to do otherwise by Internal Affairs or a member of the command staff.

206.00 EMERGENCY INTERPRETING SERVICES

206.01 INTERPRETING SERVICE FOR DEAF/HARD OF HEARING CITIZENS

The Fort Worth Police Department will furnish appropriate auxiliary aids and services whenever necessary to ensure effective communication with deaf and hard of hearing individuals.

A. When an auxiliary aid or service is required to ensure effective communication, the officer must provide an opportunity for deaf or hard of hearing individuals to request the auxiliary aids and services of their choice and must give primary consideration to the choice expressed by the individual. American Sign Language (ASL) is a separate and distinct language from spoken English. Some deaf or hard of hearing citizens who communicate using ASL cannot read/write or understand English. This may hamper communication through the use of a note pad.

   1. Auxiliary aids and services include qualified interpreters, written materials, note pads, and other effective methods of making aurally delivered materials available to deaf or hard of hearing individuals. A qualified interpreter means an interpreter for the deaf who holds a current Reverse Skills Certificate, Comprehensive Skills Certificate, Master's Comprehensive Skills Certificate, or Legal Skills Certificate issued by the National Registry of Interpreters for the Deaf or a current Level III, IV, or V Certificate issued by the Board for Evaluation of Interpreters.

   2. Primary consideration means that the officer must honor the deaf or hard of hearing individual's choice, unless the officer can show that another equally effective means of communication is available, or that use of the means chosen would result in a fundamental alteration in the service, program, or activity or in undue financial and administrative burdens. Such considerations should be documented in the incident report.

3. This order addresses only those situations where an officer, after consulting with the deaf or hard of hearing individual, determines that the services of a qualified interpreter are necessary to ensure effective communication.

B. Arrested Person

If an individual without a hearing impairment would have been arrested on probable cause without an interview, then a deaf or hard of hearing suspect in the same situation does not need to be provided with a qualified interpreter. However, a qualified interpreter shall be required if an officer is unable to convey to the suspect the nature of the criminal charges by communicating on a note pad or by using another means of communication.

1. If an officer needs to interview a deaf or hard of hearing suspect to determine if there is probable cause to make an arrest, a qualified interpreter must be provided if written communication is ineffective or if the suspect requests an interpreter.
2. If an officer cannot effectively inform an arrestee of the Miranda warnings without the use of an interpreter, then the officer must secure the services of a qualified interpreter in order to communicate accurately the warnings to the arrestee prior to any interrogation. An officer seeking to interrogate a deaf or hard of hearing arrestee must obtain the services of a qualified interpreter prior to any interrogation.
3. If exigent circumstances, such as victim safety, do not permit a delay in the interrogation of the arrestee, if an interpreter cannot be located within a reasonable period of time, or if the arrestee specifically declines the opportunity to communicate through an interpreter, the officer may proceed with the interrogation by using a note pad. However, at any time the written communication becomes ineffective for the officer or the deaf or hard of hearing arrestee because the facts are complex or the arrestee chooses to discontinue the interrogation, the officer must discontinue the interrogation and wait until a qualified interpreter is present before continuing the interrogation.

C. Traffic Violations

If an individual without a hearing impairment would have been issued a traffic citation without being questioned by the officer, then a deaf or hard of hearing traffic violator in the same situation does not need to be provided with a qualified interpreter. Officers must be able to clearly articulate that another equally effective means of communication is available, or that use of the qualified interpreter would result in a fundamental alteration in the service, program, or activity or undue administrative burdens.

1. However, if the officer is unable to convey to the violator the nature of the infraction by communicating on a note pad or by using another means of communication, then the officer should use their discretion whether to request a qualified interpreter come to the scene or release the violator.

D. Victim or Witness

If an officer is able to effectively communicate with a victim or witness by writing questions on a note pad and having the deaf or hard of hearing victim or witness write their responses, then the officer may proceed with the interview using a note pad. However, if the officer is unable to effectively communicate with a victim or witness by using a note pad or some other means of communication other than a qualified interpreter, then the officer must provide the victim or witness with a qualified interpreter. If the officer cannot wait until a qualified interpreter arrives because the officer has to respond to another more urgent call, the officer may:

1. If the safety of the victim or witness would not be jeopardized, have a qualified interpreter dispatched to the victim's or witness' location and request the interpreter contact the

Communications Division to notify the officer to return to the location. If a qualified interpreter is unable to respond or if the officer cannot return to the scene, the officer must document their investigation as completely as possible and file the appropriate report; or

2. When an investigator will not be interviewing the deaf or hard of hearing victim or witness, ask the victim or witness to come voluntarily to the division location when a qualified interpreter is available. If the qualified interpreter is unable to respond or if the officer cannot return to the division, the officer must document their investigation as completely as possible and file the appropriate report: or
3. If an investigator will be interviewing the deaf or hard of hearing victim or witness, the officer will note in the report that the officer was unable to effectively communicate with the victim or witness and an interpreter will be necessary. The investigator will contact the victim or witness and make the appropriate arrangements for an interpreter to be present during the interview.

E. All identifying information on the interpreter must be included in a report. All written questions and responses between and among police officers and deaf or hard of hearing persons must be treated as evidence. The officer shall write the offense number, date, time, and total number of pages on each page of notes.

F. When an interpreter is requested or when an officer is unable to effectively communicate with a deaf or hard of hearing person, the officer shall contact the Police Communications Division and request interpreter service.

206.02 LIMITED ENGLISH PROFICIENCY

The Fort Worth Police Department shall not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right. The department will make every reasonable effort to provide meaningful and timely assistance to Limited English Proficiency (LEP) individuals through a variety of services, where available.

A. Definitions
   1. Limited English Proficiency (LEP) - Designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes such as reading or writing. Similarly, LEP designations are context specific - an individual may possess sufficient English skills to function in one setting, but these skills may be insufficient in other situations.
   2. Interpretation - The act of listening to a communication in one language and orally converting it to another language while retaining the same meaning.
   3. Translation - The replacement of written text from one language into an equivalent written text of another language.
   4. Bilingual - The ability to communicate in two languages fluently, including the ability to communicate technical and law enforcement terminology.
   5. Bilingual Interpreter - An employee who is bilingual and has successfully completed the City of Fort Worth bilingual testing and is authorized to act as an interpreter or translator.

B. Calls to Communications or Data Reporting Unit
   1. When a calltaker receives a call and determines that the caller is a LEP individual the calltaker should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is needed and the language is known, the calltaker should immediately transfer the LEP caller to an available authorized interpreter to handle the call.

2. If an appropriate authorized interpreter is not available, the calltaker will promptly contact the contracted telephonic interpretation service directly for assistance in completing the call.
3. Dispatchers will make every reasonable effort to dispatch a bilingual officer to the assignment, if available.

C. Field Response

In situations where the officer is not investigating or enforcing the law and believes an individual does not understand, the officer may attempt to communicate with other options such as signs and gestures, or using others at the scene to attempt to communicate with the individual.

1. Except for exigent or non-confrontational circumstances, the use of a LEP individual's bilingual friends or family members is generally not recommended. The officer will make a case-by-case determination on the appropriateness of using friends or family members.
2. If the officer cannot communicate effectively with the individual, the officer will contact Communications for assistance.
3. The officer will assess each contact such as traffic stops, pedestrian stops, serving warrants, crowd/traffic control and other routine field contacts to determine the need and availability for translation services to all involved LEP individuals and utilize the methods outlined in this policy to provide appropriate language assistance.
4. It is important that officers effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action taken with a LEP individual.
5. Whenever any employee is required to complete a report or other documentation and interpretation or translation services are provided to any involved LEP individual such services should be noted in the related report.

D. Custodial Interrogations and Investigations

1. In an effort to ensure the rights of LEP individuals are protected during arrest and custodial interrogation, a high priority is placed on providing competent interpretation during such situations. Since miscommunication during custodial interrogations may have a substantial impact on the evidence presented in any related criminal prosecution, employees providing interpretation services or translated forms in these situations will have demonstrated competence in interpretation/translation and make every reasonable effort to accurately interpret/translate all communications with LEP individuals.
2. In order to ensure that translations or interpretations during criminal investigations are documented accurately and admissible as evidence, audio recordings of interrogations, victim interviews and witness interviews, including any eyewitness identification procedures, should be used whenever reasonably possible.
3. Employees utilized for LEP services need not be certified as interpreters, but must have demonstrated a level of competence to ascertain whether the employee’s language skills are best suited to monolingual communications, interpretation, translation or all or none of these functions. When bilingual employees of this department are not available, employees from other city departments who have the requisite training or Communications may be requested to assist.

E. Departmental Response

The police department will continue to determine which measures will provide reasonable access to various rights, obligations, services, and programs to all individuals within this jurisdiction. These methods may include:

1. Written forms and pamphlets which are available in the languages most likely to be requested.
2. Contract Interpreter Services.
3. Community volunteers and outreach.
4. Training in basic language skills that will be frequently encountered in the field.
5. Access by LEP individuals to the department for complaints regarding discharge of departmental duties.

207.00 RIDE-IN PROCEDURES

207.01 RIDE-IN REQUESTS

The goal of the Ride-In Program is to provide citizens the opportunity to observe patrol operations in an informative and safe environment. The guidelines in this section will assist in ensuring safety, protecting law enforcement procedures, and reducing the volume of ride-in requests.

A. General

1. All inquiries for requests concerning a ride-in shall be directed to the appropriate patrol division. Final authorization to participate in a ride-in rests solely with the patrol lieutenant working on the date and shift the ride-in occurs, unless prior written approval has been granted by a captain or above. No officer shall allow a ride-in participant to accompany them unless prior approval has been obtained. No officer, including supervisors of any rank, may approve their own ride-ins.
2. The patrol lieutenant or their designee shall:
   a. Generally require 72 hours advance notice to facilitate scheduling and the criminal history and warrant checks. However, short notice requests shall be reviewed on an individual basis.
   b. Conduct a criminal history and a warrant check on the potential ride-in participant each time a ride-in is requested,
      (1) Criminal history checks will be accomplished through the Criminal Investigation Unit (CIU) where the ride-in will occur and through the Police Information Center (PIC).
      (2) If the person has a criminal history including a final conviction of a class B misdemeanor or higher the person will be prohibited in participating in the program.
      (3) Any person with an outstanding warrant shall be handled as required by law.
   c. Personally interview each potential ride-in participant prior to the time of the ride-in, making certain the person's physical and/or mental condition shall not impede the officer's performance.
   d. Ensure that each ride-in participant is at least eighteen (18) years of age, with the exception of General Order 207.04, Explorer Post Ride-In.
   e. Ensure that the waiver form is completed and signed prior to the ride-in. Waivers will be effective for one year from the date of the first ride-in and will be completed by:
      (1) Each person who will ride-in;
      (2) The police officer involved; and
      (3) The on-duty supervisor.
   f. Issue and review with each ride-in participant a written list of instructions.

g. Enter into the authorized electronic database all signed waivers and complete the information pertaining to ride-in date, patrol division, and whether the potential ride-in participant was denied permission to ride-in. Any ride-in prohibited from participating will be listed in the database with the reason for the prohibition.
   (1) A hard copy of the waiver form with the participant's signature and their driver's license will be scanned as a PDF and emailed to the employee assigned to input waivers into the system. Once received, the employee will rename the file to the participant's name.
   (2) Once the file has been renamed it shall be uploaded to the specified database located on the internal police website (fwpd/portal) for storage until the records retention period has expired. Police Technology Services will purge the file only after City Records Management has reviewed the files and determined the file can be deleted, but in no case prior to the end of two (2) years.

h. Keep an adequate supply of all forms and ride-in participant instructions pertaining to the program.

207.02 RIDE-IN REQUIREMENTS

Ride-in assignments shall be made by the division commander or designee and governed by the following provisions:

A. Ride-in participation by certain groups shall have additional provisions:
   1. Employees of the police department.
      a. Employees in the scope of their employment with the police department shall not be restricted by the number of ride-ins, number of shifts or the selected patrol division.
      b. Employees shall not be required to sign a waiver if participating in the ride-in is work-related or at the request of their supervisor.
   2. Recognized groups affiliated with or in an on-going partnership with the department (i.e., Clergy and Police Alliance (CAPA), Wellness Program partnerships (R3 Programs), or other similar groups approved in writing by the Command Deputy Chief(s) or higher).
      a. Members of affiliated groups in the scope of their partnership with the police department shall not be restricted by the number of ride-ins, number of shifts, or the selected patrol division.
      b. Group members shall have a criminal history check on file, either required under membership in the group or for the additional ride-in privileges under this order.
      c. The group member shall complete and sign a waiver which shall be kept on file with the Patrol Bureau office. Once the waiver has been completed and filed, the member will not be required to complete the waiver or have a criminal history check for each ride-in.
   3. Family members of and those in personal relationships with officers shall be permitted to ride-in with the officer to whom they are related or with whom they are in a personal relationship.
      a. It shall be the responsibility of the officer, not the family member or person to whom the officer is in a personal relationship, to request the ride-in through the officer’s chain of command.
      b. The family member or a person with a personal relationship to the officer shall meet all requirements in this order (i.e., criminal history check with 72 hour notice, signing a waiver, interview with the officer’s supervisor, eighteen (18) years of age

or older, issued ride-in instructions, entered into the authorized electronic database, and limitation on number of ride-ins per year and per shift).

c. For the purposes of this procedure, family is defined as the officer's wife, husband, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandson, granddaughter, stepmother, stepfather, stepson, stepsister, stepbrother, stepdaughter, sister-in-law, brother-in-law, grandmother and grandfather, and grandmother-in-law and grandfather-in-law. In addition, godchildren, foster children and other such persons with an emotional connection to the officer shall be included in the definition of family.

d. For purposes of this procedure, a personal relationship means a sexual, romantic, or dating relationship or any interpersonal relationship or social activity in which there is a real or potential non-platonic interest between the officer and the person requesting the ride-in.

B. For the safety of the ride-in participant and keeping with a professional image, the following dress code will be enforced:

1. Business casual attire which shall include, but not limited to, traditional dress shirts, knit shirts with placket and collar, sweaters, and slacks or dress jeans. Foot wear should be conservative and comfortable. Sworn personnel from other jurisdictions and military personnel will be requested to dress in business casual and not wear their uniform.
2. Inappropriate attire shall include:
   a. Shorts or cut-off jeans,
   b. Tank tops or halter tops,
   c. Clothing bearing any sign or symbol that advertises any product, business, or organization. An exception is the logo shirts worn by the police support or service groups,
   d. Clothing with offensive designs, logos, slogans, letters, or fit,
   e. Flip flops, open or slide-on sandals,
   f. Clothing intentionally provocative or offensive.

C. Ride-ins shall be limited to the Patrol Divisions and Traffic Division with uniformed officers only.

D. Only one (1) ride-in participant per patrol vehicle.

E. Participants are limited to only two (2) ride-ins annually and each ride-in must be in a different patrol division, unless approved by a captain or above.

F. Ride-ins shall be limited in duration to one (1) shift and shall remain with their assigned unit until the end of that shift at which time the ride-in shall be terminated.

G. The officer may terminate the ride-in prior to the end of the shift:

1. For legitimate reasons subject to the approval of the patrol or traffic lieutenant which may include, but not be limited to:
   a. Ride-in participant is inappropriately dressed or groomed.
   b. Staffing levels are not adequate.
   c. Inappropriate behavior.
   d. Alcohol consumption prior to or during the ride-in.
   e. The ride-in participant is armed with any weapon or firearm, even if they have a handgun license.
   f. Police activity may be impeded.
2. If the ride-in participant becomes ill or apprehensive.
3. If the ride-in participant requests such termination.

207.03 SPECIAL PROVISIONS

A. Any ride-in participant who fails to fully cooperate with any police officer or otherwise interferes with an officer's performance of duties shall be taken immediately to the appropriate division headquarters. The ride-in shall be terminated and all future requests to participate in a ride-in shall be denied. When a ride-in has been terminated, the information will be included in the database.

B. A patrol or traffic lieutenant or on-duty supervisor may refuse to grant ride-in authorization to anyone and may modify any provision of this order, except the use and retention of the waiver form, if it is in the best interest of the department.

C. If either A or B occurs, an inter-office correspondence shall be forwarded to the appropriate deputy chief explaining and/or justifying such actions.

D. The use by the ride-in participant of audio and/or video recording devices, including but not limited to cell phone or tablet cameras/video, during the duration of the ride-in is prohibited unless prior authorization is received from the Public Relations Office.

E. A ride-in participant's primary function is to observe. Ride-in participants shall not leave the police vehicle unless:
   1. The assigned officer or a police supervisor personally advises the ride-in participant that the scene is secure, or
   2. The police vehicle location becomes unsafe.
      a. The officer should direct the ride-in participant to a safe location. The ride-in participant shall remain at the location until advised the scene is secure. When reasonably possible, the ride-in participant should use a cell phone or find the nearest telephone and dial 911 to request the location be forwarded to their assigned officer if the location is unknown to the officer.
      b. If the situation is life threatening and the officer is unable to request assistance, the ride-in participant should find the nearest telephone and dial 911.
   3. Ride-in participants on the scene of a police emergency shall avoid any involvement with police actions.

F. Officers with a ride-in participant shall not join in a pursuit nor shall the officer leave the ride-in participant at a location for the purpose of joining in a pursuit or responding to a call. Officers with a ride-in participant will not initiate a pursuit unless the circumstances suggest a greater harm to others if the pursuit is not initiated and a supervisor authorizes the pursuit; however, the officer shall immediately request another unit take over the pursuit. When another unit assumes responsibility for the pursuit, the initiating officer with the ride-in participant shall disengage immediately from the pursuit.

G. A professional public image is essential at all times; therefore, officers shall be responsible for ensuring the conduct by both the officer and the ride-in is above reproach during the ride-in.

207.04 EXPLORER POST RIDE-INS

A. Explorer Post members shall follow the following procedure for ride-ins.
   1. Explorer member waivers shall be signed and on file prior to participating in the ride-in program. Waivers need only be completed once and the civilian waiver form is not required for Explorer Scouts.
   2. Explorers may ride one time in plainclothes, with all subsequent ride-ins being in uniform.

B. Explorers ride-in age requirements:
   1. First shift, 15 to 21 years old.
   2. Second shift, 16 to 21 years old.
   3. Third shift, 18 to 21 years old.

C. No explorer may participate in the civilian ride-in program while a member of the Explorer Post.

D. Explorers are observers only and the following rules shall be adhered to during the ride-in. The Explorer:
   1. Shall not interview any complainant, witness, suspect, or arrested person.
   2. Shall not carry any type of defensive weapon or handcuffs.
   3. Shall not chase, detain, or arrest anyone.
   4. Must remain in the police vehicle during "priority one" calls until the situation is stabilized.
   5. Shall not drive any vehicle during the ride-in.
   6. Shall not be permitted to enter a location in which the strong potential exists that an altercation with police may occur, nor shall they be permitted in any way to engage in any police altercation.

E. During a ride-in, any Explorer who fails to fully cooperate with any police officer shall be taken immediately to the appropriate division headquarters and the ride-in will be terminated. The officer shall forward an inter-office correspondence explaining the incident to the Explorer Program Coordinator for consideration of disciplinary action against the Explorer.

208.00 CRIMINAL INTELLIGENCE INFORMATION

208.01 COLLECTION AND EXCHANGE OF INTELLIGENCE INFORMATION

A. Criminal intelligence information is defined as information that anticipates crime; it is data compiled to anticipate, prevent, or monitor possible criminal activities and potential criminal acts of individuals.

B. Criminal intelligence information concerning an individual shall be collected and maintained only if it is reasonably suspected that the individual is involved in criminal activity and that the information is relative to the criminal activity.

C. No records shall be maintained or collected about political, religious, or social views, association or activities of any individual group, association, corporation, business or partnership unless such information directly relates to an investigation of criminal activities, and there are reasonable grounds to suspect that the subject of the information is or may be involved in criminal activities.

D. No information which has been obtained in violation of any applicable federal, state, or local law or ordinance shall be included in any intelligence system.

E. Intelligence information shall be disseminated only where there is a need to know and a right to know the information in connection with the performance of a law enforcement activity. A criminal justice official requesting access to an intelligence file must establish that the official is conducting an investigation pursuant to official duties and that the information is needed in connection with the investigation.

F. Intelligence information shall be disseminated only to other law enforcement authorities who shall agree to follow the procedures regarding data-entry maintenance, security, and disseminations which are consistent with these standards. However, when necessary to avoid

imminent danger to life or property, criminal intelligence information may be disseminated to a government official or to any individual.

208.02 MAINTAINING CRIMINAL INTELLIGENCE DATA

A. All investigative divisions maintaining criminal intelligence data shall adopt administrative, technical, and physical safeguards, including audit trails, to ensure against unauthorized access and against intentional or unintentional damage. A written record indicating who has been given data, reason for release, and date of each dissemination outside the agency is to be kept. Information shall be labeled to indicate levels of sensitivity, levels of confidence, and the identity of control agencies and officials.

B. Periodic review shall be made no less than every two (2) years by the division captain to ensure that all information which is retained has relevancy and importance. Any information retained beyond two (2) years shall reflect name of reviewer, date of review, and explanation of decision to retain. Any information which is misleading, obsolete, or otherwise unreliable must be destroyed and recipient agencies advised of such changes.

C. Assurances shall be made that there shall be no harassment or interference with any lawful political activities as a consequence of any intelligence operation.

D. Sanctions shall be adopted to control unauthorized access, utilization, or disclosure of information contained in the system.

208.03 INTERCEPTIONS OF WIRE AND/OR ORAL COMMUNICATIONS

A. Definitions

1. An oral communication is verbal dialogue uttered by a group of persons or one person to another.
2. A wire communication is a communication, or exchange of information, made in whole or in part through the use of facilities for the transmission of communication by the aid of wire, cable, or other like connections between the point of origin and the point of reception. Telecommunications via microwave radio signals shall be defined as wire communications.
3. A non-consensual interception is the aural acquisition of the contents, in whole or in part, of an oral or wire communication, by means of electronic, mechanical, digital, or any other similar device, without the knowledge and consent of one or more parties to the communication.
4. A consensual interception is the aural acquisition of the contents of an oral or wire communication, by means of electronic, mechanical, digital, or any other similar device with the consent of one or more parties to the communication.
5. A surreptitious interception is the aural acquisition of the contents of an oral or wire communication without the knowledge of the interception by all parties to the communication.

B. Interception and Disclosure of Oral and/or Wire Communications

1. Employees shall not conduct non-consensual interceptions or disclosures of any wire or oral communication unless such act is done in strict compliance with the provisions of the Texas Penal Code, Chapter 16; Texas Code of Criminal Procedure, Chapter 18, Article 18.20; or Title III, 18. United States Code, 2510-2520 (1970).
2. Employees of the Fort Worth Police Department shall not possess or use privately-owned electronic, mechanical, digital, or similar devices which are specifically designed, made,

or adapted for the non-consensual interception of wire or oral communications, if the possession of said equipment would be in violation of applicable Federal or State laws.

3. Employees shall not conduct any consensual and/or surreptitious interception of any oral or wire communication unless it is done under color of law and as a part of any official departmental investigation, and then only with the specific approval of the employee's division commander.
4. Unless otherwise authorized as part of an official investigation and in accordance with Section (B)(5) employees shall not covertly record the conversation of another employee, including a supervisor or officer of a higher rank. Recordings are permitted if all parties have knowledge of the recording, have agreed to the recording, all persons present are named at the beginning of the recording, and the recording device is openly displayed. This provision does not apply to criminal or administrative investigations including recording from equipped departmental vehicles or on-person digital recording devices with audio and/or visual capabilities. An employee is prohibited from divulging the recording to anyone if obtained inappropriately.
5. Any interception or recording of a subordinate deemed necessary by a superior officer shall be conducted within the guidelines of this order. Prior to the recording of communication with a subordinate, the superior officer's immediate supervisor shall, without delay, be informed of the situation in writing, along with an explanation of the need to intercept or record the subordinate's conversation.
6. The recording of radio transmissions, telephone calls, and accumulation of Mobile Data Terminal communications, through the use of departmental equipment, shall be considered consensual, non-surreptitious interception. Warning notices will be posted at all entrances into offices where telephone calls are recorded, except when a telephone is recorded as part of an official investigation as provided for in General Order 208.03(B)(3).

C. Disciplinary Interview
   1. Interview of officers against whom allegations of misconduct have been made or those upon whom allegations are focused shall, if recorded, be done in compliance with General Order 419.01 C (14).

209.00 CRIME VICTIMS' RIGHTS

209.01 RIGHTS OF CRIME VICTIMS

A. Article 56 of the *Texas Code of Criminal Procedure* enunciates the rights of crime victims during their dealings with the criminal justice system. Crime victims' rights during their contact with the police department include the right to:
   1. Have your safety, and that of your family, taken into consideration when bail is being considered.
   2. Information about procedures in criminal investigations and in the criminal justice system.
   3. Receive information about the Texas Crime Victims' Compensation fund that provides financial assistance to victims of violent crime and referral to available social service agencies that may offer additional assistance.
   4. Have the law enforcement agency that requests a medical examination of a victim of an alleged sexual assault pay all costs of the examination only.
   5. Prompt return of any property that is no longer needed as evidence.

6. Counseling, on request, regarding AIDS and HIV infection and testing for AIDS and HIV- related infections, if the offense is a sexual offense or sexual assault.

209.02 VICTIM ASSISTANCE SECTION

A. The victim assistance coordinator reports to the captain over the Criminal Investigations Division. The Victim Assistance Section shall perform the duties required under Chapter 56 of the *Texas Code of Criminal Procedure.*

B. All police employees shall answer inquiries from citizens concerning the rights of crime victims. If a police employee does not know the answer to an inquiry, the person inquiring shall be referred to a staff member of the Victim Assistance Section.

C. Victim Assistance personnel provide services to all victims of violent crime that may include, but is not limited to, the offenses of homicide, sexual assault, kidnapping, robbery, family violence, and assaults. Other services can be provided to juvenile witnesses of crime or traumatic incidents, suicides, or any other incidents where referrals are necessary to social service organizations.

209.03 NOTIFICATION OF VICTIMS

A. For the purpose of Chapter 56 of the Texas Code of Criminal Procedure, at the initial contact or at the earliest possible time after the initial contact between the victim of a reported crime and the department, if the Fort Worth Police Department would have the responsibility for investigating that crime, the department shall provide the victim a written notice containing:
   1. Information about the availability of emergency and medical services, if applicable;
   2. Notice that the victim has the right to receive information regarding compensation to victims of crime as provided by Subchapter B, Chapter 56, including information about:
      a. The costs that may be compensated under that Act and the amount of compensation, eligibility for compensation, and procedures for application for compensation under that Act;
      b. The payment for a medical examination for a victim of a sexual assault under Article 56.06 of this code; and
      c. Referral to available social service agencies that may offer additional assistance.
   3. The name, address, and phone number of the victim assistance coordinator;
   4. The address, phone number, and name of the crime victim assistance coordinator of the Tarrant County District Attorney's Office;
   5. The following statement: “You may call the law enforcement agency’s telephone number for the status of the case and information about victims’ rights”; and,
   6. The rights of crime victims under Article 56.02 of the *Texas Code of Criminal Procedure*.

B. At the same time the department provides notice under Subsection (a), the department shall provide, if the department possesses the relevant information, a referral to a sexual assault program as defined by Section 420.003, of the *Texas Government Code*, and a written description of the services provided by that program.

C. If responding reference to a family violence offense, the officer responsible for making the initial offense report shall give the victim resource page of the family violence packet to the victim or guardian of a victim. The officer shall state in the narrative of the offense report whether or not the victim resource page was given provided on scene.

209.04 FOLLOW-UP NOTIFICATION OF VICTIMS

A. Victim Assistance Section personnel shall read each offense report and process the proper letter of notification based on the information in the report. The letter and a Crime Victim Compensation application, when applicable, shall be mailed to each victim.
B. The Victim Assistance Section shall conduct a follow-up, by phone or in person, with victims as deemed necessary and follow-up on all requests from law enforcement personnel.
C. Victim Assistance personnel will serve as liaisons and assist with filing for Crime Victim Compensation benefits.

210.00 BUDGETARY TRANSACTIONS

210.01 CITY-WIDE PURCHASING GUIDELINES

A. Please refer to The City of Fort Worth Finance Directive: Purchasing found on the CFWnet under the Financial Management Services Department which outlines the general guidelines, requirements and procedures for purchasing goods and services for the City of Fort Worth. Additionally, the *Texas Local Government Code* confirms the spending limits that are authorized and outlined herein, and serve as a basis for The City of Fort Worth Finance Directive 15.

210.02 DEPARTMENTAL PURCHASING GUIDELINES

A. The monitoring and approval of purchasing goods and services shall be the responsibility of the Fiscal Command and questions in this order should be directed to the Fiscal Director or designee.
B. Purchase Requirements
    1. Departmental personnel are not required to complete a Purchase Authorization Form (PAF) in advance of any purchases under $3,000; however, the bureau or division may require an inter-office correspondence (IOC) in advance of the purchase.
    2. All departmental personnel must complete a Purchase Authorization Form (PAF) request in advance of any purchases that exceed $3,000. Additional documentation may be required by the bureau or the division.
        a. Bid solicitations are required for most purchases in excess of $3,000. Please refer to The City of Fort Worth Finance Directive 15 for specific directions, including the requirement to offer Minority and Woman-Owned Businesses (MWBE) the opportunity to provide a bid.
C. All purchase requests must be forwarded through the chain of command for consideration, and if approved, all PAFs should be forwarded to the Finance Unit.
D. When emergency purchases are necessary prior to completion of these required steps, an inter-office correspondence of explanation should be directed to the Fiscal Manager or designee for audit reference within 24 hours of the purchase.
E. Under no circumstances shall purchases be made in excess of $49,999 without a Mayor and Council Communication (M&C) being submitted and approved by the City Council, unless the purchase is being made in connection with an existing annual agreement for which an M&C has already been approved or an active city secretary contract.
F. Police personnel who are authorized to use a City of Fort Worth procurement card are responsible for forwarding receipts to the Finance Unit within three (3) business days of purchases. When documentation is not available or is missing, departmental cardholders are

required to document those circumstances on an inter-office correspondence to be sent up their chain of command and routed to the Fiscal Manager or designee for audit reference.

1. Cardholders will include the following on the procurement card receipt or on a piece of paper to which the receipt is attached: the name of the cardholder, the Fund Account Center (FAC) to which the purchase should be charged, the item/service purchased, and the reason for the purchase.

G. The Fiscal Manager or designee shall be contacted to secure, renew or cancel annual purchasing agreements; obtain, replace or cancel a City of Fort Worth procurement card; and to address other purchasing questions or concerns. Issues concerning existing or new city secretary contracts should be referred to the Program Support Manager.

210.03 GENERAL PROVISIONS FOR USE OF CITY PROCUREMENT (CREDIT) CARDS

A. Procurement cardholders are responsible for all charges on their card including any and all charges made by individuals given permission to use the card by the cardholder.

B. All receipts should be turned in on a daily or timely basis to the Budget and Finance Section. The only exception is for the ranks above captain, including the Chief of Police, who submit their receipts to their administrative support personnel who act as their department coordinators for the billing reconciliation.

C. Failure to submit appropriate documentation of procurement card transactions in a timely manner may result in the department requiring the employee to reimburse the City for the undocumented expenses or the loss of procurement card privileges.

D. The Budget and Finance Section will complete a bi-weekly procurement card billing reconciliation report and submit all procurement card receipts to the Finance Department within four (4) days of receipt of the reconciliation report.

E. If a procurement card is lost or stolen, an offense report will be generated and the Fiscal Manager or designee shall be notified immediately.

210.04 EQUIPMENT AND FACILITY REQUESTS

A. Ongoing equipment and facility requests should be submitted during the annual needs assessment process.

B. Unscheduled or more immediate needs that occur outside that cycle should be outlined on an inter-office correspondence unless an emergency precludes this step.

1. In that event, an inter-office correspondence of explanation should be sent to the Fiscal Manager or designee within twenty-four (24) hours of the purchase or acquisition.

C. Ongoing or routine requests for repairs/modifications to existing city facilities should be outlined on a Building Project Request (BPR) form.

1. In all non-emergency instances, requests must be routed through the chain of command, and if authorized, the request should be forwarded to the Fiscal Manager or designee.
2. Finance Unit personnel will review the requests, confirm or identify funding options, prioritize and coordinate requests with respective parties including Transportation and Public Works (TPW).

210.05 DEPARTMENT USE OF PROPERTY

A. This General Order applies to:

1. Property that has been forfeited to the Police Department under Chapter 59 of the *Code of Criminal Procedure* (referred to as "awarded", "seized", "forfeited" or "confiscated" property),
2. Disposition of abandoned, stolen, or recovered property under Chapter 27, Article III of the City Code (referred to as "abandoned", "stolen" or "recovered" property) and
3. Property that has been abandoned, unclaimed or seized under Chapter 18 of the *Code of Criminal Procedure* (referred to as "abandoned", "unclaimed" or "seized.")

B. Employees are prohibited from using property subject to this General Order for personal use.

C. A list of usable equipment that is identified by the Property Room or Auto Pound supervisors shall be sent to the ranks above captain for consideration for departmental use.

D. Computer equipment will be evaluated by Technology Services for suitability and inventory. Technology Services will be notified by either the unit requesting the equipment or by the Property Room staff for the evaluation. Once completed, Technology Services will generate and attach an IOC to the property documentation indicating concurrence.

E. All ranks above captain shall ensure compliance with this General Order.
   1. The concerned bureau or division shall submit all property subject to this General Order to the Property Room.
   2. Such property shall be disposed of in accordance with the department's rules and regulations. See F and G of this General Order for firearms and vehicles.
   3. A person requesting use of property must provide a complete justification on a Request for Property to be Assigned to the FWPD for Official Use form (FWPD-144).
   4. The requestor shall obtain a written statement from the Property Room Supervisor, that has been reviewed and initialed by the Property/Records Management Division Manager, detailing the court order or the steps that have been taken to locate the owner of the property. The statement shall be attached to the request along with all copies of the form and submitted through the requestor's chain of command. The Property Room Supervisor shall place a hold on the requested property pending approval for departmental use.
   5. At each command level, concurrence shall be indicated with a signature in the appropriate space. If at any point, the request is denied, it shall be noted on the form and returned to the requestor. A copy shall be forwarded to the Property Room Supervisor so they can release the property for use by another operating unit if requested.
   6. If approved through the Chief of Police or designee, the form shall be returned to the Property Room Supervisor who is responsible for seeking approval from the purchasing agent of the City of Fort Worth for abandoned/stolen/recovered property. Upon final approval, the Property Room Supervisor will distribute copies of the form as appropriate and contact the requestor to retrieve the property.
   7. Unless special approval, in writing, is obtained from the Chief of Police or designee, no property shall be released before formal approval from the purchasing agent is received.
   8. If any property is judged as too costly to maintain, or is unsuitable for use, the bureau or division currently accountable for its use shall be responsible for its withdrawal from inventory and delivery to the Property Room Supervisor for disposal. The Property Room Supervisor is responsible for documenting the return and disposal of property. The Property Room Supervisor is also responsible for reviewing the list of assigned property on an annual basis to confirm that it is still in use as documented.

F. To manage firearms subject to this General Order:
   1. All firearms shall be submitted by the bureau or division concerned to the Property Room, until disposed of by release, assignment, or destruction.

2. A list of all firearms awarded by the courts to the department shall be forwarded by the bureau or division concerned after final disposition, as needed, to the rangemaster through the Police Training Division.
3. A recommendation by the rangemaster concerning those firearms selected for serviceability and potential cost effectiveness, if retained for departmental use, shall be sent to the deputy chiefs. The recommendation shall include all weapons under consideration.
4. Any requests for distribution of the firearms shall be made by a deputy chief based upon need. These requests shall be sent to the Police Training Division.
5. Recommendation of the rangemaster and requests from ranks above captain for distribution of the firearms shall be sent to the Chief of Police by the Police Training Division Commander.
6. The Chief of Police or designee shall make the final decision as to where any firearms requested for departmental use shall best serve the department. Notification of the decision of the Chief of Police shall be sent with the final distribution list to the Police Training Division.
7. After authorization, the rangemaster shall take custody of the firearms. After being placed on the department's inventory, the firearms shall be assigned as directed.
8. If any firearm is judged as too costly to maintain or is found unsuitable for use after assignment, it shall be returned to the Police Training Division for inventory withdrawal and submission to the Property Room for reassignment of destruction.
9. A firearm may be requested for the Crime Lab collection for ballistic comparisons. To accomplish this, the Crime Lab Manager, with the approval of the Deputy Chief, may submit Crime Lab Firearm Request Form to the Records Section Manager identifying the specific firearms.
10. The chair of the Police Historical Association, with the approval of the Assistant Chief over the Support Bureau, may request that a firearm that has historical value to the City be assigned to the Training Division. This shall be accomplished by preparing a written explanation of the value through the Assistant Chief over the Support Bureau to the Records Section Manager.
11. Firearms will not be released to any assignment in the department until the weapon has been released for destruction, awarded to the department, and/or all legal requirements to release the property back to the owner have been met.
12. The Property Room shall maintain a list of all firearms subject to this General Order for departmental use and confirm their assignments at least once annually.

G. To manage vehicles subject to this General Order:
1. The Auto Pound shall keep a vehicle until it is assigned or auctioned.
2. The Police Department Equipment Coordinator shall review all vehicles released for auction, awarded by the courts to the department, and those that are of a type that could be useful to the department.
3. The vehicles will be evaluated for serviceability and potential cost effectiveness, with recommendation submitted to the Support Bureau Assistant Chief. If the vehicles are unnecessary in the Special Operations Division, they will be assigned to the departmental pool of unmarked vehicles.
4. The ranks above captain shall identify vehicle needs for their particular bureau command and make requests for the distribution of the vehicles. These requests shall be returned to the Police Department Equipment Coordinator.

5. The Chief of Police, or designee, shall make the final decision on where the vehicles shall best serve the department if necessary.
6. After final authorization, the bureau or division concerned shall take custody of the vehicle or vehicles and shall assign the vehicles as directed.
7. If any vehicle is judged as too costly to maintain or is unsuitable for use, the bureau or division currently accountable for its use shall be responsible for its withdrawal from inventory by notifying the Police Department Equipment Coordinator. After removal from inventory, the bureau or division concerned shall deliver the vehicle to the Auto Pound for disposal.

210.06 TRAVEL/TRAINING REQUESTS

A. All rules in the City of Fort Worth Finance Directive 17: Travel apply to travel by police department employees.

B. Police department employees desiring to travel and/or attend training or seminars held at a location other than the Police Academy, and for which departmental funding is requested, will be required to adhere to the following procedures:
   1. The employee shall submit a complete an approved Travel/Training Expenditure Request form to the Budget and Finance Section at least fourteen (14) business days prior to the scheduled departure dates or prior to any deadlines related to the travel.
      a. Employees requesting training days only, without funding provided by the city to attend training seminars, need only submit their request on an inter-office correspondence through the proper chain of command instead of completing the above form. If training days are approved, employees are still required to follow the Fair Labor Standards Act: Travel and Training Time Human Relations advisory.
   2. All supervisors in the chain of command will review the request and indicate approval/disapproval by signature.
   3. Approved requests, along with attachments of all information regarding seminars and schedules, should be forwarded to the Budget and Finance Section for review of funding availability and processing of any per diem or advance requests.

C. Once approved by the Budget and Finance Section, the requestor or designated person in their command bureau will be responsible for arranging flights or accommodations including conference registration/expenses on their city procurement card, if available. If the vendor does not accept procurement cards, or if the traveler does not have a city procurement card, please notify the Budget and Finance Section that a check will be required. If insufficient time permits this step, the employee may need to pay for the expenses and seek reimbursement; however, this should never be initiated without gaining complete approvals from the chain of command and the Budget and Finance Section prior to taking this action.

D. Expense Reports
   1. The City of Fort Worth Finance Directive 17 provides general guidelines for expense reports.
   2. All employees must submit an expense report through their chain of command to be reviewed for appropriateness.
   3. Receipts are mandatory for all charges to a City of Fort Worth procurement card and for all transactions other than per diem. Expenditures shall not exceed the allowed per diem for the locale visited.
   4. Any charges not originally authorized must be explained and documentation provided in order to receive consideration for possible reimbursement.

5. Completed expense reports must be forwarded to the Budget and Finance Section within ten (10) days after the completion of the travel/training period.

210.07 COLLEGE TUITION REIMBURSEMENT

The Education Reimbursement program addresses the City's commitment to employee growth and development. Reimbursed education must be directly related to an employee's current job or to a position with the City that requires the educational preparation. The Human Resources Department determines whether the courses taken are related or required as part of the job. Law and religious degrees are not covered and doctorate degrees are partially covered.

A. Police employees shall be governed by the City of Fort Worth Education Reimbursement Program set out in the City of Fort Worth Personnel Rules and Regulations,
   1. The Meet and Confer Contract shall be referenced for specific funding information for sworn personnel.

B. Employees interested in participation in the Education Reimbursement program must have the approval of their supervisor and City of Fort Worth Human Resources before attending the course.

C. City of Fort Worth Human Resources shall administer and oversee the program. All applications and paperwork shall be submitted by the deadlines set by Human Resources.
   1. Following successful completion of the course, submit an official grade slip and official itemized receipt/proof of payment that shows tuition, fees, etc. listed separately by the deadline established by the City of Fort Worth Human Resources Department.

D. The City of Fort Worth Personnel Committee shall hear appeals regarding education reimbursement matters submitted by employees and shall render final decisions on those appeals in accordance with the provisions found in the City of Fort Worth Personnel Rules and Regulations policy.

210.08 INVESTIGATIVE IMPREST FUNDS *TBP 1.03 and TBP 7.12*

Please refer to the City of Fort Worth Finance Directive: Cash Management Reconciliation & Reporting, found on the CFWnet under the Financial Management Services Department, which outlines the general guidelines, requirements and procedures for handling cash and other payment tenders for the City of Fort Worth. The City of Fort Worth Cash Handling Procedures Manual provides additional guidance on this topic.

A. General Guidelines
   1. The monitoring and approval for opening and utilizing an Investigative Imprest Fund shall be the responsibility of the Supplemental Funding Manager in the Finance Division.
   2. Investigative Imprest Funds are utilized by various divisions, sections, and units of the Police Department for the purchase of evidence (P/E), purchase of information (P/I) and the purchase of services (P/S) in the course of investigating criminal activity.
   3. The division commander, captain, or designee shall be the custodian of all imprest funds. The commander, captain, or designee's responsibilities shall be to ensure that all required steps are taken in the disbursement of funds, fund reconciliations, timely submission of completed documentation, and that all imprest funds are secure and maintained with the utmost confidentiality by the assigned supervisor. *TBP 7.12*

B. Establishing a new Investigative Imprest Fund *TBP 7.12*
   1. Once a division, section, or unit determines that an Investigative Imprest Fund (fund) is needed, the assigned supervisor for the fund will contact the Supplemental Funding Manager to inquire as to the necessary steps to establish a fund.

2. Each division/section/unit that operates an Investigative Imprest Fund will be required to submit an approved Interoffice Communication (IOC) and a completed Standard Operating Procedure (SOP) for the fund including the procedure for securing the fund, procedure to access and utilize the fund, procedure for tracking use of the fund, procedure for transfer of the assigned supervisor responsibilities and any other relevant topics or division/section/unit procedures not covered by this General Order.
3. Additionally, any employee who will access and/or utilize Investigative Imprest Funds will be required to attend the City's two-hour Cash Handling Procedures course and the Fort Worth Police Department's eight-hour training course on confidential informants and fund management approved by the Training Academy for the Texas Commission on Law Enforcement (TCOLE).

C. Reconciliations *TBP 7.12*
1. All Investigative Imprest Funds will be reconciled by the assigned supervisor and a witness on a monthly basis and any time there is a transfer of responsibilities of the assigned supervisor.
2. The reconciliation will be documented on a Fort Worth Police Department (FWPD) Investigative Imprest Funds Cash Count Sheet (Cash Count Sheet) found on the Police Department Portal.
3. The completed Cash Count Sheet, will be scanned and e-mailed to the Supplemental Funding Manager no later than the fifth day of the month following the last day of the month being reconciled.
4. If for any reason the fund does not balance, an IOC detailing the known or suspected reason(s) why and the corrective action taken must be completed, routed through the chain of command for review and acknowledgement, and forwarded to the Supplemental Funding Manager along with the Cash Count Sheet.

D. Reimbursements *TBP 7.12*
1. Reimbursements ("Re-Ups") for all Investigative Imprest Funds will be submitted and processed on a quarterly basis (March 1, June 1, September 1 and December 1) regardless of the available balance, and anytime during the quarter when a fund's available balance reaches less than 30% of the beginning balance.
2. If the reimbursement is required mid-month, reconciliation as described above will be completed before the reimbursement request IOC is routed.
3. A reimbursement request IOC will be routed through the chain of command for approval and forwarded to the Supplemental Funding Manager for processing.

E. Increase an Investigative Imprest Fund *TBP 7.12*
1. If a division/section/unit determines that an increase to the current balance of the fund is needed, an IOC requesting a balance increase will be routed through the chain of command for approval. The IOC will include a brief description of how increasing the fund will further enhance the operations of the department. Once the IOC is approved through the chain of command, it will be forwarded to the Supplemental Funding Manager for processing.
2. The division/section/unit's SOP for the fund will be revised to include the new total amount of the fund and forwarded to the Supplemental Funding Manager.

F. Internal Controls *TBP 7.12*
1. The accountability for each Investigative Imprest Fund is vested solely with the assigned supervisor. Accountability can be formally transferred to a designee or to an incoming supervisor, but accountability rests with only one individual at a time. Assigned

supervisors and their designees are not allowed under any circumstances during their official duty hours to maintain any unofficial or additional funds other than the fund they are specifically designated to administer.

2. The assigned supervisor must maintain a clear separation of duties to ensure the effectiveness of internal controls. For example, an assigned supervisor must not have control or responsibility over the approval of expenditures from the Investigative Imprest Fund.
3. The employee requesting an advance of funds must have proper identification and authorization before the assigned supervisor disburses funds from the Investigative Imprest Fund.
4. Assigned supervisors or designees must not disburse any funds to an employee on behalf of another employee unless specifically authorized.
5. Each fund shall be secured in an individual cash box which is accessible only by the assigned supervisor and division commander, captain, or designee or designee by keyed or combination lock.
6. Each assigned supervisor shall maintain a ledger of the fund, which will be password protected, and that password known only to the assigned supervisor and division commander, captain, or designee or designee.
7. The division commander, captain, or designee and the assigned supervisor will ensure that all mandates of this General Order and the division/section/unit's SOP concerning Investigative Imprest Funds and payments to informants are strictly adhered to by all personnel as outlined in General Order 322.04, Informants.

G. Assigned Supervisor Transfer of Responsibilities *TBP 7.12*

1. If an assigned supervisor transfers out of the field office, retires or otherwise terminates employment or will be absent from duties for an extended period of time, responsibilities related to the Investigative Imprest Fund will be transferred to a new supervisor.
2. The newly assigned supervisor for the fund will contact the Supplemental Funding Manager to inquire as to the necessary steps to transfer responsibilities.
3. An IOC documenting the need for Transfer of Responsibilities will be routed through the chain of command for approval and forwarded to the Supplemental Funding Manager for processing.
4. Immediately prior to a new assigned supervisor taking responsibility for an Investigative Imprest Fund for any reason, a reconciliation of the fund shall take place as detailed above.

H. Audits *(TBP 7.12)*

All Investigative Imprest Funds will be audited in March and September of each year by an independent audit of Financial Compliance Unit personnel. In addition, audits may be conducted at various times by the City of Fort Worth Internal Audit Department, the City's external auditors or State or Federal auditors. These audits could be based on cash counts to ensure all funds are accounted for or policy compliance to ensure all policies and procedures (Federal, State, City and Departmental) are being followed, or both.

I. Closing an Investigative Imprest Fund

1. If a division/section/unit determines that an Investigative Imprest Fund is no longer needed, a final reconciliation and reimbursement will be submitted to re-up the fund to its full balance.
2. Once the final reimbursement is received, and the fund is at full balance, an IOC will be routed through the chain of command for approval to close the fund. The IOC should include a brief explanation as to why the fund is no longer useful and the amount being

relinquished. A copy of the final reimbursement request and Cash Count Sheet will be attached to the IOC. Once the IOC is approved through the chain of command, it will be hand-delivered to the Supplemental Funding Manager by the assigned supervisor along with the cash for processing.

3. The Supplemental Funding Manager will count the cash in the assigned supervisor's presence to verify the total, sign and date the approved original IOC noting the amount received, and make a copy for the assigned supervisor.

210.09 BUDGET COMMITTEE

A. The mission of the Budget Committee is to actively build and preserve the financial resources of the Fort Worth Police Department. This Committee shall research, rank, and provide information to assist the leadership in making sound financial decisions for the department. These responsibilities include:
   1. Ensure the budget supports immediate and future needs of the police department.
   2. The Budget Committee is comprised of ten (10) volunteers – nine (9) members and one (1) Chairperson. The positions are divided between civil service and civilian employees of the police department. Each member has an equal vote; the Chairperson votes in the event of a tie.
   3. Members are to attend meetings held on the third Wednesday of every month and additional meetings as required. A member that fails to attend three (3) consecutive meetings or four (4) meetings per year may be asked to resign from the Budget Committee. This attendance requirement does not apply to illness, emergency, or prior commitments (i.e. training etc.).
   4. In the event a member cannot attend the meeting, the member must contact the Chairperson or a member of the Budget Unit to determine if there will be a quorum.
   5. Each member must serve a two-year term. At the end of the two-year term, a member has the opportunity to apply for the Chairperson position. The Chairperson serves a one-year term.
   6. The Budget Committee is to prioritize expenses in excess of $5,000 submitted through the Needs Assessment process.
   7. The Budget Committee will respond to and provide explanations to the Executive Staff of the police department as required.
   8. Executive Staff will have the final vote as to the rank of Needs Assessments for the police department.
   9. The Budget Committee will troubleshoot, identify, and suggest cost savings as well as process improvements for the police department.
   10. A representative of the Police Officers Association (POA) is invited to attend meetings; however, they may not vote.
   11. A member that has completed a two-year term is eligible to serve again; however, they must wait two (2) years before re-applying.
   12. The Budget Committee will communicate with other committees throughout the department as required.

B. Budget Unit
   1. The Budget Unit of the Financial Management Division will provide a liaison to update the Budget Committee on upcoming budget and financial issues of the police department.
   2. A Budget Unit staff member will provide meeting documentation and will perform other administrative duties as required.
   3. A Budget Unit staff member will create and distribute applications for Budget Committee selections in February.

Review of the completed applications and the selection of new Budget Committee members is the responsibility of the Member Selection Committee, which consists of the current Chairperson, Financial Management Administrator, Budget Manager, Budget Unit personnel responsible for the Needs Assessment system, as well as any member of the police department deemed necessary for the member selection.

211.00 EMPLOYEES' PERSONAL INFORMATION

211.01 EMPLOYEES' HOME ADDRESSES AND TELEPHONE NUMBERS

A. All employees of the department are required to have a telephone, landline and/or cell, in their residence and to provide their telephone number to the department.

B. Employees shall report any change of name, address or telephone number within twenty-four hours of such change to a supervisor through the submission of an Employee Contact Information Change Sheet or, if applicable, by updating their PeopleSoft file. A post office box may not be used as a permanent address. The Employee Contact Information Change Sheet will be submitted to the Police Employment Unit for changes in the system and placement in the employee's file.
   1. Employees on PeopleSoft payroll self-service are required to change their information directly in that system.

C. Home addresses or telephone numbers of employees shall not be disclosed or made available to the public by departmental employees unless required under the Texas Public Information Act. This prohibition shall not prevent police officers in this department from obtaining information while conducting official police business. Personal and non-business related requests for employees' information is prohibited.

D. Should an emergency situation develop necessitating the notification of an off-duty employee, the following shall apply:
   1. The recipient of a request for an emergency notification shall refer the person making the request to the division of the employee concerned, provided it is during normal duty hours for that division. A member of that division shall first record the telephone number of the person making the request. An attempt shall then be made by that division to either deliver the emergency message to the employee or furnish same with the telephone number of the person making the request.
   2. If a request for emergency notification is received after the normal duty hours for the division of the employee concerned, then the request, along with a telephone number of the person making the request, shall be referred to the Patrol Bureau desk, who shall then proceed as outlined in paragraph one (1) above.

E. Examples of emergency notifications include, but are not limited to: death, serious injury or illness, official police business or personal business with serious legal ramifications, impromptu visits by out-of-town close friends or relatives, etc.

211.02 EMPLOYEE PERSONNEL RECORDS

The City must maintain a file for an officer pursuant to section 143.089 (a) and 143.089 (g) of the *Texas Local Government Code*.

A. Definitions
   1. "A" files - maintained by City of Fort Worth Human Resources Civil Service Director and consists of, but not limited to, employment records, periodic evaluations, commendations/honors, misconduct and disciplinary action, civil service files/commission records. The Police Employment Services Section will have access to these files.
      a. Sub "A" file - records that may be confidential under other law and consists of, but is not limited to, military history, W2, naturalization papers, marriage certificate, social security number, college transcripts, etc. Portions of the "sub A" files may be confidential under the Texas Public Information Act.
   2. "G" files - are maintained by the Police Employment Services Section, with Internal Affairs, and/or Special Investigations maintaining investigative files. The file may consist of, but is not be limited to, records of disciplinary action that resulted in less than one day off, disciplinary action that was later appealed and overturned, documents for the department's own use relating to the employment relationship, and use of force reports that do not result in a day off or more or are unsustained. Except for specific actions, the information contained in the "G" file is confidential by law under the Public Information Act.

B. The Police Employment Services Section shall be the official liaison for all documents to be sent to any officer's permanent personnel file, with the exception of documents routed directly from Internal Affairs or from other city departments.

C. All requests for information contained in a permanent personnel file shall be directed to the Employment Services Section or Human Resources. No employee other than the manager of the Police Employment Services Section or their designee shall release any document or information from a departmental personnel file without the approval of the Legal Liaison Officer or the Law Department.
   1. The request for copies of records from the personnel file must be by subpoena or public information request.

D. A thorough description of all records maintained by the City of Fort Worth Human Resources and the Police Employment Services Section shall be located in the Employment Services Section Standard Operating Procedures. The Police Employment Services Section shall provide guidelines for information maintained in unit files.

E. Training files required by Texas Commission on Law Enforcement (TCOLE) for sworn personnel shall be maintained by the Fort Worth Police Training Academy under the guidelines of TCOLE. Communication-related training files will be maintained by the Communications Division in coordination with the Police Training Academy.

F. All files shall be maintained in compliance with records retention schedules set by state law and city policy.

211.03 RELEASE OF PHOTOGRAPHS OF POLICE OFFICERS

A. No member of the police department shall release a photograph of a police officer without the approval of the Chief of Police or designee.
B. All requests for photographs of police officers shall be referred to the Public Relations Office and that office shall be the point of release for all photographs of officers.
    1. Photographs shall not be released when, in the opinion of the Chief of Police or designee, the release would endanger the life or safety of the officer unless any one of the following criteria, which are mandated by state law, are met. The Police Legal Advisor or another attorney in the Law Department should be consulted in those instances:
        a. The officer is under indictment or charged with an offense by information.
        b. The officer is a party in a civil service hearing or a case in arbitration.
        c. The photograph is introduced as evidence in a judicial proceeding.
        d. Officer consents in writing to release.

212.00 PUBLIC RELATIONS

212.01 PHILOSOPHY

It is the philosophy of the Fort Worth Police Department to establish and maintain an open and cooperative environment in which members of the public may obtain timely and accurate information on all matters of public interest in a manner that does not jeopardize police operations. The relationship of all department employees with the public shall be helpful, cordial, and polite, with appropriate care taken so as to not jeopardize or compromise the successful completion of any administrative or law enforcement operation.

212.02 RELEASE OF INFORMATION

A. The ranking officer at the scene of a police incident shall, as soon as practical, provide information pertaining to the following:
    1. General facts and circumstances of an arrest, to include the time and place of arrest, circumstances of pursuit, and use of weapons. The race, gender, ethnic origin, age, and occupation of an arrested suspect may also be released but their name and address shall not be given until the person has been booked into a jail or formal charges have been filed.
    2. The identity of an investigating and/or arresting officer, provided it does not compromise an undercover operation or expose officers to a heightened risk of retaliation.
    3. A general description of any evidence seized, but the description shall not detail the evidence so as to hinder or prejudice the investigation.
    4. The nature and substance of any arrest charges including a general description of the offense.
B. Information pertaining to the following shall not be released:
    1. The contents of any statements, admissions, or confessions.
    2. Personal opinions about the suspect and/or evidence.
    3. Statements concerning the truthfulness of the anticipated testimony by any suspect or witness.
    4. The names of victims, to include police officers who are killed or injured, until the proper notification of next of kin has been made.
    5. Information regarding juvenile suspects or sexual assault victims.

C. Requests for any information regarding an investigation that was not released at the scene shall be directed to the officer with follow-up investigative responsibility. The investigating officer shall then adhere to the guidelines contained in this order when releasing information. It shall be the responsibility of the investigating officer to consult with and obtain permission from a supervisor before releasing any information not covered in this order, or releasing any information which may adversely affect the outcome of the investigation even if legal to release.
D. Access to an investigator's specific work area may be limited under certain circumstances. Example: interviewing victims, suspects, or witnesses and major investigations when the security and case progress may be compromised by their presence. This restricted access shall be at the discretion of the affected division captain or designee and shall be only for that amount of time necessary to achieve a specific work objective. During such circumstances, briefings shall periodically be conducted by the affected division captain or designee on the case progress at some other location. During such periods, the commander or designee shall keep the Public Information Officer apprised of case progress and may designate that person as the focal point for release of information.
E. Only the Chief of Police or designee can authorize the attendance of a member of the media during a search warrant/arrest warrant situation.

212.03 MAJOR INCIDENTS

A. Media representatives displaying appropriate press credentials shall be allowed immediate access to an area adjacent to the command post in unusual events such as natural disasters, hostage situations, civil disorders, fires, explosions, plane crashes, and other circumstances which the ranking officer in charge of the scene shall determine.
B. The ranking officer on the scene shall determine when less restrictive access by media representatives shall be allowed. Under no circumstances shall media representatives be permitted to interfere with command post functions. Access shall be denied to areas other than the command post location when, in the ranking officer's opinion, allowing access would interfere with the police operation or expose them to danger.
C. When the circumstances as outlined in General Order 212.03, paragraphs A and B exist, the ranking officer at the scene shall provide briefings on a timely basis. These briefings may be delegated to the Administrative Captain in the Chief of Police Office, who when present on the scene, shall assume the role of Public Information Officer.
D. If an incident is likely to attract widespread attention, the ranking officer shall cause the Administrative Captain in the Chief of Police Office to be notified and, if necessary, report to the scene to serve as the Public Information Officer.
E. When a citizen is shot, wounded, or seriously injured by an officer, either while in the department's custody or as a result of a traffic accident involving a departmental unit, the investigating unit responsible shall ensure that the Public Information Officer has been notified.
    1. The ranking officer on the scene shall provide the Public Information Officer with general details of the incident.
    2. Once prepared, the official report of the incident shall be checked for accuracy by the highest ranking officer available in the investigative unit involved before release.
    3. Whenever time permits, the departmental report shall be shown, as a courtesy, to the officer or officers involved before its release.

F. In the event an incident results in the serious injury or death of an officer, the Public Information Officer, coordinating with the Critical Incident Investigation team, shall develop an official release as soon as possible.
   1. The release shall be checked for accuracy by the highest ranking officer available.
   2. Names of the officer or officers involved may be released following notification of next of kin.
   3. Additional details of the circumstances may be released when confirmed.

G The Police Communications Division Manager shall maintain the emergency telephone number of the Public Information Officer and shall contact that employee when requested or when the manager deems necessary.

212.04 INFORMATION FROM POLICE FILES

A. The following information is available to the public:
   1. Offense Report - Public copy including offense committed, location of crime, identification and description of complainant except where forbidden by statute, premises involved, time of occurrence, property involved, vehicle involved, weather conditions, detailed description of offense and arrest, name of investigating officer.

   NOTE: Offense reports are available free to the public online at the Fort Worth Police Department website.

   2. Prisoner information and mug shots taken in connection with an arrest for which the arrestee was subsequently convicted. However, a mugshot of a sex offender shall not be released if the mugshot was taken upon the offender's arrest for a sex offense.
   3. Arrest warrant and affidavit after it has been executed and an arrest has been made.
   4. Official National Incident-Based Reporting System (NIBRS) crime statistics/data.
      a. Definitions
         (1) Official crime statistics - data that has been reviewed and returned by the Texas Department of Public Safety.
         (2) General crime statistics - data that has not been reviewed, vetted, or verified for accuracy by the Records Unit and the Texas Department of Public Safety.
      b. All public requests for crime statistics/data, other than requests under the Texas Public Information Act in General Order 212.05C, shall be directed to Research and Planning. Unless otherwise specifically requested under the Public Information Act, only official crime statistics shall be released to the public.
      c. Employees should direct citizens to the Fort Worth Police Department website for general crime statistics and/or published official crime statistics; however, if the information requested is not available on the website, the person shall be directed to Research and Planning.
      d. Crime statistics/data for internal/law enforcement use only shall be provided by the Information Management Section.
   5. Accident reports, when no criminal charges have arisen from the accident and the requesting party provides two (2) or more of the following:
      a. The date of the accident;
      b. The name of any person involved in the accident; or
      c. The specific location of the accident.

B. Only if it does not interfere with the investigation or prosecution of the case, or if the investigation or prosecution is complete, can the following be released:
   1. From the offense report:

a. Identification and description of witnesses, or their addresses or telephone numbers.
b. Synopsis of confession.
c. Officer's speculations as to the actor's guilt.
d. Officer's view of witnesses' credibility.
e. Any statements by informants.
f. Ballistics reports.
g. Results of laboratory or forensic tests.
h. Results of spectrographic or other investigative report.

2. Historical data from personal history and arrest record.
   a. Signature.

C. The following information shall never be released:
1. Marital status and information concerning relatives of sworn personnel. This information is confidential under Texas Government Code 552.1175.
2. Chronological history of arrests and dispositions. This information is confidential under the doctrine of Common Law Privacy as described in Texas Attorney General Open Records Decision No. 565.
3. NCIC/TCIC data prohibited from release by the Texas Code of Criminal Procedure, art. 60.06 and/or the Texas Government Code, Chapter 411. This information is Criminal Justice Information Services (CJIS) protected.

D. Texas Public Information Act
1. The Texas Public Information Act designates the City Manager as the City of Fort Worth officer for public information, with the Chief of Police as the agent for the purpose of compliance. For this purpose, all written requests for information available under the Texas Public Information Act forwarded by the City Manager to the police department shall be coordinated through the Internal Affairs, Police Legal Liaison Section, or through the designated assistant city attorney working with Public Information Act requests. Specific notation as to the date of initial receipt of a Public Information slip shall be so indicated on a departmental routing slip.
   a. This procedure shall not apply to written requests for material normally available to the public as described in General Order 212.05(A).
2. Requests under Texas Public Information Act that may be excepted from disclosure under Section 552.108 because it involves a pending law enforcement investigation shall be coordinated with the Law Department. This exception pertains to certain documents and/or print media which, if released, would interfere with the detection, investigation, or prosecution of a crime. A copy of the request along with the affected documents and/or print media shall be forwarded to the Law Department within five (5) days of the receipt of the request. Expeditious routing of the request and responsive materials is critical because the attorney must file a brief with the Texas Attorney General's Office to protect the materials within ten (10) days of the date of the initial request. Failure to timely file such a brief can cause the materials to be mandatorily released.
3. Requests for information pertaining to pending investigations or prosecutions shall be given immediate priority over all other related informational requests. Expediency of notification of the request is necessary to prevent damaging or otherwise jeopardizing supplemental investigatory or prosecutory efforts. No release of material of this nature shall be made without prior coordination with the Police Legal Liaison Section or an assistant city attorney.

212.05 PHOTOGRAPHS AND INTERVIEWS

A. Photographs may be taken in or from any public access areas. Officers may restrict or prohibit the use of flash, strobes, or other bright lighting when their use might hinder police operations.
B. Officers shall not interfere with the photographer taking a picture of a prisoner under normal circumstances. Juvenile suspects shall not be photographed by any persons other than police officers as part of an official investigation. Other juveniles shall not be photographed unless in public areas.
C. Photographing of suspects or witnesses shall not be permitted in the work areas of police facilities.

212.06 INTERNAL INVESTIGATIONS

A. Internal personnel investigations are classified as confidential and any requests for information related to them shall be directed to Internal Affairs or the Public Relations Office. The supervisor of a person being investigated may not release any information to media personnel regarding an internal investigation.
B. Information regarding internal personnel matters may be released in the following manner:
    1. In instances where the investigation is active, statements may be released regarding the general nature of the allegation and that the allegations are being investigated.
    2. In completed personnel investigations that are classified as not sustained, unfounded, or exonerated and discipline was not issued, no information may be released other than the general nature of the allegation and that no departmental action was taken.
    3. In completed personnel investigations that are classified as sustained and discipline of a day off or more was issued, information may be released regarding the nature of the allegation, established facts, action taken, and the name of the officer or civilian disciplined. In the case of commissioned officers, this information shall not be re- leased until an official notification from the Chief of Police has been delivered to the officer and the Civil Service Commission.

212.07 CONTACT WITH PUBLIC

Employees shall treat all persons with fairness, dignity and respect and shall respond to all requests from the public politely and promptly.

A. Telephone Protocol

The public's first and only contact with the police department may be by telephone.

    1. Unless the telephone number is used for undercover or covert operations, employees should answer the telephone with the name of the department, their assignment (i.e., homicide, identification unit, jail operations), and their name.
    2. Depending on the request, employees will answer the person's request for information/service or refer the caller to the best known source within the department.

B. Voice Mail Protocol

Voice mail is a convenience to employees and the caller; however, improper use of voice mail can hinder the department's ability to provide prompt, professional service to the public and fellow co-workers.

    1. Voice mail shall not be used to screen calls. When in the office, employee will answer the phone unless in a conversation with another person.
    2. Voice mail messages shall be returned in a timely manner. When receiving a voice mail on-duty, if possible, the call should be returned by the end of the work day.

3. Supervisors are to monitor abuse of the voice mail and take appropriate action. (i.e., supervisors should note whether the voice mail light is always on, complaints from the public on not being able to reach a person, etc.)

C. Business Cards

The printed materials used by employees, including business cards, shall project a professional and consistent style and format.

1. Employees who have successfully completed their initial probationary period, and are in an assignment which would require the use of department business cards, must make a request through their immediate supervisor for the business cards.
2. The employee's immediate supervisor, or designee, will place the order for the official department-issued business card which follows the department-approved design and format.
3. Employees are not permitted to purchase or obtain business cards containing their department assignment or credentials without authorization. Authorization shall only be granted in limited situations. If requesting authorization from their division captain or manager, the employee shall provide a draft of the card, including the proposed card design, wording, and the reason for the exception to the department-approved design and format. Approval from their division captain/manager is required before printing of the business card or distribution to the public.
4. Employee credentials listed on the business card must be accurate. Job titles shall not be embellished so as to mislead the receiver as to the employee's role, association, or authority in the department. Employee use of business cards that misrepresent the employee's role, association, authority, or do not follow the department-approved design/format or captain/manager approved design/format will be subject to disciplinary action.

212.08 PHOTOGRAPHS/RECORDINGS OF DECEASED PERSONS AT CRIME SCENES OR NON-CRIMINAL DEATHS

The unauthorized sharing of photographs/recordings and/or crime scene information not only violates public trust but it also subjects the employee and the Department to civil liability. Scene information, especially photographs and recordings, shall be guarded with the utmost respect to protect the integrity of the investigation and to preserve the dignity and privacy of the deceased person(s) and their families.

A. In the performance of their daily duties, employees are entrusted to respond to scenes that are not accessible to the general public, often times where human remains are present, such as, but not limited to:
   1. Mass casualty incidents;
   2. Natural disasters;
   3. Homicides;
   4. Officer-involved shootings;
   5. Suicides;
   6. Traffic incidents; and
   7. Non-criminal deaths.

B. The response by employees is a valued and vital component of public safety in ongoing investigations. Information learned at these scenes, including any photographs/recordings taken, shall only be shared with or disclosed to the investigating detective or other authorized personnel.

C. In order to preserve the dignity and privacy of the deceased and their families, scenes where human remains are present shall only be photographed/recorded by Crime Scene Unit personnel or personnel that are specifically directed by the investigating detective or other Homicide Unit personnel to view or photograph the scene.
   1. All photographs/recordings shall be taken on a Department-issued device, unless a personal device is used exclusively to photograph or record legitimate Department business.

D. Fatal traffic collisions investigated by Traffic Division personnel and/or detectives assigned to investigate the fatal traffic collision are allowed to photograph collision scenes during the course of the investigation; however, the photographs shall be safeguarded in compliance with this policy, and/or any relevant General Orders.

E. Any photograph, recording, or record produced by an employee, whether captured on a Department-issued device or personal device, shall be considered the sole property of the Fort Worth Police Department. Any unauthorized release or sharing of the photograph, recording, or other record is strictly prohibited.

F. Any digitally captured photographs/recordings shall be disclosed to the investigating detective or their supervisor. The employee shall preserve the photographs/recordings pending the transfer of all related images for evidence storage as outlined in Department policy or procedures.

G. Scene photographs/recordings taken or captured by employees shall not, under any circumstances, be disclosed to anyone other than the investigating detective, their supervisor, or other authorized personnel. If the investigation is being handled by an outside authority such as a federal or state agency, photographs/recordings should be given to that agency only with the concurrence of the Department's investigating detective or their supervisor and then only by following Department procedures.

H. Nothing in this policy precludes an employee's obligation to activate their Department-issued body-worn camera pursuant to General Order 506.03, Body-Worn Cameras.

213.00 RESERVED

214.00 PARKING REGULATIONS

214.01 DOWNTOWN PARKING

A. Use of Parking Permit Tags
   1. Parking permit tags are distributed by the city manager's office and shall be issued to council members, departments and divisions located away from city hall with employees who must report in and out of city hall regularly, and news-gathering organizations whose representatives are required to be at city hall or the county courthouse on a regular basis.
   2. Parking permit tags are not issued to individuals. The various functional entities of the department shall maintain a "log out/log in" sheet for employees using the parking permit tags. The parking permit tag generally must be returned when the employee completes their errand. Employees needing a permit for an extended duration shall be permitted to retain the permit after providing an entry on the appropriate log sheet.

3. The City of Fort Worth parking permit tag must be hung from the inside rear view mirror of a vehicle so that the front of the tag is visible through the front windshield.
4. Any vehicle with a valid parking permit tag shall not be parked in violation of any traffic law, ordinance, or regulation, except on an expired meter.
5. Parking permit tags which are lost or stolen shall be reported immediately to the city manager's office. The parking permit tag will be canceled and the identification number reported to the Police Department. A new parking permit tag will be issued for the remainder of the year. Use of a City of Fort Worth parking permit tag that has been canceled may result in civil or criminal prosecution against the user.
6. Vehicles with properly displayed parking permit tags may park in metered spaces for the maximum period of time displayed on the parking meter. Spaces designated "Marked Vehicles Only" are not to be used with parking permits. Permit parking is prohibited in the police parking areas on Tenth Street between Monroe and Throckmorton as well as the municipal parking lot south of City Hall.
7. Employees shall not park city vehicles at red-ringed parking meters.

215.00 USE OF DEPARTMENT VEHICLES

215.01 BASIC RULES GOVERNING THE USE OF DEPARTMENT VEHICLES

A. For purposes of the General Orders, all vehicles purchased, leased, or confiscated for use by department employees, and/or any vehicle provided by another governmental entity for the purpose of official law enforcement duties shall be regarded as department vehicles.

B. Vehicles are to be used solely in the performance of official business consistent with the City of Fort Worth Administrative Regulation (AR E6).
   1. Marked police department vehicles shall be driven only by sworn personnel, uniformed traffic control technicians, or civilian employees with authorization from their chain of command. A marked vehicle shall be any vehicle that has any distinguishing markings, wording, or equipment that will visually identify it as a police department vehicle. When out of service, marked police vehicles with emergency lighting will have a protective light bar cover installed to identify the unit's out of service status.

C. Department vehicles may not be used for off-duty employment activities without the written approval of the officer's Assistant Chief. The officer's division captain may authorize, in writing, use of a take home vehicle for off-duty employment in an emergency or one-time situation when obtaining permission from the Assistant Chief is not reasonably possible. Approval for use of vehicles in off-duty employment will be forwarded to the deputy chief over Operations Command in the Finance and Personnel Bureau.
   1. Department vehicles shall not be used as transportation to or from off-duty employment unless the location of such employment is in a reasonably direct route to or from the approved officer's home and duty assignment, and the off-duty employment will commence within thirty minutes of the end of the regularly scheduled duty assignment or will end within thirty minutes prior to reporting for the regularly scheduled tour of duty.
      NOTE: Scheduled times for duty assignments shall not be changed or modified to accommodate or facilitate the use of department vehicles for transportation to or from off-duty employment locations.

D. No passengers shall be transported in department vehicles, except when transporting passengers is necessary during the performance of business for the city and approved by the

supervisor. Officers transporting persons of the opposite gender shall report the mileage of the unit to the dispatcher upon leaving the location. Upon arrival at the destination, the officer shall report the arrival mileage. Officers shall immediately notify the dispatcher of all stops en route, except for short-termed traffic-related stops (i.e. traffic lights, train crossing, etc.). When notifying the dispatcher of the unscheduled stop, the officer shall provide an explanation and estimated time for the stop and notify the dispatcher when stop has concluded.

E. All drivers of city vehicles must have a signed Consent to Driving History Inquiry on file in the Occupational Health and Safety Division of the Human Resources Department. Driving histories will be checked annually.

F. Whether on-duty or off-duty, no employee shall under any circumstance consume any alcoholic beverage and then drive a department vehicle.
   1. In case of a call-back or emergency call-back, any employee that is notified to report to duty shall be responsible for informing the caller if they have consumed alcohol within the previous eight (8) hours, or if they have taken any medication that would have an adverse effect on their ability to drive or critical decision making. Employees shall not be asked the name of the medication or health condition requiring the medication, only adverse work-related effects.
   2. A supervisor will question the employee as to the amount of alcohol consumed and the time frame. The supervisor will then determine whether the employee can safely report immediately, report at a later time if the emergency still exists, or report at their normally scheduled shift.

G. Employees are prohibited from disabling, altering, and/or tampering with any department equipment or software which may prevent the equipment or software from performing as intended by the department or manufacturer. Examples of tampering include, but are not limited to, unplugging any antenna cables or disabling any MDC or data components on a department vehicle.
   1. If at any time an employee notes a problem with connectivity in a department vehicle, the officer will take the vehicle, or arrange that it be taken, to the fleet shop for repairs.

215.02 CRITERIA FOR TAKING VEHICLES HOME OR PARKING OFF-SITE AFTER NORMAL WORKING HOURS

A. For purposes of this regulation, the following definitions apply:
   1. Off-site parking is defined as city facilities and other approved locations along the employees direct route to and from their work place that are determined to be adequately secure by the authorizing deputy chief. The purpose of off-site parking is to make vehicles quickly accessible to police employees in defined critical positions who reside outside of the Fort Worth city limits.
   2. Alternate Parking is defined as city facilities and other approved locations closest to the employee's worksite that are assigned as parking due to parking limitations at the primary site. For purposes of this policy, these arrangements are not considered to be covered under the take-home and off-site parking regulations. Rather, each bureau is responsible for approving and maintaining a complete list of assigned parking under these circumstances.

B. Employees must have advance approval from their deputy chief to take a department vehicle home or park off-site after normal working hours.

C. Criteria for taking a department vehicle home or parking off-site after normal working hours:

1. No employee shall be permitted to take a department vehicle home or park off-site on a regular basis after working hours unless the position is identified as having such privileges in the departmental plan and the use meets the following criteria:
   a. The employee's use of the vehicle after hours is necessary for the protection of life and property.
   b. There is an unusually high frequency of use of the vehicle made during after-hours work by the employee, or
   c. The privilege advances the department's goals of police visibility within the City of Fort Worth.
2. If an employee's duties meet the above criteria and the employee is authorized by the Chief of Police or designee, the employee may take a department vehicle home or park off-site after normal working hours on a regular basis. Examples of changes requiring submissions of a new request would be change of address, change in assignment, change in usage of vehicle, change in vehicle, etc. Fleet Operations must be notified when authorization for take-home vehicle becomes invalid for any reason.

D. Application procedures to take a department vehicle home or park off-site after normal working hours.
   1. To apply for permission to take a department vehicle home at night or park it off site on a regular basis, the requester will submit the electronic version of the vehicle take home request form through their chain of command to Fleet Operations. After all approvals have been obtained through the chain of command to include the Chief of Police or designee, the requestor will be electronically notified of the approval or denial of their request.
   2. When the application is approved by the Chief of Police or designee, Fleet Operations will assign the vehicle in the department's vehicle database, update the City of Fort Worth main frame, and provide applicable copies to the Human Resource Department.
   3. The same form shall be utilized when authority is requested to take a department vehicle home or park off-site for a particular occasion or group of occasions. This form must be submitted to the deputy chief for authorization if sufficient time is available, but may be authorized by a division captain when the situation is in the best interest of the department to avoid delay. If the form is authorized by the division captain, for a situation that is in the best interest of the department, Fleet Operations will be notified and electronic copies of the electronic form will be provided to the employee's chain of command.
   4. The same form shall be utilized to authorize groups of employees assigned to a unit to take a vehicle home on a rotating basis for call-back purposes. The form shall be completed one time for each member when they join the rotational call-back and only subsequently when changes warrant a new form. The supervisor managing the call-back rotation shall be responsible for maintaining a list of actual take-home or off-site parking activities by date, employee, and vehicle number. The list shall be maintained in the unit for ninety (90) days.
   5. Contact Fleet Operations to resolve any issues or questions related to the Vehicle Take Home form.

E. Department vehicles parked off-site overnight must be secured off the street and preferably in a covered area. All police-related equipment must be removed from the vehicle unless the vehicle is parked inside a secured enclosed area.

215.03 MONTHLY REPORTS ON AFTER-HOURS USAGE OF DEPARTMENT VEHICLES

The Assistant Chief of each bureau shall be responsible for the management of authorized vehicles taken home or parked off-site overnight and specific occasion authorizations within the employee's bureau. This oversight shall include a monthly report on after-hours usage for specific assignments as defined in the police department take-home vehicle plan and as noted on the Request to Take Motor Vehicle Home or Park Off-Site form. The reporting responsibilities shall be as follows:

A. A unit file shall be maintained on current authorized take-home assignments and specific occasion usage authorizations. For assignments requiring a monthly report, the employee shall submit the Monthly Report on After-Hour Usage of Department Vehicles form located on the internal police website (fwpd/ portal). After-Hours usage will be updated monthly by the vehicle operator. Contact Fleet Operations to resolve any issues or questions related to the electronic form. The deputy chief can request reports from Fleet Operations on specific vehicles or sections for review. The deputy chief shall review the monthly reports and evaluate the indicated usage of department vehicles and the appropriateness of continuation of the take-home or off-site parking privileges.
B. The monthly report will be available upon request.
C. Files should be kept current for inspection at reasonable intervals by Fleet Operations. In cases where a take-home vehicle authorization is utilized on a rotation basis, a summary report may be made indicating all details on usage.

215.04 LIST OF AUTHORIZED POSITIONS HAVING TAKE-HOME CAR PRIVILEGES

A. A list showing those positions that have department authorization for take-home or off-site parking car privileges shall be maintained by Fleet Operations and posted on the vehicle take home request form outlining current categories by duty position. This list will also indicate if the position requires submission of the after-hours usage form.
B. Full authorization is not in force until the Chief of Police or designee has approved an application as indicated in General Order 215.02.

216.00 PRIVATE AUTOMOBILE USE ON CITY BUSINESS

216.01 USE OF PRIVATE AUTOMOBILE

A. All employees who desire to operate a private vehicle while on city business shall obtain proper authorization prior to doing so. If an employee is not approved per the provisions of the City of Fort Worth Personnel Rules and Regulations and Administrative Regulations (AR E4), and authorized by the Chief of Police or designee, they shall not operate a private vehicle on city business.
    1. Privately-owned motor vehicles may be used on city business only after the appropriate form, i.e., Executive Auto Allowance Request or a Private Automobile Use Request has been approved by the Chief of Police or designee and submitted to the Occupational Health and Safety Section of the Human Resources Department. This submission shall include the employee's driving record with the Texas Department of Public Safety.
    2. The Private Automobile Use Request form is used to initiate, and cancel authorization for non-executive employees to use their private vehicles on city business. It is also used to

update information that has changed from that submitted on a previous form. This form must be submitted by all non-executive employees requesting to use their private vehicles on city business. The Private Automobile Use Request form and the Consent to Driving History Inquiry are submitted through the chain of command to the Chief of Police or designee, and if approved, will be forwarded to the Finance Unit who shall distribute and file appropriately.

3. The Private Automobile Use-Reimbursement Request form is used by non-executive employees to request mileage reimbursement for use of private vehicles on city business. Authorization for mileage reimbursement shall be approved in advance by the division commander prior to submission, with each mileage reimbursement request requiring separate advance approval by the division commander. If approved through the chain of command, including the Chief of Police or designee, the mileage will be entered directly into the PeopleSoft payroll system by those employees who are self-service. Employees who are not self-service will forward the approved forms to the Centralized Police Payroll Team (CPPT) for entry. Mileage reimbursement for travel outside the scope of regular duties will be submitted through the travel process and not through PeopleSoft.
4. Employees authorized to operate a vehicle on city business shall complete a defensive driving course at least once every three (3) years. The division commander shall ensure each approved employee is in compliance with this requirement.

B. The city shall not be responsible for damages to privately-owned motor vehicles operated by employees on city business except as such damages arise from the operation and use of the vehicle in the performance of the employee's regular duties, provided that any such damages are not created by an act or omission on the part of the employee in violation of any existing City of Fort Worth Personnel Rules and Regulations and/or Administrative Regulations.

1. Employees eligible for reimbursement for repair of actual damages under this provision are those that sustain damages to their private vehicle as a result of accidents:
   a. For which the employee is deemed responsible, as long as no existing City of Fort Worth Personnel Rules and Regulations and/or Administrative Regulations are violated; or
   b. That involve an at-fault, uninsured motorist.
2. There will be no reimbursement for damages resulting from hazards typically covered by so-called comprehensive coverage.
3. All employees approved under this regulation shall notify their supervisor immediately if the vehicle is involved in any accident involving property damage or bodily injury while on city business and shall cooperate fully in any subsequent investigation. Supervisors shall report the damages to the Chief of Police using City of Fort Worth Vehicle Accident Report Form 106, and a copy of the accident report when one is prepared by an officer.
4. If the accident is deemed to be a chargeable accident, the employee will be subject to the department's disciplinary action, governed by the same procedures that apply when an employee is driving a city-owned vehicle.
5. The Chief of Police is responsible for authorizing any payments from departmental funds to employees for damage to their vehicles up to, but not to exceed, $250, based on investigation of the accident and proof of the employee's loss which must be documented by paid invoices and deductible amounts. Employees are advised to consult their personal insurance agents regarding any coverage to protect their property interests above this $250 reimbursement.

6. Damages to other third persons or property arising from an employee's use of a privately-owned motor vehicle on city business may be the responsibility of the employee pursuant to Chapter 2, Article IX of the Code of the City of Fort Worth, "Personal Liability Indemnity Plan."

C. Authorization for use of a private vehicle on city business shall be canceled if warranted due to changes in responsibilities or job conditions for those positions receiving an allowance or mileage reimbursement. When this authorization is canceled by the department, the Chief of Police or designee shall use the Private Automobile Use Request form to notify City of Fort Worth Occupational Health and Safety to cancel this authorization.

D. Failure of employees to comply with requirements set forth in Administrative Regulations E-4 may result in disciplinary action up to and including termination.

217.00 POLICE RESERVES

The Fort Worth Police Reserves are authorized under Texas Local Government Code Article 341.012 and Section 27-3, Police Reserve Force, of the Code of the City of Fort Worth Texas. Reserve Officers serve at the direction of the Chief of Police. Reserve Officers are not granted a right to work, and are not entitled to any compensation for time they are permitted to work. It is the policy of the Fort Worth Police Department to maintain the highest standards of professional law enforcement services. Reserve police officers should fulfill two primary functions: serve as auxiliary staffing as determined to be necessary by the Chief of Police and provide an additional interactive link between the community and the police department. Reserve Officers are not to be counted towards patrol officer staffing levels.

A. Reserve police officers may not assume the full time duties of regular officers without complying with requirements set forth for full-time officers under any existing applicable Meet and Confer Agreement and the Texas Local Government Code.
   1. Reserve officers are subject to the same rules, regulations, and training requirements to that of a full-time sworn officer. Reserve Officers shall be familiar with and conform to the requirements of the Reserve Standard Operating Procedures (SOP), as well as the Reserve Officer's specific assigned unit SOP.

B. Non-retiree Reserve Officers shall complete a minimum of 480 hours of field training with a regular sworn officer before becoming a full-fledged Reserve Officer.
   1. The number of minimum hours may be increased if the field training officer and supervisor require additional time to ensure proper training.
   2. The number of minimum hours may be decreased for Probationary Reserve Officers who have prior law enforcement experience and have obtained a certification higher than the Basic Peace Officer Certification. The approval of the Patrol Bureau Assistant Chief is required.
   3. A Field Training Manual shall be completed for each Probationary Reserve Officer in the current Field Training Software.

C. Reserve officers can be utilized for assistance in emergency situations (i.e. disasters or riots) or in situations as deemed necessary by the Chief of Police.

D. The Chief of Police shall have sole authority to discipline or terminate a Reserve Officer.

218.00 RESERVED

219.00 DUTY DEPUTY CHIEF

219.01 DUTY DEPUTY CHIEF

Whenever there is a need for command level presence and responsibility outside of normal office hours and during weekend and holiday periods, a Duty Deputy Chief shall be available.

A. The duties and responsibilities of a Duty Deputy Chief shall be:
   1. To remain readily available for command decisions at all times during their duty week.
   2. Personally assume interim command when an incident dictates their presence.
   3. Cause the Chief of Police to be notified without delay on matters of a serious nature or an occurrence requiring immediate attention of the Chief of Police.
   4. Cause the Assistant City Manager responsible for the police department and other city officials, as deemed necessary, to be notified without delay on matters of a serious nature.
   5. Personally make the scene of major incidents and/or situations requiring a deputy chief's presence when they occur after normal office hours and during weekend and holiday periods.
   6. Attend retirement celebrations and other events when the bureau assistant chief and deputy chief are not available.

B. The Duty Deputy Chief shall begin their tour of duty at 1700 hours Friday and continue until 1700 hours the following Friday.

C. A schedule indicating Duty Deputy Chief assignments shall be prepared annually and maintained by Police Administration. The schedule shall be supplied to all assistant and deputy chiefs and the Police Communications Division. It shall be the responsibility of each deputy chief to ensure that current telephone numbers are provided to the Communications Division. Deputy chiefs desiring to switch assignments must do so by agreement with another deputy chief and shall notify the Communications Division of the change.

D. If the scheduled Duty Deputy Chief is unable to perform as Duty Chief, such as during vacation leave or illness, and a switch cannot be accomplished, a captain may be appointed as an acting Duty Deputy Chief. The Communications Division must be notified of the change.

E. When called out or held over for an emergency situation, an assistant chief, a deputy chief, and the Duty Deputy Chief are eligible for emergency callback overtime pay at a rate of time and a half, as set forth in Texas Local Government Code 142.0015 (g) and General Order 406.02. An emergency is an unexpected happening or event or an unforeseen situation or crisis that calls for immediate action. Examples of emergency situations are as follows:
   1. An employee sustains serious bodily injury.
   2. Critical Police Incident (CPI) 1 involving death or injury to an officer or a citizen. The Duty Deputy Chief and the affected assistant and deputy chiefs will coordinate the response and all may respond if needed.
   3. Any incident that requires Joint Emergency Operations Center (JEOC) activation and the need for police command presence.
   4. Any significant event that results in mass media coverage and requires a police command presence, such as a multiple homicide.
   5. Hostage or barricaded person situations that require a command presence.
   6. Any situation which the Chief of Police declares to be an emergency and a police command presence is required.

220.00 PROFESSIONAL STANDARDS

220.01 MOTTO OF THE DEPARTMENT

A. The motto, "Service with Respect, Dedicated To Protect," states the essential purpose of the Fort Worth Police Department. The department is dedicated to protect the right of all persons within its jurisdiction to be free from criminal attack, to be secure in their possessions, and to live in peace.
B. The department is dedicated to the people of Fort Worth by performing the law enforcement function in a professional manner with the highest level of service and respect for all individuals.

220.02 DEPARTMENTAL FLAG

A. The design of the departmental flag is a light French blue field with dark Old Glory blue lettering "Fort Worth Police Department" over a centered shoulder patch surmounting a yellow scroll with the motto: "Dedicated To Protect." Gold fringe shall outline the flag.
B. The departmental flag is an indication of the pride of all men and women of the Fort Worth Police Department.

220.03 DEPARTMENTAL MISSION STATEMENT

The Fort Worth Police Department provides quality service in partnership with the community to create a safe environment for all.

220.04 HONOR CODE

I will respectfully serve the citizens of Fort Worth and the Fort Worth Police Department. I will dedicate myself to the protection of life, property and our public trust. My integrity, character, and courage will be above reproach, and I will accept no less from other members of our department.

220.05 ORAL TRADITION

In this business your character is your capital. Deal honorably with all persons and hold your word sacred, no matter when, where, or to whom given.

220.06 PROFESSIONAL IMAGE

The Fort Worth Police Department Badge, the Centennial Badge (collectively the "badge"), and the Fort Worth Police Department Shoulder Patch are federally registered trademarks of the City of Fort Worth and are the property of the City of Fort Worth and the Fort Worth Police Department, all of which are symbols of public trust and delegated authority; and therefore, shall not be reproduced, altered, displayed or otherwise utilized except as provided for in this Order.

A. Use of the badge or shoulder patch images for non-departmental business or public use
    1. A written request shall be submitted through the chain-of-command to the Chief of Police for permission to use the Fort Worth Police Department badge or shoulder patch images for non-departmental business or public use.
    2. The request shall state specifically how the badge or shoulder patch images will be used (i.e. video, photos, brochures, website, etc.), the specific purpose, whether any funds will be raised in connection with use of the badge or shoulder patch images and, if so, whether the funds will benefit the department. The request shall also state a time frame for its use, such as a one-time event or a series of events. Under no circumstances shall use of the

badge or shoulder patch images be granted on a permanent basis or for blanket use by an individual, business or entity.

3. Once approved by the Chief of Police, the Captain over the Public Relations Office will confer with the Law Department on potential legal issues that may arise with the requested use, and the Captain will forward the request to the Police Department's Assistant City Manager for written permission to use the badge or shoulder patch images for non-departmental business or public use.
4. Approval shall be issued on an individual basis, and usage shall be restricted to the manner set forth in the letter granting approval. Any usage not in accordance with the approval letter is prohibited.
5. Any change in the use of the badge or shoulder patch images previously approved by the Assistant City Manager for non-departmental business or public use shall require re-submission of the request for approval.
6. No modification to the designs of the badge or shoulder patch images is allowed.
7. Department personnel who are approached by a non-departmental individual or group regarding use of the badge or shoulder patch images shall direct the person or group to the Public Relations Office for assistance.

B. Use of the badge or shoulder patch images for department business

1. Department personnel may wear any item displaying the badge or shoulder patch images on their uniform so long as it has been approved by the Uniform Committee.
2. With the exception of pre-approved uniform uses, department personnel shall submit a written request for the departmental use of the badge or shoulder patch images through the chain-of-command to the Chief of Police.
   a. Department items that will display the badge or shoulder patch images, including but not limited to, documents, pamphlets, decals, email signature lines, clothing, challenge coins and other printed or electronic materials require approval prior to being used for department business.
3. The request shall state specifically how the badge or shoulder patch images will be used (i.e. video, photos, brochures, website, etc.), the specific purpose, whether any funds will be raised in connection with use of the badge or shoulder patch images and, if so, whether the funds will benefit the department. The request shall also state a time frame for its use, such as a one-time event or a series of events. Under no circumstances shall use of the badge or shoulder patch images be granted to an individual on a permanent basis or for blanket use.
4. Once approved by the Chief of Police, the Captain over the Public Relations Office will confer with the Law Department on potential legal issues that may arise with the requested use, and the Captain will forward the request to the Police Department's Assistant City Manager for written permission to use the badge or shoulder patch images for departmental business.
5. Approval shall be issued on an individual basis, and usage shall be restricted to the manner set forth in the letter granting approval. Any usage not in accordance with the approval letter is prohibited.
6. Any change in the use of the badge or shoulder patch images previously approved by the Assistant City Manager for use of department business shall require re-submission of the request for approval.
7. No modification to the designs of the badge or shoulder patch images is allowed.

C. Violations
   1. Use of the badge or shoulder patch images to falsely identify or impersonate a peace officer or knowingly misrepresent property of a law enforcement agency may result in criminal penalties pursuant to Texas Penal Code section 37.12, as amended.
   2. Use of the badge or shoulder patch images in violation of federal or state copyright and/or trademark law may result in civil penalties.

221.00 RESERVED

222.00 LEGAL CLAIMS AGAINST THE CITY AND/OR EMPLOYEES

222.01 PERSONAL LIABILITY INDEMNITY PLAN (PLIP)

Throughout General Order 222.00, Article IX of Chapter 2, sec. 2-290 to 2-298 of the Code of the City of Fort Worth, Texas entitled "Personal Liability Indemnity Plan (PLIP)" has been referenced to emphasize the personal liability indemnity plan for city officers and employees.

A. Article IX of Chapter 2, sec. 2-290 to 2-298 indicates the conditions under which the city shall provide legal representation and pay damages for its officers and employees. The ordinance requires officers and employees to cooperate in the handling of claims and lawsuits, establishes limits of coverage and exclusions, and provides that volunteer workers are covered by the policy.

B. The city shall pay the actual damages up to $100,000 per occurrence for its officers and employees arising from any claim, lawsuit or judgment against a plan member, whether or not the city is a party defendant, if said damages:
   1. Result from an act or omission of the plan member while in the scope and course of the employee's employment or office with the city or during the employee's assigned volunteer work with the city; and
   2. Arise from a cause of action for negligence.

C. Definitions
   1. "Plan member" shall be defined as:
      a. Any employee, volunteer, or elected or appointed officer of the City of Fort Worth, any former employee, volunteer, or officer of the City of Fort Worth, or the estate of an employee, volunteer, or officer or former employee, volunteer or officer; and
      b. Any member or former member of a city board, commission or committee created by Charter, ordinance or resolution of the city, or the estate of said member.
   2. "Indemnity Plan" shall be defined as: Article IX of Chapter 2 of the Code of the City of Fort Worth, Texas as enacted by sec. 2-290 to 2-298.
   3. Course and scope of employment means an activity of any kind or character that has to do with and originates in the work, business, trade, or profession of the employer, and is performed by an employee while engaged in or about the furtherance of the affairs or business of the employer.

D. To be entitled to coverage, a plan member must:
   1. Notify the risk management division of finance within five (5) days after receipt of any written notice of claim;

2. No later than five (5) days after receipt of a lawsuit, notify the city attorney and request, in writing, legal representation by the city attorney on a form provided by the city attorney for that purpose;
3. Assist and cooperate with the city and its authorized representatives in the investigation of such claim or lawsuit;
4. Attend hearings, depositions, and trials; assist in the conduct of the lawsuit, in effecting settlement, in securing and giving evidence, in obtaining the attendance of witnesses at trial, and in giving a written statement to the city or its representatives; and cooperate in enforcing any right of contribution or indemnity;
5. Not give any oral or written statement concerning a lawsuit or claim, except upon the advice of the city attorney or the Risk Management Division or when questioned by a police officer at the scene of an accident; and
6. Not voluntarily make any payment, assume or admit any liability, settle or agree to settle any claim or lawsuit, incur any expense, or assume any obligation with respect to a claim or lawsuit, except upon advice and consent of the city attorney or the Risk Management Division.
7. The failure or refusal of a plan member to comply with any of the above requirements may be grounds for denial of coverage or legal representation.

E. The city shall pay the actual damages up to $100,000 per occurrence for any claim, lawsuit, or judgment covered under the PLIP. Payments by the city shall not exceed the amounts allowable under state law. In addition to the coverage regarding actual damages, the city shall pay the following in connection with a claim, lawsuit or judgment covered under the PLIP:
1. All reasonable costs and expenses incurred in investigating and defending the claim or lawsuit;
2. Court costs; and
3. Attorney's fees ordered by the court to be paid by the plan member.

F. The Indemnity Plan shall not apply to:
1. Claims or lawsuits brought by the city against a plan member;
2. Claims or lawsuits for official misconduct;
3. Acts or omissions constituting gross negligence, criminal negligence, or recklessness;
4. Damages arising out of a willful violation of a penal statute or ordinance committed by or with the knowledge or consent of the plan member;
5. Damages arising out of acts committed by or at the direction of the plan member with affirmative dishonesty or actual intent to injure, deceive, or defraud;
6. Any act or omission committed by a plan member while the plan member is operating a city vehicle without permission or authority or while the plan member is operating a city vehicle in the course of personal or private business, except going to and from work, unless a conflict exists with state law;
7. Liability assumed by the plan member under a contract or agreement, unless the contract or agreement has been entered into with the consent or at the request of the city;
8. Any obligation for which the city may be liable under the Texas Workers' Compensation Act, Unemployment Compensation Laws, or any similar law;
9. Any act or omission which occurs during a period of time in which the plan member is engaged in outside employment or is rendering contractual services to someone other than the city;
10. Any claim or lawsuit alleging violations of constitutional rights, civil rights, or federal law; or

11. Any plan member who is already covered by an insurance contract or other plan of self-insurance authorized by statute for acts or omissions occurring while in the scope and course of the member's employment or duties, up to the limits of said insurance contract or plan.

G. The city shall be subrogated to the plan member's rights of recovery against any person, firm, corporation, or organization, and the plan member shall execute and deliver to the city attorney whatever documents are necessary to secure those rights and shall do nothing to prejudice those rights.

H. Defense and legal representation
   1. The city shall defend any claim or lawsuit against the plan member seeking damages to which the Indemnity Plan applies even if any of the allegations of the claim or suit are groundless, false, or fraudulent.
   2. The city attorney shall provide the legal representation to a plan member in any claim or lawsuit in which the plan member is covered by the Indemnity Plan.
   3. If the city attorney determines that there is a conflict of interest for the city attorney in representing a plan member, and the plan member is entitled to coverage under the PLIP, the city shall pay the reasonable fees of outside legal counsel to represent the plan member. The outside counsel shall be selected by the city attorney.
   4. In any lawsuit where the city attorney is providing legal representation to a plan member, the plan member may hire or retain additional legal counsel; however, the city shall not pay or reimburse said plan member for the services of said legal counsel.
   5. The city shall not be liable for any settlement of any claim or lawsuit effected without its consent.
   6. The city reserves the right to assert any defense and make any settlement it deems expedient.

I. Nothing in the PLIP shall be construed as creating a cause of action against the city or plan member nor as the giving of any right to institute or maintain any suit or action which would not otherwise exist or be cognizable under law as a legal claim against the city or a plan member.

J. Nothing in the PLIP shall be construed as waiving any defense, immunity, or jurisdictional ban available to the City or employee.

K. Citizens questioning Fort Worth's liability concerning vehicle accidents, property damage, wrecker charges, etc., shall be advised to contact the risk management division of finance by telephone for advice on filing a claim.

L. In the case of any conflict between the PLIP and the description of the PLIP contained within this General Order, the PLIP as described in Article 1X of Chapter 2, sections 2-290 to 2-298 of the Code of the City of Fort Worth governs.

223.00 RESERVED

224.00 DATA PROCESSING AND ELECTRONIC COMMUNICATION

224.01 REQUESTS FOR DATA PROCESSING SERVICES

A. Requests for data processing services will be drafted using the appropriate electronic department form. Items covered include, but are not limited to, requests for:

1. Sign-on for city or county mainframe.
2. County Electronic Case Filing System (ECFS).
3. Specific server, folder, or website access.
4. New employee set-up.
5. Computer software programs, whether revisions or new programs.
6. Feasibility studies or exploration of new systems.
7. Purchase, rental, or lease of computer equipment.
8. Creation of production or on-request printout reports.

B. All requests for data processing shall be submitted through the proper chain of command to Technology Services using the Request for Technology Services/Police IT Services form. All requests for Data Processing functions shall require approval by the Operational Command Deputy Chief or designee.

C. Requests for access to websites which violate the City of Fort Worth policy on computer use shall be requested through Technology Services; however, the final decision will be with the City of Fort Worth Information Technology Solutions Department.
   1. Requests to Technology Services for website access shall specifically name the website or the type of website, justification for the access, and the individuals or unit/detail requiring the access. Once the supervisor has completed the data processing form, it shall be authorized through the chain of command before forwarding to Technology Services for concurrence from the Operational Command Deputy Chief or their designee. Once approval has been received, Technology Services will process the request and notify the requesting supervisor.
   2. If an individual is authorized for access to prohibited websites, it shall be the responsibility of the immediate supervisor to contact Technology Services to terminate access when the employee is transferred or no longer requires access.
   3. It shall be the responsibility of the authorized employee to secure access on their computer to the websites.

D. Personnel requiring the development of a new program, a major revision of an existing program, or any database creation or revision shall forward the initial request through their chain of command to Technology Services.

224.02 COMPUTER SECURITY

A. No employee shall provide, or allow to be discovered through their own actions or inactions, any password for a departmental or city computer system to any unauthorized person.

B. No employee shall log on to a terminal or computer and leave that system operational under their password while they are not in direct control of the system.
   1. The above shall preclude the practice of activating a terminal or computer with one person's password and then allowing all employees in the entity to access the system with that person's password.

C. No employee shall place any software on any departmental computer that would constitute a copyright violation or violation of the license for that software.

D. No employee shall convert any software licensed to the police department to personal use either through changing the license through the licensee or by upgrading the software through an offer only made to the licensee.

E. No employee shall place personal software on a city computer without written approval of the division commander.

F. All employees shall be familiar with the Mobile Computing and Removable Storage Media policy found in the City of Fort Worth Administrative Regulations (AR D5, Appendix 3). A mobile storage media device includes, but is not limited to, USB port devices, CDs, DVDs, flash drives, modems, handheld wireless devices and any other existing or future media storage device.
   1. The IT customer service center shall be notified immediately upon detection of a security incident such as a mobile computing or removable storage media device being lost, stolen, or damaged.
      a. Employees shall immediately report a lost or stolen flash drive, external hard drive, or any other mobile storage device containing department information to their immediate supervisor and a report will be generated.
   2. It is the responsibility of the employee to ensure any mobile computer or storage media device is protected from being misplaced or from theft or damage. Mobile computers and storage media devices shall not be left visible in an unattended vehicle or public access areas.
   3. Employees should utilize full disk encryption and/or an equivalent security measure to protect sensitive and/or confidential department information stored on a mobile storage media device.

224.03 USE OF COMPUTER AND ELECTRONIC COMMUNICATION DEVICES

Employees should refer to the City of Fort Worth Administrative Regulations for guidance relating to the proper use and maintenance of computers, software, mobile storage devices, and the appropriate conduct when using the devices, software, or media such as websites or blogs which are made available through the use of the devices.

A. Some of the major considerations of the city policy include:
   1. Personal use is permissible if it does not interfere with productivity and does not preempt any business activity.
   2. Users are forbidden from using the system for charitable endeavors, solicitations, advertisements, private business activities, chain letters, or amusement/entertainment purposes.
   3. The use of city resources should never create the appearance of inappropriate use; therefore, employees shall not use profanity, obscenities, or derogatory remarks in emails, nor include unsupported information such as potentially demeaning rumors or gossip.
   4. City computers and communication systems are specifically prohibited from being used for sexual, ethnic, and racial harassment. Employees receiving offensive email messages must report the communications immediately to Internal Affairs as outlined in General Order 709.00, Sexual Harassment, or the City of Fort Worth Personnel Rules and Regulations on Harassment-Free Workplace, as applicable.
   5. Employees should be aware that email that passes through, or is stored on, any City of Fort Worth computer network may be subpoenaed in criminal cases and is considered public record per the requirements of the Texas Public Information Act. As a public record, the public may request copies of email messages.
      a. Email messages are considered the property of the city, not the individual originating them.
      b. Employees shall periodically purge email messages from their personal computer. Failure to do so could result in the employee's inability to send or receive additional email messages.

c. Email signatures shall not contain quotes that may be viewed as inappropriate, offensive or have violent undertones. Acceptable email signatures include any of the following: employee's name, position/division/department, business address, business telephone and fax number, police department's official motto/code/tradition and/or unaltered badge or patch image, and any pertinent disclaimers such as email and responses being subject to Texas Public Information laws or directions if receiving the email in error.
   (1) Email signatures that include pictures and/or moving or flashing text are prohibited due to increased space required in email accounts and/or servers.

B. Most email information is intended for specific individuals and may not be appropriate for general distribution. Caution shall be exercised in forwarding or transmitting general distribution email; therefore, any email intended for general distribution shall require prior permission from the department's Public Relations Office (PRO).
   1. Employees are prohibited from sending any general distribution email such as the zz_CPD or similar group without prior approval. The only exception for the requirement of prior approval shall be Intelligence Bulletins issued through the Intelligence Unit, Roll Call Training Bulletins, Vacancy Announcements, PowerDMS Announcements, and Crime Analysis Bulletins issued through the Information Management Section.
      a. An employee shall send the proposed email to the PRO for review. The PRO will review the request in a timely manner and if the email is appropriate for general distribution, will forward the email to the zz_CPD group. If the email is inappropriate, the PRO will respond to the employee with an explanation or suggestion for change.

C. Employees shall be aware that computer files, floppy or CD disks, and/or email attachments may contain a virus. Employees shall run antivirus software on any computer disks before opening the files on their computer or attaching the file to an email message.

D. Employees shall not forward any information which may be considered a myth or hoax. If the information would be of departmental interest, the employee shall confirm the information and then any electronic distribution to the department shall be approved through the department's PRO.

E. Employees with Internet access shall not visit any site that promotes hate, is sexually oriented, or may bring discredit to the department. The only exception shall be officers assigned to the investigation of electronic files or sites.
   1. City computers shall not be used to view inappropriate material from a personal mobile storage device such as a thumb or flash drive.

F. For the purpose of court docket and other time sensitive notifications, on-duty employees shall check their email account and the internal police website (fwpd/portal) daily. Employees are not required to check their email account when off-duty, on vacation or other leave time.

G. Employees, with prior approval from a supervisor, may photograph or electronically record for official use only any crime scene or potential criminal evidence with their personal equipment.

H. Employees are prohibited from taking or transmitting digital images in any location that a person would have a reasonable expectation of privacy, including but not limited to, meetings, classrooms, or testing areas. Violations of this order may result in the equipment being confiscated as evidence and the employee subject to disciplinary action.

I. Employees assigned to office duty scheduled to be out of the office exceeding four (4) work days should use the "Out of Office" reply feature in Outlook to indicate their expected return to work date and alternative contact information such as a coworker or supervisor.

224.04 SOCIAL MEDIA

The personal use of social media can have bearing on departmental personnel in their official capacity. As such this order provides information of a precautionary nature as well as prohibitions on the use of social media by department personnel. This order is not meant to address one particular form of social media, rather social media in general, as advances in technology will occur and new tools emerge.

A. Definitions
   1. Blog - a self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments.
   2. Page - the specific portion of a social media website where content is displayed, and managed by an individual or individual with administrators' rights.
   3. Post - content an individual shares on a social media site or the act of publishing content on a site.
   4. Profile - information that a user provides about himself or herself on a social networking site.
   5. Social Media - a category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites, microblogging sites, photo-and video sharing sites, wikis, blogs, and news sites.
   6. Social Networks - online platforms where users can create profiles, share information, and socialize with others using a range of technologies.
   7. Speech - Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

B. Departmental Website, Social Media, and Social Network
   1. The official Fort Worth Police Department website developed and maintained by personnel in Technology Services and Research and Planning, shall be the only authorized website for the Fort Worth Police Department. In order to ensure uniformity and consistency of information to be disseminated to the public, individual division/section/unit web pages shall only be hosted on the official website.
   2. Personnel in a division/section/unit shall request through their chain of command any representation of their division/section/unit on the departmental website. The approved request will be forwarded to Research and Planning for development and implementation.
   3. All official Fort Worth Police Department Social Media sites/pages, including but not limited to sites such as Facebook, Twitter, Instagram, Nextdoor, Snapchat, and any future social media sites or social networks, shall be developed and maintained by personnel in the Police Public Relations Office. Departmental personnel, including Neighborhood Police Officers and other community-oriented department personnel, are prohibited from using any personal social media account that purports, presents itself, or could be reasonably interpreted to be an official Fort Worth Police Department social media account.
      a. The Public Relations Office has the authority to grant user access to other Departmental personnel (i.e. Nextdoor).

4. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

C. Personal Website or Social Network

Employees are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships for which loyalty and confidentiality are important, impede the performance of duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the Fort Worth Police Department.

1. Personal websites that identify the person as an employee of the Fort Worth Police Department or City of Fort Worth either by text, or other means must not reflect a lack of good moral character, must not portray conduct prejudicial to good order, and/or be of a nature that would bring justified, unfavorable criticism upon the department or the employee.
    a. Public employees are cautioned that speech on-or-off-duty, made pursuant to their official duties, that owes its existence to the employee's professional duties and responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department.
2. For safety and security reasons, employees are cautioned not to disclose their employment with the police department nor shall post information pertaining to any other employee without their permission. Employees are cautioned not to:
    a. Display uniforms, badge, patch, logos, or similar items on personal web pages. Any use of the police department badge and/or shoulder patch shall be governed by General Order 220.06, Professional Image.
    b. Post personal photographs or provide similar means of personal recognition to be identified as a police officer. Officers who are or who may reasonably be expected to work in undercover operations shall not post any form of visual or personal identification.
3. Employees who have a personal website which identifies the employee as being with the Fort Worth Police Department shall monitor the site to remove any postings that may bring an unfavorable impression of the employee or the police department.
4. Unless permission has been granted in writing by the Chief of Police or designee, employees are prohibited from uploading or posting, from either personal or department equipment, any text, photographs, audio, video or other multimedia relating to any police investigation, current or past, or other action taken or obtained during the official course of duty of or by the Fort Worth Police Department on any social media or social networking platform.
5. When using social media, employees should be aware that their speech becomes part of the worldwide electronic domain; therefore, adherence to General Orders Chapter 700, Code of Conduct, is required in the personal use of social media. Employees are cautioned against speech containing obscene or sexually explicit language, images, or acts and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals. Speech involving the employee or other employees should not reflect behavior that would be considered reckless or irresponsible.
    a. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

b. Employees shall not divulge information gained by reason of their authority, make statements or endorsements that could reasonably be considered to represent the views or position of the department without express authorization.
c. Employees should be aware that civil litigation may involve publishing or posting private facts or personal information about a person without their permission, that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person; publishing or posting false information that harms the reputation of another person, group, or organization; or uses a person's name, likeness or other personal attributes without the person's permission for an exploitative purpose.

6. Employees should be sensitive to the privacy of others and refrain from posting personal information such as updates involving illness, injury, personal crisis, etc. concerning another employee without their permission. When an employee has been injured on duty, out of respect to the employee and family, allow time for the family to be notified by the department before posting the incident.

224.05 -224.06 Unavailable

225.00 ADMINISTRATIVE INSPECTIONS AND SEARCHES

225.01 DEFINITIONS

A. WORKPLACE
Any city-controlled building, facility, vehicle, workstation, cubicle, etc., where an employee spends all or a portion of their shift or watch.

B. CITY-ISSUED EQUIPMENT
Any tool, fixture, apparatus, etc., including desks, lockers, storage cabinets, computers, etc., that are provided to employees for use in completing their assigned tasks.

C. PERSONAL EQUIPMENT/ITEMS
Any item or piece of equipment not issued by the city which is brought to the workplace by an employee. Includes calculators, tape recorders, purses, briefcases, computers and locks.

D. INSPECTION
A routine non-investigatory function which may be conducted at any time upon the authorization of a sergeant or above and does not require any evidentiary standard of suspicion.

E. SEARCHES
1. For Work-Related Purposes
A warrantless search for the purpose of furthering the routine conduct of business, i.e., to obtain materials from an area that are needed to complete a project or task.
2. For Investigation of Misconduct
A search pursuant to an investigation of misconduct to collect evidence of said misconduct on the part of employees shall be conducted only upon the evidentiary standard of reasonable suspicion.
3. For Investigation of Criminal Misconduct.
A search for the purpose of discovering evidence of criminal misconduct shall be conducted pursuant to a search warrant or a well-delineated exception to the search warrant requirement.

F. PROBABLE CAUSE
Where the facts and circumstances known to an officer based upon reasonable and credible information would lead a person of reasonable caution and prudence to believe that the search would produce evidence pertaining to a crime.

G. REASONABLE SUSPICION
For the purposes of this general order is defined as suspicion based upon individual articulable facts and circumstances, and reasonable inferences from those facts, that would lead a reasonable person to conclude that an employee may have committed, may be committing, or may be about to commit a violation of administrative rules, regulations, general orders, special orders, directives, or procedures.

225.02 NOTIFICATION TO EMPLOYEES

A. All employees are hereby advised that the retention of any personal equipment within any city building or city-issued equipment, including desks, lockers, and vehicles, is at their own risk. Neither the city, the Fort Worth Police Department, nor the employee's supervisors shall be responsible for any losses due to any reason.

B. All city buildings, premises, and equipment shall be subject to entry, search, and inspection by any member of the employee's chain of command. All privately owned property contained in such buildings, premises, and equipment, including video recordings, and/or the contents of closed or sealed items or containers, are subject to being opened and examined without the employee's permission. Employees are hereby notified to have no expectation of privacy when using city buildings, premises, or equipment.

C. Employees are hereby given notice not to bring items or possessions to any city building or premises or have said items within any city-issued equipment if they desire privacy in said items or personal effects.

D. Any city equipment or premise that is protected by an employee-owned lock shall also be subject to entry, search, and inspection. In the event the lock is damaged or destroyed pursuant to an administrative search, the lock will be replaced or the employee will be reimbursed the actual cost of replacement.

E. Any employee whose personal items or containers, not including city-issued equipment as defined in 225.01(B) above, are to be searched shall, when practicable, be notified and given a reasonable opportunity to be present when the search occurs.

225.03 INSPECTIONS

A. An inspection may be conducted at any time to determine inventory, ascertain fitness or readiness of an organization, person, equipment, operations, or facilities, and other related purposes.

B. An inspection may be conducted at any time by any commissioned officer or civilian employee at the direction or request of a sergeant or person of higher rank.

225.04 SEARCH FOR WORK-RELATED PURPOSE

A. A search may be conducted when there is reason to believe that a needed document, file, or other work-related item is in the area or container to be searched.

B. A search for work-related purpose may be conducted by any sworn or civilian employee upon the verbal authorization of a sergeant or above.

225.05 SEARCH FOR INVESTIGATION OF MISCONDUCT

A. A search shall not be conducted unless authorized by a lieutenant or above, Internal Affairs personnel, or individuals acting in their behalf.
B. A search for investigation of misconduct based upon reasonable suspicion will be conducted without warrant.
C. A search for investigation of misconduct may include a search of the suspected employee's person if reasonable suspicion exists that evidence of misconduct may be found upon the person.
    1. A search of the person shall be limited to a search of the outer clothing and pockets of clothing and containers found in the possession of the suspected employee.
    2. A search of a suspected employee shall only be conducted by an officer of the same gender.
    3. A "strip search" or similar intrusive search of the body of the suspected employee shall be prohibited when the purpose of the search is solely for investigation of misconduct.
    4. A search of a suspected employee solely for an investigation of misconduct shall be conducted within a city building, on city premises, or within or near a city vehicle.

225.06 CRIMINAL EVIDENCE DISCOVERED DURING INSPECTION OR ADMINISTRATIVE SEARCH

A. Whenever an inspection or search for non-criminal investigation reveals information that the affected employee may have committed a criminal offense, the administrative search shall terminate at that time and Special Investigations Section contacted.
    1. The searched area shall be impounded and restricted to prohibit the destruction or removal of evidence.
    2. A supervisor shall be called to immediately assume control of the investigation.
    3. The suspected employee may be detained for investigation and/or arrested if probable cause exists.
    4. The search shall then be handled in accordance with a search for investigation of criminal misconduct, General Order 225.07.

225.07 SEARCH FOR INVESTIGATION OF CRIMINAL MISCONDUCT

A. A search for investigation of a criminal offense shall not be conducted unless authorized by a lieutenant or above, Internal Affairs personnel, or Special Investigations personnel unless exigent circumstances require authorization from an officer of lower rank.
B. A search for investigation of criminal misconduct shall be conducted only upon the evidentiary standard of probable cause and pursuant to a search warrant or a well-delineated exception to the search warrant requirement.
C. The suspected employee will be given an opportunity to consent to a warrantless search and to sign a consent to search form.
D. If the employee refuses to grant consent and sign a consent to search form, the established search and seizure rules for investigation of a criminal offense will apply. The searching officers will be authorized to impound the area to be searched and place it under police guard while a search warrant is obtained.
E. A search of the suspected employee's person or containers in their possession upon probable cause to believe the employee may have evidence of a crime on their person shall not be conducted unless pursuant to:
    1. A search warrant,

2. A recognized exception to the search warrant requirement; or
3. Incident to the arrest of the employee.

301.00 PATROL

301.01 STAFFING AND DUTIES

A. Patrol Division captains shall be responsible for exercising command and control of their assigned division on a twenty-four (24) hour basis.

B. Division captains shall attend roll call at their discretion and manage patrol operations whenever the field situation is determined to require their presence.

C. Due to the physical location of the patrol divisions, these offices must serve as a resource point for citizens visiting the department. The following services shall be provided:

1. Employees assigned to the patrol division office shall attend to all citizens requesting assistance. Whenever possible, direct assistance shall be provided and the referral of citizens to other locations shall be avoided. Assistance provided shall include:
   a. Initiating offense reports where an on-scene investigation is not required. When it is appropriate, personnel shall arrange with the Police Communications Division to have a police unit meet the complainant at the location of the incident or location of the caller.
   b. If the requested service is not within the jurisdiction of the police department, the person shall be referred to the individual or agency which can provide the needed service.
2. Upon completion of the initial investigation of a major incident, or sooner if possible, the on-scene supervisor or the investigating officer shall contact the appropriate patrol division office and furnish all available details to a supervisor. The appropriate division captain shall be notified by the supervisor whenever the situation appears to warrant their attention.
3. The division commander shall immediately notify their deputy chief when there is a major or serious incident involving police personnel.

301.02 ROLL CALL

Personnel assigned to the patrol divisions shall report as scheduled for roll call at the times established by the Patrol Bureau.

A. All roll calls are strictly limited to fifteen (15) minutes; therefore, only information that is general in nature and affects all officers shall be read. Information affecting only one or two beats or officers shall be distributed to the parties involved.

B. Field supervisors shall ensure units are staffed and in service as soon as possible after roll call.

C. When circumstances dictate, supervisors may elect to direct officers to go into service immediately and respond to incidents which require their presence, to include a pre-roll call response.

301.03 INSPECTION OF VEHICLES

Officers operating a police unit shall conduct an inspection of their vehicle and its assigned equipment prior to the beginning of a watch. The officer shall be held strictly accountable for the inspection of the vehicle and any unreported damage and/or contraband/weapons subsequently discovered.

A. In the event a vehicle is in an unacceptable condition, it shall be the reporting officer's responsibility to notify their supervisor immediately. The field supervisor shall conduct an investigation to determine the responsibility for the improper condition of the police unit.

B. After transportation of any prisoner, the transporting officer shall check their police unit for weapons or contraband that may have been left by a prisoner.
   1. The transporting officer shall assume responsibility for any weapons/contraband left in the police unit by a prisoner.
   2. If the police unit should be placed into service and weapons and/or contraband are later discovered, the officer making the discovery shall immediately notify their immediate supervisor, who shall initiate appropriate action.

301.04 EQUIPMENT LOG

A. At the beginning of each shift, an equipment log shall be completed by the person delegated this responsibility. The log shall list any applicable divisional equipment.
B. Tuning forks for the calibration of the radar units shall be maintained in a secure place within each division's equipment room.
C. Should an equipment change become necessary during the watch, the officer shall ensure the change can be reflected on the log.
D. The person delegated this responsibility on the following watch shall log in the equipment returned by the watch being relieved.

301.05 CITATION BOOKS

A. Each captain/commander, shall designate a supervisor to be responsible for maintaining an adequate supply of citation books for their personnel.
B. The designated supervisor obtaining citation books from the municipal court shall list the beginning and ending numbers of the citations in each book on the citations-issued log sheet.
C. After the beginning and ending numbers of each book have been recorded on the citations-issued log sheet, the log sheet and the citation books shall be kept in the patrol division office and at appropriate locations in all other divisions.
D. The designated supervisor shall ensure that all citation books are secured in such a manner that only supervisors have access to them. A locking file cabinet shall be used where deemed appropriate.
E. Issuing Citation Books
   1. Officers needing a new citation book shall notify a supervisor in their division. The supervisor shall issue the citation book with the lowest available number and have the receiving officer sign their name and ID number on the same line that the beginning and ending number of the citations are recorded. The supervisor shall record the date of issue, sign the log, place their name and division on the front cover of each citation book they issue.
   2. Officers shall be permitted to check out citation books as follows:
      a. Officers may check out one moving, one parking, and one general complaint citation book.
      b. An officer may check out an additional citation book prior to fully completing a citation book. However, the citation book that was originally checked out must be completed before using the replacement.
      c. Officers may check out additional citation books as needed with the approval of their captain.
F. Return of Completed Citation Books
   1. It is mandatory that all completed citation books be turned in by officers when completed.

2. Officers shall turn in all completed citation books to their supervisor. Supervisors shall within ten (10) calendar days:
   a. Record the beginning citation number in the book on the front cover of the citation book.
   b. Check the book to determine that all citations have been issued, all copies are intact in the book, and none of the citations have been improperly disposed of or voided.
   c. Locate the citations-issued log sheet pertinent to the completed book, enter the date returned and, if appropriate, whether the officer transferred, resigned, was terminated, or the citation book was lost indicating whether the book has been returned, and sign the form.
3. The completed citation books shall then be retained by the supervisor designated by the captain for a period of six (6) months. After six (6) months, the designated supervisor shall complete form RM01, Authority for Records Destruction (AFRD), and forward the form to the appropriate deputy chief for signature. The designated supervisor will then contact the City of Fort Worth Records and Information Management for destruction schedule and proper disposal of the citations. The appropriate citations and AFRD will be given to the City of Fort Worth Records and Information Management representative at that time.
4. Access to completed citation books shall be limited to supervisors; however, officers shall be allowed to review relevant citations prior to testifying or to sign out a particular book as a memory aid. Books removed for court testimony shall be returned as soon as any court proceeding is concluded.

G. Audit of Logs
   1. Each division commander shall ensure that the citations-issued logs are audited on a quarterly basis. Audits will be conducted in March, June, September, and December. Such audit shall ascertain whether the logs are being properly kept, the number of books currently issued, ensure citation books that are out-of-date have been returned to the Municipal Court, ensure that citation books have been retrieved from any officer who has resigned, was terminated, retired or transferred out of their bureau and assess the efficiency of the procedure. The commander shall be responsible for ensuring that completed log sheets and an audit report are transported to the deputy chief's office for storage and filing within ten (10) calendar days following the completion of the audit.

H. Retrieval of Citation Books
   1. It is the responsibility of an affected supervisor to retrieve all citation books issued to any officer who resigns, is terminated, retires, or is transferred out of their bureau. The books shall be stored with the other completed books.

   NOTE: Any out-of-date citation books shall be returned to the Municipal Court.

I. Lost Citation Books
   1. An officer who loses a citation book shall submit an IOC to their supervisor detailing how the book was lost. The supervisor shall write the word "lost" in the appropriate space of the citations-issued log and forward the report through the chain of command to their deputy chief.

302.00 ACTIVE SHOOTER RESPONSE

Unavailable

303.00 EYEWITNESS IDENTIFICATION

303.01 PURPOSE

Eyewitness identification is a frequently used investigative tool. This order 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.

A. Definitions

1. Administrator - The person charged with presenting a photographic line-up to a witness.
2. Assigned Investigator - The officer primarily responsible for investigating an incident.
3. Blind Manner/Blind Procedure - A procedure wherein the person administering the live line-up or photo array does not know who the suspect is.
4. Blinded Photo Array Procedure - A procedure wherein the person who administers the photo array knows who the suspect is, but each photo is presented so that the administrator cannot see or track which photograph is being presented to the witness.
5. Field Identification/Show-up - An identification procedure in which a single suspect is shown to a victim or witness soon after the commission of a crime for the purpose of identifying or eliminating the suspect as the perpetrator.
6. Fillers - Non-suspect photographs or persons. Fillers are selected to both fit the description of the perpetrator provided by the witness and to ensure that no individual or photograph stands out.
7. Folder/Shuffle Method - A method of administering a photo array such that the administrator cannot see or track which photograph is being presented to the witness until after the procedure is completed. This method is employed when a blind procedure is not possible.
8. Illiterate Person - An individual who speaks and understands English but cannot read and write English.
9. Interpreter - An interpreter is a person who is fluent in English and the language of the witness or victim and who facilitates communication between two parties in two different languages. The term includes persons who facilitate communication with persons who are deaf, hearing impaired, or speaking impaired.
10. Live Line-up - 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.
11. Person with Limited English Proficiency - Designates individuals whose primary language is not English and who have a limited ability to read, write, speak or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes such as reading or writing. Similarly, LEP designations are context specific - an individual may possess sufficient English skills to function in one setting, but these skills may be insufficient in other situations.
12. Photographic Line-up - A collection of photographs including a suspect photograph and filler photographs that are shown to a witness for the purpose of identifying and/or eliminating suspects.

13. Sequential Live Line-up or Photo Array - An identification procedure in which photographs are shown one at a time to a witness.
14. Simultaneous Live Line-up/Photo Array - An identification procedure in which all photographs are shown at the same time to a witness.
15. Suspect - An individual who has been specifically identified by the investigation as possibly being the person who committed the crime.
16. Witness - A term referring to a complainant, victim, eyewitness, or any other form of witness to an incident.
17. Witness Admonition Statement - A written statement that is read out loud to the witness describing the procedures of the identification process.

303.02 SPECIAL PROCEDURES REQUIRED FOR ILLITERATE PERSONS, PERSONS WHO POSSESS LIMITED ENGLISH PROFICIENCY, OR PERSONS WHO ARE DEAF OR HARD OF HEARING

A. Determine before any presentation if the witness is deaf or hard of hearing, illiterate, or has limited English proficiency. If the witness is deaf or hard of hearing, illiterate, is non-English speaking, or has limited English proficiency an interpreter and/or translator should be used, unless the administrator speaks and reads the victim's or witness's language fluently.
B. If the person is unable to read, the administrator will read aloud any forms to the witness.
C. When a translator or interpreter is used, the identification of the assisting individual will be documented as well as the assistance provided. The administrator should follow the procedures in General Order 206, Emergency Interpreting Services, if a bilingual or deaf interpreter or translator is required.

303.03 FEEDBACK DURING ANY OF THE PROCEDURES

A. Do not give the witness any feedback regarding the individual selected or comment on the outcome of the identification procedure.
B. Be aware that witnesses may perceive such things as unintentional voice inflection or prolonged eye contact, in addition to off-hand words or phrases, as messages regarding their selection.
C. Avoid casual conversation comments such as "very good."

303.04 SELECTION OF IDENTIFICATION METHODS

A. Photo arrays are preferred over other techniques because they can be controlled better, nervousness can be minimized, and they are easier to manage logistically.
B. Because they involve multiple persons under relatively controlled circumstances, a properly conducted live line-up, like a properly conducted photo array, is preferable to a show-up.
C. Because they are highly suggestive, show-ups are vulnerable to challenges to their validity. Consequently, a show-up should be employed only where other indicia of guilt are present (e.g., suspect located relatively close in time and place to the crime).

303.05 DESCRIPTION OF EYEWITNESS IDENTIFICATION METHODS

In order to choose among the various identification methods, a brief description of each method follows. Once the appropriate method is selected, the administrator should refer directly to the section of this order for that particular method.

A. Sequential, Blind Photo Array – Photo arrays where the photographs are presented one at a time to the witness or victim by a person who does not know who the suspect is. This method

requires a preparer who may be familiar with the case and an administrator who does not know the identity of the suspect.

B. Sequential, Blinded Photo Array – Photo arrays where the photographs are presented one at a time to the witness or victim by a person who knows who the suspect is, but who takes steps (putting the photographs in folders and shuffling them) to avoid knowledge of which person's photo the witness or victim is looking at. This method typically involves an administrator who is familiar with the case and knows who the suspect is.

C. Simultaneous, Blind Photo Array – Photo arrays where the photographs are presented all at once rather than one at a time to the witness or victim by a person who does not know who the suspect is. This method requires a preparer who may be familiar with the case and an administrator who does not know the identity of the suspect.

D. Sequential, Blind Live Line-up – Live line-ups where the persons in the live line-up are presented one at a time to the witness or victim. This method requires a preparer who may be familiar with the case and an administrator who does not know the identity of the suspect.

E. Simultaneous, Blind Live Line-up – Live line-ups where the persons in the live line-up are presented all at once rather than one at a time to the witness or victim. This method requires a preparer who may be familiar with the case and an administrator who does not know the identity of the suspect.

F. Show-up/Field Interview – procedure where the witness or victim is presented with a single suspect and asked to identify whether that suspect is the perpetrator. This procedure can be carried out by any officer who is familiar with the eyewitness policy.

303.06 – 303.11 Unavailable

304.00 HOSTAGE SITUATIONS

Unavailable

305.00 EMERGENCY VEHICLE OPERATION

305.01 – 305.02 Unavailable

305.03 VEHICLE PURSUIT

A. Vehicular pursuit of fleeing suspects can present a danger to the lives of members of the public, officers, and suspects involved in the pursuit. Prior to engagement of a pursuit, the officer shall determine whether the pursuit itself will bring a greater risk of harm to persons and property than the loss of the suspect and whether the apprehension of the suspect by other means is possible. Although officers are not relieved from the responsibility of operating their vehicle in a safe manner, the operation of the police vehicle involved in a pursuit shall not be bound by General Order 305.02, Code 3 Emergencies that governs code three (3) responses.

B. Definitions

1. Pursuit - A vehicular or motorcycle pursuit.
2. Vehicular pursuit - An active attempt by an officer in an authorized emergency vehicle equipped with emergency lights and siren to apprehend a fleeing suspect who is also

in a motor vehicle and is attempting to elude the officer.

3. Motorcycle pursuit - An active attempt by an officer to apprehend a fleeing suspect, when either the officer or the suspect is on a motorcycle.
4. Fleeing - A suspect is considered to be fleeing upon making any overt action intended to avoid arrest. For the purpose of this order, violators who follow all traffic regulations after an officer initiates a traffic stop and are merely failing to yield to the authorized emergency vehicle are not considered to be fleeing.
5. Authorized emergency vehicle - A marked police department vehicle equipped with operable emergency equipment (i.e. emergency lights and siren) as designated by state law.
6. Primary pursuit unit - The police unit which initiates a pursuit or any unit which assumes control of the pursuit.
7. Secondary pursuit unit - Any police unit which becomes involved as a backup to the primary pursuit unit and follows the primary pursuit unit at a safe distance.
8. Designated supervisor - The field supervisor or watch commander contacted and briefed regarding the pursuit by dispatch who will be expected to make decisions related to the pursuit. There will only be one designated supervisor per pursuit, unless one designated supervisor is relieved of the duty by another supervisor. The designated supervisor shall adhere to all responsibilities assigned in this General Order. Failure to follow the assigned responsibilities shall be considered failure to supervise with the supervisor being subject to discipline.
9. Violent offense - Includes offenses in which the suspect inflicted bodily injury, serious bodily injury, or death upon another individual. Violent offenses also include offenses in which the suspect uses, or threatens another with, a deadly weapon.
    a. Violent offenses do not include assault by contact or offenses in which a suspect verbally threatens another without the apparent means to imminently carry out that threat.

C. Unavailable

D. Unavailable

E. Initiation of Pursuit

Procedures

1. The decision to pursue must be based upon facts and circumstances known to the officer at the time the officer begins the pursuit.
2. Officers shall refrain from initiating pursuits which shall create a greater harm to innocent bystanders or property than is warranted. In deciding whether to pursue, an officer shall take the following pursuit risk factors into consideration:
    a. Road, weather and environmental conditions;
    b. Population density, vehicle and pedestrian traffic;
    c. Relative performance capabilities of both the authorized emergency vehicle and the suspect's vehicle;
    d. Seriousness of the offense;
    e. Presence of non-sworn persons in the police vehicle;
    f. Presence of other persons in the suspect's vehicle;
    g. Geographical area increasing risk to citizens such as residential areas, schools,

or heavily commercial area;
h. Whether or not the offender's identity is known; and
i. Any circumstance under which the pursuing officer will be unable to maintain control of the emergency vehicle.

F. Pursuit Operations *TBP 7.13*
1. Unavailable
2. The emergency warning lights, siren, and emergency vehicle headlights shall be used at all times during a pursuit.
3. The in-car audio/video system shall be used at all times during a pursuit, if the vehicle is so equipped.
4. Only marked police vehicles equipped with mounted operable emergency warning lights and sirens will participate in a pursuit. Supervisors in unmarked vehicles may follow the pursuit using a Code 1 response.
   a. Motorcycle units that initiate or become involved in a pursuit as authorized in the above section, 305.03 (C 4 a) shall relinquish their position as primary pursuit unit as soon as a marked police vehicle is available to take over as primary pursuit unit. Upon arrival of a second marked police vehicle to serve as a pursuit unit, the motorcycle unit shall disengage from the pursuit.
5. Supervisors may initiate a pursuit, but shall relinquish their position as primary pursuit unit as soon as another patrol unit is available to take over. Dispatch should facilitate this change.
6. Upon engaging in a pursuit, the officer shall notify the dispatcher of the following:
   a. Unit number and type (i.e., motorcycle or automobile) of primary pursuit unit;
   b. Location and direction of travel;
   c. Reason for pursuit;
   d. Any relevant road/weather conditions; and
   e. Description of the pursued vehicle and number of occupants.
   f. If the pursuing officer is unable to provide the information listed above, the supervisor shall terminate the pursuit.
7. Unavailable
8. Upon initiation of a pursuit, police communications shall ensure that a field supervisor or watch commander from the district in which the pursuit is occurring is immediately notified over the radio and briefed regarding the circumstances surrounding the pursuit. This person shall serve as the designated supervisor for the duration of the pursuit, unless relieved of the duty.
   a. The designated supervisor shall, as soon as being briefed on the information contained in General Order 305.03(F) (6) above, announce over the radio their determination regarding whether:
      (1) The pursuit is authorized and may continue, or
      (2) Officers should immediately discontinue the pursuit.
9. Officers shall approach all intersections with caution. Although Texas law requires motorists to yield to emergency vehicles, officers should not assume that motorists see or hear the emergency vehicle until they actually yield.

a. When an officer approaches an intersection with a traffic control device that would normally cause traffic to stop at the intersection, the officer shall not proceed through the intersection until the officer can determine it is safe to do so. This can include:
   (1) Being able to see that the intersection and all lanes of traffic are clear and no oncoming traffic will be encountered in the intersection, or
   (2) Information relayed by radio from ground units or air units.
   (3) If any vehicle(s) is in the intersection, the officer shall stop and wait until the intersection is cleared.

10. When any officer becomes aware that a hostage or other innocent passenger is or may be in a pursued vehicle, the dispatcher shall immediately be advised. All available information shall be reported including a physical description of the hostage, description of clothing and, when known, the exact location of the hostage within the vehicle, and any information regarding the suspects and weapons.

G. Designated Supervisor Responsibilities *TBP 7.13*

After being made aware of a vehicular pursuit, initiated either by Fort Worth officers or another agency, the designated supervisor shall:

1. Make a determination as to whether the pursuit will be allowed to continue;
2. Announce that determination over the radio;
3. Monitor incoming information that may affect the officer's determination about whether the pursuit should continue;
4. Immediately order the discontinuation of the pursuit when conditions dictate that such an action should be taken;
5. Coordinate and direct activities as needed to ensure that proper procedures are followed; and
6. Upon the termination of a pursuit, respond to the location where a vehicle has been stopped.

H. Communications Dispatcher Responsibilities *TBP 7.13*

1. Upon notification from a Fort Worth officer of a pursuit situation, the dispatcher shall:
   a. Close the radio channel related to the pursuit;
   b. Assign assist units;
   c. Notify, as applicable, the field supervisor, watch commander, duty captain and Air One;
   d. Identify the designated supervisor for the particular pursuit;
   e. Obtain the reason for pursuit; and
   f. Monitor and broadcast pursuit progress.
2. Upon notification from another agency of a pursuit situation that affects or will affect the City of Fort Worth, the dispatcher shall:
   a. Notify, as applicable, the field supervisor, watch commander, duty captain and Air One;
   b. Provide the reason for the pursuit and any other details connected with the pursuit to the designated supervisor (i.e. suspect descriptions, weapons, charges etc.).
   c. Monitor and broadcast pursuit progress.

3. Upon termination of the pursuit, the dispatcher will coordinate with the designated supervisor regarding the need for additional units and/or resources.

I. Unavailable

J. Unavailable

K. Unavailable

L. Discontinuing/Terminating the Pursuit TBP 7.13

1. Safety of the involved officers, third parties, property and suspects is critical at the termination of a pursuit. The designated supervisor and primary pursuit unit shall continually re-evaluate and assess the pursuit situation, including all of the factors considered when initiating the pursuit, and shall discontinue the pursuit whenever the designated supervisor or primary pursuit unit reasonably believes the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
2. The pursuit may be discontinued by the primary pursuit unit at any time.
3. Any sworn Fort Worth Police Department supervisor of higher rank than the involved supervisor may order officers to discontinue any pursuit, at any time.
4. If non-uniformed officers respond to the termination point of a pursuit, they shall inform the dispatcher over the radio channel airing the pursuit, ensure they are readily identifiable as police officers by affixing proper identification to their outer clothing.
5. Upon termination of a pursuit, the location will be given over the radio.

M. Inter-Jurisdictional Pursuits TBP 7.13

1. Fort Worth pursuits outside of city limits:

a. When a pursuit leaves the City of Fort Worth (other than jurisdictions surrounded by the city limits of Fort Worth) and enters a county other than Tarrant County, a lieutenant or higher shall be notified to make the determination whether or not the pursuit will continue, and that decision shall be announced over the radio.

(1) If a lieutenant or higher cannot be notified over the radio, the supervisor will continue to monitor the pursuit, attempt to notify a lieutenant or higher, and announce over the radio their determination regarding whether:

(a) The pursuit is authorized and may continue, or

(b) Officers should immediately discontinue the pursuit.

b. If the pursuit is authorized to continue, the unit broadcasting the pursuit shall advise the dispatcher of the jurisdiction being entered.

c. Before a pursuit enters another jurisdiction, or as soon as practical thereafter, the dispatcher shall attempt to notify the other agency with the following information:

(1) The pursuit is about to enter that agency's jurisdiction;
(2) Reason for the pursuit and nature of violation;
(3) Location and direction of the pursuit;
(4) Complete description of suspect vehicle and occupants;
(5) Number of vehicles/elements involved in the pursuit;
(6) Whether or not assistance is needed;
(7) If applicable, when the pursuit leaves that agency's jurisdictional boundaries; and
(8) If within that agency's jurisdictional boundaries, the location of the termination of the pursuit.

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2. Pursuits Initiated by Other Agencies
    a. Officers shall notify the dispatcher when a pursuit by another law enforcement agency enters the City of Fort Worth jurisdiction.
    b. Officers shall not join in a pursuit by another agency unless approved to do so by a designated supervisor.
    c. A supervisor may join in a pursuit by another agency when the supervisor deems it necessary.
    d. Upon notice that a pursuit initiated by another agency has entered the City of Fort Worth jurisdiction, the designated supervisor, contacted and briefed by communications as stated above, shall make a determination as to whether any participation by Fort Worth officers shall continue/begin, and shall broadcast that determination over the radio.
    e. In the event a pursuit initiated by another agency terminates within the city limits of the City of Fort Worth, the agency with the highest charge involving the occupants of the vehicle shall be responsible for:
        (1) Arrest and custody of the persons charged;
        (2) Arraignment of arrested persons;
        (3) Disposition of any passenger;
        (4) Disposition of the arrested person's vehicle; and
        (5) Coordination of all reports related to the arrest, citations and criminal charges.
    f. A supervisor shall make the scene of the termination point and ensure that all actions taken are appropriate and proper.
    g. Any traffic collisions occurring within the city limits of Fort Worth as a result of a pursuit by another agency shall be worked by the Fort Worth Police Department Traffic Investigation Unit (TIU).

N. After Action Reporting TBP 7.14

If a pursuit was initially authorized to continue by a supervisor, then the following apply:

1. Officers shall complete all necessary paperwork regarding the pursuit and any related offenses.
2. Supervisors shall respond to the termination point of the pursuit and ensure all necessary paperwork has been completed and collect any multimedia, including but not limited to video and audio recordings related to the offense.
3. The designated supervisor shall review the offense report, generate the administrative pursuit report and shall forward the report to the proper chain of command for review.
4. A copy of the administrative pursuit report shall be made available to the Driving Safety Coordinator to review for tactics training.
5. An annual report shall be prepared by the Training Division based on the data included in the administrative pursuit reports to identify trends and draw conclusions about safety or tactical improvements such as policy changes, training or equipment. The annual report shall be directed to the Chief of Police and completed by the end of February for the prior year.

305.04 ESCORTS

A When an officer in the field is requested to escort a private vehicle carrying an injured or ill person, the officer shall first make a quick determination of the severity of the situation. Injuries such as fractured bones and superficial cuts which do not involve serious bleeding should not be escorted. The officer shall instruct the driver on the quickest and most direct route to the hospital and of their obligation to obey all traffic laws. If the driver is still confused about the directions, the officer may provide a non-emergency escort, obeying all traffic regulations. The officer shall advise the driver to follow at a safe distance, and that all traffic laws shall be obeyed. Code 3 escorts of private vehicles shall not be allowed.

B. In the case of severe illness or injury, the officer should request the Fort Worth Fire Department respond or an ambulance be dispatched. If appropriate, the officer should administer first aid until medical assistance arrives.

C. The above procedure does not preclude the officer from providing a Code 3 escort for vehicles which are authorized and equipped for emergency operations.

306.00 USE OF FORCE

306.01 PHILOSOPHY

A. A reverence and respect for the dignity of all persons and the sanctity of all human life shall guide all training, leadership, and direction as well as guide officers in the use of force. The Fort Worth Police Department is committed to protecting its citizens, their rights and property while ensuring public safety. When force is exercised without justification or restraint, it undermines the confidence and trust in law enforcement. Members of law enforcement derive their authority from the public; and therefore, must be ever mindful that they are not only the guardians, but also the servants of the public.

B. The legal standard used to determine the lawfulness of an officer's use of force is whether the officer's actions are "objectively reasonable" in light of the facts and circumstances as they existed at the time of the action. An officer's actions are considered lawful if a reasonable officer could have believed the action to be lawful in light of clearly established law and the information the officer possessed at the time of the action. [Graham v Connor, 490 US 386, (1989)]. Furthermore, officers must assess not only the need for use of force, but also the relationship between the need and the amount of force used [Gomez v Chandler, 163 F .3d 921, 923 5th Cir (1999)].

C. Under certain circumstances an officer may have to use force, in particular when responding to resistance or in defense of a third party. The use of force by police officers is a matter of critical concern both to the public and the law enforcement community. It is recognized that some individuals will not comply with the law or submit to lawful control, and that officers may be called upon to use force in order to perform their duties and protect themselves and others against assaults from resistive or violent individuals. The use of reasonable force, when warranted, is permitted by law and is an affirmative duty and responsibility of police officers. Its proper application requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight. [Graham v Connor, 490 US 386, (1989)]. Conversely, the unreasonable use of force is contrary to law and places the representative government agency in a position of civil liability, and the officer in jeopardy of civil and criminal liability, as well as disciplinary action. Given that no policy can realistically

predict every situation an officer might encounter, each officer is entrusted with well-reasoned discretion in determining the appropriate response in each incident. When officers must protect themselves or others against imminent threat of serious bodily injury or death, deadly force may be warranted.

306.02 STIPULATIONS

A. These guidelines are intended for internal department use and have not been developed to be applied in any civil or criminal proceeding, nor are they intended to create a higher legal standard of safety or care with respect to third parties. A violation of these rules will be grounds for administrative discipline only, while a violation of the law may be the basis for civil or criminal penalties imposed by a court of law.
B. The provisions of this order are applicable to all regular and reserve officers acting in their capacity as a police officer.
C. When feasible, officers shall identify themselves as a peace officer, their intent to use force before using force, and, if not already known by the subject to be detained, arrested, or searched, make clear their intent to detain, arrest or search the subject.
D. There may be many reasons why an individual may be resisting arrest or be nonresponsive (medical, developmental, language barrier, drug reaction, emotional crises.) Officers should not engage in unreasonable actions that precipitates the need to use force.
E. All police department employees, which includes sworn and non-sworn, regardless of rank or position, have the duty and responsibility to intervene and shall take appropriate action when observing a law enforcement officer or a police department employee using force that violates departmental policy and training regarding what is objectively reasonable under the circumstances. The employee, either sworn or non-sworn, shall immediately report the violation, in writing, to a supervisor. *TBP 2.25*

NOTE: Non-sworn employees should not physically intervene in any police action. Non-sworn employees meet their duty to intervene by immediately reporting the violation to a supervisor. If reporting was verbal, then the employee will follow with written notice of the violation. *TBP 2.25*

306.03 DEFINITIONS

A. Force is defined as the compulsion or restraint exerted upon or against a person for the purpose of
   1. Compelling a person to comply with an officer's direction; or
   2. Overcoming resistance by a suspect during arrest or detention; or
   3. Defending any person or yourself from an aggressive action by a suspect or another which represents a threat of physical injury or death.
B. Use of force is any physical or mechanical intervention used by an officer to defend, control, overpower, restrain or overcome the resistance of an individual.
C. Objectively reasonable force is a determination from the perspective of a reasonable officer on the scene that the decision to use force and the level of force used is appropriate when evaluating the situation in light of the circumstances known to the officer at the time force is used and is upheld in a court of law.
D. Necessary Force is the minimum amount of force required to achieve a lawful objective and is to be used when no reasonably effective alternative appears to exist.
E. Excessive force is the use of more force than is objectively reasonable to accomplish a lawful objective.

F. Less-lethal Force is any use of force not intended to cause, nor likely to cause death or serious bodily injury.
G. Deadly force is any force that is reasonably likely to cause or create a substantial risk of death or serious bodily injury. Deadly force can also result from a less-lethal force option being improperly applied.
H. Control for the purposes of this section, is defined as any action to physically manage a subject that allows for the completion of a lawful objective.
I. Choke holds are the intentional use of any technique or device that applies pressure to a person's throat or trachea area in a manner that restricts their airway or ability to breathe and are considered deadly force.
J. Neck-restraining techniques are the intentional use of any techniques or device that applies pressure to a person's lateral neck area in a manner that restricts vascular blood flow likely to result in unconsciousness and are considered deadly force.
K. Hogtie restraint is any form or variation of restraint by which the wrists are secured by any restraining device behind the back, the ankles are bound together, and the bound wrists and ankles are then tied together.
L. De-escalation is defined as taking action to stabilize a situation and reduce the immediacy of the threat so that more time, options, and resources are available to resolve the situation. The goal of de-escalation is to gain the voluntary compliance of a subject(s) and to reduce the intensity of a potentially violent situation to decrease the potential need to use force.
M. Distraction Techniques - acts used to divert or redirect a subject's focus away from resistive or dangerous behavior in order to assist the officer in gaining control of the individual. Distraction techniques may include a controlled strike, pressure point or leverage technique targeting a specific area that has the greatest likelihood of effectiveness and not intended to cause serious bodily injury. If a distraction technique proves ineffective, a different distraction technique or force option should be considered.
N. Leg Restraints are restraints that are departmentally issued to officers by authorized personnel, purchased by the officer or issued to officers assigned to specialized units and must be on a list of authorized leg restraint devices maintained by the Use of Force Coordinator. No forms of restraint and their respective holders other than those approved by the order of the Chief of Police shall be authorized.
O. Drone means an unmanned aircraft, watercraft, or ground vehicle or a robotic device that:
    1. Is controlled remotely by a human operator; or
    2. Operates autonomously through computer software or other programming.
P. Autonomous drone means a drone that operates autonomously through computer software or other programming.
Q. Tactical Violation - A failure to follow trained tactics, techniques or procedures, as defined either in General Orders or applicable SOPs. A tactical violation occurs when the amount and type of force is objectively reasonable, but the officer did not follow a particular tactic, procedure or technique that is prescribed and trained for that situation. Furthermore, the failure to follow trained tactics, techniques or procedures was not justified by extenuating circumstances and/or created undue risk. [Example: Officers did not conduct a high-risk stop following the pursuit of a stolen vehicle, resulting in the use of lawful force to remove the subject from the car, and it was done in a manner that placed officers or other citizens in an unnecessary and dangerous situation].
R. Enhanced Training Opportunity - An identified deficiency in an otherwise acceptable use of force. Occurs when a use of force review finds that an officer's use of force was justified,

objectively reasonable and within policy, but 1) the use of force was an ineffective application of a trained technique or 2) other options may have been available which may have produced a better outcome. An enhanced training opportunity will result in a tailored training session(s) as identified by the officer's chain of command, in consultation with the training academy or other subject matter experts in the department as necessary. To avoid the implication that the officer did something wrong, the enhanced training opportunity should not be referred to as "remedial training" or a disciplinary action. Suggested training opportunities may include, but are not limited to:

1. One-on-one training with relevant Academy personnel
2. Training with other units in the department that have specific expertise in the subject (i.e., Directed Response, SWAT, etc)
3. Having the officer debrief the incident in roll call to identify areas for improvement
4. Working with a Field Training Officer from the officer's division

S. Other High-Risk Situation - A law enforcement situation with a higher propensity for violence or greater risk of encountering an individual armed with a deadly weapon. Such scenarios may include, but are not limited to, warrant service, barricaded persons, persons with a weapon, building searches, known gang members, known felons, and uncooperative individuals preventing an officer from ensuring an individual is not armed.

306.04 DE-ESCALATION

At times an officer must exercise control of a violent or resisting subject to make an arrest, or to protect the officer, other officers, or members of the community from risk of imminent harm. Not every potential violent confrontation can be de-escalated, however, officers have a duty to use de-escalation techniques whenever possible and have the ability to affect the direction and the outcome of many situations based on their training, decision-making skills, and/or the tactics they choose to employ. De-escalation is intended to increase safety, reduce liability, and improve the quality of service provided by officers to the community. De-escalation along with practicing procedural justice and treating others with dignity and respect are foundational for reducing the need to use force, achieving positive police-community interactions and internal employee relations.

A. An officer shall use de-escalation techniques consistent with department training whenever possible and appropriate before resorting to force and to reduce the need for force.
   1. Officers should use advisements, warnings, verbal persuasion, decision-making models pursuant to training, demonstrate empathy and other tactics and alternatives to higher levels of force.
   2. Officers may withdraw to a position that is tactically more secure or allows them greater distance in order to consider or deploy a greater variety of force options.
   3. Officers shall perform their duties in a manner that avoids unduly jeopardizing their own safety or the safety of others**.**

B. Supervisors shall respond to incidents in a timely manner when a potential violent confrontation may exist.

306.05 FORCE OPTIONS

It is important to note that actions by an officer shall be predicated by the actions of the subject. Under no circumstances will the force used by an officer be objectively unreasonable when attempting to accomplish a lawful objective. The Department's training materials on use of force are hereby incorporated as if fully set forth herein. *TBP 6.01*

A. During police contact, a subject may be:
   1. Compliant: A person contacted by an officer who acknowledges direction or lawful orders given and offers no passive/active, aggressive, or aggravated aggressive resistance.
   2. Non-Compliant
      a. Passive Non-Compliance: The subject is not complying with an officer's commands and is not physically hindering or threatening in a harmful manner to physically hinder an officer from placing the subject in custody and taking control. Examples include: standing stationary and not moving upon lawful direction, falling limply and refusing to use their own power to move. Reasonable force options to passive non-compliance include low level force options.

      NOTE: Regarding civil protests, also refer to General Order 328.06

      b. Active Resistance: The subject displays behavior that consists of refusal to comply with an officer's commands and conveys a threat to physically hinder or is physically hindering the arrest/detention process that is not directed at harming the officer. Examples include: walking or running away, breaking the officer's grip pulling away or a subject lying on their arms. Reasonable force options to active resistance may include, but are not limited to, low level and intermediate force options.
      c. Aggressive Resistance: The subject displays the intent to harm the officer, themselves or another person and prevent an officer from placing the subject in custody and taking control. The aggression may manifest itself through a subject taking a fighting stance, punching, kicking, striking, attacks with weapons or other actions that present an imminent threat of physical harm to the officer or another. Reasonable force options for aggressive resistance include, but are not limited to, low level and intermediate force options. However, as an incident involving aggressive resistance is prolonged, the likelihood that it becomes aggravated aggressive resistance also increases which may necessitate greater force options.
      d. Aggravated Aggressive Resistance: The subject's actions are likely to result in death or serious bodily harm to the officer or another person. These actions may include the threat or potential use of a deadly weapon or extreme physical force. Any force option is permissible when an officer is responding to aggravated aggressive resistance.

   NOTE : The potential for injury to the subject, the officer, or others should be part of the officer's decision-making process. Whenever an officer applies a use of force option upon a subject that results in an injury or complaint of injury, the officer will monitor the subject, render first aid to the best of their skill level, and immediately summon medical attention. *TBP 6.07*

B. In response to the above situations, officers shall be guided in the use of force as follows :
   1. Low Level Force - a level of force or control that is neither likely nor intended to cause injury, i.e., handcuffing a compliant arrestee for transport to jail or placing a subject in a prone position on a high-risk vehicle stop. Low Level Force includes:
      a. Officer Presence - Recognition of authority through a uniformed presence, marked police vehicle, identifiable police markings, logo, badges, police credentials, or verbal identification. Excludes physical force.
      b. Verbal Commands - Commands of direction or required compliance such as directions to drop a weapon, get on the ground, stop running, etc.
      c. Weaponless Strategies - Techniques designed to gain compliance through open hand control techniques (such as takedowns with no injury or handcuffing).

d. Control Strategies - Techniques designed to gain compliance through the use of a departmentally-approved control device such handcuffs or use of an approved restraint device.

2. Intermediate Force - a level of force that has the potential to cause injury or substantial pain, and is greater than Low-Level Force.
   a. Weaponless Strategies - Techniques designed to gain compliance through empty hand control techniques such as strikes, takedown with injury, or pressure points.
   b. Weapon Strategies - Techniques designed to gain compliance through the use of a departmentally-approved control device such as impact weapons, chemical agents, or conducted electrical weapons.
3. Deadly Force is any force that is reasonably likely to cause or create a substantial risk of causing death or serious bodily injury. Deadly force includes, but is not limited to, firing a firearm in the direction of another person. Depending on the circumstances, deadly force can result from a less-lethal force option being improperly applied or the use of other potentially lethal tactics, such as:
   a. Examples include but are not limited to:
      (1) Intentional baton strikes to head, neck, sternum, spine, groin or kidneys
      (2) Low or less lethal option such as the 40 mm or less-lethal shotgun fired in a manner not consistent with training or policy.
      (3) Firing of a firearm at a vehicle, building, or structure in which another person is believed to be; or
      (4) Applying a chokehold or neck-restraining technique
4. An officer may use deadly force upon another person only when it is objectively reasonable and immediately necessary to:
   a. Protect themselves or others from what is reasonably believed to be an imminent threat of death or serious bodily injury.
   b. Prevent the escape of an individual who the officer has probable cause to believe has committed a violent felony crime and is an imminent threat to human life if escape should occur such as in an active shooter situation where the fleeing suspect has access to more victims.
   c. When feasible, officers shall provide a warning prior to the use of deadly force, i.e., "Police! Stop or I will shoot!"

C. Use of Force Restrictions

These restrictions, like all written policies, may not cover every situation. Any deviation shall be examined rigorously on a case-by-case basis.

1. Officers shall not use deadly force in response to a verbal threat of serious bodily harm or death.
2. Officers shall not fire a weapon as a warning in order to compel arrest, or to prevent the escape of a suspect or prisoner. *TBP 6.09*
3. Officers shall not fire a weapon from a moving vehicle, unless following the exceptions listed in General Order 305.03 I.
4. Officers shall not fire a weapon, including less-lethal options, into a moving vehicle or at its occupant(s) unless
   a. The occupant(s) are using deadly force against the officer or another person present, by means other than the vehicle; or
   b. The driver is clearly using the vehicle as a means to inflict serious bodily injury or death upon another individual(s).

5. Officers shall not place themselves in the path of a moving vehicle in a manner which may lead to the use of deadly force. If a confrontation with a moving vehicle does occur, officers shall move out of the path of the vehicle.
6. Officers shall not fire into buildings where suspects are concealed. The only exception to this shall be in those instances where there is no doubt of the suspect's location, and then only when deadly assault or intended deadly assault is being directed from the location at the officer or others.
7. The shooting of animals will be guided by General Order 336.03, Animal Calls.
8. Officers are prohibited from using choke holds and other types of neck-restraining techniques unless the use of deadly force is authorized. *TBP 6.11*
9. Officers are prohibited from using a hogtie restraint.
10. Officers having a firearm drawn or exhibited shall secure the weapon before engaging a suspect in a different weapon strategy (Taser, baton, pepper spray), a weaponless strategy, or transitioning to a form of control which requires physical contact.
    a. Tactical Units, when performing in accordance with approved procedures stated in their unit Standard Operating Procedures (SOP) and in accordance with the unit's advanced training, may prove an exception when exigent circumstances place the officer at a significant tactical disadvantage, or risk of serious bodily injury or death.
11. Officers shall not use a firearm to strike any person.
12. Other techniques, procedures, and restrictions are contained in the Control Tactics Training Manual located on the Police Portal under Forms and Documents/Training.
13. The use of force with a drone:
    a. The use of force by a drone is justified when the use of force is justified under Chapter 9 of the Texas Penal Code.
    b. The use of deadly force by means of an autonomous drone is prohibited.
14. While performing security-related duties on school property or at a school-sponsored or school-related activity, officers may not restrain or use a chemical agent or CEWs on a student enrolled in fifth (5^{th}) grade or below unless the student poses a serious risk of harm to the student or another person.

D. Control Devices: *TBP 3.04*

Officers and supervisors shall carry only departmental-approved conducted electrical weapons (CEW), chemical agents, and batons after completing the prescribed course of instruction from the Training Division. A list of approved chemical agents and batons/accessories shall be maintained by the Use of Force Coordinator, and all lists will be maintained at the Police Training Division. All procedures and guidelines for control devices, including reporting regulations, shall apply to both on-duty and off-duty officers. Control devices shall only be used in situations authorized by General Orders, the Fort Worth Police Control Tactics Training Manual, and the Taser Training Guidelines.

1. Batons
    a. The standard-issue baton shall be furnished to those officers who have qualified and who have not previously been furnished one.
    b. After initial issue, standard-issue batons shall be replaced only if lost or damaged or deemed defective through no fault of the officer.
    c. All batons other than the standard-issue must be obtained at the officer's expense and will not be replaced by the department in the event of loss or damage.
    d. Batons shall be inspected by the Training Division personnel during annual re-qualification.

e. End caps that are used for retention purposes to prevent the baton from slipping from the user's hands are authorized. This excludes any end cap that has pointed or sharpened protrusions or window breaking feature which may cause additional injury while being used during closed mode strikes.

2. Chemical Agents
   a. Officers shall carry and utilize only those chemical agents and delivery systems issued by the department, and shall do so within the guidelines of departmental training.
   b. Once exposed to a chemical agent, officers shall seek medical assistance for subjects who:
      (1) May have a pre-existing medical condition, including pregnancy
      (2) Appear to be under the influence of a narcotic or controlled substance
      (3) Appear non-responsive, ill, or have difficulty breathing
      (4) When circumstances allow, officers are encouraged to begin decontamination by rinsing the exposed areas with clean water.
   c. All issued chemical agents shall be inspected by the Training Division personnel during annual re-qualification.
3. Conducted Electrical Weapon (CEW)
   a. Only departmentally-issued CEWs are authorized; personally-owned CEWs are not authorized.
   b. Officers shall only draw or exhibit a CEW when:
      (1) Conducting the department-approved spark test to ensure the proper operation of the CEW, or
      (2) There is articulable belief that use of the CEW is in conformance with the General Orders, the Fort Worth Police Control Tactics Training Manual, and the Taser Training Guidelines.

   NOTE: Any type of horseplay with the CEW is strictly prohibited.

   c. Officers are authorized to use CEWs to control an actively resistant person when attempts to subdue the person by other tactics have been or will likely be ineffective, and there is a reasonable expectation that it would be unsafe for officers to approach the person within contact range.
   d. CEWs shall be carried in an approved holster on the support (weak) side of the body.
   e. CEW demonstrations/presentations are prohibited except when conducted by CEW instructors with the approval of the Training Division Captain.
   f. A request shall be made to medical personnel to remove all probes that penetrate the skin, except in exigent circumstances.
      (1) Probes that enter sensitive tissue such as the head, face, genitals, neck, or breast shall only be removed by medical personnel.
      (2) Probes that penetrate skin are a biohazard and shall be disposed using a sharps container. If an officer receives a puncture from a used probe, the officer shall follow the department's exposure process as outlined in the General Orders.
      (3) Latex gloves shall be used if handling the removed probe.
   g. Once the CEW has been activated against a subject (drive stun or probes):
      (1) Officers shall request a medical evaluation on-scene (ambulance) or
      (2) Request transport to a hospital for evaluation when a subject cycles for more than a cumulative fifteen (15) seconds.

h. Officers shall consider the physical condition of the subject and the subject's surroundings which could potentially result in a high-risk danger such as, but not limited to, a fall from a great distance or into the path of a moving vehicle when determining whether the CEW is an appropriate option. CEWs are prohibited on the following high-risk population unless exigent circumstances exist or to prevent serious bodily injury or death to the subject, the officer, or a third person:
   (1) Infirm (frail, weak)
   (2) Elderly
   (3) Low body-mass index (BMI)
   (4) Pregnant
   (5) Small child
   (6) Person in water (drowning risk)

i. A supervisor or commander shall respond to the scene of every CEW activation in drive stun or cartridge mode.

j. All use of the CEW as ARC display, in the drive stun mode, and/or in the cartridge mode shall be documented in the offense/incident report which the officer shall flag as "Use of Force." Accidental cartridge discharges shall be reported in an IOC explaining the incident to the officer's immediate supervisor where it will be signed and forwarded to the Taser Coordinator.

NOTE: Drawing the CEW from the holster in preparation of the possibility of use is not considered a use of force.
   (1) When completing the administrative Use of Force report involving an activation against a suspect, the supervisor will perform a download of the officer's CEW firing record. This information will be attached to the report.
   (2) The only exceptions to documentation of CEW use are spark testing and official Training Division classes and demonstrations.

k. All CEWs and cartridges shall be inspected by Training Division personnel during CEW qualification.

l. No repair or alteration shall be performed on the CEW except by approved Training Division staff. Any malfunction or necessary repair shall be immediately reported to the Training Division CEW coordinator for appropriate action.

m. All data stored in the CEW is subject to downloading by the Fort Worth Police Department.

n. The Training Division shall maintain a current list of officers qualified to carry/use the CEW and a list of officers who have been issued CEW equipment.

4. 40 MM Launcher System
   a. The 40 MM launcher policy and use is governed by the 40MM Launcher Manual available on the FWPD portal.

306.06 USE OF DEADLY FORCE *TBP 6.02*

A. The use of deadly force is to be a last resort when other reasonable means are exhausted or unavailable and is authorized only when it is necessary for officers to protect themselves or others from an immediate threat of death or serious bodily injury. Justification for the use of deadly force shall be limited to the facts known or reasonably perceived by an officer at the time the incident occurs.

B. Regardless of the nature of the crime or the justification for the use of deadly force, officers must at all times remember their basic responsibility is to protect the public. Therefore, except

to preserve life or to prevent serious bodily injury, officers shall not fire their weapon under circumstances that would subject other officers, bystanders, or hostages to death or possible injury. Firing a weapon under such conditions is not justified unless the failure to do so at the time would create a substantially greater and immediate threat of death or serious bodily injury.

306.07 REPORTING USE OF FORCE INCIDENTS *TBP 6.03*

A. All use of force incidents which result in injury to any person, involves the use of a physical control method that includes a strike or the grounding/takedown of a subject, or any use of a weapon to control a subject shall be reported and identified as a "Use of Force."

1. Officer Responsibility

a. Any officer, on or off-duty, that uses force as described above shall report the full details of the use of force in a related RMS report with the appropriate title in the "Nature of Call" field. Each individual officer who uses any force shall complete a separate supplement to the report detailing that specific officer's use of force, with the exception of high-risk stops as noted in section (c) below. With specific regard to the use of force, these reports shall include, at a minimum, details regarding:

(1) The circumstances surrounding the encounter,
(2) The resistance encountered,
(3) The type(s) of force used and which officer(s) used force,
(4) The justification for the force used,
(5) De-escalation efforts attempted or used prior to employing force options and throughout the incident.

b. An administrative report (Blue Team) is not required for the grounding/takedown of an individual where no injury or other force was applied, or for the displaying of a Taser ARC or when a firearm is intentionally pointed at a person. However, these types of incidents require a supervisor to be notified and the incident shall be reported and identified as a "Use of Force" in a related RMS report. These reports shall include, at a minimum, details regarding:

(1) The circumstances surrounding the encounter,
(2) The resistance encountered,
(3) The type(s) of force used and which officer(s) used force,
(4) The justification for the force used,
(5) De-escalation efforts attempted or used prior to employing force options and throughout the incident.

NOTE: Drawing a firearm from the holster in preparation of the possibility of use is not considered use of force.

c. For a high-risk vehicle stop as defined in General Order 308.04, High Risk Vehicle Stops, or any other high-risk situations involving the pointing of firearms, only the sheet officer is required to complete a report detailing the use of force. The report shall list all involved Fort Worth Police Department officer(s) who pointed a firearm, information on the person(s) that a firearm was pointed at and indicate that they did so following established training on high-risk stops and other high-risk situations.

(1) Any use of force outside of pointing of a firearm shall be reported per the use of force reporting guidelines

NOTE: Drawing a firearm from the holster in preparation of the possibility of use is not considered a use of force.

d. All reports which detail a use of force incident shall be completed prior to the end of the officer's shift or if the officer is off-duty, the officer shall complete a supplemental report immediately upon returning to work.
e. The use of intermediate level force on animals requires a supervisor to be notified and the incident shall be reported and identified as a "Use of Force against animal" in a related RMS report.
f. Reporting the use of force incidents by the Special Weapons and Tactics (SWAT) Section is governed by the section's standard operating procedures.

2. Supervisory Responsibility
   a. A supervisor shall make the scene of all use of force incidents requiring a Blue Team administrative report.
   b. The responding supervisor shall interview the individual(s) upon whom force was used and any witnesses to the use of force. If these interviews cannot be completed, the supervisor shall indicate the reason for not completing the interviews and provide any information they collect so the interviews can be completed at a later time.
      (1) If during the supervisory review, an individual makes a citizen's complaint, the complaint shall be handled pursuant to General Order 410.04, Personnel Complaint.
   c. The responding supervisor shall ensure all available, relevant digital media is attached to the administrative report. This includes, but is not limited to, body-camera video, in-car video, security or RTCC video and photos of involved officers and subjects. If available digital media cannot be attached, the supervisor shall indicate the reason for not including the digital media and provide any information so it can be collected at a later time.
   d. An administrative report will be completed by the supervisor in Blue Team and electronically forwarded through the officer's chain of command to be reviewed. The supervisor shall initiate the Blue Team by the end of their shift. The completed Blue Team shall include a review by the supervisor regarding the attempts/use of de-escalation attempts and the effectiveness of those efforts.
   e. To provide the most accurate Use of Force statistics, a Blue Team Use of Force shall be generated for each suspect individually i.e., if officers use force on three (3) different suspects, there will be three (3) separate Blue Team reports with the same RMS Report Number detailing the force used on each suspect by the officers. The narrative/summary portion would be similar between all three (3) reports.
   f. A supervisor who utilized intermediate force during an incident cannot complete the related administrative investigation. An available supervisor shall be requested for the on-scene investigation. The Blue Team administrative report shall be completed by a designated supervisor from the same division as the supervisor involved in the use of force.

3. Use of Force Review
   a. Deputy Chiefs shall review each use of force report to determine if there is a need for changes in departmental procedures, additional training for the officer, and/or a referral to the department psychologist and forward the use of force report to their Assistant Chief for final review. Deputy Chiefs shall take appropriate action based on their determination. All incidents that rise to the level of a Critical Police Incident (CPI) or meet the criteria to be reviewed by the Use of Force Review Board shall be referred to the Assistant Chief and the Chief of Police or designee for review. *TBP 6.10*

b. All Use of Force reports will be tracked by the Use of Force Coordinator. The purpose of tracking these reports is for data analysis and to ensure the Department has the most current information available as it pertains to the utilization and effectiveness of use of force tactics and to potentially identify trends in criminal tactics.
c. The Use of Force Coordinator shall conduct an end of the year use of force report. The report of the audit results shall be generated for review by the executive staff. *TBP 6.10*
d. It is recognized that exigent circumstances may occur requiring an officer to use a weapon or device that is outside of current policy. Any use by an officer of a weapon or device not on the departmentally-approved weapons list, shall be considered for reporting as a Critical Police Incident and handled in accordance with General Order 356.00, Critical Police Incidents.

306.08 USE OF FORCE TRAINING *TBP 3.02 and TBP 3.04*

A. The Police Department's training manual outlines the appropriate use of force techniques approved for use by officers.
B. Beginning the calendar year 2024, all sworn and reserve officers shall qualify annually in the departmentally-approved baton, chemical agent, CEW, and open-hand control training program. Failure to demonstrate qualification standards in practical and written examinations will result in scheduling of remedial training with a certified control tactics instructor, after which a retest will be given. Failure of the retest will be considered as neglect of duty and may subject an officer to termination of employment, and a reserve officer to disqualification from the reserve program for failure to maintain an acceptable level of performance.
   NOTE: Requirements for firearms qualification are outlined in General Order 202.02, Firearms Qualification.
C. It shall be the responsibility of the Training Division Captain to ensure appropriate training is developed and offered annually. Use of Force training shall include instruction on de-escalation techniques as a means to avoid the need to use force or to provide opportunities to use a lesser level of force when possible. The Captain shall also ensure appropriate documentation of training and certification is entered in each officer's personnel file.
D. In the event of changes in training regarding the use of force, the Training Division shall notify Internal Affairs, in writing, of all such changes prior to their implementation.
E. It shall be the responsibility of all supervisors to ensure their personnel attend the appropriate training.

306.09 USE OF FORCE REVIEW BOARD

A. The Fort Worth Police Department, through the process of a review board, will, at the request of the Chief of Police, an Executive Level Commander or their designee, examine and review all aspects of use of force related incidents that meet all of the following criteria:
   1. A use of force policy violation and/or a use of excessive force as defined in the Use of Force Disciplinary Guidelines.
   2. Not an incident as defined by General Order 356.00 Critical Police Incidents.
B. The Use of Force Review Board will also review all use of force incidents on a periodical basis. The Use of Review Board will also periodically review and evaluate departmental statistics, policy, and training regarding use of force, as well as work to seek and gain departmental feedback where appropriate.

C. The focus of the Use of Force Review Board will be to protect the sanctity of life, improve officer safety, enhance professionalism and provide liability protection by evaluating the use of force employed in each incident with an emphasis on reasonableness, adherence to departmental policy and following current best practices. This Use of Force Review Board shall not be disciplinary, nor will any disciplinary recommendations be sought or considered from the review board.
D. The Use of Force Review Board will be composed of the following designated positions, with membership tied to each position rather than specific individuals. The Board members will convene as directed by the Chairperson, or within thirty (30) days of notification of an incident requiring review. The members will meet quarterly or as directed by the Chairperson. The members of the Use of Force Review Board shall be:
    1. Use of Force Coordinator: Non-voting member. Serves as Chairperson and Secretary.
    2. Operational Command Deputy Chief.
    3. Community Partnership Command Deputy Chief.
    4. Investigative and Support Command Deputy Chief.
    5. Tactical Command Deputy Chief.
    6. Training Division Captain.
E. Members of this board shall be briefed by the Use of Force Review Board Chairperson in the operational procedures of the board before being given the responsibility of reviewing use of force incident packets or serving as chair.
F. The Use of Force Review Board shall, by majority consensus, make a determination on whether the force is reasonable and within departmental policy and current best practices.
G. The chairperson of the board shall direct the preparation of the conclusion and findings of the board. The Use of Force Review Board finding's will be forwarded back to the requesting party within 30 days.
H. The Office of Police Oversight Monitor may choose to designate an individual(s) to sit in and observe the meetings conducted by the Use of Force Review Board. The purpose of this designee will be to monitor and provide oversight to the Board. The designee is invited to provide input and differing perspectives; however, the designee will not be a voting member of the Board.

307.00 SPECIAL WEAPONS AND TACTICAL (SWAT)

307.01 INITIAL RESPONSE

A. The lieutenant of the affected patrol division shall respond to all hostage situations, barricaded persons, and sniper incidents that occur within an assigned area of responsibility. Other situations to which SWAT may respond shall be determined by the lieutenant of the division involved. The highest-ranking patrol supervisor of the involved division has the responsibility for the proper handling of the situation.
    1. Upon notification of a major event as described above, the police dispatcher shall initiate an immediate patrol response. A supervisor shall be dispatched, preferably, the division supervisor. The captain, or designee, of the concerned division shall also be notified by the communications supervisor.
    2. When instructed by the lieutenant, the police dispatcher shall notify the SWAT commander of the information received and that a patrol unit has been dispatched.

3. All units responding to the incident shall be informed by the dispatch supervisor which radio talk group shall be utilized exclusively for the situation.

B. The ranking patrol officer on the scene shall be in command until properly relieved of that responsibility by a senior officer. The senior officer who later arrives on the scene may allow the current field officer or supervisor to remain in charge and assume a support role if the situation justifies this approach; however, the senior officer will retain the responsibility for a successful final outcome. The person in charge at the scene shall make an assessment of the situation, and if conditions suggest a prolonged police response or an aggravated civil disturbance, the police dispatcher shall be immediately notified.

C. The highest-ranking supervisor at the scene shall assume overall responsibility to ensure that the operations under their direct control are conducted in the manner best suited for the successful conclusion of the incident. The primary responsibilities of patrol at these type situations are to:
   1. Ensure that SWAT has been notified and is en route.
   2. Establish and maintain an outer perimeter sufficient to contain an inner perimeter of appropriate size for SWAT operations, and assure a sufficient number of officers are present to exclude unauthorized persons.
   3. Attempt to gather information which shall be of assistance to SWAT officers upon their arrival.
   4. Establish a command post at a safe location between the inner and outer perimeters.
   5. Ensure communications is advised to immediately make the proper notifications. Establish a staging area for representatives of the media to be located in a safe location. Handle all media requests until the arrival of a member of the Public Relations Office.
   6. Establish a staging area for all emergency personnel and equipment.
   7. Consider the need for evacuation of persons within close proximity of the ongoing tactical incident.

D. If hostages have been taken, implement necessary action to ensure the preservation of the lives of all concerned.

307.02 OPERATIONS DEVELOPMENT

SWAT is always to be used in support of the patrol supervisor in charge at the scene, and its mission is to be developed following an assessment and evaluation of available information. Once a mission is determined, the ranking SWAT officer shall be designated as SWAT commander, and shall assume the responsibility of developing and implementing the response plan. The method of carrying out the assigned mission is left to the ranking SWAT officer with the concurrence of the patrol supervisor who is responsible for the proper handling of the situation.

A. Upon arrival of the SWAT lieutenant, or designee, the field supervisor in charge shall ensure that the SWAT lieutenant or designee is briefed concerning the status of the situation and the deployment of officers in the area. The SWAT lieutenant or designee shall assess the situation and determine if support services are required, such as the fire department, helicopter, or ambulance.

B. The SWAT lieutenant, or designee, shall be responsible for establishing and maintaining firearms discipline throughout the incident. No firearms response, with the exception of life or death situations, shall be initiated except under their direction. A firearms response plan shall be developed by the SWAT lieutenant with the concurrence of the patrol field supervisor in charge of the scene.

C. The SWAT lieutenant, or designee, shall establish an inner perimeter and alternate command posts for tactical operations in accordance with SWAT's standard operating procedures.
D. After SWAT has implemented the response plan, no member of the department other than assigned SWAT officers shall be permitted inside the inner perimeter unless specifically authorized by the ranking SWAT supervisor or lieutenant. The patrol supervisor shall maintain the outer perimeter and exercise control from the primary command post over all activity which might potentially interfere with tactical operations. Coordination with other departments of the city shall be maintained by involved patrol division personnel.
E. The SWAT lieutenant, or designee, shall make the determination, with the concurrence of the ranking patrol supervisor, as to when the incident has reached a conclusion. The patrol commander shall then see that involved personnel are released or request additional assistance as may be appropriate for the situation.
F. The ranking patrol supervisor will assure that units which are not necessary to continued operations are returned to service in an expeditious manner once the situation warrants.

308.00 STOPPING AND APPROACHING VEHICLES

Unavailable

309.00 CITATIONS AND COURT SETTINGS

309.01 PARKING AND TRAFFIC VIOLATIONS

A. Officers shall use courtesy when dealing with violators.
B. The officer shall request to see the violator's license, explaining the violation which caused the person to be stopped.
C. Tolerance shall be allowed only in cases where compensation for mechanical error is to be made. When an officer makes contact, it shall result in either arrest, ticket, or warning. Warnings should only be used in borderline situations, where extenuating circumstances are present, or when strangers are confused and the violation is not flagrant or dangerous.
D. Officers shall not stand by parking meters waiting for the meter to expire.
E. When parking violation complaints are received, a citation may be issued at the officer's discretion if a violation is discovered.
F. A supervisor shall review all citations issued by officers prior to submitting the citations to the courts. If a citation is missing information or is illegible, it shall be returned to the officer for correction. Under no circumstances should an incomplete citation be submitted to the courts.
    1. The division captain may appoint supervisor(s) to review all citations.
    2. Recurrent problems with faulty citations will be referred to the appropriate division captain for appropriate action.

309.02 ISSUANCE OF CITATIONS

A. Officers that have occasion to issue citations shall adhere to the following:
    1. Complete the citation form by filling in the applicable blanks per current instructions.
    2. Unless approved by a supervisor, changes should not be made to the court copy of the citation after it is given to the offender.

3. Request the violator to sign the citation, explaining that their signature is not an admission of guilt.
4. Give the violator their copy of the citation and advise the violator that they have eleven (11) days to comply with the instructions printed on the blue violator's copy of the citation.

B. Municipal Court Appearances by Department Personnel
1. All personnel must log into the Officer Subpoena Calendar at least once a week and review their upcoming court appearances.
2. It is the duty of all officers to attend court when requested by a supervisor, court liaison personnel, written or electronic subpoena, official court docket or official representative of the court.
3. Supervisors must notify the court liaison through electronic mail if an officer's status changes (i.e., days off, shift, vacation, scheduled training, extended leave, etc.) or anytime a new officer is transferred to the team. These notifications should occur immediately upon the supervisor's knowledge that a change has occurred.
4. Exceptions from the duty of police personnel to attend court require notification be made to the respective court and may include:
   a. Approved occupational, military, sick, family, or scheduled vacation leave. b. Supervisory-approved out-of-town police business.
5. Division commanders will be responsible for follow-up investigations and appropriate disciplinary action on all police personnel absent from court that were properly notified.
6. Officers receiving a new court assignment shall attend their old court assignment until the new assignment takes effect, normally within thirty (30) to sixty (60) days.
7. Division commanders may adjust officers' duty hours to accommodate a court appearance for the purpose of reducing court overtime cost.
8. All personnel shall immediately notify their supervisor when their shift or days off conflict with their assigned Municipal Court setting. This will not include the third shift in the Patrol Bureau.
9. Officers shall not list a second officer as a witness on traffic citations without supervisory approval and under exigent circumstances. Training officers shall refrain from listing their probationary officer on traffic citations.
10. Police personnel attending Municipal Court will sign the court attendance log if applicable.
11. It will be the responsibility of the Court Liaison officer to notify police personnel of County Court cases outside of Tarrant County and of State Court cases, including Department of Public Safety hearings. Officers will be notified by Tarrant County personnel of cases within Tarrant County. Officers attending County Court shall check-in at the Court Liaison office in the Tarrant County Justice Center.

309.03 DIRECT MAILING OF TRAFFIC CITATIONS

A. The routine mailing of traffic citations directly to violators shall not be permitted except by members of the Traffic Investigation Unit.

B. Should it become necessary to mail a citation to a violator, officers shall obtain approval from their lieutenant or designee before the citation is issued.

309.04 DISABLED PERSONS PARKING ZONES

A. When a complaint is received concerning a violation of this nature, a unit shall be dispatched to investigate.
B. Officers who discover a violation of this nature shall investigate and take appropriate action.
C. Officers shall issue a citation when a vehicle is found parked in a properly marked disabled or handicapped parking zone and the vehicle does not have a license plate with the universal wheelchair symbol the same size as the numbers, or a disabled parking placard issued by the Texas Department of Transportation on the rear-view mirror. A vehicle displaying disabled veteran license plates is entitled to park in designated disabled parking places without a separate disabled parking placard.
D. Officers shall also issue a citation when a vehicle is blocking an access, curb ramp, or any architectural improvement designed to aid the disabled.

309.05 COURTESY WINDSHIELD HANGTAGS

The City of Fort Worth Parking Services provides a courtesy windshield hangtag which they issue to eligible guests attending conventions or certain meetings in Fort Worth. The hangtag shall be affixed to the rearview mirror on the windshield. The sole privilege afforded by the hangtag is exemption from inserting coins in parking meters with exceptions or restrictions as indicated on the hangtag. The hangtag shall be valid until the expiration date printed on the hangtag. The courtesy hangtag is not intended for use by residents of Tarrant County.

310.00 RESERVED

311.00 ACCIDENT INVESTIGATION

311.01 GENERAL INSTRUCTIONS

A. All accidents reported to this department shall be responded to, regardless of severity. However, accident investigations shall be conducted only if one or more of the following criteria is met:
    1. There is an injury, reported injury, fatality, or possible fatality.
    2. The accident involves city vehicles or property.
    3. The accident involves a hit-and-run or a driver has left the scene.
        a. In the case of a hit and run where the driver has left the scene, it is necessary to report the accident within 24-hours of discovery and the accident must have taken place on a public roadway or other public place.
            NOTE: If the criteria for accident reporting is met, officers shall use the appropriate accident report forms located in the administrative report software.
    4. Any driver involved is unable to produce a valid driver's license or proof of liability insurance as defined in General Order 311.10.
    5. A driver is suspected of driving while intoxicated or driving under the influence of drugs.
    6. The accident is a direct or indirect result of a police pursuit or a criminal action.
    7. The accident involves a commercial vehicle as defined in CR-100 Crash Report Manual.
    8. A disturbance between involved drivers.

9. Damage to either vehicle(s) in an apparent amount of $1,000 or more.

B. An officer at the scene of a crash that does not meet accident investigation criteria will:
   1. Establish control over the scene,
   2. Distribute the Citizen Accident/Crash Exchange Form, if applicable, to each driver,
   3. Supervise exchange of liability insurance information,
   4. Issue citations for Safety Responsibility Act violations, and
   5. Supervise removal from the roadway of vehicles, debris and other possible hazards.

C. Private Property Accident
   Vehicle accidents on private residential property or a garage/ parking lot for which a charge is made for storing or parking a motor vehicle are exempt from police investigation under Transportation Code Sec. 550.041. They are also exempt from the duty of involved parties to report them to the state under Transportation Code Sec. 550.001. Officers may be sent if any of the criteria for on-scene response are present. If both parties are still at the scene and one wants to prosecute, an information report will be completed.

D. The investigating officer shall attempt to quickly determine the drivers of the vehicles involved and their physical condition as well as the physical condition of all accident victims. First aid shall be administered where applicable. Ambulances shall be called for the seriously injured and for those victims requesting such service. The Fort Worth Fire Department Rescue Unit shall be called for victims trapped in vehicles.

E. In addition to the initial care and disposition of the injured, the following emergency/assist units may be needed in order to secure the scene.
   1. Additional police units shall be called if needed for traffic and crowd control. A supervisor shall be called if deemed necessary by the investigating officer, or if the accident involves a police vehicle or a fatality.
   2. The officer may secure any available assistance to move the vehicles for the purpose of preventing additional accidents provided that the investigation shall not be jeopardized.
   3. Fire department units shall be called if flammable, explosive, or toxic substances are present.
   4. The appropriate utility units shall be called to clear the scene of fallen utility poles, electrical wires, traffic control devices, etc. Freeway lighting systems are installed by the Texas Department of Transportation (TxDOT) and are then transferred to Fort Worth. Responsibility for the operation, maintenance, and repair of these lights lies with the city. Each officer is instructed to list damaged freeway lighting, including the number appearing on the light standard in the proper space on the accident report form and to properly identify Fort Worth as owner.

F. Investigative Assistance
   1. Crime Scene Search Unit officers shall be called on accidents involving all fatalities or serious injuries where death is imminent, and where an offense of Accident Involving Injury or Death has occurred. Supervisors shall ensure photographs are taken of all officer-involved accidents.
   2. Traffic Investigation Unit personnel shall be called during their normal working hours for accidents involving fatalities, failure to stop and render aid, and accidents involving city-owned vehicles where there is serious bodily injury. Accident investigators shall be contacted after their normal working hours if the accident involves fatalities, failure to stop and render aid with serious bodily injury, and accidents involving police units where there is serious bodily injury to either party. If these criteria are met and there is a request

by a supervisor, Traffic Investigation Unit personnel shall respond regardless of the time of the accident.

3. When an accident investigator is called to the scene of an accident, as referenced in General Order 311.01 F. 2, the assigned accident investigator shall take charge of the investigation.
    a. Field personnel shall be expected to assist in interviewing witnesses and/or suspects identified initially at the scene, or upon request of the accident investigator.
    b. Patrol personnel shall provide for the protection of the accident scene upon their arrival.
    c. It shall remain the responsibility of the officer receiving the call to complete the initial accident report and any related reports, including the completion of the DWI and/or intoxication assault report, if warranted. The exception will be all fatalities, in which case, the officer receiving the call will complete the intoxication manslaughter and related reports, but the traffic investigator will have the responsibility to complete the accident report.
    d. Field supervisors on the scene shall be responsible for all supervisory duties, and ensuring all necessary activities for a complete investigation are carried out in support of the assigned accident investigator.
4. The Tarrant County Medical Examiner's office shall be notified in the event of a fatality.

G. Clearing the Scene

1. The police department shall impound a motor vehicle involved in an accident when the driver of the vehicle is incapacitated by reason of physical injury or other causes to such an extent as to be unable to provide for its removal, or when the driver has abandoned the vehicle or is not in the immediate vicinity of the vehicle. If the spouse of the driver or the registered owner is present at the scene of the accident and is not incapacitated, the vehicle shall be released to such person for disposition. Property from motor vehicles shall be disposed of in accordance with vehicle impoundment procedures.
2. If wreckers were called, the wrecker selection and property forms shall be completed by the officer on the scene, with the designated copy given to the driver or other person to whom the vehicle has been released, if applicable. The appropriate enforcement action shall be taken and the driver shall be released. Officers shall ensure that the wrecker driver clears the scene of debris and wreckage, and to ensure their safety, the officer shall remain on the scene to provide traffic control. If a wrecker was not called, it is the officer's responsibility to clean up the scene.
3. Damaged vehicles may be left at the scene provided they are not a traffic hazard and are legally parked, subject to department procedure regarding the storing of a motor vehicle on a public street as specified by Code of the City of Fort Worth, Texas, 22-159, Storing of Motor Vehicles on Public Street Prohibited. When the damaged vehicle is left at the scene, the officer shall affix a note to the windshield stating that an accident has been worked, the date and time of the accident, the report number, and when the vehicle is to be removed by the owner. The appropriate dispatcher shall be notified that an accident has been worked and a damaged vehicle is being left at the scene.
    a. Under the Texas Transportation Code, section 545.3051, officers may remove vehicles from a roadway or right of way if the vehicle blocks the roadway or endangers public safety.

311.02 ACCIDENT CITATIONS

Any driver found to have violated a traffic law associated with an accident shall be issued a citation if the accident meets the criteria for investigating an accident described in General Order 311.01(A) and if the elements of the violation can be established and supported by witnesses, e.g., accident victims or independent witnesses. Exceptions to this general guideline are listed below in 311.02 (D).

A. If accident criteria is met, the citation shall be issued for the actual statute violated. Example: Red Signal - Accident Involved. Stop sign violations are an exception, where the citation shall be issued for Violation of Right-of-Way (R.O.W.) - Stop Sign - Accident Involved.
B. Officers may not make an arrest for a misdemeanor traffic offense occurring out of their presence with the exception of DWI, those found to have left the scene of accidents involving $200 or more damage to one or more vehicles or property, and those cases that by law allow the use of third party witnesses.
C. If it is determined at any point during the examination of the scene or investigation of an accident that a criminal offense has occurred before or after the accident, the officer shall initiate the proper report and take appropriate enforcement action in addition to completing the accident investigation. Sufficient assistance may be requested to accomplish the additional duties.
D. Accident citations shall not be issued for private property accidents, one-car accidents without an independent witness, any accident where there is serious bodily injury or death, or if charges will be filed with the D.A. stemming from the same incident as outlined in General Order 318.04.

311.03 ACCIDENT REPORT/CITATION SUBMISSION

A. Before completion of a tour of duty, officers shall submit the accident report and turn in their accident-related citation(s) to the designated place at the appropriate roll call facility.
B. Accident reports shall be completed electronically with all validation errors corrected and forwarded to the Report Server on a daily basis.
C. Reports shall be reviewed on the Report Server and approved by the appropriate supervisor. If rejected, the report will be returned to the officer by the supervisor for correction(s).
D. Records Division personnel will review and forward the reports for electronic submission to the Texas Department of Transportation (TxDOT).
E. Officers' reports rejected by TxDOT will receive an email to correct any errors within seventy-two (72) hours and to resubmit the report for processing.

311.04 HIT AND RUN ACCIDENTS ON PUBLIC STREETS

Officers shall obtain an accurate description of the driver and/or vehicle leaving the scene of the accident and the direction of travel. As soon as possible, this information shall be given to the dispatcher for a broadcast unless the officer makes the broadcast via MDC-All message. Officers shall write the service number in the appropriate blank on all pages of the hit and run report.

A. Arresting Officer Duties
    1. When an officer observes any person operating a motor vehicle upon a public street or highway and sufficient evidence exists to indicate that the person is leaving the scene of an accident, and the officer is able to verify that the accident involves damages of $200 or more, the investigating officer may initiate a custodial arrest for leaving the scene of an accident.
    2. In order to maintain the charge, no citation shall be written for leaving the scene.

3. If the arrest is accepted by a jail supervisor, an offense report entitled "Accident with Damage over $200" will be submitted. All information which is available that identifies the driver of the vehicle as the same person who left the accident scene shall be included and the report shall be directed to the Traffic Division.

B. Traffic Investigation Unit Duties
   1. The assigned investigator shall contact all witnesses and persons involved in the accident and assemble a case packet to include the witness list, summary, and estimates of vehicle and property damage. A copy of the case shall be forwarded to the county prosecutor's office with a file sheet maintained at the Traffic Division.
   2. A prisoner disposition sheet shall be completed by the investigator at the time the case packet is filed with the county.

311.05 ACCIDENTS INVOLVING POLICE VEHICLES

A. The Traffic Investigation Unit shall respond to any accident resulting in serious bodily injury that involves a police department or city vehicle. The appropriate division supervisor shall be responsible for administration of all blood/breath/urine tests in such cases.

B. Investigation of accidents involving police vehicles shall include photographs of the scene and damage to all vehicles and property involved. Form P106 and 3501-005 (Vehicle Accident and Incident Review Form) shall be completed on all accidents and incidents resulting in damage to police vehicles. A formal accident report will be required on all accidents and incidents resulting in damage to any one vehicle or stationary object, or there is injury or death to any person as a result of the accident.
   1. If the officer is injured in the accident, photographs of the vehicle and damage must accompany the DWC-1 form.

C. Notification of Accidents/Incidents.
   1. All accidents/incidents must be reported immediately by the officer. The driver shall inspect all suspected damage or where contact is made to ascertain whether or not any damage has been caused.
   2. Accidents and incidents shall be reported immediately to the dispatcher, supervisor, and the Police Fleet Services utilizing the proper form.
   3. Accidents outside of the city limits of Fort Worth shall be reported to the police department with jurisdiction for a formal accident report. If within Tarrant County and the department refuses, the on-duty supervisor should report to the scene and complete a formal accident report to be used for departmental purposes only.

D. The officer driving when the accident occurs should attend the equipment and complete a driver information form, collect the names, addresses and telephone numbers of all persons at the scene, and, if possible, do not move the vehicle until the investigating officer and supervisor arrive. Do not discuss the facts of the accident with anyone except the investigating officer and supervisor. Make no statements admitting fault, authorizing repair, or committing yourself or the City of Fort Worth in any way. The driver must remain at the scene until directed to leave by their supervisor, unless they must leave for medical attention.

E. If the police vehicle is rendered inoperable, the field supervisor shall arrange for the removal and safekeeping of the police vehicle, weapon(s), and other portable emergency equipment.

F. If a peace officer or fire fighter is involved in an accident during an emergency and while driving a law enforcement vehicle or fire department vehicle in pursuit of duties as a peace officer or fire fighter, the investigating officer shall:

1. Include in the "Describe What Happened" section of the accident report a statement identifying the driver as a peace officer or fire fighter, that the vehicle was being driven in response to an emergency, and the nature of the emergency.

NOTE: If the officer involved has a 216 Rider on the individual liability insurance coverage, they must report the accident to their insurance company, either in person or by telephone, within thirty (30) days.

311.06 COMPLETION AND DISTRIBUTION OF FORM P106

A. It shall be the responsibility of the investigating supervisor to obtain the information necessary for the completion of the Form P106.

B. The investigating field supervisor will attach a copy of the Form P106 to the administrative report, along with all other documents related to the accident or incident. This administrative report will be forwarded to the Accident Review Board and then through the chain of command. Copies will be placed in the unit vehicle file, with one copy sent to the Law Enforcement Driver Training (L.E.D.T.) Coordinator in the Training Division and one copy sent to the Police Fleet Services. The original will be forwarded to the appropriate deputy chief for review and signature. The original will be forwarded to Police Fleet Services which will ensure that one (1) copy of the accident report and Form 3501-005 (Vehicle Accident and Incident Review) shall be attached to the original Form P106 and distributed copies, if applicable.

C. The reporting supervisor or driver is responsible for delivery of the damaged vehicle to the body shop for an estimate. A copy of the Form P106 and a detailed diagram must accompany the vehicle to the body shop.

D. It shall be the responsibility of each officer who is operating a police vehicle that is involved in an incident to complete Form 3501-005 (Vehicle Accident and Incident Review). This form, along with an original of any other miscellaneous reports, is to be forwarded through the chain of command to the Police Fleet Services with a copy directed to the L.E.D.T. Coordinator and Risk Management within the first working day following the accident/incident.

311.07 LATE ACCIDENT REPORT

The course of action of the Fort Worth Police Department is to not investigate accidents when both parties have left the scene of the accident and one party later calls requesting an accident report be made. Exceptions to this procedure are:

A. When either party leaves the scene to call the police or pursue another party involved in the accident to get a description or license number and is returning to the scene to report the accident.

B. When either party leaves the scene to seek immediate medical attention.

C. Reasonable circumstances exist that caused either party to leave the scene and that party is going to return to the scene to report the accident.

D. Officers who are requested to work an accident that does not fit the above criteria shall enter the basic information into their call details, issue a Citizen Accident/Crash Exchange Form to the reporting party and offer reasonable assistance to the reporting party.

311.08 PROOF OF AUTOMOBILE LIABILITY

A. No motor vehicle, unless exempt by the Texas Transportation Code, may be operated unless financial responsibility is established for that vehicle.

B. Upon request of a police officer or a person involved in an accident, all operators shall furnish proof of financial responsibility. Hard copies of policies, applicable certificates and images displayed on a wireless communication device that includes the information as required by law will be accepted. A standard proof of motor vehicle liability insurance form prescribed by the Texas Department of Insurance must include:
   1. The name of the insurer;
   2. The insurance policy number;
   3. The policy period;
   4. The name and address of each insured;
   5. The policy limits or a statement that the coverage of the policy complies with the minimum amounts of the required motor vehicle liability insurance; and
   6. The make and model of each covered vehicle.

C. If proof of financial responsibility can be provided by the operator, verifying that either the operator or owner has such coverage, no violation has occurred. Proof of financial responsibility pertains to the vehicle, not the operator.

311.09 SEIZURE OF AUTOMOBILES BY PROPERTY DAMAGE VICTIMS

A. In situations where a motor vehicle has caused damage to private property, particularly real estate fixtures, there is no statutory authority for the owner of the damaged private property to seize and retain the motor vehicle which has caused the damage.
B. If the motor vehicle causing the damage remains on private property, the owner of the vehicle normally has the right to make arrangements to have the vehicle removed at their request.
   1. If the driver fails to arrange for removal or is unable to do so, no physical danger exists, and the owner of the private property does not desire the motor vehicle to be removed, it should be left at the scene unless involved in a crime such as hit and run.
   2. If the owner of the property where the vehicle is located does not give permission to enter or bars entry, the vehicle owner may not enter forcibly or by criminal trespass.
C. Police employees shall advise both owners that possession of the vehicle is a civil matter between the parties.
D. If the vehicle causing the damage meets the criteria of section 34-181 of the Code of the City of Fort Worth, Texas, “Contracted Police Pulls,” then the vehicle should be removed by police in accordance with the wrecker chapter.

311.10 ACCIDENT RE-INVESTIGATION

A. No re-investigation of a traffic accident shall be conducted by an officer unless specifically authorized by the officer's supervisor.
B. Officers in need of supplementing an accident report will request Records Section personnel return the report from the accident server, then the officer will check the "supplement" box at the top of the report, complete the changes, and resubmit the report to the accident server for processing.
C. Nothing in this section shall preclude efforts to ensure the completeness and accuracy of an accident report by Police Department personnel directly involved in handling, reviewing or processing such reports consistent with any General Order.

312.00 DRIVING WHILE INTOXICATED (DWI) INVESTIGATION

312.01 INITIAL STOP AND FIELD SOBRIETY EVALUATION

Officers shall be careful to note all violations of traffic laws (state and city ordinances) which prompted the traffic stop. All other actions on the part of the violator during the traffic stop shall also be noted. If, after confronting the violator, the officer suspects the violator to be intoxicated, a field sobriety evaluation shall immediately be administered after the violator is out of the vehicle. If requesting recitations such as the alphabet, counting, data recognition, be sure the suspect is not in a custodial situation.

A. The violator's ability to follow directions and perform the field sobriety evaluation shall be reported in detail using the Field Sobriety Scoring Sheet. Officers shall avoid using pass or fail terms to describe the results.
B. A field sobriety evaluation is to assist the officer in evaluating the violator's state of sobriety, but shall not be used as the sole determination of intoxication.
C. Diabetes
    1. The symptoms of diabetes can sometimes resemble the indications of a person who is intoxicated, including disorientation, slurred speech, etc. Officers should check for a MedicAlert bracelet/necklace indicating a diabetic condition and/or see if the following symptoms are present prior to making a decision to initiate an arrest:
        a. Dullness, headache, irritability, crying.
        b. Shaking, sweating, lightheadedness.
        c. Hunger, numbness, pale and/or moist skin.
        d. Dizziness, loss of coordination, slurred speech.
        e. Abdominal pain, nausea, vomiting.
        f. Blurred vision.
        g. Rapid, deep breathing — fruity odor to breath.
        h. Confusion, drowsiness, unconsciousness.
    2. If the subject is suffering from one of the above symptoms, a determination of the severity shall be made. If the situation appears serious, officers shall request that the dispatcher send an ambulance.

312.02 ARREST AND VEHICLE DISPOSITION

Once a decision has been made to arrest the violator for Driving While Intoxicated (DWI), officers shall:

A. Advise the suspect that an arrest for DWI will be made.
B. The Miranda Warnings should not be read to the suspect at the time of the arrest. Accordingly, no interrogation should be conducted at the scene once the suspect has been arrested. The DIC 24 (Police Officer DWI Statutory Warning) should not be given at the scene.
C. Make disposition of the suspect's vehicle in accordance with established procedure.
D. Unopened and empty alcoholic beverage containers shall be noted in the DWI report, but shall not be collected and tagged as evidence.
E. The suspect shall be transported to the jail and shall not be allowed to smoke, eat, or drink. If the suspect has been involved in an accident, an assist officer shall investigate the accident. The accident report and related charges shall be coordinated with the arresting officer and properly completed.

F. The following procedure will apply only when a DWI suspect has been admitted to the hospital and will not apply when the DWI suspect is to be treated and released. When the hospital staff advises that the DWI suspect will be admitted:
   1. The officer guarding the suspect will:
      a. Ensure that proper identification of the arrested person has been obtained.
      b. Verify all necessary evidence has been obtained such as blood test, clothing seized, etc.
      c. When both of the above have been accomplished, the officer shall notify the jail supervisor.
   2. The Jail Supervisor will determine if any of the following exists:
      a. The arrested person is suspected of driving a vehicle involved in an accident which resulted in death of any person, or another person may die as a result of the accident;
      b. The arrested person has previously been arrested or convicted for DWI within the last five (5) years;
      c. The arrested person has two (2) or more previous DWI convictions; or,
      d. The arrested person is currently on parole or probation.
   3. If any of the above apply, a guard will be posted. If none of the above apply, the jail supervisor shall:
      a. Notify the affected division's on-duty supervisors that no guard will be kept on the prisoner;
      b. Notify the officer guarding the prisoner that it is no longer necessary to guard the prisoner; and,
      c. Note on the Jail Registration Sheet, the date, time, and division supervisor notified that the guard on the prisoner was removed.
   4. If unable to verify identification, the guarding officer will ensure the following is completed before releasing the suspect:
      a. Crime Scene shall be called to photograph and fingerprint the suspect.
      b. Ensure that the jail supervisor, respective CID supervisor, or traffic supervisor is notified of the photographing and fingerprinting of the suspect and that the guard is clearing the scene.

G. If a DWI suspect is admitted to a hospital and circumstances arise jeopardizing the submission of the DWI case package in a timely manner, traffic investigators will be responsible for notifying the jail supervisor that the suspect will not be filed on immediately; notifying the jail supervisor to remove the guard from the DWI suspect; the issuance of an arrest warrant, if probable cause exists for an arrest; and the filing of any DWI case with the District Attorney's office when an arrest warrant is issued.

   NOTE: See 312.06D, Blood Samples from Hospitalized DWI Suspects, for related processing of the DWI suspect.

312.03 PUBLIC INTOXICATION IN A CAR

A. DWI suspects involved in accidents were no witnesses can testify that the suspect was operating the vehicle may still be charged with DWI if the suspect volunteers to the investigating officer that they were driving when the accident occurred. Officers should be careful when questioning the suspect as not to solicit an involuntary response.

B. If there are no witnesses and the suspect does not admit to driving the vehicle when the accident occurred, the suspect may be charged with Public Intoxication if the elements to the offense are met.

312.04 VIDEO RECORDING AND INTERVIEWING THE DWI SUSPECT

Once a decision has been made by the officer to arrest a driver for DWI, the officer shall transport the prisoner to the intoxilyzer testing facility.

A. Upon entering the intoxilyzer facility, the arresting officer shall notify the operator of the presence of the prisoner, contact the jail supervisor to explain the probable cause for arrest, and provide sufficient information for a driver's license check.

B. The intoxilyzer operator shall start the video recorder just prior to the prisoner entering the recording room. The prisoner, arresting officer, and interpreter, if needed, shall then enter. The arresting officer shall read the DIC 24 (Police Officer DWI Statutory Warning), administer the sobriety tests, read the Miranda Warnings, and ask the Intoxilyzer Report questions to the suspect on the recording. A definite affirmative or negative answer must be obtained, when applicable. The officer must then sign the DIC 24 while the video is recording. If the suspect does not understand the statements in the DIC 24, the officer can only repeat the questioned section. The officer shall not offer an interpretation of the statement.
   1. Upon a refusal or invalid specimen, the suspect shall sign the bottom section of the DIC 24. If the suspect refuses to sign the DIC 24, the officer shall denote that decision by striking out the inappropriate box on the bottom section of the DIC 24.
   2. The prisoner shall be released to the custody of the breath test operator who shall follow the DWI interview and video reporting procedure. After the breath test or refusal has been completed, the prisoner shall then be returned to the custody of the arresting officer.
   3. A copy of the DIC 24 should be given both orally and in writing. Failure to give the suspect a written copy will cause the test result to be inadmissible.
   4. Following a failure or a refusal, the arresting officer shall serve notice of suspension of driving privileges on the suspect orally and by completing a DIC 25 (Notice of Suspension) and provide the driver with a copy of the DIC 25 form. The arresting officer shall deliver the prisoner to jail and follow normal booking procedures. The officer is authorized to confiscate the license if the suspect refused or if the suspect provided a .08% or higher reading.

C. The intoxilyzer operator shall be responsible for making a review of the video upon its completion or immediately after the intoxilyzer test, if applicable. The review shall validate that the video recorded correctly and that the audio and visual portions are intelligible. It is not necessary to review the entire video to validate the recording. If for any reason an error exists which would preclude the use of such video as evidence, the arresting officer shall be notified and shall be responsible for including this information in the DWI report.

D. Once the video has been reviewed and validated, the intoxilyzer operator shall submit it as evidence. The intoxilyzer operator is also responsible for securing the video in the appropriate locked drawer at the jail facility.

312.05 INTOXILYZER TEST AND BOOKING THE DWI SUSPECT

Upon completion of the interviewing and videotaping, the operator shall administer the intoxilyzer test.

A. The request for the breath test should be made one time only. There is no right to an attorney for the purpose of deciding whether to take the breath test. It should not be implied to the suspect that if they pass the breath test, they will not be charged with DWI and may be released.

B. The arresting officer shall denote the intoxilyzer test results (0.—%) in the title of the report and in the narrative.

1. The arresting officer shall register the suspect in jail if the intoxilyzer test results indicate the suspect is intoxicated (0.08% or above).
2. If the test results are 0.06% or below and DUI is not suspected, the suspect's release may be authorized by the jail supervisor. All completed forms must be submitted through normal channels; however, only the DIC 23 and DIC 24 and a copy of the Breath Test Record will be forwarded to Austin.
   a. If the suspect is released, the jail supervisor shall authorize the release of the impounded vehicle and arrange for transportation for the subject to the Auto Pound.
3. If the test results are 0.07% or below, a case may still be filed. In these cases, the DIC 23 for submission will be forwarded to the jail supervisor. Other completed forms must be submitted through normal channels.
4. If the test results are 0.30% or above, the suspect shall be closely observed and may be sent to John Peter Smith Hospital if deemed necessary by the jail supervisor.

C. If DWI-Other Than Alcohol is suspected and there is adequate evidence (witnesses, drugs, etc.), the suspect shall be charged with DWI-Other Than Alcohol. The officer shall request a sample of blood and, if applicable, if the officer is certified in Drug Recognition Evaluation (DRE), the officer may perform a DRE. In the absence of such evidence, the suspect may be released or charged with any appropriate charges that may be applicable subject to the judgment of the jail supervisor.

   NOTE: If the officer is not certified in Drug Recognition Evaluation, the officer may still do the field sobriety evaluation and note there was no alcohol smell. Officers may also ask the suspect if the suspect is currently on any medication or drug and document that answer.

D. If the suspect was operating a commercial motor vehicle, forms must be completed dependent upon the alcohol concentration of the driver and whether the driver is suspected of only an alcohol-related commercial drivers license violation, or both an alcohol-related commercial drivers license violation and DWI. When test results for drivers operating a commercial motor vehicle are 0.040% or above, or if there is a breath test refusal, the DIC 54 (Peace Officer Sworn Report for Commercial Motor Vehicle Operators), DIC 55 (Statutory Warning for Commercial Motor Vehicle Operators), and the DIC 57 (Notice of Disqualification) along with all other forms must be submitted through normal channels.

312.06 REQUESTS FOR CHEMICAL TESTS

A. If the suspect requests a chemical test administered by the suspect's personal physician, either subsequent to refusal or in addition to the department's intoxilyzer test, the operator shall:
   1. If a suspect requests a blood test at any stage, advise them of the right to obtain their own sample and that this right attaches only after they have submitted to the breath or blood test requested by the arresting officer.
   2. Explain to the suspect that the test administered by the suspect's physician shall not replace the test offered or administered by the department. In either case, the test must be completed within two (2) hours.
   3. Furnish the suspect a telephone with which to call a qualified person to withdraw blood.

B. County procedures shall be followed upon arrival of the person who shall draw the blood. The arresting officer, if possible, shall be present during this test. The arresting officer shall note the exact time of the test, name and address of the person administering the test, and the type of test given in the DWI report.

C. Blood/Breath Samples From DWI Suspects

The following is the requirement by state law in regards to drawing blood or breath samples from any person suspected of driving while intoxicated.

1. Any person arrested for DWI will be requested to give a sample designated by the officer of the arrested person's breath and/or blood to be used in determining intoxication. Failure to consent to a request for such a sample shall result in the suspension of the arrested person's license.
2. Prior to requesting that a breath/blood sample be taken, the actor must be warned orally and in writing of the consequences of refusal by reading the DIC 24 and providing the suspect with a copy.
3. If an actor is unconscious or in a condition thus rendered incapable of refusal, consent is implied and blood may be drawn without the actor's consent.
4. Only a physician, qualified technician, registered professional nurse, licensed vocational nurse, or licensed or certified emergency medical technician-intermediate or emergency medical technician-paramedic authorized to take a blood specimen under Subsection C sec. 724.017 of the Texas Transportation Code may draw blood from a suspect.
5. Unless the blood is withdrawn by a physician, it must be taken in a physician's office or a hospital licensed by the Texas Department of Health. With a blood search warrant, blood can be withdrawn at other approved locations such as a police department facility or mobile van.
6. A peace officer must obtain a blood search warrant even though the arrested person had refused, if the following conditions are met:
   a. The arrested person was the operator of a motor vehicle involved in an accident that the peace officer reasonably believes occurred as the result of a DWI offense; and
   b. The peace officer reasonably believes that a person has died or shall die as a result of that accident; and
   c. The arrested person has refused to voluntarily give a blood sample prior to the peace officer ordering the sample to be taken.

D. Blood Samples From Hospitalized DWI Suspects

If there is probable cause to suspect a person was Driving While Intoxicated, and that person has been transported to a hospital due to accident injuries, and that person is likely to be treated for such a period of time that the taking of a breath sample is impractical, the following procedure shall be followed:

1. Each Crime Scene Search Unit officer shall carry a number of the kits should they be unavailable at the hospital. The kit shall contain:
   a. Three (3) grey top vacu-seal containers prepared by the Crime Lab with the proper chemical necessary for preserving the sample.
   b. A Hospital Request to Withdraw Blood form.
   c. A DWI Statutory Warning form DIC 24.
   d. An explanation sheet that can be used to satisfy the hospital personnel of the requirements of the law.
   e. A label for identifying and sealing the vial.
   f. A "blood alcohol" envelope for holding the vial.
   g. A Fort Worth Police Department Blood Withdrawal Procedure form.
2. If the arrested person is conscious and coherent, the officer shall administer the DIC 24 (Peace Officer DWI Statutory Warning) and shall read the Hospital Request to Withdraw

Blood form to the actor. The officer shall complete this form showing whether the actor consented or refused to give a blood specimen.

a. If the arrested person refuses to give a sample, the officer shall complete the DIC 23 (Affidavit Form) and the DIC 25 (Refusal or Suspension Form).
b. If the arrested person consents, the officer shall request of the hospital personnel that either a physician, qualified technician, registered professional nurse, licensed vocational nurse or licensed or certified emergency medical technician-intermediate or emergency medical technician-paramedic authorized to take a blood specimen under Subsection C sec. 724.017 of the Texas Transportation Code take a blood sample and deposit it in the vial provided. It is not necessary to complete the DIC 25 as the Department of Transportation in Austin will prepare the form once the lab result is received.
c. If the person refuses to give a sample or is unconscious and incapable of giving consent and the officer reasonably believes that a person has died or shall die as a result of a motor vehicle accident, or that the arrested person was the operator of a vehicle involved in the accident and was intoxicated, the arresting officer shall request of the hospital that a blood sample be taken under the authority of a blood search warrant.

3. When blood samples are taken, the following procedure shall be pursued:
   a. The officer requesting same shall be present to witness when the blood is withdrawn, complete the Fort Worth Police Department Blood Withdrawal Procedure form, and then take immediate possession of the vials of blood, sealing the vials in the presence of the person who draws the blood and completing the label.
   b. The vials shall be transported to the Property Room and placed in evidence per proper procedure. The blood samples shall be refrigerated, not frozen, as soon as possible of its collection by the officer until transported to the lab for testing. An evidence transmittal form and the yellow copy of a DIC 23A shall be attached.
   c. The arresting officer shall complete a DWI report and attach all applicable forms to be submitted at the jail.
   d. Assisting officers may accomplish such tasks as are practical ascribed to the arresting officer, but all such tasks shall be duly recorded in the proper forms and the chain must be unbroken.

312.07 JUVENILE DWI ARREST

A. Officers stopping juvenile traffic offenders fourteen (14) years and older suspected of DWI shall perform a field sobriety evaluation.
B. Once a decision has been made to arrest the juvenile for DWI, officers shall follow normal vehicular impoundment procedures. The arresting officer shall notify the jail supervisor that a juvenile DWI suspect is in custody. No juvenile will be allowed to enter the facility until clearance is received from the jail supervisor. The jail supervisor shall ensure no adult suspects, trustees or any other adults are occupying the facility's holdover room. Upon this notification, officers may process the juvenile according to intoxilyzer guidelines. Logging and video of juvenile intoxilyzer examinations must be kept separate from the video recordings and records of adult suspects. Intoxilyzer operators are responsible for the video recording until retrieval by the assigned detective. Once completed, the assigned detective shall submit the retrieved video recording and case to the Youth Services.
C. All statutory warnings given to juveniles shall be recorded.

D. Upon completion of DWI procedures, the arresting officer will transport the juvenile to the detention center and follow in-custody arrest procedures. Officers shall not release juvenile suspects to a parent or guardian. The arresting officer must submit a copy only of all DWI forms with the juvenile when transported to the detention center. The report will be entered by the officer and will be assigned to the Traffic Investigation Unit.
E. If the juvenile has been informed of and understands the consequences of refusal to submit to the breath/blood test and refuses to submit to a specimen, the arresting officer shall request the juvenile's signature on form DIC 24 (Police Officer DWI Statutory Warning.)
F. Other than the requesting of a specimen, any other questions of a juvenile will require taking the juvenile before a magistrate for appropriate juvenile warnings. A written statement cannot be taken from a juvenile without a magistrate's warning prior to and after this written statement.
G. If the juvenile traffic offender is suspected of DWI has been involved in a failure to stop and render aid or intoxication manslaughter/assault offense, the officer shall make an offense report for the applicable charge.
H. If the juvenile traffic offender is suspected of DWI without other charges, then the officer shall charge the juvenile with Delinquent Conduct - Driving While Intoxicated under Texas Family Code Sec. 51.03 (a)(3).
I. Traffic investigators shall be responsible for ensuring the completed original DWI case package is submitted to Youth Services within two (2) business days of the juvenile's arrest if circumstances allow.

312.08 DWI REPORT COMPLETION AND SUBMISSION

Once the suspect is registered in jail, the arresting officer shall complete the DWI report. Officers shall be specific when describing the actions of the suspect from the time of initial observation to the time the suspect is registered in jail. All times and witnesses pertinent to the arrest shall be accurately recorded. When inputting the report to ARS, the format shall include information pertaining to existing conditions, a summary, witnesses, observation of driver, field sobriety evaluations, inventory of vehicle, accident investigation if necessary, intoxilyzer room, and incident times.

A. The arresting officer shall gather the information necessary for submission of the appropriate reports. Follow-up and case filing for the offense of DWI will be the responsibility of the Traffic Division.
    1. If a Traffic Division DWI Unit takes over a DWI investigation from another bureau/division, the Traffic Division will be responsible for all follow-up investigation and case filing.
    2. When a DWI arrest is involved in an accident which resulted in serious bodily injury or the death of any individual, the report will be worked as a DWI, but the title will be intoxication assault or intoxication manslaughter. The paperwork listed in 312.08 D shall be forwarded to the Traffic Investigation Unit using the DWI format by the patrol officer, or the DWI officer if so directed.
B. Submission of Forms to the Suspect:
    1. A completed copy of the Form DIC 24 (Police Officer DWI Statutory Warning)
    2. A completed copy of DIC 25 (Notice of Suspension), and
    3. If the suspect is a commercial motor vehicle operator, the suspect will receive a copy of the additional following forms:
        a. DIC 55 (Peace Officer Statutory Warning for CMV Operators)

b. DIC 57 (Notice of Disqualification)

C. Submission of Forms to the Jail Supervisor:
1. Texas Department of Public Safety Criminal History Reporting form (TRN)
2. Jail Registration
3. Adult Warning
4. Notarized copy of the DIC 23 (Probable Cause Affidavit) and the DIC 24 (Police officer DWI Statutory Warning), if applicable, the DIC 25 (Notice of Suspension) and accident report
5. Continuation Sheet, if applicable
6. Copy of Breath Test Record, if applicable
7. Affidavit
8. All in-vehicle, body camera, and other media

D. All other paperwork will be reviewed by a jail supervisor for completeness before leaving the jail facility.
1. Breath Test Record
2. Pink/Yellow Copy of TRN - generated by computer unless system is inoperable
3. Field Sobriety Score Sheet
4. Intoxilyzer Report
5. Form DIC 24 (Police Officer DWI Statutory Warning)
6. Original Form DIC 23 (Probable Cause Affidavit)
7. Continuation Sheet, if applicable
8. Form DIC 25 (Notice of Suspension) - If refusal or provided a reading of .08% or higher
9. LIDR/Copy of Driver License
10. Copy of Accident Report, if applicable
11. Copy of Evidence Transmittal, if applicable
12. Blood Request for Conscious or Unconscious Subject, if applicable
13. Search Warrant with warrant number listed
14. In the case of a commercial motor vehicle, the following additional forms will be necessary:
    a. DIC 54 (Peace Officer Sworn Report for CMV Operators)
    b. DIC 55 (Peace Officer Statutory Warning for CMV Operators)
    c. DIC 57 (Notice of Disqualification)

E. Traffic investigators will be responsible for completing the case report cover sheet and obtaining, if applicable, the LIDR, criminal history, adult warning, probable cause affidavit, and laboratory analysis. Traffic investigators shall be responsible for ensuring a complete DWI case package is submitted to the District Attorney's office, and that a complete set of forms is sent to the Driver Improvement and Administrative License Revocation (ALR) Program within the Department of Public Safety in a timely manner. If the test results are 0.08% or below, all completed forms must be submitted through normal channels, however, only the DIC 24 and a copy of the Breath Test Record will be forwarded to Austin.

313.00 FOREIGN NATIONALS AND UNDOCUMENTED PERSONS

313.01 ARREST /DETENTION OF FOREIGN NATIONALS AND UNDOCUMENTED PERSONS

A. Foreign Nationals

1. For the purpose of consular notification, a foreign national is any person who is not a U.S. citizen.
2. When an officer takes a person into custody and the officer is aware or has reason to suspect that the arrested person may be a foreign national, the officer shall inform the jail supervisor of this situation. The jail supervisor shall note this on the jail registration form.
3. The arresting officer shall deliver any documentation of foreign citizenship, which is not evidence, to the jail supervisor. It will be the responsibility of the Jail Division to maintain a file with all documentation concerning notification and any copies of documentation of citizenship found on a foreign national.
4. The jail supervisor shall be responsible for notification of the foreign embassy or consulate.
    a. For foreign nationals whose country is on the list of mandatory notification countries:
        (1) Notify the nearest consulate of the foreign national's country via fax immediately or as soon as reasonably possible, and in no case longer than the end of the booking shift. Notification must be made even if the foreign national does not want the notification.
        (2) Document the notification in accordance with the U.S. State Department Guidelines.
    b. For foreign nationals whose country is not on the list of mandatory notification countries:
        (1) As soon after the arrest as reasonably possible, but no later than booking, inform the foreign national that notification can be made to consular officers if requested. If foreign national requests notification, notify the nearest consulate of the foreign national's country as soon as reasonably possible but no later than seventy-two (72) hours after arrest.
        (2) Document the notification in accordance with the U.S. State Department Guidelines.
5. A list of foreign embassies and consulates, and countries with special treaties will be on permanent file with the jail supervisor.

B. Undocumented Persons
1. Definitions
    a. An undocumented immigrant is a foreign-born person who is residing in the U.S. without legal immigration status, including persons who entered the U.S. without proper permission from the U.S. government and those who entered with a legal visa that is no longer valid.
    b. ICE means the Immigration and Customs Enforcement branch of the federal government. The enforcement of immigration laws rests with the US Immigration and Customs Enforcement (ICE).
    c. Proof of residency shall include, but is not limited to, a government issued photographic identification card or a document issued by the federal government indicating current legal immigrant status. It shall include, for these limited purposes, expired, revoked or suspended Texas driver’s licenses.
    d. Detainer request means a forty-eight (48) hour hold issued by ICE based upon probable cause that a person has violated immigration restrictions and is civil in nature.
    e. Lawful detention means a detention based upon reasonable suspicion that the detainee has committed or is committing a criminal offense. For purposes of this directive the term

lawful detention shall not include a detention of a person who is a victim or witness of an offense or is reporting a criminal offense.

f. Lawful arrest means an arrest based upon probable cause that the arrestee has committed a criminal offense.

2. State law mandates that officers shall not inquire into the immigration status of a detained individual when the individual is being detained solely because they are a witness to a crime and/or the person reports a criminal offense, unless:
   a. The inquiry is necessary to investigate the offense; or
   b. The officer is providing the victim or witness with information about federal visas designed to protect individuals providing assistance to law enforcement.
3. Officers shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in General Order 347.02, Racial Profiling.
4. Officers may not stop a motor vehicle or conduct a search of a business or residence solely to enforce a federal law relating to immigrants or immigration unless the officer is acting:
   a. At the request of, and providing assistance to, an appropriate federal law enforcement officer; or
   b. Under the terms of an agreement between the police department and the federal government.
5. Fort Worth police officers are prohibited from assisting or cooperating with federal immigration officers if the assistance/cooperation is occurring at a place of worship, i.e., church, mosque, synagogue.
6. Officers shall use Signal 10-58 (Verified Immigration Status) when inquiring about a person's immigration status. Officers shall make sure their body-worn camera is activated, if not already activated, when they decide to inquire into immigration status of a detainee. Officers shall verify their body-worn camera is activated on an immigration status call.
   a. If action is taken on the immigration verification only (i.e., ICE detainer, ICE referrals from the field, etc.), the officer shall initiate an incident report entitled "*Verification of Immigration Status Report*."
      (1) The officer should include relevant information in the narrative including, but not limited to: describing what occurred, which supervisor was contacted, whether ICE was contacted and by whom, vulnerable persons with detained person and how this was handled, number of officers required to assist, was vehicle towed, outcome of verification, arrival time of ICE if contacted, and time on call.
      (2) A *Verification of Immigration Status Report* is not completed if an offense report is warranted; however, the officer will note the immigration verification in the offense report.
7. Lawful Detention
   a. Officers may inquire into the immigration status of any individual who has been lawfully detained.
   b. State law mandates that officers cannot require a person who is lawfully detained, but not arrested, to provide identification. Officers shall not arrest a person who refuses to identify themselves during a lawful detention, unless the officer has

probable cause to arrest the person on another criminal violation. Officers may arrest a lawfully detained person if the person is untruthful about their identity

c. During a lawful detention officers may make inquiries via TCIC/NCIC to determine if the detainee is the subject of any ICE warrants or detainer requests. Officers are not prohibited from contacting ICE directly.

8. Lawful Arrest
   a. An officer may arrest an undocumented person for a criminal offense only if the officer is acting under the authority granted under Chapter 2, Code of Criminal Procedure Article 2.13.
   b. During a lawful arrest officers may inquire about the arrestee's immigration status.
   c. If the arrestee is accompanied by a juvenile or a vulnerable person who is disabled, elderly, unable or incapable of arranging their own transportation, the arresting officer shall follow the guidelines in General Order 338.03, Vulnerable Person Accompanying Arrested Person.
   d. Officers may not take an undocumented person into custody solely upon the suspicion that the individual has entered this country illegally.
   e. Officers shall not use coercion or intimidation based on an individual's immigration status.
9. ICE Detainers
   a. The department shall honor ICE detainers for a period no longer than forty-eight (48) hours after the point the arrested person has posted bond or is to be released on a personal bond.
   b. If an arrested person produces proof of residency the department shall not honor a detainer request. The arrested person may be released following standard procedures. The employee or officer shall make photocopies of all documents establishing proof of residency.
   c. Should an employee receive a writ or other court notice regarding the person in custody for an ICE detainer, the employee shall immediately notify the supervisor on duty. The supervisor on duty shall immediately notify the staff legal advisor to review the document and to advise on how to proceed.
   d. All department personnel shall cooperate with immigration officials who are investigating immigration matters.
      (1) Any officer or civilian staff who receives a request to assist in an (an ICE) enforcement action shall immediately contact the supervisor on duty and relay the request for further instruction and await further instruction from that supervisor.

      NOTE: The supervisor receiving the request shall not delay in providing guidance to the requesting officer; however, the supervisor shall notify the highest-ranking divisional supervisor or, if after hours, a night command/duty captain as soon as possible.

      (2) The department will provide assistance with federal immigration officers when reasonable or necessary as required by state and federal law.

313.02 U VISA REQUESTS

The U visa is an immigration benefit that can be sought by victims of certain crimes who are currently assisting or have previously assisted law enforcement in the investigation or prosecution

of a crime, or who are likely to be helpful in the investigation or prosecution of criminal activity. Law enforcement certification is a required element for U visa eligibility.

A. Eligibility
   1. For law enforcement certification, the individual may be eligible for a U visa if:
      a. The individual is a victim of qualifying criminal activity,
      b. The individual has suffered substantial physical or mental abuse as a result of having been a victim of criminal activity,
      c. The individual has information about the criminal activity. If under the age of sixteen (16) or unable to provide information due to a disability, a parent, guardian, or next friend may possess the information about the crime on the individual's behalf,
      d. The individual was helpful, is being helpful, or is likely to be helpful to law enforcement in the investigation or prosecution of the crime. If under the age of sixteen (16) or unable to provide information due to a disability, a parent, guardian, or next friend may assist law enforcement on behalf of the individual,
      e. The crime occurred in the United States or violated U.S. laws, and
      f. The individual is admissible to the United States. If not admissible, an individual may apply for a waiver on a Form I-192, Application for Advance Permission to Enter as a Non-Immigrant.
   2. U.S. Citizenship and Immigration Services (USCIS) Form I-918, Supplement B, the U visa certification document, will be completed by the Victim Assistance Coordinator based on information presented to the police department by an agency or attorney representing the individual. The form will confirm that a qualifying crime occurred and that the victim was helpful, is being helpful, or is likely to be helpful in the detection, investigation or prosecution of criminal activity.
   3. It shall be at the discretion of the Chief of Police or a sworn supervisor designated in writing by the Chief of Police to sign the Form I-918B issuing a U Nonimmigrant Status Certification on behalf of the police department and must be done in accordance with this General Order based on the Department of Homeland Security guidelines.
   4. Whether the Chief of Police or designee signs a Form I-918B will be considered on a case-by-case basis.
   5. A current investigation, the filing of charges, a prosecution or conviction are not required for the Chief of Police or designee to sign the Form I-918B.
   6. By signing a law enforcement certification, the Chief of Police or designee is stating that a qualifying criminal activity occurred, that the victim has specific knowledge and details of the crime, and that the victim was helpful, is being helpful, or is likely to be helpful in the investigation or prosecution of the qualifying crime.
   7. While a U visa petition will not be granted by the USCIS without the completed Form I-918B, the fact that a Form I-918B has been signed does not automatically grant the victim a U visa.

B. Processing of U visa Requests
   1. Accepting U visa requests
      a. U visa requests shall be sent to the Victim Assistance Coordinator for review and preparation for signing. Due to the requirement that the full offense report be attached to the application, requests may only come through an agency or attorney asking on behalf of the applicant.

2. Department Approval Process
   a. The Victim Assistance Coordinator will review the case to verify it meets the criteria for a U visa and will consult with the detective to verify the victim is cooperative with the investigation if it is ongoing or with the Tarrant County District Attorney's Office if charges have already been filed.
   b. The Form I-918B must contain an original signature from the Chief of Police or designee. The form should be signed in a color of ink other than black for verification purposes.

C. Retention of Records
The Victim Assistance Section will be responsible for retaining copies of each signed U visa application for a period of three (3) years or as directed by the City of Fort Worth Record Retention Policy.

314.00 ARREST PROCEDURES

314.01 AUTHORITY TO ARREST

A. Arrests may be made when a warrant of arrest has been issued by an authorized magistrate or when arrest without a warrant is authorized under the laws of the United States, laws of the State of Texas, or the ordinances of Fort Worth.

B. The following limitations apply to warrantless arrests:
   1. Article 14.03 of the Code of Criminal Procedure states that a peace officer outside of the officer's jurisdiction may arrest, without warrant, a person who commits an offense within the officer's presence or view, if the offense is a felony, a violation of Title 9, Chapter 42, Penal Code (Offenses Against Public Order and Decency), a breach of the peace, or an offense under Section 49.02, Penal Code (Public Intoxication). A peace officer making an arrest under this subsection shall, as soon as practicable after making the arrest, notify a law enforcement agency having jurisdiction where the arrest was made. The law enforcement agency shall then take custody of the person committing the offense and take the person before a magistrate in compliance with Article 14.06, Code of Criminal Procedure.
   2. A police officer outside of the officer's jurisdiction is precluded from any traffic code enforcement by the Code of Criminal Procedure Article 14.03 (g).
   3. On-duty officers may make warrantless arrests for pursuits originating in Fort Worth and during activities operating under an inter-local agreement as consistent with the Texas Code of Criminal Procedure and chapter 362 of the Texas Local Government Code.

314.02 DUTY TO PROTECT

A. Officers have a duty to protect the safety and physical health of arrested and detained persons.

B. Officers shall vigilantly observe arrested and detained individuals to ensure they are not exhibiting signs of medical distress.

C. Officers shall immediately provide medical attention commensurate with their training, and call for an ambulance whenever an arrested or detained person:
   1. Requests medical attention; or
   2. Exhibits signs of medical distress or possible medical distress.

D. Arrested and detained persons shall not be left unattended in police vehicles unless officers can maintain visual contact with them. The only exception to this policy is if an officer is responding to a life-threatening situation and must immediately exit the police vehicle.
   1. The in-car video system shall be used to record any person in the back seat of a police vehicle equipped with a video system.

314.03 SEARCHING OF PRISONERS

A. The transporting officer shall be held accountable for any prisoner arriving at the jail booking area or juvenile detention center with a weapon or contraband. Therefore, officers accepting prisoners from other officers shall search (subject to provision C below) the prisoners themselves before accepting custody and responsibility for the prisoner.
   1. Incidental to arrest, officers shall search all bags, purses, and large items for weapons and contraband before submitting the property to the Property Room or to the jail intake personnel.

   NOTE: Field strip searches are strictly prohibited.

B. Prisoners of the same gender as the arresting officer shall be thoroughly searched at the time of arrest.

C. Searches of prisoners of the opposite gender shall be accomplished in the following manner:
   1. Routine searches shall be limited to patting the pockets of the outer garments, and searching purses, sacks, or other personal possessions they have with them.
   2. If the officer is reasonably certain that the prisoner is concealing a deadly weapon, the search, may be carried further. If possible, a witness should be present and extreme safety precautions shall be taken.
   3. If any doubt exists, the prisoner shall be handcuffed and the search shall be conducted by a member of the department that is the same gender as the prisoner. In the event an officer of the same gender is not immediately available to perform the search, the officer shall transport the prisoner to the jail or juvenile detention center. Upon arrival at the jail, and before the prisoner is placed in the holding area, the officer shall inform the jail supervisor that because of the prisoner's gender, the prisoner has not been thoroughly searched. If the arrested person is a juvenile, the officer should request the dispatcher to notify the personnel at the detention center that a juvenile prisoner is en route and needs to be searched by juvenile detention personnel in the presence of the transporting officer prior to admission into the juvenile detention facility.

D. Search Guidelines for Transgender Individuals
   1. All searches will be conducted by officers of the same gender as the detainee, based on the gender guidelines in General Order 347.03, Bias-Free Policing and in accordance with established department procedures.
      a. Prior to search, officers are to first refer to the arrestees government-issued identification. If the subject does not have any government-issued identification, officers will be guided by the following information:
         (1) Arrestees who state they do not have male genitalia, and do not have any government-issued identification in their possession will generally be searched by female officers.
         (2) Arrestees who state they do have male genitalia, and do not have any government-issued identification in their possession will generally be searched by male officers.

b. In the event an officer of the same gender is not immediately available to perform the search, the officer shall transport the prisoner to the jail or juvenile detention center. Upon arrival at the jail, and before the prisoner is placed in the holding area, the officer shall inform the jail supervisor that because of the prisoner's gender, the prisoner has not been thoroughly searched.
c. Officers will not conduct more invasive searches of transgender individuals than other individuals.
d. Officers will not remove identity or appearance-related items, such as prosthetics, clothing, wigs, and cosmetics items if those items would not be removed from non-transgender arrestees. However, identity or appearance-related items may be removed if the items are evidence or create a safety hazard.
e. The possession of a needle which is purported to be for hormonal use will not be presumed to be evidence of criminal misconduct, especially if the person being stopped or arrested has documentation from a physician confirming that it is being used for legitimate medical treatments.

E. The transporting officer shall witness the intake officer's inventory of the prisoner's personal property. Upon completion of the inventory, the FWPD officer shall sign the Prisoner Property Sheet.
1. Any personal property of the prisoner not submitted at the time of arrest shall be submitted to the Property Room using the appropriate forms.

F. Searching of prisoners possibly having infectious diseases.
1. Latex gloves shall be worn whenever a prisoner has open sores, lesions, skin disorders, body fluids, blood, secretions, excretions, vomit, urine, or similar signs present.
2. Officers shall use extreme care when searching persons arrested for drug use or persons with suspected infectious diseases, and shall use extreme care to avoid breaking the skin with needles or other objects.
3. Officers shall immediately and thoroughly wash hands or other skin surfaces after contact with blood or other body fluids, after contact with substances that contain visible blood, and after removing gloves.

314.04 PRISONER PICK UPS

A. When officers are requested to pick up an individual detained by a third person, they shall make an independent investigation to determine if an offense has been committed and that there are reasonable and sufficient grounds for holding the subject.
B. The officer shall obtain information from all witnesses as well as sufficient complaint information to complete a thorough preliminary investigation.

314.05 HANDCUFFING PRISONERS

A. An arrest occurs when the person's liberty of movement is restricted, restrained, or the person has a reasonable belief that they are not free to leave and either yields to the officer or is physically forced to yield. Handcuffs should be used to protect the officer, citizens, and the prisoner; to prevent the prisoner from escaping; to maintain control of the prisoner; and, to minimize the possibility of escalation of the situation to a point necessitating more drastic means of restraint.
B. All prisoners should be handcuffed; however, circumstances may render the handcuffing of a prisoner inappropriate. The use of handcuffs in such situations shall remain a judgment of the officer. The primary concern should be the safety of the officer, the public, and the prisoner.

The factors that should be considered in the decision not to use handcuffs are age, health, physical condition including any disabilities or injuries, mental condition, the possibility of the prisoner escaping, and the possibility of escalation of the incident. An officer shall continually monitor the actions of an unhandcuffed prisoner and if the prisoner gives any indication of becoming belligerent or constituting a potential hazard, the prisoner should be handcuffed.

C. When handcuffs are used, the prisoner's hands normally shall be cuffed behind the back, unless inappropriate and/or harmful.
D. Whenever a prisoner is handcuffed, the officer shall immediately either roll the prisoner on their side, place the prisoner in a sitting position, or help the prisoner into a standing position. Extreme caution shall be exercised with a prisoner that is obese, intoxicated by alcohol or drugs, or has an injury to the chest or stomach since cuffing behind the back and laying the prisoner in a prone position could lead to positional asphyxia.
E. Officers are strictly prohibited from using a hogtie in any manner or form.
   NOTE: For purpose of this order, hogtie will be defined as any form or variation of restraint by which the wrists are handcuffed or bound together behind the back, the ankles are bound together, and the bound wrists and ankles are then tied together. This restraint method is commonly referred to as a hobble restraint.
F. Male and female prisoners shall not be handcuffed together nor shall juvenile and adult prisoners be handcuffed together.
G. Prisoners shall not be handcuffed to a vehicle or to a stationary object except in exigent circumstances when the safety of the officer, prisoner, or citizen may be in jeopardy such as a lone officer with multiple suspects or a high-risk tactical situation.

314.06 FIELD WARNING PROCEDURE

A. As soon as practical, but no later than a custodial interrogation begins, arresting officers shall warn all arrested persons of their constitutional rights.
B. Field warnings are not required under the following circumstances:
   1. When the person questioned is not under arrest and is free to leave and fully understands this fact.
   2. When the person questioned is not a suspect in the particular case about which they are being questioned.
   3. General questioning at the scene of a criminal offense of those persons present where the investigation has not centered upon the individual being questioned as a suspect in the case.
   4. When the suspect is not being interviewed to obtain a statement, officers must keep in mind that failure to give this field warning may prohibit the use of such statements from the suspect in a criminal court proceeding.

314.07 TRANSPORTING PRISONERS

A. The transporting officer shall inspect the police vehicle immediately before each prisoner transport to ensure that no weapons or contraband are available to the prisoner. After arriving at the destination, the transporting officer shall again inspect the police vehicle to ensure that the prisoner did not conceal weapons, contraband, or other evidence. (TBP 10.01)
B. At no time shall a prisoner be transported in the back seat alone unless the patrol unit is equipped with a prisoner shield. If the vehicle has a prisoner shield, the officer may place the prisoner in an upright, seated position in the rear seat. Prisoners shall be restrained with safety

belts while being transported in the patrol unit unless existing conditions make the use of the safety belt impractical or unsafe.

1. Under no circumstances will a prisoner be left unattended or transported in a police vehicle in a prone position as this may result in positional asphyxia.

C. Two (2) officers shall be required to transport a prisoner when there is a possibility of violence on the part of the prisoner. If the primary vehicle is staffed by one officer, the second officer will follow the primary unit to the jail. The jail will be informed officers are en route with a potentially violent prisoner. When transporting any prisoner in a vehicle without a prisoner shield, there shall be two (2) officers in the vehicle and the prisoner shall be placed in the right rear with the assist officer sitting in the rear seat behind the driver.
   1. The officer shall vigilantly observe the prisoner at all times, noting any difficulty in breathing, change in color, level of consciousness, etc. If the officer observes a significant change, they shall either transport the suspect to a medical facility or have paramedics called to the scene, depending on the officer's judgment of the severity of the condition and the quickest means to receive medical attention.
   2. Only leg restraints approved by the order of the Chief of Police shall be used when a prisoner is combative and/or attempting to damage city property. The following guidelines shall be adhered to when using the leg restraints:
      a. Leg restraints are never to be attached to the prisoner's handcuffs.
      b. When transporting a prisoner, the leg restraints are to be used in conjunction with the bolt system provided in the vehicle. Handcuffs and the vehicle lap restraint will be used in their designed manner when leg restraints are utilized.
      c. A combative or destructive prisoner should be transported in a specially equipped vehicle, if available.
      d. Leg restraints are to be applied outside of the vehicle.

D. Prisoners exhibiting physical exertion or believed to be suffering from any medical, physical, or emotional problem that does not require immediate medical attention shall be monitored by the officer as outlined in the above paragraph 314.06B.

E. Officers transporting prisoners of the opposite gender shall give the mileage of the patrol unit to the dispatcher and request a transport time (10-15) upon leaving the arrest location. Upon arrival at the detention facility, the officer shall give the arrival mileage and request an arrival time (10-30). Officers shall immediately notify the dispatcher on all stops en route, except for short-termed traffic-related (i.e. traffic lights, train crossing, etc). When notifying the dispatcher of the unscheduled stop, the officer shall provide an explanation and estimated time for the stop and notify the dispatcher when stop has concluded.

F. Female prisoners shall not be transported with male prisoners unless the arrests resulted from the same offense. If a female is arrested with a male prisoner or prisoners and the patrol wagon is used for transportation, the female shall be placed in front with the driver. If this is impractical due to the number of female prisoners, a patrol car shall be used for their transportation.

G. Juveniles shall not be transported in a patrol wagon nor shall they be transported with adult prisoners unless the juvenile and the adult were arrested in connection with the same offense or unless the adult is the parent or guardian of the juvenile.

H. Transporting prisoners exhibiting symptoms of infectious diseases.
   1. Officers arresting prisoners with visible signs of infectious diseases, or persons indicating they are suffering from an infectious disease, should isolate the prisoner from other persons as much as possible. They shall not be transported with other prisoners.

2. Prisoners with infectious diseases, or complaints of an infectious disease, who require emergency medical attention shall be transported to the hospital by ambulance. When non-emergency medical attention is required and the officer is not at risk of exposure to the infectious disease, the prisoner may be transported to the hospital in a police vehicle. Hospital personnel are to be informed that the prisoner possibly has an infectious disease.

I. Transgender Prisoners

1. Whenever practical, transgender arrestees will be transported alone.
2. When requested by a transgender individual, an officer of the individual's gender identity or expression, when practical, will be present during the transport.
3. In situations with multiple arrestees, mass arrests, or where individual transport is not practical, transgender arrestees will be transported by gender classification.
4. Officers transporting transgender prisoners shall give the mileage of the patrol unit to the dispatcher and request a transport time (10-15) upon leaving the arrest location. Upon arrival at the detention facility, the officer shall give the arrival mileage and request an arrival time (10-30). Officers shall immediately notify the dispatcher on all stops en route, except for short-termed traffic-related (i.e. traffic lights, train crossing, etc). When notifying the dispatcher of the unscheduled stop, the officer shall provide an explanation and estimated time for the stop and notify the dispatcher when stop has concluded.
5. Whenever practical, transgender arrestees will be maintained in single cell occupancy.
6. Personnel will record a transgender individual’s gender information on department reports and all other demographic information as it appears on their government-issued identification. Any name used by the subject other than what is listed on their government-issued identification will be recorded as an alias.
7. In the event a transgender individual requires immediate medical care or medication, including hormone therapy, the individual will be transported to the nearest medical facility to be treated by a physician.
8. If an individual explicitly informs personnel that he or she is a transgender individual, an officer finds a record for an individual that lists a different gender from what the individual is currently presenting or an officer observes that a person is presenting a gender which is different than their gender classification, the officer shall notify the jail sergeant and the sergeant will document the information as:
   a. “Transgender Arrestee, male presenting as a female,” or
   b. “Transgender Arrestee, female presenting as a male.”
9. In situations involving the transfer of transgender prisoners to other law enforcement agencies, the jail sergeant will ensure that the paperwork accompanying the prisoner adequately describes gender identity related issues.

J. Special Needs Prisoners

It is incumbent upon all personnel to safeguard the dignity, comfort, and safety of a physically-challenged person, while maintaining the security of the officers and public.

1. The term physically-challenged may include, but is not limited to, confinement to a wheelchair, use of braces, crutches, or canes, amputees, blindness, or aged.
2. If the offense committed is a Class C misdemeanor, which does not include a breach of the peace or a threat of further violence, the physically-challenged suspect shall be issued a General Complaint citation, providing the suspect has the proper identification.
3. When transporting a physically-challenged person, proper care and tact shall be used when placing the prisoner in the vehicle. The prisoner’s wheelchair, crutches, or

prosthetic appliance shall be secured by the officer and transported along with the prisoner to the holding facility. All other procedures shall apply as with non physically-challenged persons.

a. If the arrested person requires any special cushions, padding or devices, the officer shall ensure these are transported with the arrested person to the holding facility.
b. Prosthetic appliances, crutches, and wheelchairs shall be examined to ensure that they do not contain or conceal any weapons, contraband, or have removable parts. The arresting officer shall advise holding facility personnel if any removable parts are discovered.
c. If an officer arrests a person who is utilizing a motorized three-wheeled cart, the motorized cart will be left at the residence. If the arrest is not made at a residence, the officer shall attempt to contact a friend or relative of the prisoner to take custody of the motorized cart. If a responsible person is not available to take custody of the cart, the motorized cart will be taken to the Police Auto Pound for safekeeping. A manual wheelchair will be made available for the prisoner's use upon arrival at the holding facility.

4. When the arrested person is accompanied by a service animal, officers shall contact a person identified by the arrested person or a local contact agency for the service animal to take custody of the service animal. The service animal may be taken into custody only when the service animal cannot be turned over at the scene of the arrest to a responsible person, either a person named by the arrested person or a local contact agency for the service animal.

NOTE: For the safety of the service animal, it is strongly recommended that the arrested person leave the service animal with a trusted friend, family member, or special caretaker.

314.08 ARRESTS BY OFFICERS ENGAGED IN OFF-DUTY EMPLOYMENT

A. When an off-duty officer makes an arrest, the prisoner(s) will be transported by an on-duty officer. Completion of all related paperwork and any investigation becomes the responsibility of the responding on-duty officer.
B. If a disagreement between the transporting officer and an off-duty officer occurs, the transporting officer shall request that a supervisor of equal or higher rank as the off-duty officer make the scene. The supervisor shall resolve the matter in a manner that is in the best interest of the department.
C. When a supervisor is called to the scene of an incident involving an off-duty officer, any supervisory action, including required documentation, will be the responsibility of the responding on-duty supervisor.

314.09 GENERAL COMPLAINT CITATION

A. The decision to issue a general complaint citation for a Class C misdemeanor in lieu of a custodial arrest shall remain the discretion of the officer making the call unless otherwise directed by a supervisor.
B. The purpose of the general complaint citation is to reduce overcrowding in the jail, lessen the hardship on the suspect, and to reduce the amount of time an officer is out of service. The citation may be used when the offense is a Class C misdemeanor or city ordinance violation, and the suspect has a local address.
C. The issuance of a general complaint citation is not authorized under the following conditions:

1. When the actor demands an immediate appearance before a magistrate.
2. When the actor is being arrested on a warrant or capias, or when the officer is aware that the actor has an outstanding warrant or capias.
3. When the actor fails or refuses to give satisfactory identification or furnish other information required.
4. When the actor is intoxicated.
5. When the release is likely to allow a continuation of the violation or where failure to make a custody arrest is likely to allow a more serious violation to occur.
6. When the officer is aware that the actor has a history of failure to appear in court when scheduled.
7. When the officer has reason to believe that the actor is involved in a more serious offense and a custody arrest would serve to gather evidence to support another charge.
8. When the officer or store employee has had to physically restrain the actor.

D. The circumstances of some offenses may require that the actor be taken into custody and transported to jail. The jail supervisor, after interviewing the arresting officer and the suspect, shall have the option of approving the issuing of a citation rather than placing the person in jail. In this event, the jail supervisor may instruct the arresting officer to write the citation.

E. The officer issuing a general complaint citation shall completely fill out the form and obtain the actor's signature. The officer shall explain that signing the citation is not an admission of guilt. If the actor refuses to sign the citation, a custody arrest may be made.

F. In addition to the issuance of a general complaint citation, an offense report shall also be completed for all offenses.

G. On all Class C misdemeanors, the officer shall adequately describe the offense in the comments section on the reverse side of the white copy of the citation. Any witnesses must also be noted.

H. Off-duty use of the general complaint citation shall be as follows:
   1. Officers employed in an off-duty capacity, such as store security, shall not issue citations for theft, assault, or drug paraphernalia offenses.
      a. A patrol unit shall be called.
      b. The responding officer shall decide whether to issue the citation or make a custody arrest.
   2. Officers observing other Class C misdemeanors may elect to issue the citation or detain the actor and call for a patrol unit to transport the prisoner to jail.

I. Issuance of general complaint citations to juveniles shall follow the procedure outlined in General Order 341.01C.

   NOTE: If a general complaint citation is issued to a juvenile, then the officer must make an offense report regardless of the type of offense.

314.10 PRESENCE OF UNIFORMED OFFICERS DURING SERVICE OF ARREST AND/OR SEARCH WARRANTS

A. Plainclothes officers should, whenever practical, consider having at least one uniformed officer present during service of arrest and/or search warrants. A highly visible uniformed officer at the scene of this type of operation will reduce the possibility of confusion on the part of citizens and police personnel.

B. Unless exceptions exist in this order, officers are strictly prohibited from wearing masks, hoods, or other face-concealment devices during forced entries and/or service of search/arrest warrants.

C. Exceptions for concealment shall include:
   1. Narcotics or specialized units who must wear a hood/mask to conceal their identity at the scene, shall strictly adhere to the following:
      a. The masked/hooded officers shall not be on the entry team. If an undercover officer must enter the scene to direct other officers to evidence, the masked/hooded officer will enter with the search team only after occupants are aware of police presence and the scene is secured.
      b. The hood/mask shall be black in color, and the words "POLICE" shall be printed on both the front and back of the hood/mask in white block lettering that is visible in the dark.
      c. The hood/mask shall not be worn into any residence, business establishment, or other uncontrolled environment where occupants may not immediately be aware of police presence.
      d. The hood/mask shall only be worn in conjunction with other readily identifiable clothing, such as raid-type non-ballistic vest or ballistic body armor identified with "POLICE" that is visible in the dark and/or other readily identifiable marked outer clothing.
   2. Members of SWAT shall be authorized to wear the issued NOMEX mask when incendiary devices may be deployed during the execution of a warrant.
   3. Members of SWAT and Narcotics shall be authorized to wear the issued NOMEX mask and/or protective masks when making entry at a location of a suspected drug lab or where volatile chemicals are being stored.
      NOTE: This order does not prohibit members of a warrant entry team from wearing gas mask or WMD-rated masks when deemed necessary.

314.11 PLAINCLOTHES AND UNIFORMED OFFICERS AT UNPLANNED ARRESTS

A. To minimize the danger to all officers on the scene, plainclothes officers will defer any action until complete identification has been made to the uniformed officer.
B. Plainclothes officers who assist other plainclothes officers in making an arrest should use extreme caution and be sure to identify themselves, thus minimizing the possibility of mistaken identity.

314.12 CASH BONDING/TRAFFIC ARRESTS *TBP 7.28*

A. An officer may arrest, without a warrant, any person who commits any traffic offense in their presence, except speeding, use of a wireless communication device under §545.4251of the *Texas Transportation Code*, and a violation of the open container law under §49.031 of the *Texas Penal Code.*
   1. Officers intending to make an arrest under this portion of the law cannot issue the violator a citation and then make the arrest. The decision to arrest must be made prior to the issuance of a citation except that an officer may arrest a person for any traffic offense committed in the officer's presence when the person refuses to give their written promise to appear in court.
   2. All traffic violators shall be requested to sign the citation. However, all officers shall take extreme care to see that the violator fully understands that the signing of the citation is not an admission of guilt, but rather, is only a promise to appear as directed. If a violator refuses to sign the citation, a supervisor should be requested to make the scene to explain the reason for the signature to the violator.

B. Speeding
   1. An arrest for speeding may be made only under the following circumstances:
      a. The violator is operating a motor vehicle licensed out of state;
      b. The violator committed any traffic offense in the officer's presence and the violator refuses to give their written promise to appear in court; or,
      c. The violator/driver, as evidenced by the driver's license presented, is not a resident of a state that is a member of the Non-Resident Violator Compact of 1977.

   NOTE: The following states are members of the Non-Resident Violator Compact of l977.

Alabama	Iowa	New Hampshire	South Carolina
Arkansas	Kansas	New Jersey	South Dakota
Colorado	Kentucky	New Mexico	Tennessee
Connecticut	Louisiana	New York	Texas
Delaware	Maine	North Carolina	Utah
District of Columbia	Maryland	North Dakota	Vermont
Florida	Minnesota	Ohio	Virginia
Georgia	Mississippi	Oklahoma	West Virginia
Illinois	Missouri	Pennsylvania	Wyoming
Indiana	Nebraska	Rhode Island	

   2. An arrest for speeding shall not be made if:
      a. The violator is a Texas resident and driving a vehicle registered in Texas and signs the promise to appear.
      b. The violator is driving a motor vehicle registered in a member state or is a resident of a member state of the Non-Resident Violator Compact of 1977.

C. An arrest shall be made in instances of traffic offenses involving involuntary manslaughter, negligent homicide, driving while intoxicated, or failure to stop and render aid when there is serious bodily injury or death.

D. In all of the foregoing instances, the person arrested must be taken immediately before a magistrate.
   1. This shall be accomplished by transporting the arrested person to the holding facility, where the arresting officer shall relate the details of the reasons for the arrest (as opposed to the issuing of a citation, if applicable) to the jail supervisor. The supervisor shall, on the basis of law and/or departmental procedure, accept or reject the arrest.
   2. If a magistrate is on duty, the person shall be taken from the jail to the magistrate immediately. If the arrest occurs during hours when no magistrate is available, then normal cash bonding procedures shall prevail.

E. The course of action of the department in the enforcement of traffic violations is to dispose of these matters through the issuance of appropriate citations except in those cases above which require an arrest. The only reason for disposing of these matters through arrest, rather than citation, is that the officer has a valid reason for believing that the violator shall not appear as directed.
   1. The failure to produce identification by the violator is not sufficient cause by itself to justify an arrest/cash bond for offenses other than not having a driver's license. Officers should be able to state why they reasonably believe the violator shall not appear in court as directed.
   2. The attitude of the violator in regard to the receipt of the citation in these instances is not a reasonable basis for an arrest.

314.13 DRIVING WHILE LICENSE INVALID

A. When an officer observes a person commit a violation while operating a motor vehicle upon a public street or roadway whose Texas operator's license has been suspended by the Department of Public Safety (DPS) the officer may:
   1. Issue a traffic citation for the offense of Driving While License Invalid (DWLI) if the operator has not been previously convicted of DWLI, or
   2. Make a custodial arrest under the following circumstances:
      a. The driver's license of the operator of the vehicle was suspended as a result of Driving While Intoxicated (Class B),
      b. The operator of the vehicle has no prior convictions, but is operating a motor vehicle without insurance (Failure to Maintain Financial Responsibility -FMFR) (Class B),
      c. The operator of the vehicle has been previously convicted of DWLI (Class B), or
      d. The operator of the vehicle was found to be at fault for a motor vehicle accident that resulted in the serious bodily injury or death of another person (Class A).

   Note: If sufficient evidence exists to indicate that a person was operating a motor vehicle upon a public street or roadway and the offense occurred out of view or presence of the officer, the officer will not make a custodial arrest but instead complete an offense report entitled "Traffic Offense." The report will be forwarded to the Traffic Investigation Unit for a follow-up investigation.

B. Arresting Officer's Duties

   When confirmed by the Police Information Center (PIC) that the driver's license is currently under suspension, the officer shall:
   1. Obtain as much identification information as possible to ensure that the vehicle operator is the same person whose license is reported suspended.
   2. After verification, the officer shall make a custodial arrest, read the actor the Miranda warning, make disposition per procedures of the actor's vehicle transport the actor to jail and. complete the required jail booking paperwork.
   3. In order to maintain the DWLI offense, officers shall not issue any traffic citations to the arrested person.
   4. The arresting officer shall initiate an offense report titled "Traffic Code." All information which is available that identifies the vehicle operator as the same person whose license is suspended and the associated vehicle information shall be included in the report. The offense report shall be directed to the Traffic Division for follow-up.

C. Traffic Investigator's Follow-up Duties
   1. The traffic investigator shall obtain a certified confirmation of the license suspension from the Texas Department of Public Safety, along with all documents required by the District Attorney's office to accept the case.
   2. If the case cannot be filed in a timely manner, the prisoner will be released. When the traffic investigator receives the necessary documentation, a warrant or a citation may be issued and the case filed.

314.14 RESISTING ARREST CHARGE

When a charge of resisting arrest is pending, the arresting officer shall immediately notify their supervisor. The supervisor shall review the elements for a charge of resisting arrest to determine if probable cause exists to charge the suspect and to ensure appropriate actions are taken.

314.15 CITE AND RELEASE

A. Cite and release allows officers, on a discretionary basis, to issue a Cite and Release Citation rather than making a custodial arrest for certain Class A and B misdemeanors. The utilization of this measure is NOT mandatory. This option is intended to lessen the burdens on both officers and citizens from ordinary booking procedures, allowing both to continue on their way in a relatively short period of time. As well, it reduces the number of non-violent offenders in jails.

B. Offenses for which cite and release are eligible are enumerated in the Texas Code of Criminal Procedure Art. 14.06.
   1. Possession of Marijuana less than two ounces – Class B– HSC 481.121 (b) (1).
   2. Possession of Marijuana two ounces but less than four ounces – Class A– HSC 481.121 (b)(2).
   3. Possession of Controlled Substance in Penalty Group 2A less than two ounces – Class B (synthetic marijuana) – HSC 481.1161 (b)(1).
   4. Possession of Controlled Substance in Penalty Group 2A two ounces but less than four ounces – Class A (synthetic marijuana) – HSC 481.1161 (b)(2).
   5. Criminal Mischief if the amount of pecuniary loss is $100 or more but less than $750 – Class B – PC 28.03 (b)(2).
   6. Graffiti if the amount of pecuniary loss is $100 or more but less than $750 – Class B– PC 28.08 (b)(2).
   7. Graffiti if the amount of pecuniary loss is $750 or more but less than $2,500 – Class A – PC 28.08 (b)(3).
   8. Theft, where the value of property stolen is $100 or more but less than $750 – Class B – PC 31.03 (e)(2)(A).
   9. Theft of service, where the value of the service stolen is $100 or more but less than $750 – Class B – PC 31.04 (e)(2).

C. The requirements for cite and release are as follows:
   1. The offense is listed above as being eligible for release by citation,
   2. The violator is seventeen (17) years of age or older,
   3. The violator committed the offense in Tarrant County AND resides in Tarrant County,
   4. The violator has sufficient identifying information so that identity can be validated at time of citation and court appearance, and
   5. The officer has considered the totality of the circumstances involved, which may include review of a violator's computerized criminal history for enhancement charges.
   6. All the above are necessary for a person to be eligible for cite and release.

D. The following circumstances are disqualifiers to persons as a candidate for cite and release:
   1. The violator has an outstanding warrant for a Class B or higher offense,
   2. The violator is intoxicated to a degree which renders the violator unable to care for himself or herself,
   3. The violator is unable to provide satisfactory evidence of personal identification, i.e. driver's license, passport, military ID, etc.,
   4. The violator demands to be taken before a magistrate or refuses to sign the citation,
   5. The safety of the violator or the safety of others may be jeopardized by release,
   6. Physical force was used against the violator, or

7. Another noneligible offense occurred at the same time as the citation eligible offense.
8. Any one of the above will disqualify a person from participation in cite and release.

E. After the decision is made to issue the violator a Cite and Release Citation, the arresting officer shall:
   1. In a neat and legible manner, fully complete all sections of the Tarrant County approved citation pertaining to the violation.
      a. When determining *Date Ordered to Appear*, the officer will select the 2nd or 4th Thursday after the date of citation issuance.
      b. Give the duplicate copy of the citation to the violator.
   2. Complete an offense report and a Cite and Release Arrest report.
   3. Complete a Probable Cause (PC) Affidavit with the officer and their supervisor's signatures included on the document.
   4. The arresting officer will submit the original citation and the PC Affidavit to the appropriate Criminal Investigation Unit (CIU).
      a. The CIU administrative person or designee will ensure that the citation and PC Affidavit are submitted via email within forty-eight (48) hours of issuance to CiteandRelease@tarrantcountytx.com.
      b. The appropriate CIU will maintain the original paperwork for two (2) years.
      c. The CIU administrative person or designee will send a separate email for each violator.

F. Once the email is submitted, Tarrant County Criminal Courts Administration will respond to the Fort Worth Police Department acknowledging receipt of the citation and PC Affidavit.
   1. During the magistration hearing, the bailiff will complete fingerprints, the TRN, and the TRS.
   2. No later than forty-eight (48) hours after the magistration hearing, the Fort Worth Police Department will receive notification and information regarding the defendant's appearance via FWPDciterelease@fortworthtexas.gov. The defendant's TRN, TRS, and bond information will be included in the email. The information will be sent from the Communications Division to the appropriate criminal investigation unit (CIU).
   3. When the respective CIU receives the Criminal Courts email, the assigned detective must complete the filing of the case and submit it to the Criminal District Attorney's office through the Criminal District Attorney's Law Enforcement Agency (LEA) portal.
   4. The assigned detective will enter the following into the LEA portal prior to case submission:
      a. Defendant's TRN, TRS, and bond information received from the magistrate;
      b. Citation number exactly as it appeared on the citation (example for Fort Worth PD, 2201200-210034332); and
      c. Select *Citation* for submission type.
   5. Should Fort Worth Police Department no longer wish to pursue the case, the Department must send a notification email to CiteandRelease@tarrantcountytx.com with ***NO FILE, Defendant's Last Name, Defendant's First Name*** in the subject line. This notification must occur because the court continues to monitor the defendant while on bond.

6. Should the case be rejected by the district attorney's office, the Intake Division will make the notification to CiteandRelease@tarrantcountytx.com.
7. Once the case has been accepted by the district attorney's office, the case will follow the path as if the defendant had been placed under custodial arrest at time of offense, not cited and released.
8. If the violator fails to appear for the magistration hearing, the court will issue a failure to appear warrant for the violator.

315.00 BOOKING PROCEDURES

315.01 JAIL SUPERVISOR RESPONSIBILITIES

A. On all arrests, the patrol and jail supervisors shall determine that probable cause exists to assure a legal arrest and sufficient information is given to support the charges.
B. Each arresting officer shall be interviewed to determine the sufficiency and accuracy of the charge. No prisoner shall be booked until the arrest is reviewed and accepted by the jail supervisor.
C. Officers are encouraged to make use of available means of avoiding a full custody arrest when possible. General complaint citations should be used when the situation meets the criteria indicated in General Order 314.09.
D. Arrest of person with possible infectious disease.
   1. When substantial information or evidence indicates the presence of an infectious disease, officers shall provide verbal notification to jail personnel.
   2. Police, hospital, emergency medical and other personnel dealing with prisoners must be informed that an arrested individual claims to have or is known to have a serious infectious disease, or that the person is in a high risk group.

315.02 FULL CUSTODY ARREST PROCEDURE

If the officer determines that a custody arrest is appropriate and the situation cannot be controlled by a general complaint citation or other alternative means, the following procedure shall be pursued:

A. The arresting officer shall transport the prisoner to the jail facility.
B. The officer shall contact jail personnel by the intercom.
C. The prisoner and any small items of property shall be surrendered to the jail intake officer inside the area where the prisoner shall be searched prior to entry into the jail security area. Any large items of property belonging to the prisoner shall be submitted to the Property Room. Officers shall have any traffic or general complaint citations ready to be placed in the prisoner's property at the time of booking.
D. The intake officer shall place the prisoner in a holding cell pending the jail supervisor approval of the arrest.
E. The arresting officer shall relate the details of the arrest to the jail supervisor.
F. If the jail supervisor determines that probable cause exists for the arrest and that there are no other viable alternatives, the arrest shall be approved and the officer shall complete the jail registration form, the Criminal History Report Form (CR-43), the appropriate affidavits and warning sheets when applicable, and present them to the jail supervisor. In addition, the Supplemental Criminal History Report Form (CR-44) will be applicable on multiple arrests.

G. The jail supervisor shall process the jail registration form while the arresting officer completes any additional reports relating to the investigation.
H. Any general complaint citation written by the officer shall be listed by charge and citation number in the first line of the narrative of the report.
I. The jail supervisor shall forward the affidavit and warning sheet to the judge conducting the warnings.
J. Evidence
   1. All evidence will be submitted to the Fort Worth Police Property Room.
   2. Absolutely no weapons or other dangerous evidentiary items will be permitted into the jail supervisor office.

315.03 CLASS C MISDEMEANOR WARRANT ARRESTS

A. In those situations where a suspect has confirmed, bondable, Class C misdemeanor warrants, the money to pay the bond on the warrants, and wishes to pay the warrants, the arresting officer shall transport the suspect to the Municipal Court during normal working hours rather than to jail. The officer shall remain with the suspect until the transaction is completed, then return to service taking credit for the arrest.
B. If the arrested person's vehicle was impounded, the officer shall complete an offense/incident report with the details of the arrest and impoundment of the vehicle.
C. Every effort shall be made to ensure that the suspect is given the opportunity to gain a bond release as soon as possible.

316.00 PRISONER CHECKOUT

316.01 DETECTIVE CHECKOUT OF PRISONERS

A. Checkout of prisoners in the custody of the Fort Worth Police Department.
   1. Prisoners will only be transported from one facility to another facility under the following circumstances:
      a. To conduct a live lineup, or
      b. If the prisoner is suspected of a sensational or notorious crime such as a homicide, serial rape, etc., or
      c. To execute a search warrant of the hair, blood, etc., or
      d. If translation services are required, or
      e. If exigent circumstances exist on a serious felony case. This determination will be made by the detective's section lieutenant.
   2. If the above criteria exists, the officer or detective will contact the jail supervisor who will be responsible for arranging transport of a prisoner.
   3. The officer or detective shall proceed to jail supervisor office to sign the check-out log before taking custody of the prisoner.
   4. Prisoners charged with lessor offenses may be interviewed at or checked out from the jail facility. To expedite the process and to assure the availability of the prisoner, it is recommended officers contact the facility prior to their arrival.

316.02 PRISONER WARNING AND JAIL DOCKET

A. Court dockets are available 24 hours a day, seven (7) days a week. All court dockets will open with a warning docket followed by a Class C misdemeanor docket.

B. A Fort Worth municipal judge is available 24 hours a day, seven (7) days a week.

316.03 PRISONERS REQUIRING MEDICAL ATTENTION

A. No prisoner shall be booked into jail who exhibits obvious indications of serious injury or sickness. Officers shall transport sick or injured prisoners directly to John Peter Smith Hospital for treatment rather than to the jail. If the prisoner refuses treatment, the officer shall bring a copy of the signed statement to that effect from the hospital.
   1. The arresting officer is responsible for any property belonging to a prisoner who is transported to the hospital for medical attention. They shall take all such property to the jail or Property Room and shall indicate on the forms that the prisoner is at the hospital.
   2. As soon as practical, the arresting officer will report the circumstances to the jail supervisor and provide the appropriate paperwork. The arresting officer will notify the jail supervisor where the prisoner is being treated.

B. When a prisoner is transported to the jail who appears to be injured, and has not been taken to the hospital for examination and/or treatment, the jail supervisor on duty shall examine the prisoner and direct the arresting officer to transport the prisoner to the hospital if necessary.

C. Prisoners who are injured or sick and shall be held in John Peter Smith Hospital for an extended period of time may be booked out of custody but shall be turned over to the county officers to be guarded only after a case is filed.

D. Hospital guard duty is the responsibility of the division that actually affects the arrest. Sergeants will be responsible for scheduling officers to work hospital guard duty until either the case is filed or the prisoner is released from the hospital to be placed in jail.

317.00 PRISONER DISPOSITION

317.01 WRIT OF HABEAS CORPUS

A. A Writ of Habeas Corpus received from a judge by telephone shall be honored as though it were received in person.

B. The supervisor over the section charged with the investigation of the offense shall be contacted and advised of the writ. If the supervisor over that unit is not available, the next higher level in the chain of command of the unit shall be contacted.

C. If the writ is received during hours when the investigative supervisors are not on duty, they shall be contacted through the call-back system.

D. The officer who delivers the writ and the prisoner shall have sufficient knowledge of the matter to inform the court of the charge against the prisoner.

E. If the writ is delivered by an attorney, signed by a magistrate of competent jurisdiction, with a bond included in the writ, the prisoner shall be released according to jail procedures.

F. The jail supervisor shall maintain a log of all writs that are phoned or delivered to the jail supervisor. The log shall include the date and time received, whether the writ was telephoned or received in person, the writ number from those delivered in person, the name of the judge or bailiff authorizing the writ, the time the detective supervisor was notified, the prisoner's name, and the name of the jail supervisor. The jail supervisor should indicate unit/division designation on the corner of the writ and place the writ in the appropriate detective's tray.

317.02 BOND RELEASES

A. Cash Bond
   1. If a prisoner has sufficient money in their property to make bond on a Class C misdemeanor and wishes to make bond, the jail supervisor shall notify county personnel to allow the prisoner to use that money to make bond.
   2. The prisoner shall not be allowed to make the bond for a Class C misdemeanor while higher grade charges are still pending.

B. Surety Bond on Class C Misdemeanors
   1. Attorneys or bond persons wishing to post surety bonds for prisoners charged with Class C misdemeanors shall be directed to the City Bonding Office where personnel shall furnish information regarding the necessary forms.
   2. The city bond clerk shall advise the county jail personnel when the proper paperwork is completed. County personnel shall initiate the release procedure.

C. Surety Bond on Class A and B Misdemeanors and Felony Charges
   After prisoners have received their magistrate's warning, a surety bond may be posted. Attorneys and bond persons wishing to post bond must conform to the procedures set forth by the Tarrant County Sheriff's Office.

D. Personal Appearance Bond - Class C Misdemeanors
   1. The jail supervisor may set bonds under certain circumstances, but only a magistrate may authorize release of a defendant on a personal bond. To consider a defendant eligible for release on a personal bond, the following conditions must be met:
      a. Prisoner must have good identification which includes:
         - correct name and address
         - date of birth
         - current and correct driver's license
         - proof of place of birth
      b. Prisoner must live within a fifty (50) mile radius of Fort Worth.
      c. Prisoner must have ties to the community. This can be shown with:
         - nearest relative living in the area
         - employment in the area
         - spouse's employment in the area
         - children living in the area
      d. Prisoners with extensive criminal histories will not be eligible. Minor arrest history, but not on probation or parole, may be eligible at the discretion of the jail supervisor.
      e. Only misdemeanor offenses shall be considered. The following groups of offenses are not eligible:
         - offenses or criminal attempts contained in art. 17.03 of the Texas Code of Criminal Procedure
         - assaults
         - injury to a child or criminal attempt
         - escape or criminal attempt
   2. The jail supervisor will review the charge and information on the prisoner in custody to determine the feasibility of utilizing the personal bond procedure. The jail supervisor shall cause the necessary documentation required by statute, pre-trial release, and the authorizing magistrate to be completed. The personal appearance bond shall be signed and notarized, with a copy given to the principal. Only after completion of the necessary

case reports, probable cause affidavits, warning sheets, etc., and the approval of the magistrate may the prisoner be released from custody.

317.03 CHARGES DISMISSED OR NOT FILED

A. The jail supervisor shall release any prisoner that has been held over seventy-two (72) hours as "Case Not Filed" unless a written request from the responsible division's captain has been delivered to the on-duty jail supervisor. When a prisoner has been released without a case filed, the jail supervisor shall forward a copy of the prisoner disposition sheet to the appropriate division captain and deputy chief.
B. When a person charged with a Class C misdemeanor appears before a municipal court judge, who dismisses the case, the jail personnel shall make a notation on the final charge line of the registration card that the charge was dismissed and list the judge's name who ordered the dismissal.
C. If the person is charged with any offense above a Class C misdemeanor and the district attorney's office rejects the case, the investigator shall complete the PJ-10 form indicating that the charge was not filed.
D. Jail personnel shall make the necessary notations on the registration card and, if no other charges are pending, release the prisoner.

317.04 COUNTY CASES FILED

A. The investigative unit with the highest charge on an arrested person shall file all charges resulting from the incident. When necessary, the investigative unit filing the charges may request the assistance of a centralized investigative unit.
    1. The exception to filing all charges shall be:
        a. Narcotics/Vice will file all narcotics/vice-related offenses and will be responsible for filing Resisting Arrest, Evading or Escape offenses related to those Narcotics/Vice arrests. Narcotics/Vice will file all offenses resulting from arrests by Narcotics/Vice personnel; and
        b. Traffic Investigation Unit will file all offenses resulting from accidents, motor vehicle and license invalid-related offenses, and arrests by traffic officers, except narcotics offenses.
    2. All warrant arrests will be filed by the issuing investigator regardless of which unit is responsible for any other charges.
    3. Any deviation from this procedure must be with approval of affected unit's lieutenant.
B. Upon completion of an investigation, the investigator shall submit to the district attorney an Initial Case Report along with the complete investigative packet. The district attorney's office will return a copy of the Initial Case Report to the investigator, who will place the copy in the case file.
C. Upon submitting the case to the district attorney, the investigator will provide a time/date stamped copy of the Initial Case Report to the case management office.
D. The investigator will complete a PJ-10 form with the correct disposition of the charges and forward the form to the jail supervisor.
E. Jail personnel shall indicate the final charge on the registration card and shall arrange to have the prisoner transferred to the appropriate facility.

317.05 OUTSIDE AGENCY WARRANT ARRESTS

When persons are arrested on warrants from an outside agency and they cannot secure release by any of the accepted means, jail personnel shall notify the other agency that a prisoner is being held pursuant to their warrant and arrangements should be made for transportation.

317.06 HEALTH OR MEDICAL RELEASES

A. The jail supervisor shall at all times retain the prerogative to release any prisoner when further confinement may jeopardize the health or safety of the prisoner.
B. The jail supervisor making such a release shall notify any other agency or division which may be affected by such release. A Prisoner Injury/Incident Report shall also be submitted by the jail supervisor to their captain with a copy to the affected division commander.
C. Persons charged with major crimes should not be released, but instead transferred to John Peter Smith Hospital if such actions are warranted and arrangements made with a patrol supervisor or section supervisor to provide a guard for such prisoner.

318.00 REDUCTION/SPECIAL HANDLING OF CLASS C AND OTHER CRIMINAL CASES

318.01 MITIGATION IN MUNICIPAL COURT CASES

A. When requesting the dismissal of a Class C citation or the mitigation in Municipal Court cases, officers shall immediately notify their supervisor without delay regarding the reason for the dismissal of the citation or why the department is recommending that the Municipal Court administer mitigation in the case.
    1. Upon approval by the officer's supervisor, the supervisor shall immediately notify the Fort Worth Municipal Court Prosecutor's office and the Fort Worth Police Department court liaison by e-mailing without delay a copy of the *Citation Dismissal Request Form* to zz_LAW _Prosecutors (attention Chief Prosecutor) and Police_Court Verifications.
    2. The *Citation Dismissal Request Form* shall be forwarded through the officer's chain of command to the Deputy Chief level in an expeditious manner along with a copy of the citation. Oral requests shall not be allowed.
    3. The citation will be held by the Municipal Court until approval is accepted by the officer's chain of command. This process will ensure that citations are not resolved by the defendant if a higher charge will be filed or is pending.
B. Should the request concern a parking citation received by an employee while on city business, the employee shall forward the citation and an IOC stating the details of the citation and the requested action through the chain of command to their division captain/manager on or before the next working day after the issuance of the citation.
    1. The division captain/manager shall determine if the employee was on city business and forward a signed request for dismissal, with signature blocks for both the captain/manager and deputy chief, to the affected deputy chief within eight (8) days of receipt of the citation.

    NOTE: The time frame for contesting or paying a parking citation is twenty-one (21) days from the issuance of the citation; therefore, it is important for the officer to submit the citation on or before the next working day after the issuance of the citation.

C. Deputy Chiefs shall direct their official requests for mitigation of Municipal Court cases to the hearing officer of the municipal court within seven (7) days from the date the citation was received by the deputy chief. The hearing officer shall review the request and recommend disposition to the court.

318.02 REDUCTION OF OFFENSES TO A CLASS C MISDEMEANOR

A. The investigator shall present a written request for the reduction or change of a charge on a prisoner to their supervisor with the reasons for the request.
B. The supervisor shall sign the prisoner disposition slip in duplicate.
C. The investigator shall then deliver one copy of the prisoner disposition slip and initial offense report to the complaint clerk in municipal court and shall obtain a complaint or citation number.
D. The investigator shall deliver the other copy of the prisoner disposition slip to the jail supervisor. The investigator shall then make a supplement to the initial offense report indicating the type of case filed and complaint number.

318.03 REQUESTS FOR SPECIAL HANDLING OF CRIMINAL CASES

Officers within the Fort Worth Police Department are prohibited from requesting verbally or in writing the special handling of criminal cases with the exception of General Order 318.01 and 318.02. The authorized position to request special handling of criminal cases shall be the captain of the division investigating the case.

318.04 REFRAINING FROM ISSUING CLASS C MISDEMEANOR CITATION

A. Officers shall not issue Class C misdemeanor citations during an incident if the department will be filing any of the following charges with the District Attorney's office against the person concerning the same incident:
   1. DWI and DWI-manslaughter
   2. DWLI - higher than Class C
   3. Vehicular homicide
   4. Evading arrest
   5. Fleeing from police
   6. Fleeing scene of accident
   7. Failure to stop and render aid
B. Officers shall not issue Class C misdemeanor citations for possession of drug paraphernalia if the department will be filing a narcotics charge with the District Attorney's office against the person concerning the same incident.
C. Officers shall not issue Class C misdemeanor citations in other situations in which the conduct making up the Class C offense could be used by the District Attorney to prove a more serious offense against the person.
D. In the offense report, the officer shall note any Class C misdemeanor offense that is observed and shall state that the officer refrained from writing a ticket only to comply with the District Attorney's policy concerning filing a more serious offense against the person.

319.00 PROPERTY/EVIDENCE

319.01 PROPERTY/EVIDENCE SUBMISSION

A. Field Release of Property
   1. Recovered stolen, lost or found property, other than firearms, may be released by an officer or detective in the field if the ownership of the property is not in dispute and the property is not needed for prosecution in a criminal case. An audio or audio/video recording, if available, shall be made with the person to whom the property is released. A Property Field Release form will be completed with one copy to the person whom the property was released and the original forwarded to the Property Room to be attached to the Property Transmittal or e-filed to the report. Documentation on a recording or form will include:
      a. The identity and contact information of the person the property is released to, and
      b. A description of the property released to the person receiving the property.
   2. The completed Property Disposition form must be signed by the person receiving the property. The Property Disposition form shall then be scanned to a report or supplement.
   3. The property to be released in the field shall be photographed if the property is stolen and recovered. The photographs and a description of the recovered property shall be attached to the offense report or supplement, or placed on the appropriate CIU server accessible to the assigned investigator.
   4. Audio/video recordings will be marked with the service number of the offense/incident report or supplement describing the recovery of the property. If no offense report is necessary, the recordings will be marked with the incident number and details of the property release will be put on the call sheet. Audio recordings may be saved as part of a case file.

B. All property and evidence taken into custody by department personnel for any reason shall be properly marked and submitted to the appropriate property storage area. This shall include found, confiscated or abandoned property; property acquired as possible evidence; and all evidence seized or departmentally generated. All evidence and possible evidence shall be properly marked to identify the submitting personnel.
   1. The appropriate storage area for property and evidence shall be the property room, auto pound, or crime lab; however, with the written approval of the Chief of Police, a deputy chief may designate an alternate property storage area for specified evidence and property. The request for a property storage area shall include controls for storage, review, and disposition which are consistent with the requirements of the property room.
   2. No money shall be placed in an alternate property storage area.
   3. Property and evidence retained in the alternate property storage area shall follow bureau procedures and policies that have been established for that alternate property storage area.
   4. All property and evidence should be turned in to the property room, auto pound, or placed in the alternate property storage area by the end of the shift. No evidence or property should be left in an unattended vehicle at any time.

C. Officers shall carefully scrutinize all items being submitted as property or evidence to assure that the items meet the criteria for such submission. The following list shows some common types of property listed as evidence:

1. Weapons used in a felony or attempted felony, in a suicide, weapons with obliterated serial numbers. Weapons turned in must be emptied of ammunition.
2. All controlled substances.
3. All fired bullets.
4. Photographs, video tape, audio tape, magnetic digital media, and similar items regardless of whether the items were confiscated, acquired, or generated by officers during a police operation. The only exception shall be video of DWI suspects, disposition of which is addressed in General Order 312.04.
5. Other miscellaneous items or physical evidence which, on examination, may produce valuable information in felony investigations. However, in most cases, stolen credit cards, and recovered money should be tagged as property, not evidence. Burglary tools shall normally be processed by Crime Scene Search Unit personnel prior to submission as evidence.

D. To satisfy the rules of evidence, each person who has had evidence in their possession, regardless of the length of time, may be required to identify it later in court. When submitting evidence, officers should:
   1. Mark all the evidence by initialing each by item. Drugs, in the form of individual tablets or capsules, should not be marked, but containers of marijuana cigarettes, packets of powdered drugs, and containers in which these items were recovered should be initialed.
      a. Whenever possible, individual drug tablets or capsules that are not in a container should be sealed in an envelope or small plastic bag to better preserve the evidence for testing by the Crime Lab.
   2. Place the evidence in an envelope or sack, seal the container, and initial the seal.
      a. Syringes shall be placed inside a plastic tube and then placed in an evidence envelope. Mark the outside of the envelope with the word “Syringe/Biohazard.”
   3. Record pertinent details, such as date, defendant, victim, service number, and provide a brief description of the contents on the container.
      a. If the items are photographs, video or audio recordings, or other magnetic type media, other than those used for recording DWI suspects, the officer shall indicate whether the items were confiscated or are property of the department and produced during a police operation.
   4. Any officer or employee of the department when removing evidence from the property room to be utilized as exhibits in court shall, if that court retains this evidence, return a receipt of retention within the same working day it is removed. If the exhibit is to be returned after litigation, a receipt of this shall be submitted the same working day it is removed by the officer removing the evidence from the Property Room.

E. Property tags shall be completed and attached directly to items submitted as property, except confiscated property, so as to identify ownership and/or the reason the property is being held. A property tag is to identify recovered stolen property, evidence, confiscated property, guns, prisoner property, etc., while a Property from Wrecked or Abandoned Cars tag will be used for those items.

F. All combustible evidence less than thirty-two (32) ounces (one quart) that is associated with a criminal charge will be submitted to the Property Room pending chemical analysis. Small subsamples of highly combustible materials should be collected and submitted to the Property Room with a Crime Lab request (when needed) with the bulk of the material submitted to the Auto Pound. All containers will be sealed in such a manner to avoid spillage, cross contamination, and/or evaporation. The appropriate metal containers are available in the

Property Room. All combustible materials greater than thirty-two (32) ounces (one quart) and/or not associated with a criminal charge, and the items listed in E.1 - E.2 of this section, will be submitted to the Auto Pound for storage/destruction. All containers of highly combustible materials shall be labeled as "flammable." Gasoline or accelerant of any amount will be stored at the Auto Pound.

1. Gasoline-operated equipment such as lawn mowers, edgers, go-carts, water pumps, portable generators, etc., shall not be accepted for storage in the property room spaces due to the fire hazard presented by the attached gasoline tanks. These items should be stored at the Auto Pound.
2. Gas cans, oil cans or containers or any container designed for storage of combustible material, due to the fire hazard presented, shall not be accepted for storage in the Property Room.

G. An officer must accompany all property items that are required to be stored at the Property Room or the Auto Pound.
   1. Auto Pound personnel shall designate the location for storage of particular items and the officer shall complete and attach the appropriate property tag to the items.
   2. The officer shall complete and submit the original property record invoice to the appropriate personnel at the auto pound who shall sign for the receipt of property in the property clerk section on the face of the property record report.
   3. The property control specialist or attendant shall file the original property record, and one (1) copy shall be forwarded to the assigned detective/division on the next work day.

H. Evidence received by Property Room personnel must be marked, packaged, and sealed by the submitting officer, prior to submission.

I. Officers shall ensure that evidence or property which has the potential to inflict cuts, such as broken glass, knives, razor blades, pointed objects, and similar items, are sealed in a manner to provide for safe handling and shall prominently note on the sealed package that the object inside should be handled carefully. A plastic tube shall be used for any sharp object that can be placed inside.

J. Property Room employees receiving evidence shall place on each package the date and time of receipt, and the name of the employee receiving the item.

K. The officer submitting evidence shall prepare an original evidence transmittal form.

L. Storage of evidence in its original, sealed condition shall be the responsibility of the Property Room until the Crime Lab requests the evidence.

M. If the evidence to be submitted is perishable, such as biological fluids, chemicals, or photographic evidence, it shall be submitted directly to the Property Room with the appropriate Lab request filled out for the Crime Lab. If the submission is not during their hours of operation, the perishable evidence will be placed in a refrigerator by the Property Room staff until retrieved by the Crime Lab the next working day.

N. Items of evidence shall be picked up by personnel from the Crime Lab as needed, and returned when testing is completed. A record shall be maintained showing those receiving and releasing the evidence along with dates and times of receipt and release.

O. If it becomes necessary to open packages of evidence still having evidentiary value, then such opening shall be made in the presence of the appropriate laboratory employee.
   Packages containing controlled substances stored in the Property Room following laboratory analysis shall be attached to a special inventory summary sufficient to satisfy legal requirements for the periodic court-ordered destruction.

P. Officers needing to review video or audio recordings or similar electronic/ magnetic media must receive written authorization from a supervisor, with exception for the detective assigned the case. The review shall normally be done in a police facility and the chain of custody log shall notate the name of the person reviewing the material, date, and time. Photographs shall be obtained from the Crime Lab in the same manner.
   1. If proper equipment is not available within the Property Room, or the review necessitates removal of the magnetic media items or photographs, a Property Room employee (or Crime Lab personnel if the item is a photograph) shall note the person removing the item, the date, and time and a similar notation shall be made when the items are returned.
   2. Electronic/magnetic media items or photographs shall normally be returned within eight (8) hours of removal. Should the items be required for a longer period, a supervisor shall make such a request in writing to the supervisor of the Property Room or the Crime Lab stating the reason for the retention.
   3. No copies of a photograph, video recording, audio recording, or digital image shall be made without written permission from the Chief of Police.

Q. Outside agencies may utilize the facilities of the Crime Lab by turning evidence to be examined into the Property Room in the same manner followed by our own department.

R. When evidence is removed from the Property Room and the evidence is retained out of the immediate control of the officer, a receipt from the agency or court retaining the evidence shall be returned to the Property Room and attached to the original invoice.

S. Handling and submission of contaminated evidence.
   1. Latex gloves shall be worn when handling contaminated evidence and articles.
   2. Extreme care shall be taken when handling knives, scalpel blades, and other sharp instruments in order to avoid puncture wounds. Plastic tubes shall be used, when possible, for submission of contaminated sharp objects. If the object is too large to fit in a tube, the officer shall carefully wrap and mark the package as containing hazardous materials not in a tube.
   3. Officers shall mark any contaminated evidence as a bio-hazard.
   4. Officers shall double bag or seal any items which are visibly contaminated.

T. Contaminated Areas.
   1. In order to prevent transmission of disease, employees shall not eat, drink, or use tobacco at a contaminated site.
   2. There shall be no eating, drinking, or tobacco usage in areas where evidence is being packaged, processed, or handled.

U. In order to prevent possible contamination, evidence shall not be processed in areas where food is routinely consumed.

319.02 PROPERTY REPORTING

A. All police employees, when reporting stolen, recovered, and lost or found property must describe the property as completely as possible in the following sequence: property type, brand name, serial number, model number, engraving or marking, color of item, size, material, quantity, value, remarks, condition or style.

B. All property, stolen, recovered, lost, found, confiscated, or evidence placed in the Property Room or Auto Pound requires that one of the following reports be prepared:
   1. Offense Report - To be used for reporting all violations of the Penal Code which are reported to the police. This includes all offenses where property is reported stolen. When

an officer is unable to describe stolen property on an offense report because the reporting person does not have the necessary information, the following procedure shall apply:

a. If the information does not exist, the following statement must be made in the narrative: "Complainant is unable to furnish any additional information now or in the future." When an offense report is submitted which contains this statement, it can be marked "pending" by report review personnel if the rest of the criteria is met.
b. If the information is thought to exist and the complainant shall attempt to retrieve it, state in the narrative, "Complainant shall furnish additional descriptions on listed property." When an offense report is submitted which contains this statement, the report must be marked "open" by report review personnel and it is the responsibility of the investigative unit assigned to the case to obtain the additional descriptions and supplement the report.

2. Investigative Supplements - All recovered, stolen, or found property must be described on a supplement using the service number of the original report. If the original service number is unknown, an incident report must be made using the service number of the call the officer is on when the recovery is made. It shall be the responsibility of the detective assigned to the original offense to notify the owner in order for them to claim the property. If the original offense was originally suspended, the responsibility of ensuring notification of the owner of the property shall rest with the supervisor of the investigator assigned the suspended case.
3. Incident Reports - Officers reporting lost or found property must complete an incident report describing the lost or found property. Incident reports describing found property shall be marked open by report review personnel and assigned to the Property Room. If the property is placed in the Property Room by a uniformed officer, the report shall be assigned to the proper investigative unit. In either case, it shall be the responsibility of the detective assigned to identify the property, if possible, and notify the owner to claim it. If the property cannot be identified, it shall be disposed of according to department procedures.

C. A Property Record report shall be completed by the reporting officer on all property submitted to the Property Room.

319.03 PROCESSING STOLEN PROPERTY IN POSSESSION OF PAWN BROKERS

A. When a call is received concerning an incident of this nature, the victim shall be referred to the investigating detective unit. When investigating detectives are not available, patrol personnel shall handle the call according to the procedures outlined.
B. The investigating detective or officer assigned the call shall determine whether an active complaint exists in the police files that properly identifies the alleged stolen property, and states ownership information. Officers and investigating detective shall interview the victim to determine if the property was in fact stolen. If the loss was not previously reported, the officer or investigator shall fill out an offense report with all information available including the victim's reason for not reporting the loss at the time it occurred.
C. The investigating detective or officer shall determine if the property is the same as that allegedly stolen from the victim and if the victim is the owner of the property. Disposition of the property shall be determined after consideration of all evidence and the following requirements:

1. The property alleged to be stolen must be sufficiently identified in the official complaint by serial number, initials, identifying marks, or other positive identification method so that there is no doubt that the property in question is the stolen property; and
2. The property is believed to be stolen.

D. If the evidence meets the above requirements, the officer or investigating detective shall place a hold on the property by completing the proper report in Leadsonline or a Scheduled of Seized Property Alleged to Have Been Stolen form and the officer or investigating detective shall distribute the original form to the pawn shop in question and the remainder to the officer or investigating detective's case file.

E. If an officer responds because the investigating detective is unavailable and does not have the proper form, the pawn shop operator shall be advised that the merchandise may soon have a hold placed on it by the police department and request that it not be disposed of until the officer discusses the situation with the investigating detective.

F. The hold order in effect places the affected pawn shop in the position of being an extension of the Property Room and establishes the pawnbroker as bailee of the property for the court, pending a court determination.

G. After a written hold has been placed on the property, the investigator shall advise the victim that the pawnbroker may, after being advised of the facts in the case, release the property without charge, the victim may pay the pawnbroker the amount of money that has been loaned on the merchandise, or the victim and pawnbroker may negotiate the charges on the item. If the victim and pawnbroker cannot reach an agreement, the investigating detective shall contact the prosecuting attorney of the municipal court and request that a property hearing be filed, at no cost to the victim.

H. The hold shall remain in effect for a period of time not to exceed sixty (60) days, unless a thirty (30) day extension is sought, at which time it shall be removed by the investigating detective, provided that no property hearing is pending.

I. In the event evidence cannot be positively identified, the victim cannot show positive identification of ownership, the property was pawned or sold by a member of the victim's family or household and the victim is unwilling to pursue or follow through with charges against the suspect, or the evidence of the case indicates that the property was not actually stolen, then the investigator shall advise the victim to secure legal means for recovering the property from the pawn shop.

319.04 DISPOSITION OF PROPERTY/EVIDENCE

A. Property received via a property form marked "found" may be released to the owner of the property by Property Room personnel at their earliest convenience, unless such found property has a complaint number, arrest number or charge. In these cases, the officer or investigator in charge of the investigation connected with the property shall be required to provide approval for release A property hearing will be held in cases where the ownership cannot be determined and the "finder" wishes to claim the property that was found.

B. Property that is received via a property form marked "recovered" or "confiscated" and which has no offenders or owner's name, complaint number, arrest number or charge shall be handled in accordance with article 18.17 of the Texas Code of Criminal Procedure "Disposition of Abandoned or Unclaimed Property." Once the requirements set out in the Code of Criminal Procedure are met, the property control employee can approve the property for auction.

C. Property that is received via a property form and marked "Confiscated – possibly stolen" shall be handled in accordance with article 18.16 of the Texas Code of Criminal Procedures "Preventing the Consequences of Theft." It shall be the assigned investigator's responsibility to set the confiscated property up for a Property Hearing no later than thirty (30) days after the property is received if one or more owners are claiming the confiscated property. If no one claims the property, or ownership cannot be determined, then the property shall be changed to abandoned or unclaimed and handled in accordance with art.18.17 of the Texas Code of Criminal Procedures "Disposition of Abandoned or Unclaimed Property."

D. Any video or audio recording which is owned by the department and was produced during a police operation, and is no longer required as evidence, shall be destroyed or returned to the unit which submitted the item following a complete erasure of the recording by Property Room employees.

E. Before any weapon can be disposed of, it must be checked through NCIC and for current status in any case which is pending. Weapons received from the Crime Lab are eligible for disposal after they are checked through NCIC, are at least one (1) year old, and are not designated as having current status in any case pending or set for trial. Weapons that are recovered or involved in a pending criminal case cannot be released back to the owner until the criminal case is closed.

F. Weapons shall be released to their rightful owners between the hours of 0800-1600 and only by Property Room staff who has conducted a Brady Bill inquiry. When a weapon is returned to its owner, it shall be void of ammunition.

G. Chemical evidence will be destroyed after a subsample and court order to destroy are received.

H. The Police Training Division Captain shall establish an inventory of all weapons retained for departmental use. The range master shall have sole control and custody of all weapons retained for departmental use in accordance with General Order 210.05.

NOTE: No item held by the department shall be released except through the procedures established in accordance with the Code of Criminal Procedure that conform to departmental standards and the orders of the courts.

319.05 Unavailable

319.06 FIELD TESTING DRUG EVIDENCE

A. Definitions

1. Presumptive Field Test - testing conducted by officers or investigators in a field environment by means of a reagent test, an electronic scanner, or testing device designed to detect the possible presence of a controlled substance.
2. Positive Test – a positive presumptive test indicates the controlled substance or dangerous drug in question may be present. A positive test result should only be reported if testing is done in accordance with the manufacturer's directions.
3. Controlled Substance - a substance, including a drug or an immediate precursor, listed in Schedules I through V or Penalty Groups 1 through 4 of Title 6, Subtitle C, Chapter 481, Subchapter B and D, of the Texas Health and Safety Code (HSC).
4. Dangerous Drug - a device or drug that is unsafe for self-medication and is not included in Schedule I through V or Penalty Groups 1 through 4 of the Texas HSC.
5. Inconclusive - no definitive result was obtained from the presumptive field test. No determination can be made as to whether or not the tested sample contains the presence

of a controlled substance or dangerous drug. Further testing (i.e., – testing by the Crime Laboratory) may be warranted based upon the circumstances.

6. Visual/Physical Comparison - as used in this procedure, visual/physical comparison means the controlled substance, dangerous drug, or marijuana was preliminarily identified using an officer's best judgment based on their training and experience.

B. Training
   1. Officers may utilize authorized and available reagent tests, electronic scanners, or testing equipment to perform field testing on a suspected substance unless reasonable safety considerations indicate otherwise.
   2. Only officers who have received approved training are authorized to utilize the field-testing procedures.
   3. Patrol Officers shall not perform testing of suspected Fentanyl in a field environment. Only personnel assigned to the Narcotics Section, Vice Section, Narcotics Interdiction, or Gang Units shall conduct testing of suspected Fentanyl in a field environment.
   4. Items such as powder, crystalline, or hardened material (other than pills or tablets) may be scanned directly through clear plastic packaging materiel. Pills or tablets may be swabbed for testing, or an attempt can be made to scan them using a testing device, but pills or tablets should not be broken up or crushed into powder form in a field environment. Liquid may be scanned directly through clear glass or plastic containers. Opaque or frosted containers may not provide a valid result with a scanner or electronic device.
   5. Because of the danger of unknown substances, particularly in powder form, adequate safety precautions should be taken. At a minimum, the use of protective gloves, face masks and/or eye protection should be used when appropriate. Additional specific safety guidelines are contained in separate training bulletins and SOP's.
   6. Supervisors of those units authorized to conduct field testing shall ensure that officers under their command have a sufficient working knowledge in the proper use of field test kits and have completed all required training.
   7. Training will consist of reviewing the video supplied by the manufacturer which is posted on the FWPD portal under Forms and Documents, Training, as well as training or other presentations and/or training materials as determined appropriate by the Department.

C. Equipment
   1. Examples of approved test devices and kits are as follows:
      a. Nik – Narcotics Identification System
      b. ODV NarcoPouch
      c. TruNarc – electronic scanner testing device
      d. DetectaChem – MobilDetect test strip kits
   2. Test kits will be maintained at the Property Room and the Narcotics section. Personnel from these locations will maintain a quantity of such supplies so that the test kits are available as needed.
   3. Supervisors of the Property Room will maintain an inventory of test kits and will reorder additional test kits on an as needed basis for use at that facility.

D. Testing Procedures/Reporting
   1. If there is a question as to whether or not the seized item is suitable for field testing or whether or not it can be safely field tested, the evidence should be tagged at the Property Room (without being tested) so that it can instead be tested by the Crime Lab, if requested.

2. Patrol officers are not to presumptively test for any suspected Fentanyl, regardless of what form it is in (e.g. pill, powder). The Narcotics Section should be contacted to conduct field testing of large seizures if the officer believes the suspected narcotics to be Fentanyl. When available, K9 Narcotics Interdiction, Vice, or Gang Section officers can serve as alternate resources for such testing. The on-call narcotics team can be contacted if there is a question as to how to proceed with such a seizure. If the officer does not request a field test, the officer shall tag the suspected Fentanyl at the Property Room without being field tested pending lab analysis.
3. With the exception of residue cases and suspected Fentanyl cases, officers shall conduct a presumptive field test of drug evidence submitted to the Property Room in cases where that substance is linked to an arrested person. If the officer does not request a field test, the officer shall tag the evidence at the Property Room without being field tested pending lab analysis.
4. Field testing should not be performed on syringes due to a limited sample which is often present. The officer shall tag the evidence at the Property Room so that it is available for testing by the Crime Lab, if requested.
5. Officers shall contact the Texas Poison Center or a pharmacist for assistance in identifying substances in pill, tablet, or capsule form.
    a. The name, identification number, store address and a direct contact telephone number of the personnel identifying the substance will be documented in the report, along with a description of the pill(s) and their markings.
    b. If applicable, officers shall document the name and identification number of the person locating the evidence along with the specific location each item was found.
6. Significant seizures of large quantities of narcotics should be communicated to the Narcotics Section and follow-up related to such actions should be coordinated with a Narcotics supervisor.
7. In cases in which no arrest is being made in connection with the seized substance, such as abandoned drugs or found property, the substance should be submitted to the Property Room with a request made for destruction of the substance.
8. All arrests involving suspected violations of the Texas HSC will be based upon articulated probable cause.
9. Reagent test kits, an electronic scanner, or testing device shall be used in a manner consistent with the training received and the manufacturer's instructions.
10. A reagent test, electronic scanner, or testing device may be used to detect the presence of cocaine, heroin, methamphetamine, THC, 3-4 Methylenedioxymethamphetamine (MDMA or Ecstasy), and Gamma-Hydroxybutyric acid (GHB) in the sample. If an officer determines field testing of a suspected Fentanyl sample is necessary, or if over 400 pills or 40 grams are seized, the officer shall contact an investigator from one of the units authorized to conduct a field test.
11. On substances other than those listed above, the presumptive field test will be in the form of a visual/physical comparison and will include a comprehensive articulation of the officer's observations based upon their training and experience in the offense/information report.
12. Upon completion of a test, the field test kit should be photographed in a manner that documents the test results. The photo should be attached to the offense/information report.

13. Officers shall indicate in their report what type of field test kit was used and the results of the test, for example "Using a NarcoPouch 923 the substance tested presumptive positive for the presence of methamphetamine." If the TruNarc unit is utilized, officers shall indicate in their report "At the Property Room Officer (name & ID) with Property Control Specialist (PCS name/ID) conducted a field test of the substance which gave a presumptive positive indication for the presence of (info from scan) on Scan #. The substance was submitted as evidence Item # under Tag # and reported on FWPD Report #".
14. The report must be specific regarding the type of drug that was detected using the same terminology used on the test kit.
15. All inconclusive results must also be included in the report, (e.g. - "Using a NarcoPouch 923, the test was inconclusive.")
16. Note within the report narrative a description of the substance and its packaging, its field weight, its location when found, and articulate any existing affirmative link to person(s).
17. If an identifiable amount of seized narcotics is destroyed during testing, this should be indicated in the report narrative so as to properly account for the amount seized. For example, if twenty (20) tablets or pills are seized, and one (1) is destroyed during field testing, then the report should state this and describe that only nineteen (19) are being physically submitted and that one (1) was destroyed during field testing. If possible, any remaining residue can be placed in a separate labeled bag and submitted to the Property Room.
18. If the field test result is inconclusive, and based on the totality of the circumstances, officers should consider submitting the substance to the Property Room as evidence in the event lab analysis is required.

E. Disposition of Evidence
   1. Disposition of evidence shall be in accordance with existing policies regarding evidence and seized property.
   2. The used test kit should be safely disposed of by placing it in a trash receptacle and not submitted with the evidence.
   3. Officers shall not request analysis of the substance, except when noted in this General Order. A request for analysis will be completed by the Narcotics detective once the case has been accepted by the District Attorney's office.
   4. The results of the lab analysis will be forwarded by the Crime Lab to the assigned narcotics detective.

320.00 VEHICLE IMPOUNDMENT PROCEDURES

320.01 MOTOR VEHICLE SEIZURES

A. An officer of the department may impound a motor vehicle and conduct standard inventory of its contents under the following circumstances:
   1. Removal of motor vehicles from the scene of an accident.
   2. Impoundment of motor vehicles parked in tow away zones.
   3. The motor vehicle is stolen or the officer has probable cause to believe that it is stolen.

4. The driver is removed from the vehicle and placed under arrest, there is reasonable connection between the arrest and the vehicle, and no other alternatives are available other than impoundment to ensure the protection of the vehicle.
5. The owner or driver requests or consents to the impoundment by the officer.
6. A motor vehicle which is being stored on any public street, parkway, sidewalk, or alley in accordance with General Order 320.07.
7. A motor vehicle which constitutes a danger, hazard, or obstruction to others using the public streets or highways.
8. The officer is authorized to seize and impound the motor vehicle under statute (e.g., section 103.03 of the Alcoholic Beverage Code), a city ordinance, a court order, or the laws of search and seizure.

B. A motor vehicle shall not be inventoried unless the vehicle is to be impounded.
C. If the vehicle is impounded as part of a criminal offense, an explanation of the impoundment shall be made in the narrative of the offense report or supplement, including any holds placed on the vehicle, and the investigative unit that placed the hold.
D. If the vehicle is impounded for any reason other than a criminal offense or hit and run accident, an incident report shall be made explaining the reason for the impoundment and specifying which investigative unit the holds were placed. Multiple impoundments from the same incident can be explained in a single incident report. Example: two or more vehicles pulled from a tow away zone.
E. If a vehicle is impounded in reference to a hit and run accident, the impoundment shall be explained in the accident report, including the fact that a hold was placed on the vehicle for hit and run. If the vehicle is involved in a hit and run accident as well as another offense, both the hit and run report and the offense report shall contain an explanation of the impoundment and what sections the hold was placed for.
F. A standard inventory is limited to accomplishing a "care-taking" purpose for which it is justified and shall not be used as a pretext for a warrantless investigatory search. As part of a standard vehicle inventory, officers shall open and inventory any and all containers, as permitted by law, to which the officer has immediate access. Containers in the vehicle that are locked for which no key is available shall be noted as "locked and not inventoried" in any related report(s) and shall remain secured, absent a search under warrant.
G. If a vehicle hold is not validated or released within ten (10) business days, notice will be forwarded to the division captain having responsibility for the vehicle. The notice must then be signed and forwarded to the Auto Pound with either instructions to validate or release the hold.

320.02 ARRESTED PERSON'S VEHICLE

A. An officer may impound a motor vehicle if the driver has been removed from it and placed under custodial arrest, if there is a reasonable connection between the arrest and the vehicle, and no other alternatives are available other than impoundment to ensure the protection of the vehicle.
B. Upon the request of the arrested driver, the officer shall leave the motor vehicle at the scene of the arrest, provided the vehicle is legally parked and does not create a danger, hazard, or obstruction to others using the public streets or highways. If the arrested driver elects to leave the vehicle on a parking lot, the arresting officer shall advise the person that the owner of the parking lot has the right to remove the vehicle.

C. Upon the request of the arrested driver, the officer may release the car to a third person, provided said person has a current driver's license, can provide proof of insurance in accordance with General Order 311.08, and is not incapacitated in any manner.
D. If the arrested driver requests the officer to leave the vehicle at the scene or to release the vehicle to a third person, the driver shall be requested to sign a vehicle disposition form absolving Fort Worth and its agents of any responsibility for the vehicle or its contents. The arresting officer shall prepare two (2) copies of the form, with the original forwarded to the Records Division and a copy given to the arrested person.
E. Unless the circumstances as described in paragraph A exist, the arresting officer is not responsible for the prisoner's motor vehicle, and the vehicle shall not be impounded by the department. However, the vehicle may still be impounded if it falls within any of the other paragraphs of this general order which allow impoundment.
F. If a motor vehicle is not impounded under the provisions of this order, the arresting officer shall honor the arrested person's request to remove the motor vehicle, if said vehicle is at or near the scene of the arrest. The person may request a wrecker service of their own choosing or a referral service wrecker to remove the vehicle. This request shall be made in writing on the wrecker selection form. The arrested person may likewise request that the vehicle be impounded by the department, in which event the person shall execute a vehicle disposition form. The arresting officer shall inform the arrested party that they are responsible for towing and storage fees and that the vehicle will be inventoried.
G. Officers shall not drive an arrested person's vehicle. If the vehicle is to be impounded, the vehicle shall be towed by a wrecker. This does not prevent the officer, in an emergency situation, from driving or pushing the vehicle to a safer location to await the arrival of the wrecker.

320.03 WRECKER SELECTION AND PROPERTY FORM

A. The Wrecker Selection and Property form is designed to record a vehicle owner's request for a specific wrecker (10-51 Wrecker - Owner Specified or Owner's Request), a rotation wrecker (10-52 Wrecker from the Public Service Referral Towing Rotation List), or an officer's request for a police department removal (10-50 Wrecker for P.D. Pull.)
B. Requests for a large wrecker shall require the approval of a field supervisor prior to the dispatching of the wrecker. Field supervisors shall make certain that the vehicle is ready to be moved prior to approving the call for a large wrecker.
C. Money, checks, securities, guns, other small valuable items, and property of an evidential nature shall be removed from the vehicle, tagged, and turned in to the Property Room. It is essential that a reasonable inventory, including the opening of closed containers, be conducted at the time of the removal of the vehicle and items noted on the wrecker form.
    1. Officers must make a reasonable effort to visually inventory a locked vehicle through the window and document items on the wrecker form.
    2. Officers conducting the vehicle inventory shall activate their body-worn camera to document the inventory.
    3. The name and ID number of the officer who conducts the vehicle inventory shall be documented in the narrative of any related reports.
D. These forms shall be furnished by the wrecker driver at the scene of the pull. Upon completion of this form and after the owner/driver copy and the officer's copy have been removed, the book with the other two (2) copies remaining intact shall be returned to the wrecker driver.

1. An owner's request for a specific wrecker or an owner's request for a referral service wrecker requires the signature of the driver/owner at the bottom of this form.
2. The officer and wrecker driver must sign this form on all vehicle removals. An exception for the officer's signature will be at the owner's request for a specific wrecker.
3. All blanks in this form shall be completed in a neat and legible manner. Officers shall print their name (not initials) and shall accurately record their ID, their unit number, and reason for the removal.

E. Officers are to exercise extra care in recording accurate arrival and clear times of the wrecker and in checking the appropriate spaces that indicate type of pull and any extra charges to be allowed.

F. Fees and certain conditions for non-consent tows (PD Pull) are regulated by contracts between the City of Fort Worth and the companies; however, on an owner's request to tow or a referral service wrecker, officers shall explain to the requesting person that:
1. The fees may vary since the City of Fort Worth does not regulate wrecker company fees.
2. Negotiating the fee, including possible storage or other charges is the responsibility of the requesting person, and
3. Neither the City of Fort Worth nor the police department warrants or guarantees conditions of service.

G. Significant requirements of service include, but are not limited to:
1. All non-consent P.D. pulls go to the Auto Pound.
2. Wrecker response time is limited to thirty (30) minutes.
3. Debris must be cleared and removed from the scene.
4. Officers shall authorize the billing of extra work for the wrecker company before such work can be performed or billed.

H. Wrecker Service Complaints
1. Persons whose vehicles were towed under non-consent conditions have the right to a hearing in municipal court if they allege a violation of city ordinances.
2. The Contract Services Administrator in the Police Grants and Contract Section is the point of contact for any complaint about the conditions of wrecker service.

320.04 TOW AWAY ZONES

A. Officers finding a vehicle illegally parked within a designated tow away zone shall issue a parking citation to the vehicle in violation. Officers may then request a wrecker from the dispatcher.

B. When the wrecker arrives at the scene, the officer shall adhere to the following procedures:
1. If an actual hookup with the vehicle in violation has been made, the vehicle shall be towed away at the owner's expense.
2. If the owner/operator returns prior to the actual removal of the vehicle, the owner/operator may request immediate release of the vehicle by the wrecker company. If not prevented by other circumstances:
   a. The wrecker company shall comply with the demand at no cost to the owner/operator.
   b. A parking citation shall be issued.
   c. The wrecker company will be returned to the top of the list for non-consent tows.
   d. The officer shall indicate on the wrecker slip "released to owner."

C. The fees for this service by the wrecker companies shall be commensurate with prevailing rates.

D. Police personnel in contact with the owner/driver of a vehicle impounded from a tow away zone shall advise the owner/driver of such vehicle that the vehicle may be redeemed by showing proof of ownership and by paying all towing and storage charges at the Fort Worth Police Department Auto Pound.

320.05 MOTOR VEHICLES WHICH CREATE A DANGER OR HAZARD

Motor vehicles may be impounded by the department if:

A. The vehicle constitutes a hazard or an obstruction to traffic by being left unattended upon any bridge, viaduct, or causeway, or in any underpass or tunnel.
B. The unattended vehicle represents a traffic hazard and interrupts the normal safe flow of traffic, e.g., parked in a traffic lane, parked near a dangerous curve, or left in an intersection.
C. The vehicle is illegally parked, so as to block the entrance to any private driveway, and the owner of the driveway requests removal.
D. The vehicle is parked or standing in or on any portion of the street or highway in such a manner that it interferes with a normal function of a government agency or by reason of any catastrophe, emergency, or unusual circumstances, the safety of the vehicle is imperiled.

320.06 RECOVERED STOLEN VEHICLES

A. When seizing a known stolen vehicle or a vehicle where probable cause exists to believe it is stolen and it appears to the officer to be operable, the officer shall contact the Police Information Center, who shall attempt to contact the owner of the stolen vehicle. This contact attempt shall be documented on the call-sheet whether it was successful or not. If the owner wishes to come to the scene and claim the vehicle and can arrive within one (1) hour, the owner shall be advised that, with satisfactory identification and proof of ownership, the vehicle shall be released at the scene. If the owner cannot be contacted or cannot arrive within an hour, or if the vehicle is obviously not capable of being driven, the vehicle shall be removed via police department wrecker to the Fort Worth Police Auto Pound. Officers shall not order a wrecker to remove a recovered stolen that is operable until an attempt is made to contact the owner. Officers shall place a hold on all auto theft recoveries for the appropriate Criminal Investigations Unit (CIU).
    1. Vehicles that have been reported stolen and are later located at city-approved wrecker lots will be confirmed/recovered by the officer and then left at the recovery location for the owner to pick up. Except in rare instances and with investigator approval, officers should not tow a recovered stolen vehicle from a city-approved wrecker lot to the Fort Worth Police Auto Pound.
B. Vehicles released at the scene shall first be processed by a patrol officer who has received training in fingerprint evidence. Processing includes attempting to locate physical evidence, i.e., fingerprints, tools, etc. and collecting any evidence found. If an officer locates a person in possession of a local recovered stolen vehicle and there is probable cause to make an arrest, the officer shall supplement the original Auto Theft report with this information instead of creating a new offense report. If the officer has additional charges on the arrested person, a new report shall be generated for those additional charges.
    1. When appropriate, both the vehicle operator and any passengers at the time of recovery shall be entered on the person screen in RMS.
    2. For a vehicle located locally, the officer shall itemize in the narrative a detailed list of items missing from the vehicle on the property screen.

C. Vehicles stolen out of town and recovered locally shall be either released to the owner at the scene pursuant to General Order 320.06(A) if operable or removed via police department wrecker to the Fort Worth Police Auto Pound and an incident report for out-of-town recovery shall be made.
   1. The incident report number shall be recorded in the space provided on the wrecker form or the electronic wrecker form on the MDC.
   2. The listed victim for an out-of-town recovery report will be the reporting agency entering the vehicle into NCIC. The officer will include the OCA number in the narrative section and use the appropriate codes on the recovered stolen vehicle screen.
   3. If suspects are arrested for an out-of-town recovered vehicle with additional charges, the officer may enter the vehicle as an out-of-town recovery (OUT) in RMS or complete a separate out-of-town recovery report and link it to the offense report. The vehicle would then be towed to FWPD Auto Pound with a hold for the appropriate Criminal Investigations Unit (CIU).
   4. On an out-of-town recovery, the officer shall itemize in the narrative a detailed list of items missing from the vehicle, a property screen is not necessary.

D. Officers shall enter only the information from the license plate which was physically on the vehicle when recovered on the vehicle screen.
   1. In the narrative, the officer should include the total number of license plates physically found with the recovered vehicle, detailing whether the license plate was registered to the recovered vehicle or noting if registered to another vehicle. If the vehicle had two (2) different license plates attached when recovered, the rear license plate will be entered in the vehicle screen and the front license plate entered in the narrative with details.

E. In the narrative, the officer shall state any signs of forced entry, whether the keys were recovered, and/or how the vehicle was stolen. The officer should inspect the VIN for tampering or removal.

F. Stolen commercial vehicles, including but not limited to semi-trucks and trailers, bobcats, construction vehicles, etc, are the responsibility of the Commercial Auto Theft Unit. Officers dispatched to a theft call for a commercial vehicle shall notify Commercial Auto Theft Unit immediately. If after hours, the officer shall contact the on-call Commercial Auto Theft detective.

320.07 STORED, ABANDONED, AND JUNKED VEHICLES

A. Traffic Division has primary responsibility for enforcing violations concerning stored, abandoned, and junked vehicles. In the event a vehicle meets the criteria for being stored, abandoned, or junked upon any public street, parkway, sidewalk, or alley, it may be removed.
   1. Stored - Sec. 22-159 of the Code of the City of Fort Worth, Texas states that a motor vehicle shall be considered stored when it has remained parked at or nearly at the same location for a continuous period of time in excess of five (5) days.
   2. Abandoned - Chapter 683, sec. 683.002 of the Texas Transportation Code states that a vehicle is abandoned when:
      a. It is inoperable and more than five (5) years old and left unattended on public property for more than forty-eight (48) hours,
      b. Has remained illegally on public property for a period of more than forty-eight (48) hours,
      c. Has remained on private property without the consent of the owner or person in control of the property for more than forty-eight (48) hours, or

d. Left unattended on the right-of-way of a designated county, state, or federal highway within this state for more than forty-eight (48) hours.
e. Has been left unattended for more than twenty-four (24) hours on the right-of-way of a turnpike project constructed and maintained by the Texas Turnpike Authority Division of the Texas Department of Transportation or a controlled access highway.

3. Junked - Chapter 683, sec. 683.071 of the Texas Transportation Code states that a vehicle is junked when it is inoperative and does not have lawfully affixed to it either an unexpired license plate or a valid motor vehicle inspection certificate; is wrecked, dismantled, partially dismantled, or discarded; or has remained inoperable for:
   a. Seventy-two (72) consecutive hours, if the vehicle is on public property; or
   b. Thirty (30) consecutive days, if the vehicle is on private property.

B. If a vehicle is stored on the public roadway, police officers shall make every attempt to have the vehicle in violation removed by the owner. Officers shall make a diligent effort to locate the owner of such vehicle and inform them that the vehicle is in violation and must be removed.

C. After the officer has located the owner of a vehicle stored in violation of section 22-159 of the Code of the City of Fort Worth, Texas, the officer may allow the owner a reasonable length of time to accomplish the moving of the vehicle without issuing a citation. If, after five (5) days, the owner has failed to move the vehicle in violation, a citation for violation of city ordinance 22-159 will be issued, and the officer may call for a wrecker to remove it from the scene.

D. If the officer is unable to locate the owner of the stored vehicle after a reasonable attempt to do so, a parking citation shall be issued citing the vehicle for violation of city ordinance 22-159, and a red sticker, if available, may be placed on the windshield notifying the owner to move the vehicle. After five (5) days, if the vehicle is still in violation, the officer shall issue a second citation and call for a wrecker to remove it from the scene. Unless other action is approved by a supervisor, patrol officers investigating an abandoned or junked vehicle shall follow the criteria and procedures for a stored vehicle.

E. The Abandoned Vehicle Enforcement Unit will respond to all routine abandoned vehicle calls. Officers may volunteer to respond to a routine abandoned vehicle call if no calls are holding and at least one officer is available to take calls.

320.08 VEHICLE HOLDS

A. Holds shall be placed on vehicles that are:
   1. Evidentiary value and
      a. Part of a crime scene,
      b. Subject to impoundment under state law, or
      c. A search warrant is anticipated.
   2. Suspected as being stolen and require the inspection by a detective or investigator prior to release to the registered owner or designee.
   3. The product of a crime or a criminal instrument.
   4. Subject to seizure under state or federal law.
   5. Subject to a property hearing to determine ownership

B. Holds should not be placed on vehicles when:
   1. The vehicle is pulled in association with an arrest, and the vehicle has no evidentiary value.

2. The vehicle contains only evidence, contraband, or products of crimes that can be easily removed with no reduction in the evidentiary value of such material.
3. The vehicle is not subject to seizure under state or federal law.

C. No holds shall continue after final disposition of any and all cases for which the vehicle is held.

D. Investigators shall release their hold on a vehicle as soon as possible by advising the on-duty auto pound supervisor by telephone, followed by transmittal of documentation of the release authority.

E. If a vehicle hold is not validated or released within ten (10) business days, notice will be forwarded to the division captain having the responsibility for the vehicle. The notice must then be signed and forwarded to the Auto Pound with either instructions to validate or release the hold.
1. If the hold is not validated or released within five (5) business days in response to the above notice, the vehicle hold will automatically be released.
2. If the hold is validated in response to the notice, the Auto Pound will store the vehicle and a notice of active hold will be forwarded to the investigative unit having the hold every thirty (30) days. The investigator may then release the hold or continue it.

F. Stolen/recovered vehicles which are held for crime scene processing will have the hold removed by the Crime Scene Search officer completing the processing.

G. A specific reason must be articulated in the offense report to place a hold on a stolen/recovered vehicle for the Auto Theft Unit.

320.09 IMPOUNDED VEHICLE STORAGE FEES

A. Vehicles stored in the auto pound shall accumulate storage fees at the current rate set by city ordinance, but not to exceed those permissible under state law.

B. Vehicles placed under a police hold shall not accumulate storage fees while such hold is in effect. When the hold is no longer necessary, the unit for which the hold was placed shall immediately notify the Auto Pound and authorize removal of the hold as well as provide them with the name, address, and zip code of the complainant from the offense report. The investigative personnel removing the hold shall generate a supplement to the offense report with the time and date the Auto Pound was notified, how notification was made, and the name and identification number of the Auto Pound personnel notified.

C. After receiving authorization to remove a hold, auto pound personnel shall process the vehicle in accordance with their standard operating procedure and in compliance with the Texas Litter Abatement Act, Section 5.03d, for notification of owners and lien holders.

320.10 RELEASE OF IMPOUNDED VEHICLE WITHOUT FEE

A. Police personnel of the rank of Divisional or Command Inspection Captain or Patrol Division Commander or above may authorize the release of impounded vehicles without payment of towage, impoundment, and storage fees for reasons listed in this General Order. Any requests for the release of impounded vehicles for reasons not listed in this General Order will require the approval of a Deputy Chief of above. In arriving at such decisions, the supervisor must weigh the city's fiscal responsibilities against the department's obligation to the general public to provide fair and equitable procedures of operation. Generally, the supervisor may authorize the release of a vehicle if the vehicle was impounded for safekeeping and the incident did not involve an arrest, violation, or automobile accident. Such incidents would involve, but not be limited to, the following circumstances:

1. When a vehicle was pulled and the driver was arrested but refused at the jail due to lack of probable cause or other legitimate reason.
2. When the vehicle is owned or is being driven by an individual who is entitled to diplomatic immunity.
3. If an owner has not been properly notified of impoundment or release of investigative hold, etc.
4. When an owner has not been properly notified of the recovery of a stolen vehicle which is operable and given the opportunity to pick up the vehicle at the scene.

B. Procedure for Release
1. Police personnel who have knowledge of extenuating circumstances shall notify their supervisor of such circumstances. These facts shall in turn be relayed to a police supervisor of the rank of Captain or above in compliance with subsection (A) so that an authorized request may be made to release an impounded vehicle.
2. Verbal authority for immediate release without fees shall be accomplished by calling the shift supervisor at the auto pound. A description of the vehicle shall be provided along with the name, rank, and organizational unit of the person authorizing the release. Written justification supporting the release shall be sent to the Auto Pound by the supervisor who authorized the released prior to the end of their shift.
3. The supervisor of the Auto Pound shall maintain a log of vehicles released without charge and shall ensure that proper written justification is received.

320.11 DISTURBANCES INVOLVING REPOSSESSION OF AUTOMOBILES

A. Officers encountering disturbances involving the repossession of automobiles shall:
1. Take the necessary steps to preserve the peace.
2. A repossessor is not required by law to possess a court order or documents such as the vehicle title, license receipt or instructions on the lien holder's letterhead; however, if sufficient evidence exists that a repossession is occurring and no laws have been violated, then the repossessor is allowed to take possession of or retain possession of the vehicle.
3. The repossessor may not violate any laws during a vehicle repossession, such as trespassing or forcing entry into an area, and may not remove the owner or anyone else from the vehicle. Officers should not assist a repossessor.
4. Arrests may be made if probable cause exists that a theft is taking place or for offenses committed in the officer's presence.

320.12 ABANDONED BICYCLES

A. Officers receiving calls in reference to abandoned bicycles shall check the neighborhood in an attempt to locate the owner.

B. If unable to locate the owner, the officer shall arrange for the bicycle to be transported to the auto pound.
1. During the hours of 0800-1700, Monday through Friday, Abandoned Vehicle Enforcement (AVE) shall be notified to furnish transportation for the bicycle.
2. During other hours, a police van or pick-up, if available, shall be used for transportation. If not, officers must use patrol units and secure the trunk, using due caution when transporting bicycles.
3. If no transportation can be made immediately available and the complainant is on the scene, the officer shall request that the complainant retain possession until 0800 hours the

next day or until such time as the complainant can contact AVE and arrange for transportation.

C. The officer receiving the original abandoned bicycle call shall be responsible for completing both an incident and property report. All other actions subsequent to the initial call shall be documented on a supplement report.

321.00 INVESTIGATIVE RESPONSIBILITY

321.01 NOTIFICATION OF NEXT OF KIN

A. Notification of next of kin of deceased persons, when the deceased is known and the next of kin can be located, shall be the responsibility of the staff of the Tarrant County Medical Examiner. Officers shall refrain from removing identifying documents from the body.

B. If the body of the deceased is not immediately identified or the next of kin is not known or cannot be contacted, the medical investigator may request assistance of the police department.
   1. When a fingerprint identification is requested, the crime scene officer shall take the necessary prints. An evidence sheet shall be prepared indicating that identification of the deceased has been requested. A copy of the evidence transmittal sheet shall be hand carried to the lieutenant over the Homicide Unit. If the Homicide Unit is not open, the evidence transmittal sheet shall be placed in the Homicide Unit's box in the Offense Report Office.
   2. Requests for assistance, other than those requested on the scene, shall be sent directly to the homicide lieutenant.

C. The lieutenant in charge of the Homicide Unit shall be responsible for complying with the request for assistance and forwarding the results to the medical examiner's office.

D. Notification of next of kin shall be limited to the spouse of the deceased person, parents of the deceased, or nearest living immediate family member, depending on which is most applicable.

321.02 COMPOSITION AND DISTRIBUTION OF CASE FILES

A. Personnel responsible for filing cases must create an electronic case packet containing all documents and information pertinent to the case to include any information of an exculpatory nature. This electronic packet includes all pieces of evidence scanned in a PDF format. This electronic case packet will be sent to the District Attorney's office by uploading the electronic file on the electronic case file system (ecfs) through Tarrant County Integrated Justice Information Online.

B. All original documents, with the exception of offense reports, shall be retained by the office filing the case. The officer filing the case shall return the original documents to their investigative unit and ensure that they are properly filed.

C. Copies of case files shall be released only to those officers responsible for presenting the case in court.

321.03 PROBABLE CAUSE WARRANTS

A. An investigator who has sufficient information to secure a probable cause warrant shall prepare an affidavit and warrant consistent with the Texas Code of Criminal Procedure, and a wanted person data input sheet.

B. The investigator's supervisor shall review the documents and indicate approval by signing the wanted person sheet. The supervisor shall also indicate on the sheet whether the information

shall be put in the Regional, TCIC, or NCIC computer systems, based on the following criteria:

1. NCIC - Must be a felony warrant and the department must be willing to extradite.
2. TCIC - Felony or misdemeanor warrant, excepting Class C misdemeanors, and the department must be willing to pick up the prisoner.
3. Regional - All warrants should be entered in this system.

C. After the arrest warrant has been approved by their supervisor, the investigator shall take the complaint and warrant to a magistrate to be signed.

D. Once the warrant has been signed by the magistrate, the investigator shall enter the warrant in the Tritech Inform RMS-Warrant Template (FWPD Warrant) using the warrant # that is issued by the Judge/Court Clerk. The investigator shall fill out all the pertinent information for the suspect listed on the warrant. The investigator will then resolve any validation issues and "Submit" or hit the submit button.

E. The investigator shall take the original complaint, warrant, and wanted person sheet to the Identification Unit.

F. Identification personnel shall log the warrant in the Warrant Template fields, showing when the warrant was received and by whom. They will then copy and distribute the warrant and wanted person report to PIC and Fugitive Unit.

G. Police Information Center personnel shall enter the warrants marked NCIC or TCIC into those systems. Municipal court personnel shall enter the warrants marked regional into that system.

H. Warrant Service

For the safety of all police personnel and to maintain the integrity of an investigation and/or pending arrest warrant, when attempting to execute any self-initiated warrant, officers other than the Fugitive Unit shall:

1. De-conflict with the Fugitive Unit officer. If the warrant is not assigned to a specific officer, contact the Fugitive Unit Sergeant to de-conflict.
2. Verify that the warrant is still active
3. Update the Warrant Module/Activity Tab with any action undertaken and/or information obtained.
4. Any violation of this General Order could lead to the revocation of an officer's access to the Fugitive Unit warrant files, not precluding other disciplinary or administrative actions.

NOTE: These procedures are especially important with warrants related to homicides or other violent felonies and will not apply if an officer comes into contact during the course and scope of their duties with a suspect that has warrants.

I. Warrants shall be confirmed or canceled in the following manner:

1. Upon determination by the Identification Unit personnel that a person has an outstanding warrant, the warrant will be confirmed through Police Information Center (PIC) and PIC will notify the Fort Worth Police Department arresting officer or outside agency officer.
2. Identification Unit personnel will then process the warrant by entering the clearance or cancellation of the warrant in the Tritech Warrant Template under the Arrest Warrant number.
3. When a warrant has been cleared or cancelled, notifications will be sent to each Criminal Investigation Units' public email by the Tritech RMS System.
4. A Fort Worth Police Department officer or outside agency fugitive officer making the arrest will come to the Identification Unit to sign the warrant return affidavit.
5. The officer will be given a copy of the Warrant and Affidavit by the Identification Unit personnel to take to jail personnel.

6. Identification Unit personnel will send the original warrant to the Judge/Court who signed the warrant through interoffice or mail services.
7. Personnel in the Police Information Center and Municipal Court shall purge the information from the appropriate systems.
8. Expired warrants will be communicated between the Fugitive Unit and the Identification Unit, so the warrants can be cancelled and notifications sent to PIC.

321.04 CANADIAN WARRANTS

The NCIC Advisory Policy Board has approved the establishment of an NCIC Canadian Warrant File. However, the arrest and/or detention of a person cannot be executed in the United States based on a Canadian warrant.

A. When an officer makes a routine NCIC inquiry on a person and receives a response on a Canadian warrant, the officer shall not arrest that person on a Canadian warrant.
   1. If the person is arrested on a federal, state, or local charge, the officer shall direct copies of all related reports concerning the arrest to the Fugitive Unit.
   2. If the person is not arrested, the officer shall obtain as much information as possible concerning the person and make an incident report directed to the Fugitive Unit.

   NOTE: In either instance (A.1 or A.2), the officer shall make every effort not to reveal to the person that a Canadian warrant is outstanding.

B. Police Information Center personnel, upon receiving a response on a Canadian warrant, shall:
   1. Advise the inquiring officer not to arrest based upon this information.
   2. Contact the Royal Canadian Mounted Police (RCMP), Ottawa, Canada, and advise that a match has been made on a Canadian warrant, including the warrant number.
   3. Advise the RCMP representative that any further dissemination of information regarding the warrant shall be furnished by the Fugitive Unit, and advise them how the section may be contacted.

C. The Fugitive Unit shall furnish all available information to RCMP representatives making inquiries on Canadian warrants.

321.05 CONSENT SEARCHES AND SEARCH WARRANTS

A. Consent Searches
   1. The officer/investigator, when attempting to obtain a consent to search, shall be sure that:
      a. A supervisor is called to the scene for residential consents and the supervisor shall be responsible for ensuring that the consent is voluntarily made. For purposes of this section, a motor vehicle that has been immobilized in one location for use as a storage facility or home is not a motor vehicle and will be considered a residential consent, and
      b. A consent form shall be signed before a search is conducted unless an individual refuses and it is captured on audio/video recording, and
      c. The person providing consent has the legal authority to do so, and
      d. The person providing consent shall remain at all times in such close proximity to the officer/investigator conducting the search that they may withdraw the consent at any time.

   NOTE: Officers and investigators in specialized units which deal with a more narrowly focused mission where consent to search forms are used regularly will follow the guidelines of their Standard Operating Procedures for consent searches.

2. When the suspect is in custody, the officer/investigator shall always be sure the subject understands the Miranda warning before the consent form is signed and the consent shall still be made voluntarily.
3. The officer/investigator shall give the person signing the consent form a copy of that form as well as a list of all property seized as required by the Texas Code of Criminal Procedures.
4. The investigator will place a copy of the consent form in the case file, and deliver the original consent form to the Records Division in a timely manner for proper filing and disposition.

B. Search Warrants

1. An investigator who believes sufficient information is present for a search warrant should consult with a supervisor to determine if sufficient probable cause exists for the issuance of a warrant.
2. The investigator shall prepare an affidavit and a warrant consistent with Article 18 of the Texas Code of Criminal Procedure and present the completed documents to a supervisor for review.
3. After review by a supervisor, the investigator shall take the affidavit and warrant to a magistrate for review and signature.
4. Once the warrant has been signed by the magistrate, the investigator shall take the original to the Identification Section where copies shall be made for the investigator and the original assigned a number and filed. If the magistrate chooses to retain the original document, the investigator shall bring the copy to the Identification Unit.
5. If a search warrant requires entry into an occupied or possibly occupied structure, the investigator's supervisor shall notify the SWAT commander of the search warrant. The SWAT commander will review the tactical considerations for the service of the warrant and determine if the SWAT Section, or another unit, will handle the execution of the warrant.
    a. Dynamic Entry – Rapid entry and movement through a target location with the intent of quickly overwhelming any potential threats and/or preventing the destruction of contraband.
        (1) The SWAT Section shall serve all search warrants where a dynamic entry is to be made.
    b. No-Knock Warrant – A no-knock warrant is a search warrant authorizing police officers to enter certain premises without first knocking and announcing their presence or purpose prior to entering the premises. Such warrants are issued where an entry pursuant to making an announcement prior to entry would lead to the destruction of the objects for which the police are searching or would compromise the safety of the police or another individual.
        (1) No-knock warrants shall only be utilized for **exigent situations** where the tactic suggests that it is the safest way for the situation to be handled. The SWAT commander will make the tactical consideration for service of the no-knock warrant and obtain final approval from the Deputy Chief over the Tactical Command. All approved no-knock warrants shall be executed by the SWAT Section.
        (2) The investigator preparing the affidavit and warrant shall not include a no-knock clause unless specifically requested by the SWAT Commander for execution as a no-knock warrant.

6. When the search warrant is executed, the investigator shall make a return to any municipal court magistrate or district court magistrate based on which court signed the original search warrant. In the return shall be a schedule of all property seized, the date and the time. The investigator shall then take the original return to the Identification Unit for filing. If the magistrate chooses to retain the original document, the investigator shall bring the copy to the Identification Unit.
7. When executing a search warrant, it shall be the responsibility of the investigator to assure that a copy of the warrant and a schedule of property seized is left with the person on whom the warrant is served as required by the Texas Code of Criminal Procedure. If no one is on the scene of the search, a copy of the warrant and schedule of property shall be left in a conspicuous place.
8. All property seized on a consent and search warrant shall be invoiced into the Property Room. It shall be the investigator's responsibility to note how this property was seized and which magistrate issued the warrant or signed the return.

321.06 Unavailable

321.07 ELECTRONIC LISTENING DEVICES

State law prohibits the use of electronic surveillance equipment which has been designed for the purpose of intercepting or recording conversations between two unknowing parties. State law does provide for the Department of Public Safety (DPS) to own, operate, or monitor this type of equipment. A judge of competent jurisdiction may issue an order authorizing the interception of wire or oral communications if a prosecutor applying for a court order shows probable cause that the interception will provide evidence of a felony (other than felony possession of marijuana) under the Texas Controlled Substances Act or the Texas Dangerous Drug Act. Officers of the department may assist members of the Texas Department of Public Safety in the operation or monitoring of electronic surveillance equipment, but a DPS officer must be present at all times. Whenever officers are involved in the implementation of a court order to use electronic surveillance equipment, the Chief of Police shall be notified of this fact by the appropriate deputy chief.

321.08 INVESTIGATION OF CASES

Cases will be assigned on the basis of individual caseloads, the discretion of the unit sergeant or if specifically requested by the detective.

A. Once a case is assigned the Detective will:
   1. Prioritize cases and perform actual investigations of the assigned cases by collecting facts leading to the identification, apprehension and prosecution of the offenders in a timely manner.
   2. Investigate all available leads and accurately record details of the investigation in chronological order for preparation of formal packages at a later time.
   3. Adequately document and substantiate in the supplement(s) or RMS case management all available information that has been gathered.
   4. A conscientious effort will be made to contact all victims of the case. Provide the victims of the offense with as much information as reasonably possible.
      a. If the victim of the offense is a juvenile, contact the parent, guardian, or a responsible family member over eighteen (18) years of age to ensure they are aware of the offense

and ongoing investigation. An exception may exist for extenuating circumstances (i.e., if the parent, guardian, or family member may be the accused offender, etc.)

5. Coordinate and share information with the District Attorney's Office, or any other investigative agency or unit as necessary.
6. When the case is completed, it will be given to or filed with the appropriate District Attorney's section.
7. All case files shall be secured so unauthorized persons will not have access. *TBP 5.01*

B. Investigative Supervisor Responsibilities

The investigative supervisor will be responsible for the following:

1. Scheduling of personnel.
2. Delegation of assignments.
3. Inspections of personnel and equipment.
4. Coordination with other units and agencies.
5. Ensuring compliance with the rules and regulations of the Division and Police Department.
6. Making decisions regarding exceptional investments of staff hours to offenses when patterns develop, or as needed.
7. Evaluating performance of personnel assigned to the unit.
8. Reviewing and/or approving search and arrest warrants.
9. Ensuring detectives are properly trained and assisting in their continual development.
10. Performing monthly audits of cases assigned to detectives.
11. Performing administrative duties as requested by the Lieutenant.
12. Ensuring all detectives have completed the Detective Training Program and have signed for the Detective Training Manual on PowerDMS. *(TBP 7.05)*

C. Elements of an Investigation

Basic elements of an investigation should include, but are not limited to, the following:

1. Determine if a criminal offense occurred.
2. Establish elements of offense as defined in the Texas Penal Code or other applicable statute.
3. Location of victim and witnesses. Obtain written or recorded statements when possible.
4. Obtain a description of the suspect(s), their location, and name.
5. Assure positive identification of the suspect(s):
   a. Photo spread,
   b. Line up,
   c. Fingerprints,
   d. Eyewitnesses,
   e. Circumstantial evidence, and/or
   f. DNA.
6. Secure sufficient information to obtain Probable Cause Arrest Warrant, if necessary.
7. Attempt to obtain a statement from the suspect, if possible.
8. Identification of vehicles, if used.
9. Involvement of other persons.
10. Location, collection, and disposition of evidence.
11. Document everything as if it will be used in court.
12. If the District Attorney is given a case for "Informal Review," the District Attorney will be given all available statements and a criminal history of the suspect. If the District Attorney refuses the case, the investigator will document the reasons in a supplement.

13. Once any case is submitted for prosecution, the District Attorney will receive a copy of the case and a copy will be retained in the unit file. Under no circumstances shall a case file be destroyed.

D. Case Audits

The supervisor of an investigative unit will conduct audit samplings of cases assigned to detectives under their command in a manner that ensures each detective/investigator receives review during each evaluation period (April and October). The supervisor of a unit with five (5) or less detectives will audit a minimum of one (1) detective per month, and a supervisor of a unit with six (6) or more detectives will audit two (2) detectives per month. Supervisors may elect to audit a detective's cases more often if circumstances warrant closer review; however, the results, both positive and negative, of all case reviews will be noted on the detective's/investigator's performance evaluation, and case maintenance/efficiency may impact a detective's/investigator's rating. Instances of excellent service and/or implementing effective processes should be noted and shared with other detectives and Criminal Investigative Unit's to increase the efficiency of investigative units and the Police Department. Repetitive shortcomings or instances of serious neglect will necessitate an administrative investigation.

1. The supervisor will review all reports and supplements, case management entries, case notes, electronic case filings, statements, and documents related to each case. The supervisor will check to ensure cases are appropriately prioritized, assigned, and investigated to the fullest extent possible. Each case must reach its respective logical conclusion; therefore, a detective/investigator will investigate by following up upon leads, conducting timely and thorough interviews, professionally document activity (i.e., time spent on cases in Case Management), submission of supplements when appropriate, etc. Additionally, the supervisor will conduct follow-up phone conversations with victims, reporting persons, and/or witnesses to ensure the assigned detective/investigator provided follow up and outstanding customer service.
2. The supervisor will ensure detectives/investigators document and/or update the appropriate case-related information, including but not limited to:
    a. Cases filed when an arrest is made or the entry of valid reasoning when a case has not been submitted with supervisory approval,
    b. Requests from the applicable Office of the District Attorney personnel requiring further investigation,
    c. Closed/pended cases,
    d. Victims, witnesses, and suspect contacts,
    e. Attempts to apprehend via arrest warrant, and
    f. Any other criteria determined by the Supervisor/Commander.
3. The audit will consist of a review of all cases assigned to the detective/investigator that are still in open status after ninety (90) days. It will also consist of a review of at least five (5) cases 30-60 days old, and five (5) cases 60-90 days old. When possible, a variety of case categories should be reviewed including:
    a. Open (Active) case,
    b. Pended status case,
    c. Arrested Person (AP) case,
    d. Named suspect case, and
    e. Closed case.

4. At a minimum, the audit requires the review of ten (10) cases per detective; however, supervisors are strongly encouraged to review additional cases as their time allows and/or if they discover, or suspect, performance issues exist that necessitate a broader review.
5. The supervisor will initiate a new incident in Blue Team. The new incident will be labeled "Detective Case Audits." The supervisor will attach the completed Monthly Case Audit forms, which can be found on the portal, to the Blue Team. The supervisor will complete the Incident Summary in Blue Team by the fifth (5^{th}) of each month indicating that they have completed the monthly case audit for their assigned detectives. The completed Monthly Case Audit form will list:
    a. Each detective whose cases were reviewed,
    b. Those cases reviewed (to include the service number and type of offense),
    c. Any deficiencies, and/or minor issues will be noted,
    d. Detail any corrective actions/training taken, and
    e. Any disciplinary actions involved.
    f. The results will be reviewed by the chain of command prior to being submitted to the Special Investigations Unit (SIU) for compliance checks.
6. If the reviewing supervisor did not find any issues, then the box indicating minor issues should remain unchecked. If the reviewing supervisor did not find any major issues, then the box indicating major issues should remain unchecked. Prior to being submitted to the Special Investigations Unit (SIU) for compliance checks, the results will be reviewed by the chain of command up to the Deputy Chief.
7. Supervisors will meet with each detective under their direct supervision (including Unit Commanders meetings with the CID Unit Supervisors), to discuss findings, highlight successes, correct minor issues, document significant problems, and to develop personal improvement plans for those requiring improvement. Supervisors discovering neglect of duty are expected to broaden their case review of the work of the detective/investigator in an effort to determine if there is a larger problem, and therefore may need to initiate an administrative investigation.
8. Within thirty (30) days, supervisors must provide training to all new investigative personnel on audit expectations. Documentation of the training shall be forwarded through the chain of command to the Training Division Captain and the Support Bureau Assistant Chief.

E. Filing Cases on Arrested Persons

1. All prisoner cases assigned to the unit will be processed within the seventy-two (72) hour limit by either filing the case or releasing the prisoner from jail. If the prisoner bonds out of jail, this will extend the filing of the case by thirty (30) days. If the filing will take longer than thirty (30) days, the District Attorney's Office shall be notified so the bond can be extended.
2. A Charge Information Status (CIS) will be sent to the Jail Lieutenant if the prisoner is filed on or released from jail and a copy of the CIS will be placed in the CIS log.
3. The Unit Sergeant will be notified of any prisoner that is to be held beyond the 72-hour limit.
4. No warrant will be issued for a suspect unless the case packet is placed in the "Warrant File," and the case is ready to be filed, unless approved by the sergeant.
5. At no time shall a case packet be kept on the detective's desk with a warrant outstanding.

322.00 INVESTIGATIVE AIDS

322.01 ALIAS DRIVER'S LICENSES

State law allows the Texas Department of Public Safety to issue alias driver's licenses to law enforcement officers involved in undercover investigations. In accordance with this law, the following guidelines shall be adhered to by all officers regarding the issuance and use of alias driver's licenses.

A. No officer shall be issued an alias driver's license unless they are involved in undercover assignments.
B. Requests for the issuance of alias driver's licenses shall be directed to the captain of the officer's division for approval.
C. The affected captain shall complete a requisition for alias driver's license form and submit one copy and the original to their deputy chief.
D. The Deputy Chief or designee will forward the original to the captain in charge of the local driver's license office of the Texas Department of Public Safety. A duplicate copy shall be retained in the bureau for audit once a year.
E. An officer shall use an alias driver's license only when engaged in official police duties and only when it is necessary to conceal their true identity.
F. In the event that officers who have been issued an alias driver's license are involved in a traffic accident, they shall not use such license for purposes of the accident investigation.
G. Alias driver's licenses shall be renewed on a yearly basis with the Department of Public Safety.
H. Upon termination of an officer's undercover assignment, the alias driver's license issued to the officer shall be returned to the bureau deputy chief who shall return the same to the Department of Public Safety.

322.02 USE OF VIDEO CAMERAS

The Fort Worth Police Department, under certain circumstances, will authorize the use of video cameras in the performance of official duties. The use of video cameras, other than the body camera, must be approved by the requesting officer's division commander. No departmental or personal video equipment shall be used in a capacity where the use would involve constitutional infringements, violations of the law, or violations of departmental rules and regulations. Any video product that is utilized in developing a criminal case will be submitted as evidence as provided in General Order 319.00. All divisions are subject to this General Order, except for the use of video equipment related to processing DWI suspects provided in General Order 312.00.

A. The use of all video equipment shall be for official police business only and conducted in a professional manner. No joking or unprofessional use of the video camera, equipment, or product shall be tolerated.
B. Any video product shall be processed according to its intended use and no reproduction shall be made without written approval of the commander of the division requesting the reproduction. Any reproduction will be for official departmental purposes only.
    1. Video recordings, CD/DVD, or any recorded media that are developed or received under any circumstance shall be logged and maintained by the originating division commander, unless the video recording, CD/DVD, or any recorded media is evidence.
    2. Video recordings, CD/DVD, or any recorded media regarded as evidence shall be tagged and submitted to the Property Room in accordance with General Order 319.00.

3. Video recordings, CD/DVD, or any recorded media developed for intelligence gathering shall be logged, secured, and maintained at the division level or erased, with approval of the commander, in accordance with the City of Fort Worth record retention and destruction schedule.
4. Original video recordings, CD/DVD, or any recorded media developed for training purposes shall be logged, secured, and maintained with the Public Relations Office. Original video recordings, CD/DVD, or any recorded media developed at division level shall be logged, secured, and maintained at the division level. Whenever practical, the technical expertise of the Video Detail should be utilized to produce or advise on the production of a video.

C. All divisional requests for video will be approved by that division's commander with such requests being made in writing, stating the specific rationale for the intended use including, but not limited to:
1. Type offense.
2. Location.
3. Purpose of video.
4. Name of video equipment operator.
5. The intended focus of the video.
6. Date and time of video.
7. Description, when necessary.

D. Video equipment usage, other than that defined in this order, shall be approved by the requesting officer's commander who shall ensure that the intended use complies with the spirit of this order. Any use of video equipment, other than defined in this order, shall be documented at the division level. Any release of a video recording, CD/DVD, or any recorded media or any viewing by other than police personnel shall require the approval of the deputy chief.

E. Divisions that utilize video equipment on a regular basis shall develop and disseminate written procedures for proper training, approved use of division video equipment, and the maintenance and disposition of the video product. These procedures may exceed the requirements of this General Order.

F. When questions of legality arise, any decision pertaining to video recording, use, reproduction, or viewing of a video product shall be reviewed by the police department legal advisor who shall give an opinion.

322.03 ADMINISTRATION AND CERTIFICATION OF OATH

A. Texas Government Code section 602.002 allows a peace officer, who is otherwise not licensed as a notary public, to notarize affidavits and depositions taken by an officer when no other licensed notary public is available. Section 602.002 states:
1. The oath may be administered and a certificate of the fact given by a peace officer described in Article 2.12 of the Code of Criminal Procedure if:
   a. The oath is administered when the officer is engaged in the performance of the officer's duties; and
   b. The administration of the oath relates to the officer's duties.

B. Only officers of the rank of corporal/detective and above shall be authorized by the Fort Worth Police Department to administer oaths as provided by Section 602.002.

C. The primary function when an authorized officer administers and certifies facts is to show that a disinterested party has admonished the signer of the document as to the importance of the

document, and the signer has declared that the identity, signature and reason for signing are genuine. The authorized officer shall not have a personal interest in the transaction, nor shall the authorized officer have been involved in any way in the investigation or case for which documents are to be notarized.

D. Section 602.002 only applies to oaths. If the person is required to swear to anything other than truth and correctness, it is more than an oath and cannot be administered by a police officer.
E. If the form does not have a separate blank for a peace officer's signature, the authorized officer shall sign with their rank, name and ID number on the signature line. The authorized officer shall then mark through the "Notary Public" statement and replace that statement with "Peace Officer, Fort Worth."
F. When administering and certifying facts, the authorized officer is prohibited from notarizing their own signature, a document without the signer being in the authorized officer's presence, any document created by the authorized officer, and any document while off duty.

322.04 INFORMANTS *TBP 7.11 and TBP 7.12*

A. It is the course of action for the police department to develop and use informants in the performance of crime prevention, crime suppression, and in the apprehension of criminal offenders. Individual officers are encouraged to develop sources of information by their own initiative, but in doing so, at no time shall the officer commit any act constituting a violation of any law. Only employees of the rank of captain or above, or their designee, shall be the approving authority for: *TBP 7.12*
    1. Any agreement or proposed agreement, recommendation, or initial officer contact to mitigate a charge, reduce a charge or refrain from filing a charge against an informant in exchange for information leading to an apprehension or prevention of a felony or misdemeanor crime. Such action shall be approved and documented and maintained within division files under the authority of the captain or above, or their designee.
    2. Any agreement to use an informant in any manner which would induce the informant to become involved in what would otherwise be a criminal act. Any specific practices which are approved shall be covered within the division standard operating procedures.
B. Any business or personal relationship between an informant and police officer is strictly prohibited.
C. When an officer has developed an informant source, the officer shall prepare and have approved, an informant documentation packet. Upon approval from the division commander or designee, the packet shall be maintained within the divisional files of the originating division. It shall be the commander or their designee's responsibility to ensure informant packets are maintained in a manner that provides maximum confidentiality.
D. Informant packages shall contain the following information:
    1. File labeled by confidential informant code number only
    2. Photograph of informant
    3. Fingerprints of informant
    4. Personal history information
    5. Record of payments to informant to include receipts
    6. Data concerning informant's operational involvement and an evaluation of each disbursement
    7. Criminal history record, if applicable
    8. Signature cards of the confidential informant

E. When an informant is documented and providing assistance for remuneration, all payments shall be approved by the disbursing officer's immediate or designated supervisor prior to payment being made based on the requirements and limitations listed within that division's standard operating procedures governing the use and payment of informants. No payments shall be made without supervisory approval. *TBP 7.12*
   1. Funds for informant and/or purchase of evidence or services shall be issued by a designated supervisor within the division. The requesting officer shall complete a Cash Expenditure Report on the monetary draw, and present the report to the issuing supervisor prior to any funds being issued. The Cash Expenditure Report shall be placed in the imprest fund file until the transaction is complete. Under no circumstance will funds be checked out for a period in excess of seventy-two (72) hours without supervisory approval.
   2. No monetary payment will be made to an informant without the informant and information being properly documented. All payments shall be documented upon the approved Informant Receipt/Evaluation form. Under no circumstances will the Informant Receipt/Evaluation form be pre-signed by the disbursing officer or informant. All informant payments shall be witnessed by a second officer. No informant payment shall be made without the presence of a witness. The second officer shall sign the Informant Receipt/Evaluation form in order to confirm their presence at the time that the informant payment was made. The informant, disbursing officer, and appropriate supervisor shall also sign the Informant Receipt/Evaluation form.
   3. The completed original Informant Receipt/Evaluation form shall be attached to the related Cash Expenditure Report and submitted through the chain of command to the division commander or designee for review and approval. Upon approval, the original forms will be returned to the informant records officer for filing in the imprest fund file. One copy of the Informant Receipt/Evaluation form shall be filed in the informant file packet.

F. The division commander or designee shall be the custodian of all confidential informant records and imprest funds. The commander's or designee's responsibilities shall be to ensure that all required steps are taken in the documentation of informants, disbursement of funds and funds reconciliation, timely submission of completed documentation, and that all informant files and imprest funds are secure and maintained with the utmost confidentiality by the informant records officer. *TBP 7.12*

G. Should an informant be documented and providing assistance for the purpose of mitigating a criminal charge, all services or information provided shall be thoroughly documented on the approved Informant Receipt/Evaluation form. The completed form shall be routed through the divisional chain of command for review, then filed within the appropriate informant packet. *TBP 7.12*

H. Commanders or their designee employing the use of informants shall implement written divisional guidelines guaranteeing conformity to the requirements specified within this order.

I. Whenever information from a confidential informant is used in an apprehension, the confidential informant's number shall be referenced in the related offense/arrest report.

J. In the event that the informant is on probation or parole, the officer shall inform their supervisor who shall contact the court granting the probation, the Tarrant County Adult Probation Department, or the Texas Board of Pardons and Paroles, whichever is applicable, and request permission to utilize the probationer or parolee as an informant. The supervisor will request approval in writing and will include all correspondence in the informant packet. Such information shall be held in the strictest confidentiality. If the request to utilize the

probationer or parolee as an informant is denied, no officer shall use the person as an informant.

322.05 DPS IMAGE RETRIEVAL SYSTEM ACCESS

The Texas Department of Public Safety (DPS) maintains the Driver License Image Retrieval System (IRS) which provides driver records information and the associated digital image.

A. The designated liaison between the DPS and the Fort Worth Police Department shall come from the Intelligence Section. The Homeland Security Sergeant shall be that designated liaison. Responsibilities shall include, but not be limited to:
   1. Maintaining an accurate, complete, and updated list of all designated police department users of the DPS/IRS. This responsibility shall include informing DPS of the removal of transferred personnel and the addition of new users.
   2. Allotting user slots for the appropriate divisions. User slots shall be distributed throughout the department to ensure access to all essential investigative areas. The designated slots shall stay within an assignment or position, rather than with an individual. DPS assigns the total number of slots for the department and responsibility for assignment within the department is with the Tactical Command Deputy Chief or designee.
   3. Coordinate with DPS to resolve any problems/questions experienced within the police department. All information between the DPS and the police department shall be the responsibility of the Homeland Security Unit Sergeant. If a problem develops due to abuse of the system by a user, the Homeland Security Unit Sergeant shall have the responsibility to relinquish their access to the system.
   4. Provide training on accessing and proper use of the system.

B. The Division Commander or their designee having allotted slots assigned within the division shall have the following responsibilities:
   1. Advise the Homeland Security Unit Sergeant of any personnel changes effecting the assigned slot.
   2. Ensure all designated personnel complete a DPS/ IRS Security Request form and forward the completed form to the Homeland Security Unit Sergeant.
   3. Ensure that all problems or questions by their personnel are promptly forwarded to the Homeland Security Unit Sergeant.
   4. Assign the designed slots within the division. When the number of allotted slots creates a problem, or if slots are no longer required, inform the Homeland Security Unit Sergeant.
   5. Ensure each user keeps an accurate log of all accesses/images taken from the DPS/IRS system. This is mandated by the DPS. Failure to do so may result in Permanent Denial of access to the DPS/IRS system.

C. Any police department user who disseminates IRS information, including the digital image to a third party law enforcement or criminal justice agency must verify the third party agency is in agreement with the terms set forth by the Department of Public Safety and the Fort Worth Police Department.

323.00 SPECIAL ASSIST ELEMENTS

323.01 POLICE AVIATION DIVISION

A. Flight Procedures.

1. Directed Patrol - Through information obtained from a crime analyst, patrol assignments shall be made for areas where concentrated, serious, and/or developing crime trends are identified.
2. Aerial Surveillance - Two types may be performed:
   a. Overt surveillance is performed in an open manner with no attempt to conceal the helicopter's presence and can be performed at any altitude.
   b. Covert surveillance is used when the mission is intended to be clandestine, and it requires a minimum of 1,000 feet above ground during day light and 500 feet at night.
3. Call Response - While in the air or on the ground, Communications will immediately notify the Police Aviation Division on the following types of calls:
   a. Pursuits
   b. Life threatening calls i.e. calls in progress or just occurred such as shootings, stabbings, kidnappings, etc.
   c. Bank robberies and armed robberies when sufficient information is provided for Air One to be of assistance.
   d. Missing persons after the patrol officer has made the scene and obtained accurate descriptions and has determined that Air One can be of assistance in locating the person.
   e. Suicide calls where the location of subject is unknown after the patrol officer has made the scene, obtained accurate descriptions, ascertained the subject does intend to cause themselves harm, and has determined a reasonable search area.
   f. While in the air, any call where accurate information has been obtained where Air One can be assistance.
   g. Whenever Air One is requested, the flight crew will make every effort to accommodate the request unless a timely response cannot be made, Air One's capabilities cannot provide the needed assistance, or conditions such as weather or mechanical problems make it dangerous to fly. If these or other similar conditions exist and Air One is unable to respond to the call, the flight crew shall immediately notify Communications or the requesting officer.
   h. The flight officers shall respond to the dispatcher the status of response.

B. Emergencies
1. Major Disaster - In a disaster situation, the helicopter's primary function shall be to provide an aerial platform to assist in the tactical coordination of ground forces.
   a. The helicopter shall monitor VHF 123.02 MHZ, using the call sign of "Fort Worth Air One" or "Fort Worth Air Two."
   b. The helicopter shall not be used as a medical or detainee transport.
   c. All unit personnel are subject to 24-hour call back. The chief pilot shall submit and revise, as necessary, a list of pilots and flight officers for callback duty. The list shall be maintained by the Police Communications Division. Callbacks can be requested by supervisory-level personnel through the dispatch supervisor. The re- quest must be approved by the chief pilot, the Patrol Bureau administrative sergeant, or either patrol command deputy chief.

C. FLIR Video
1. When Air Support responds to an incident which may result in an arrest or attempted arrest, the flight officer shall be responsible for activating the FLIR video system if conditions are favorable for the system's use rather than visual observation. At the conclusion of the incident, the patrol unit responsible for the incident shall be in formed

by the flight officer that the video recorder had been activated and the incident recorded on FLIR video.

a. The patrol unit responsible for the incident shall, when notified by the flight officer that the incident was recorded, make a notation in any report filed that a FLIR video of the incident exists.

2. Investigators shall contact the Police Aviation Division regarding access to FLIR video. The video are retained for 120 days.

D. Flight Officer Vacancies

1. Flight officer vacancies shall be filled from a current eligible relief flight officer list. The list will contain a specified number of officers who were selected for inclusion on the list by posting the position city-wide when the list falls below the specified number of eligible officers.

323.02 CRIME SCENE SEARCH UNIT

A. The Crime Scene Search Unit (CSSU) shall be notified on the following types of calls:

1. All homicides, suicides, and other deaths under suspicious circumstances.
2. Sexual assaults.
3. Assaults where serious bodily injury has occurred, including:
   a. Visible bodily injury to a child fourteen (14) years of age or younger.
   b. Visible bodily injury to an elderly person sixty-five (65) years of age or older.
   c. Visible bodily injury to a disabled person as defined in Texas Penal Code 22.04.
4. Critical Police Incidents.
5. When a supervisor of the division concerned who is on the scene requests a Crime Scene Search Unit to respond.

B. The Crime Scene Officer will be responsible for the following:

1. Protection of the crime scene and prevention of unauthorized access.
2. Collection and processing any evidence on the scene.

323.03 CANINE UNIT

The principal duty of the Police Canine Unit is to serve as a support unit by assisting field officers in apprehension and detection. Tracking and building searches at the scene of commercial or residential burglaries, armed robberies, search for illicit drugs, or other street crimes are examples of reasons for request of canine units. When the services of a canine unit are considered, every effort should be made by the officers at the scene to avoid contamination of the area with human scent.

A. Canine units shall respond to requests from police personnel when a building is to be searched. Once at the scene, the canine handler shall take charge of that portion of the call dealing with the building search. The handler shall ensure that the search is proper. Only the area described in a search warrant, if applicable, shall be searched. The narcotics canine shall not be used to search an area near, or within, a suspected methamphetamine laboratory.

B. The canine handler is responsible for determining whether the circumstances justify the use of the canine and for determining tactical utilization in keeping with the circumstances. When practical, efforts should be made by the canine handler to apprise field supervisors of the method to be utilized and rationale for same. Offense, supplemental, or inter-office reports shall be completed as appropriate to the situation.

1. Canines shall not be used for crowd control.
2. Canines shall not be used in making Class C misdemeanor arrests.

3. A canine unit may be utilized in Class A and B misdemeanor arrests at the K-9 officer's discretion, provided the handler reasonably believes that it is immediately necessary to utilize the canine and the handler maintains on-the-leash control at all times.
4. A canine unit shall be used at the scene of a silent alarm to conduct a building search when circumstances indicate burglary suspect(s) may still be concealed within, and a search of the premises without canine assistance may endanger officers at the scene. To provide for the safety of the handler, the canine may be worked off the leash if qualified by previous training.
5. A canine unit may be used to effect the arrest of a fleeing felon or person(s) whom the canine handler has probable cause to believe has committed a felony. The canine handler has responsibility for the police service canine and determining when circumstances warrant using the canine off leash in their particular felony situations involving dangerous suspects.
6. A canine unit may be used in the other field situations in either on- or off-leash capacity if the canine handler reasonably believes such use is immediately necessary to enhance the safety factor for all officers involved.
7. All police working canine units must have been qualified to work on- and off-leash prior to any field work. The documentation to support those qualifications shall be maintained by the canine supervisor.
8. The narcotics canine handler and the officer responsible for the scene of a search for illicit drugs shall be the only persons to conduct the search. The officer responsible for the scene shall ensure that the scene remains uncontaminated prior to the arrival of the narcotics detecting canine. Under no circumstances shall the canine be permitted to search individuals.
9. If any narcotics are discovered, it shall be the responsibility of the reporting officer to take custody of the materials.
10. The search for illicit drugs may be discontinued at the discretion of the narcotics canine handler, and control of the search site returned to the reporting officer.
11. Canine units should not be the primary unit on dispatched radio calls.
12. Every reasonable effort or precaution shall be exercised to prevent a canine from biting a suspect.

C. Canine units may be used for special details, such as trail work, lost person searches, specialized foot patrols, and other details where the use of canine would be of benefit. The narcotics canine may be used only for searches for illegal drugs, unless certified for another purpose. Requests from outside agencies for canine services must be approved by the canine commander.
   1. Since the Canine Unit dogs are not normally trained to follow a specific person's odor, the Canine Unit has a limited ability to find lost or missing persons. On missing or lost persons calls were the person has been missing for more than an hour, officers should request dispatch to contact a civilian search and rescue group for tracking.

D. In the event it is necessary to recall any canine handler and canine to duty during off-duty time, the field officer will contact their immediate supervisor who will assess the situation. If the situation warrants recall, the officer will contact Communications providing all details of the call and to request the Canine Unit. The Canine Unit supervisor will determine if Canine can be utilized and the number of Canine teams needed for the call. The officer shall remain on the scene until the Canine handler arrives on the scene to relieve the officer of the search portion of the call.

1. Due to time limits set by the courts, the Canine Unit will not respond to assist outside agencies for narcotics searches during off-duty hours.

E. Decisions to send canines into any situation which the handler deems to be harmful to the canine or which may be beyond the capabilities of the canine are made at the discretion of the handler.

F. Special training needs of the narcotics canines require that specialized training aids, namely various illegal drugs, be used during training exercises. The following procedures shall be utilized in the acquisition and use of these items.
   1. The handler shall obtain a listing of all confiscated illegal drugs which have been authorized for destruction.
   2. The handler shall prepare an inter-office correspondence listing the items to be obtained and submit it to their supervisor for approval through the chain of command.
   3. The handler shall take the approved request to the Property Room supervisor and obtain the items listed within the document.
   4. The handler shall transport the substances to the Crime Lab for analysis and weighing. Small amounts may be retained by the crime lab, and the handler shall submit an evidence transmittal form indicating which substances and the amounts were retained, and those which were kept by the handler as a training aid.
   5. The handler shall submit a document listing the substances to be used as training aids, the amounts, and the invoice number of the items. This document shall be approved by the Chief of Police prior to the items being used as training aids.
   6. The handler shall submit a report of the disposition of the training aids, particularly any substances which expire due to the relatively brief shelf life of the drugs utilized. The report shall list the substances, their invoice number, the amount originally obtained, and the amount which has been destroyed through exposure to the elements. The report shall be forwarded to the Chief of Police through the chain of command.

G. Canine units shall respond to requests from the department for demonstrations at police functions, such as open house and in-service training, or when authorized by the Chief of Police.

323.04 SCHOOL RESOURCE UNIT

A. In the event that a School Resource officer makes an arrest and shall be the testifying officer to the details of such arrest, they shall have the responsibility for completion of the proper reports.

B. In instances where the School Resource officer merely acts as a messenger by calling a patrol officer to a school for the purpose of meeting a complainant or other person in which the School Resource officer was not involved as the arresting officer, then it shall be the responsibility of the responding patrol officer to meet such complainant and make any reports, investigation, and/or arrests as necessary. Officers shall not issue citations for class C misdemeanors on a school campus.

324.00 HOMICIDES, SUICIDES, AND SUSPICIOUS DEATHS

324.01 INITIAL POLICE ACTION

A. Upon receiving a call of this nature, officers shall proceed to the scene as quickly and safely as possible.

B The officer receiving the call, as well as all assist officers, should survey the scene upon arrival and call for additional help if needed to properly secure the scene.

C. After the scene is secured and the appropriate number of assist officers is present, a protective sweep should be done to locate any additional victims and/or suspects.

D. If the assailant is at the scene, officers shall locate, disarm, and detain the subject. Officers shall detain the subject until the homicide detective in charge is notified.

E. As soon as possible, officers shall check the condition of the victim and call for medical aid as needed.

F. Officers should attempt to identify any witnesses and/or suspects. All witnesses and/or suspects should be kept separated from each other.

G. Homicide Unit and Crime Scene Search Unit need to be notified immediately. The Public Relations Office should be notified when necessary.

H. The initial responding first-line supervisor will appoint an officer the responsibility of completing a Crime Scene Log on all homicides, suicides, and suspicious deaths. The crime scene log will include all persons present in the crime scene, including police, fire, ambulance, and medical investigators. The log will include their time of arrival, unit number, rank, name, ID number, purpose, and their time of departure. Upon completion, the crime scene log will be given to the on-scene homicide investigator.

I. The first-line supervisor will ensure the entire crime scene including possible areas such as a house or entrance/escape routes is properly secured, protected, and kept undisturbed, and sterile with tightly controlled access. Officers not necessary to the successful operation at the scene will be immediately returned to their regular duties.

J. If a homicide detective makes the scene of a homicide, the detective shall be responsible for the initial offense report.

K. When a homicide detective makes the scene of any death, they shall be in charge of the scene and shall coordinate the processing of the crime scene with the crime scene officer. This shall include providing instructions to patrol personnel as to their duties and responsibilities concerning the interviewing of witnesses and/or suspects as well as the protection of the crime scene. When patrol supervisors are on the scene of a death, they shall supervise only those functions of a patrol-oriented nature and shall allow the detective freedom to take charge of the investigation.

L. The field supervisor of the district where the offense occurred should be notified so that they can make the scene and assure that patrol functions are carried out properly, and, if homicide does not make the scene, that a thorough preliminary investigation is conducted.

M. In cases where the victim is quickly transported from the scene by ambulance personnel and upon arrival officers find little physical evidence, they shall not leave for the hospital until other units have arrived to secure and protect the crime scene. Once the scene is secured, the officer may proceed to the hospital.

N. Information learned at these scenes, including any photographs/recordings taken, shall only be shared with or disclosed to the investigating detective or other authorized personnel following procedures outlined in General Order 212.09, Photographs/Recordings of Deceased Persons at Crime Scenes or Non-Criminal Deaths.

324.02 DISPOSITION OF THE VICTIM

A. When the victim is obviously alive, the officer shall immediately send the subject to the hospital of the victim's choice or, if they are unable to request one, John Peter Smith Hospital.

B. If there is any possibility that the victim is alive, the victim shall be sent to the hospital.

C. In a case where the body is cold, stiff, or other obvious indications are present to indicate the subject is dead, do not disturb or remove the body, but protect it, and the scene, until the arrival of the medical investigator and/or representatives of the Homicide Unit.

324.03 WITNESSES

A. Witnesses should be encouraged to remain at the scene until either the investigating officer or the homicide detective interviews them. In some situations, the witness may be offered the option to provide a statement at a police facility rather than at the scene. If the witness is a juvenile, the parents are to be contacted.
B. The investigating officer, while at the scene, should attempt to identify each witness by name, age, address, phone number, and write a brief narrative of what they observed and where they were when they observed it.
C. Witnesses should be interviewed separately, either at the scene, the hospital, or a police facility.

324.04 DISPOSITION OF WEAPONS

A. Unless the possibility exists that a weapon used in a crime may be stolen, misplaced, carried away or otherwise moved by others, it should not be handled or disturbed.
B. If the weapon is not taken from the victim, leave it where it is found.
C. If the weapon is confiscated from the assailant or victim, the officer taking charge of it shall be required to tag the weapon as evidence or property, and complete all necessary reports.
D. Should it become necessary to move a weapon, the person moving it shall mark the spot where the weapon was originally found.
E. In all other cases, the scene should not be disturbed so that crime scene officers can process the area.

324.05 OTHER POLICE RESPONSIBILITIES

A. If the actor is not on the scene, the officer handling the call shall obtain as much information as possible and provide the police dispatcher with a wanted person broadcast.
B. The officer handling the call shall be responsible for assuring that all necessary police reports pertaining to the preliminary investigation have been completed. If the incident involved a drive-by shooting, the officer shall notify the DECOR operator to flag the offense.

324.06 DECEASED PERSONS

A. A supervisor shall be notified of all deceased person calls where the body is not at the hospital and a doctor is not in attendance.
B. If the deceased person is a patient at a hospital or has been a patient for more than twenty-four (24) hours at a convalescent or rest home, or the person has been under medical care for a serious health impairment for some time and death appears attributable to natural causes, the medical investigator shall be notified. In some cases, the medical investigator may not make the scene. When there is a doubt as to the cause of death, the supervisor may request that the medical investigator and on-call homicide investigator be notified.
C. As the patrol officer is generally the first person on the scene, the following steps shall be taken:
    1. The officer shall ensure that the field supervisor has been notified.

2. The officer shall notify, or cause to be notified, the medical investigator, ambulance or funeral home, Crime Scene Search Unit, if necessary, and any other agency or division that may be of help in the investigation or removal of the body.
3. An offense or incident report shall be made and shall contain the usual information to include:
   a. Name and address of deceased.
   b. Ambulance company or funeral home, name of driver and attendant, as well as correct address of the scene.
   c. Time of death, if known, and who pronounced same.
   d. Medical investigator's name.
   e. If police detectives were notified, the name of the detective on the scene.
   f. Name and address of the person who found the body and under what circumstances.
   g. Subject's medical history, if applicable.
   h. List of all personal property of the deceased and its disposition.
   i. Disposition of the body.

D. Information learned at these scenes, including any photographs/recordings taken, shall only be shared with or disclosed to the investigating detective or other authorized personnel following procedures outlined in General Order 212.09, Photographs/Recordings of Deceased Persons at Crime Scenes or Non-Criminal Deaths.

324.07 DEATHS INVOLVING PATIENTS ENROLLED IN HOSPICE PROGRAM

The Hospice Program is designed to give support to patients afflicted with terminal diseases who desire to remain in their homes until death. Therefore, the following procedures shall be adhered to:

A. Police Communications Division
   1. Employees receiving notification of the death of a patient in a hospice program shall initiate a radio call noting that the deceased was a participant in this program.
   2. Dispatchers shall dispatch a patrol unit to the scene advising the officer of the circumstances.

B. Patrol Response
   The officer receiving the call shall proceed to the scene and contact the family or hospice staff members who reported the death. The officer shall complete an incident report containing the patient's name, name of the patient's attending physician, a statement that the patient died of natural causes, the name of the attending nurse who confirmed the death, and that the deceased was enrolled in a hospice program.

C. This program is designed to assist the patient and family to live as fully as possible and to allow death to occur as unobtrusively as possible. Therefore, it shall not be necessary for the officer to view the body unless information is developed which indicates a necessity for further investigation of the death. In that event, a supervisor shall be called to the scene before the investigation is begun.

D. The medical investigator shall be contacted on the scene and normally shall not make the scene.

E. A family member or hospice staff member shall contact the funeral home.

325.00 AGGRAVATED ROBBERY

325.01 INITIAL POLICE ACTION

A. A minimum of two (2) officers shall be dispatched on all robbery alarm calls or robberies in progress.

B. If possible, the call taker shall encourage the person calling to remain on the telephone so as to provide updated information concerning the situation as officers respond.

C. Officers responding to a robbery alarm or robbery in progress call shall exercise extreme caution when approaching the scene and always assume that a potential for danger exists.

D. The responding officer shall determine if further assistance is needed to properly contain the area. The responsibility for containment shall rest with the officer assigned the call until a supervisor is on the scene,

E. If the first officer on the scene cannot determine if the robbery is still in progress, the officer shall assume a position of concealment that provides the best vantage point of the scene and, if possible, await arrival of assist officers before approaching the scene.

F. If the reporting person is no longer on the phone with the call taker, the first officer on the scene will have dispatch personnel contact the complainant by telephone to determine if the suspects are still on the scene. This should be accomplished with caution to avoid placing the possible victim in any greater danger.

G. When a sufficient number of officers have arrived on the scene, the officers shall take whatever action is necessary to protect themselves and the victim while attempting to apprehend the actor.

   1. If the robbery is at a business, financial institution, or residence and is still in progress, officers shall attempt to remain concealed outside the building until the suspects emerge from the building. Once outside, the officers shall attempt to apprehend the suspects if apprehension can be made with an acceptable degree of safety.
   2. If the robbery is at a business or financial institution and the suspect has left the scene, the dispatch employee shall obtain descriptive information about the employee who shall be exiting the building to contact officers covering the building. The information obtained shall be passed on to the officers responding to the call. Officers shall wait for the contact person to emerge from the building and contact the officer before the officer enters the building for further investigation.
   3. When officers gain control of the scene the responding officer shall determine the need for any medical assistance for victims and request same, protect the crime scene, and broadcast a physical description of the suspect, weapon, and vehicle.

H. Officers in the general area, who have not been dispatched to the scene, shall not go to the scene, but shall remain alert to any subjects and vehicles matching the description of the perpetrators.

I. If the robbery becomes a hostage situation, the officers shall follow the department's procedure for the handling of hostage situations and attempt to maintain control of the scene. Officers shall establish an outer perimeter appropriate for the situation, until SWAT arrives to negotiate the release of the hostages. The safety of the hostages shall remain the first priority of those officers responding to this or any similar situation.

J. Officers are cautioned to remember that the main objective of the police is the protection of life and property; therefore, the officers should take whatever action is necessary to ensure that the victims and potential victims are protected from injury.

K. If evidence of the offense is present, a request for Crime Scene Search Unit assistance shall be made.
L. For aggravated robbery scenes, the initial responding supervisor will appoint an officer the responsibility of completing a Crime Scene Log. The Crime Scene Log will include all persons present in the crime scene, including police, fire, ambulance, and medical investigators. Once completed, the log will be given to the on-scene robbery investigator or forwarded to the Robbery Unit if no investigator makes the scene.
M. The supervisor will ensure the crime scene is properly secured and protected with tightly controlled access. Officers not necessary to the successful operation at the scene will be immediately returned to their regular duties.
N. When information indicates a robbery has occurred, the Robbery Unit shall be notified prior to responding officers leaving the scene.
O. During normal business hours, the Robbery Unit will be contacted directly. If after hours, notification will be made through the Communications Division. Based on a review of the circumstances as related by the responding officer, the Robbery Unit detective will have the discretion to make the scene.
P. When a robbery detective makes the scene, the detective shall be in charge of the scene and shall coordinate the processing of the crime scene with the crime scene search officer. This shall include providing instructions to patrol personnel as to their duties and responsibilities concerning the interviewing of witnesses and/or suspects as well as the protection of the crime scene. When patrol supervisors are on the scene of a robbery, the supervisor will only be responsible for those functions of a patrol-oriented nature and shall allow the detective freedom to take charge of the investigation.
Q. The patrol division where the offense occurred shall ensure that patrol functions are carried out properly if a robbery detective does not make the scene and that a thorough preliminary investigation is conducted and a report completed.
R. In cases where the victim is transported from the scene by ambulance and the arriving officers find little physical evidence, the officers shall proceed to the hospital only after other units have arrived to secure and protect the crime scene.

325.02 OTHER POLICE RESPONSIBILITIES

A. Witnesses
   1. Witnesses should be encouraged to remain at the scene until either the investigating officer or the robbery detective interviews them. In some situations, the witness may be offered the option to provide a statement at a police facility rather than at the scene. If the witness is a juvenile, the parents are to be contacted.
   2. While at the scene, the investigating officer should attempt to identify each witness by name, age, address, phone number, and write a brief narrative of what they observed and where they were when they observed it.
   3. Witnesses should be interviewed separately, either at the scene, the hospital, or a police facility.
B. Disposition of weapon
   1. Unless the possibility exists that a weapon used in a crime may be stolen, misplaced, carried away or otherwise moved by others, it should not be handled or disturbed.
   2. If the weapon is confiscated from the assailant or victim, the officer taking charge of it shall be required to tag the weapon as evidence or property, and complete all necessary reports.

3. Should it become necessary to move a weapon, the person moving it shall mark the spot where the weapon was originally found.
4. In all other cases, the scene should not be disturbed so that crime scene officers can process the area.

326.00 ASSAULTS

326.01 ASSAULTS

A. Officers first arriving at the scene of an assault should determine if the victim requires hospitalization, and if so, call for an ambulance.
B. Once the victim has been taken from the scene, the officer should remain until such time as all physical evidence has been obtained or at least until the first assist unit arrives.
C. At this point, the officer should change locations to the appropriate hospital where the victim was taken.
D. The investigating officer should interview the complainant and any other witnesses present, paying close attention to the type of assault that occurred as defined in the Texas Penal Code.
E. The officer shall complete all required reports as soon as possible, paying particular notice as to the means of assault such as hands, feet, head, etc. If the incident involved a drive-by shooting, the officer shall notify the DRU operator to route the report to the Gang Unit.

326.02 AGGRAVATED ASSAULTS AGAINST A PEACE OFFICER

A. If the assault is committed against a peace officer and the officer is injured:
   1. A supervisor shall be notified and respond.
   2. The peace officer shall be taken to the hospital for a physical exam and a report from the examining physician shall be made, indicating the extent of injuries received.
   3. The officer's injuries shall be photographed.
   4. If a recent color photograph of the suspect is not available, county identification shall photograph the suspect at the time of arrest.
   5. If the prisoner shows signs of injury or claims injury, they shall be transported to the hospital by ambulance or a police officer other than the assaulted officer.
   6. If there is physical evidence of injury regardless of whether the suspect claims excessive force was used, photographs shall be taken of the suspect.
B. Precautionary measures shall be taken against bites by individuals suspected to have infectious diseases, including the use of defensive and verbal control techniques to minimize physical contact with the individuals.

326.03 SEXUAL ASSAULTS

A. A supervisor shall be notified of any sexual assault to coordinate the investigation of the incident.
B. On all sexual assaults, the Crime Scene Search Unit shall be notified to collect and preserve any evidence.
C. The victim, whenever possible, should be transported to the hospital via private car or ambulance. However, under certain circumstances, the victim may be transported by patrol personnel, but only when two (2) officers are present in the vehicle. Officers shall adhere to General Orders and standard procedures concerning the transporting of ride-ins, prisoners, etc.

D. The victim shall be advised by the officer that a sexual assault examination is made available at John Peter Smith Hospital, the victim's hospital of choice, or the victim's personal physician. If the exam is to be conducted at the victim's private physician's office, a prepared kit should be obtained by the Crime Scene Search Unit. However, only the sexual assault examination itself shall be paid for by the city and any other expenses incurred shall be the responsibility of the patient

E. Officers shall sign an authorization form to initiate the sexual assault examination at the hospital. If an officer refuses to sign the authorization for the examination, the officer shall first consult with their coordinating field supervisor. The supervisor shall then determine if the exam should be authorized. The supervisor's decision should weigh all available information. If the exam is not authorized, the officer shall clearly articulate in the report the reason why the exam was not authorized.

F. In either event, the victim shall be instructed that for the examination to be of maximum benefit it should be taken within ninety-six (96) hours of the attack, taken prior to the victim's bathing or douching.

G. If the exam is held at the victim's physician's office and the Fort Worth Police Department is notified, the victim shall be met by a crime scene officer with a proper kit for use by the victim's physician to collect evidence. Instructions are provided with the kit for the physician to follow. Exams held at facilities other than John Peter Smith Hospital shall also be paid for by the city when the exam is authorized by signature & ID of a Fort Worth Police Officer; the exam is completed for evidentiary value, and the kit will be used by the Fort Worth Police Department in conjunction with a criminal investigation.

H. The officer shall obtain complete details from the victim concerning the time and place of the attack, weapon used, if any, description of the attacker, vehicle description, if any, and specifics of the suspect's speech and mannerisms. Specific attention should be given to statements made by the suspect during the attack.

I. As soon as possible, the officer should provide a radio broadcast for the wanted person providing sufficiently detailed information to assist apprehension efforts.

J. The officer shall complete an incident report and under the Summary tab relate only the basic information necessary to establish the elements of the offense. The officer shall then complete the Narrative containing complete and specific details of the offense. The officer shall also complete any other necessary reports in relation to the call.

K. Sexual Assault Victim Pseudonyms

1. During the preliminary investigation of a sex offense, the reporting officer shall inform the victim, if feasible, of the following:
   a. Victims have the right to be listed by a pseudonym in public police and judicial records. If such an election is made, the victim's name, address and telephone number shall not be publicly disclosed in connection with the investigation.
   b. Upon choosing an appropriate pseudonym, officers shall complete the incident report and then notify DRU with the victim's actual name.
2. The incident report shall contain the date, time and location of when the victim was informed of their right to select a pseudonym. If circumstances prevented the officer from advising the victim of this option, the officer shall state this fact in the narrative along with an explanation of the circumstances. The officer shall maintain no personal notes regarding the identity of the victim.
3. The physical description, age, date of birth, etc., of the victim shall be completed in the normal manner in the incident report.

4. All incident reports received by the Digital Transcription System involving sexual assault shall be entered with an additional code which shall cause the victim name, address, telephone number, and business information fields to be stored in the computer as protected.
5. The Sexual Assault Unit shall have responsibility for contacting all sexual assault victims to ensure that the pseudonym form is available to the victim and that, if a pseudonym election is made, the form is properly completed. If a victim does not elect to use a pseudonym, the sexual assault detective shall document this refusal in a supplemental report.
6. The Sexual Assault Unit shall maintain all completed pseudonym forms in a confidential manner in accordance with state statute.
    a. Pseudonyms may be chosen by the victim, however, the Sexual Assault Unit supervisor shall make every effort to ensure that duplicates are not selected in order to facilitate the work of the investigative personnel involved.
    b. Once a pseudonym form is filed with the Sexual Assault Unit, the service number of the incident report shall be linked to the pseudonym selected by the victim. All future references in reports, files, and records of the department shall refer to the pseudonym of the victim in conjunction with the service number. Example: Jane Doe (98123456). Official laboratory reports, evidence release receipts, and correspondence shall bear only the pseudonym and service number, if available.
    c. The Sexual Assault Unit supervisor shall be responsible for ensuring appropriate action is taken to protect the confidentiality of those persons filing the pseudonym form.
7. Only police personnel, sworn or civilian, who are involved in the investigation of sexual assaults shall have access to the files which disclose the name, address, telephone number, and business information of sexual assault victims. Access to these computerized files shall be through restricted terminals and passwords. The Deputy Chief shall designate all such authorized persons and the location of computer equipment which can access these files.
8. The Sexual Assault Unit supervisor shall notify the attorney for the state of the fact that the victim has elected to be designated by a pseudonym, and shall provide the pseudonym which has been selected.
9. The Deputy Chief or designee shall ensure that the procedures of the assigned investigative staff maintain the pseudonym form in a manner that protects the confidentiality of the information on the form.

327.00 BURGLARY, THEFT, AND CRIMINAL MISCHIEF

327.01 SILENT ALARM

A. The officer receiving the call on a silent alarm shall be responsible for the coordination and placement of other units also responding to the scene.
B. All main exit ways should be guarded so as to prevent the escape of any offender.
C. The unit in charge of the call shall inspect the structure to determine if there is any sign of forced entry.

D. If officers find signs of forced entry or have any reason to believe that a burglar may still be in the building, they shall keep all exits under surveillance and call for assistance from available canine units and for any additional units required to secure the building.
E. If the building shows no signs of forced entry, officers shall continue to keep the building under surveillance and have the Police Information Center contact the owner of the building and/or alarm company reporting the alarm. If contact is made with the owner, an owner or authorized agent shall be requested to make the scene so that officers may conduct a routine inspection of the inside of the structure.
F. If the building appears secure and the owner or alarm company representative shall not be making the scene or shall be delayed by more than twenty (20) minutes, the officer shall clear the call and return to service. The complainant shall be advised to contact the Police Communications Division upon their arrival at the scene so that officers may return to the location.
G. On structures that are not secure and where the complainant cannot be located, officers shall attempt every reasonable means to secure the building. If the building cannot be secured, officers shall stand by until the building can be secured. Dispatchers shall attempt to have the officers relieved every two (2) hours. The structure shall not be abandoned without the permission of a supervisor who shall base the decision to remain or to abandon the building on existing conditions at the time.
H. The officer with responsibility for the call shall make the appropriate offense/incident report when the officer finds that the alarm notification was caused by burglary, robbery or an attempt of either, hostage situation, criminal mischief, reckless damage, or an arrest is made.
I. If the officer determines that the alarm notification was caused by damage where no offense was committed, the officer shall direct an incident report to the Alarms Unit titled “Alarm Call.” Any such damage must be readily visible to the officer. Officers may direct an incident report to the Alarms Unit under circumstances where the officer believes a possible violation of the alarm ordinance exists.
J. If the responding officer determines that the alarm notification was caused by the weather and there is no visible damage to the alarm site, the officer shall not have to make an incident report. The weather-related alarm shall be recorded on the officer's CAD disposition as caused by the weather and the dispatcher shall be so advised.
K. An alarm call on which no report is made shall be counted as a false alarm against the permit holder. Therefore, officers shall not make a report using the alarm call service number unless the report has to do with the alarm notification. Example: An officer responding to an alarm call finds no signs of attempted entry on the building. However, before clearing the call, the officer is approached by the clerk of the store next door who wants to report a theft. In this instance, the officer must clear the alarm call and call for a new service number to make the theft report.
L. If, when checking an alarm site, an officer finds what is known to be old damage or old evidence of forced entry, the officer shall make a note of the findings on the officer's CAD disposition if no other reports were made as a result of the alarm notification.
M. Employees shall not recommend a particular alarm company or alarm system to anyone or make any statement supporting or discouraging the need for an alarm system.

327.02 AUDIBLE ALARM

A. Audible alarms shall be processed in the same manner as silent alarms.

B. When audible alarms cannot be silenced, the officer investigating the call shall notify the dispatcher that the building is secure and that the alarm shall continue to sound.
C. The dispatcher shall note on their console that the alarm call has been worked.

327.03 BURGLAR IN A BUILDING

A. This call should be processed in the same manner as silent alarms, however, a greater degree of caution should be used.
B. If apprehension is made, the officer shall place any subject(s) under arrest, provide the appropriate warning, and transport the prisoner(s) to the proper detention facility as soon as possible.
C. The officer having the original call shall process all reports to complete the preliminary investigation.

327.04 BURGLARY, THEFT, OR CRIMINAL MISCHIEF

A. Officers should determine if an offense has been committed and obtain as complete information as possible for the submission of an offense report and if appropriate, a broadcast.
B. Officers dispatched to the scene of a burglary, theft, or criminal mischief shall thoroughly investigate all leads which provide hope of the offender being arrested on or near the scene.
C. On any property crime, officers shall conduct a thorough scene investigation, including processing for fingerprints when appropriate, and collect any physical evidence found on the scene.
D. The Crime Scene Search Unit may be requested for property crimes only when the collection of physical evidence exceeds patrol capabilities.
E. Officers should pay particular attention to asking a sufficient amount of questions to ensure that all pertinent information is obtained from the complainant.
F. Officers shall also adhere to General Order 319.02, regarding the complainant's ability, or inability, to furnish additional information concerning the offense in the future.

327.05 OPEN DOORS AND WINDOWS

Open doors and windows shall be investigated as silent alarms with the officers eliminating all means of escape prior to beginning their search of the building.

327.06 CRIMINAL MISCHIEF/THEFT OF PUBLIC UTILITIES

A. If requested by a utility company, the officer shall respond to the scene and act only as a witness to the fact that a bypass is installed. The officer shall not take initiative in the investigation of the case or collection of physical evidence.
B. The officer shall record the event on an incident report which shall be assigned to the appropriate field operations investigation unit, noting the type of device, how it was installed, and any observable service being rendered by the device. The officer shall observe only what is open to the officer's view and shall make no searches. The officer shall not arrest under this charge.
C. If a felony, or breach of the peace occurs within the officer's view, proper action as stated in the Texas Code of Criminal Procedure, Chapter 14, shall be taken.
D. When a utility company has decided to pursue a criminal prosecution under the criminal mischief statute, they shall bring their information and/or evidence to the appropriate division investigator.

E. An investigator shall review the evidence, and if it is sufficient, the investigator shall make a supplemental report changing the incident report to an offense report and follow-up the investigation in the normal manner. It shall be the investigator's responsibility to obtain any search warrants needed.
F. If an officer or an investigator must deviate from this procedure, they shall first obtain permission from a supervisor.
G. Nothing in this order shall be interpreted as to prevent the utility companies from filing direct with the district attorney's office.

328.00 DISTURBANCES

328.01 DISTURBANCES

A. If the officer receiving this call is working alone, they shall try to arrange arrival time as closely as possible with that of the responding assist unit.
B. Upon arrival at the scene, officers shall approach the situation as carefully as possible.
C. After officers have arrived at the scene, they should determine the cause of the disturbance and take the reasonable steps necessary to quell the disturbance and restore order.
D. Officers should control their voice and actions while on the scene as these can cause aggravation and incite an even greater disturbance.
E. Officers should try to gain a complete understanding of the situation by investigating thoroughly before taking any action.
F. Once an evaluation is made, officers shall attempt to restore peace quickly by separating persons having a dispute.
G. If a criminal offense is committed in the officer's presence, they may arrest or issue a general complaint citation to the actor, depending upon the circumstances.
H. When the officer has reason to believe, based on the investigation, that a Class C misdemeanor has been committed, but the act was not completed in the officer's presence, a general complaint citation may be issued to the actor.

328.02 LANDLORD AND TENANT DISPUTES

In situations involving landlord and tenant disputes, officers should only act when a criminal offense is involved. Normally both sides in these matters should be referred to the proper authority such as a justice of the peace court or dispute mediation. In the event a civil court has made a ruling on the disposition of property, officers should remember that the enforcement of civil orders is the duty of the Tarrant County Sheriff and the various constables and their deputies. Officers of the department shall not become involved in the enforcement of civil orders except to assist a county law enforcement official.

328.03 PROPERTY SETTLEMENTS AND CHILD CUSTODY MATTERS

A. Although state law allows a peace officer to use reasonable efforts to enforce the terms of a court order that provides for possession of or access to a child, unless an immediate breach of the peace is imminent or there is probable cause to believe that a danger of imminent bodily injury exists or a disturbance is in progress, police employees shall tactfully refuse to participate in child custody or property settlement disputes.
    1. With supervisory approval, officers may standby with a victim in order to preserve the peace so the victim can retrieve only the things they immediately need for their care or the care of their children.

B. If the request is received in the Police Communications Division, the call taker shall follow the above guidelines and no police unit shall be dispatched unless a disturbance is in progress or imminent.
C. Although state law allows a peace officer to use reasonable efforts to enforce the terms of a court order that provides for possession of or access to a child, police officers in the field, when receiving such a request direct from a citizen, shall refer the person to the proper civil court, unless a disturbance is in progress or imminent, in which case the officer shall follow normal police procedures in maintaining order.

328.04 DOMESTIC VIOLENCE

A. Procedure
It is the guiding principle of the Fort Worth Police Department to provide victims of domestic violence the maximum protection from harm or abuse, or threat of harm or abuse, as is permitted by law. All officers shall enforce the law without regard to the relationship between the alleged offender and victim.
B. The primary duties of an officer who investigates a domestic violence allegation or who responds to a disturbance that may involve domestic violence are:
1. To protect any victim of domestic violence.
2. Enforce the law.
3. Make lawful arrest of violators.
C. Officers responding to calls where domestic violence is involved shall advise any possible adult victim of all reasonable means to prevent further domestic violence.
D. On all domestic violence calls, officers shall conduct a thorough investigation to determine the necessity for completion of a Domestic Violence Packet. When a Domestic Violence Packet is necessary, it should be completed in its entirety including:
1. An accurate description of any injuries observed by the reporting officer or reported by the victim. These injuries should be fully documented on the diagram of the FV Packet. Regardless of whether there are apparent injuries, using an available digital camera, officers shall photograph any and all reported or apparent unreported injuries, take photographs of the victim including the face and take photographs of the crime scene. Crime Scene Search should be utilized if no digital camera is available or special circumstances exist that necessitate their expertise.

NOTE: On all Class C misdemeanor offenses, the victim's claim of pain or injury shall be photographed even if there is no visible injury present.

2. Domestic Violence Photos should be submitted to the Domestic Violence Unit by either:
a. Uploading all related photos to the designated police department server. The proper format should be: (year-report number; i.e. 10-000000), or
b. Attaching injury-related photos to the police report under the e-files tab on the Police Records Management System.
3. Written statements from the victim and any/all witnesses to the assault.
4. If a suspect is arrested, a written statement from the arrestee. If the arrestee refuses to provide a written statement, the officer shall write "Refused" on the statement form in the appropriate section.
5. Provide the victim a copy of one of last pages of the Domestic Violence packet, either in English or Spanish as appropriate, entitled “Important Information for Victims of Domestic Violence.”

E. In the event the domestic violence offense is a Class C, the three (3) checklist pages of the Domestic Violence Packet shall be completed.

F. An original police report should be entered into the reporting system detailing all pertinent information obtained during the on-scene investigation and noting in the appropriate fields that it is domestic violence and the relationship between the victim and the suspect. The officer shall include in the narrative whether the suspect is a member of the state military forces or is serving in the armed forces of the United States in an active-duty status.
   1. The Domestic Violence packet must then be scanned in pdf format and attached to the police report under the e-files tab on the Police Records Management System. If an actor is arrested the Domestic Violence packet does not need to be scanned.
   2. The Domestic Violence packet shall be reviewed for completeness and approved by a supervisor.
   3. The original Domestic Violence packet shall be sent to the Domestic Violence Unit via the current system for delivery of mail.

G. It will be the responsibility of the supervisor approving domestic violence reports to ensure the Domestic Violence Packet has been scanned and attached to the report. All reports that do not include the scanned Domestic Violence packet should be unapproved until corrected by the reporting officer.

H. Warrantless Arrest Authority, Article 14.03(a)(4)of the Texas Code of Criminal Procedure allows an officer the discretion whether to make an arrest if the officer has probable cause to believe that a particular person has committed an assault resulting in bodily injury to a member of the person's family or household.
   1. The Fort Worth Police Department shall require an officer to make an arrest under the above Article 14.03(a)(4).
   2. Any officer making an arrest under Article 14.03 (a)(4) shall complete the Domestic Violence packet provided by each division. This completed report packet will be submitted to the jail supervisor to review for completeness and for signature.
   3. Officers will follow the standard procedures regarding juvenile arrests when dealing with juvenile offenders.

I. If the victim has requested a Magistrate's Order for Emergency Protection (EPO), the officer will complete the application packet. A Magistrate's Order for Emergency Protection may be requested by a victim of domestic violence or stalking, guardian of the victim, peace officer, or attorney representing the state. A Magistrate's Order for Emergency Protection (EPO) shall be issued if the offense involves serious bodily injury to the victim or the use or exhibition of a deadly weapon during the commission of an assault. An EPO remains in effect up to the sixty-first (61st) day, but not less than thirty-one (31) days after the date of issuance. If the offense involves the use or exhibition of a deadly weapon during the commission of an assault, the EPO remains in effect up to the ninety-first (91) day, but not less than the sixty-first (61) day after the date of issuance.
   1. Information on all addresses to be protected, including residences, businesses, schools, day care, etc., shall be listed in the proper blanks in the EPO form.
      a. If the victim is at a safe house and requests confidentiality of this address, the address must be listed but only on the front page of the EPO request with the officer then checking the appropriate box on page one of the forms.
   2. Procedure for Emergency Protective Order (EPO) on warrant cases:

a. The assigned detective shall mark in large, bold letters on the front of the warrant data input sheet: NOTICE - EPO Emergency Protective Order to be served at arraignment.
b. The assigned detective will complete the paperwork for the EPO and attach the EPO and a copy of the offense report to the warrant filed in the Identification Unit.
c. When the warrant is entered in the system by PIC, a notation shall be made that an EPO is to be served at arraignment.
d. When the warrant is confirmed for a domestic violence offense by PIC for a patrol or fugitive officer, PIC shall advise the officer confirming the warrant that an EPO is to be served at arraignment and that the EPO and report will be forwarded to the jail supervisor. PIC shall request ID personnel to forward the EPO paperwork to the jail for the arresting officer.
e. If the arrest is made by another agency, PIC shall advise the other agency that Fort Worth Police Department is requesting an EPO be served on the suspect at their arraignment.
f. The arresting officer shall deliver the EPO request and copy of report to the jail with the other jail paperwork.
g. The jail supervisor will forward the EPO paperwork and report to the arraignment judge along with the affidavit and warning.

3. Whenever a detective becomes aware of the need for an emergency protective order on an arrested person case, and the subject has already been arraigned and is still in custody, the detective will:
a. Complete the emergency protective order application, including the probable cause affidavit,
b. Call the Criminal District Magistrate's office or the Municipal Judge's jail office and ascertain if one of the magistrates is available for an emergency protective order,
c. Get the prisoner from the jail and personally take the prisoner and the emergency protective order to the magistrate. Once the prisoner has been served, the detective will return the prisoner to the jail along with an extra copy of the completed emergency protective order to be given to the jail facility personnel.

328.05 PROTECTIVE ORDERS

A. Definitions

1. A family protective order is an order issued pursuant to the Texas Family Code from a court of competent jurisdiction, or a protective order from another jurisdiction, directing a named person (respondent) to do or refrain from doing specified acts toward any family or household. A protective order involving a divorce is valid until the divorce action is disposed of or the issuing court vacates the order.
a. Protective order from another jurisdiction means a protective order rendered by a military court or a court of another state, tribe, or territory. Unless a law enforcement officer knows that the protective order from another jurisdiction has expired, the officer shall rely on:
(1) A copy of the protective order provided by the person; and
(2) A statement from the protected person that the order remains in effect.

2. A temporary ex parte protective order is effective for the period specified in the order not to exceed twenty (20) days from the day it was served on the respondent. Police officers do not have authority to enforce this type of order unless the officer can determine that

the temporary ex parte order is valid and the respondent has been served with notice of the order being in effect.

B. Violations of the type of order in paragraph A (1) above may be criminally enforceable as a Class A misdemeanor pursuant to section 25.07 of the Texas Penal Code (Violation of Protective Order).

C. Certain violations of the orders included in paragraph 1 above allow officers to arrest without a warrant pursuant to section 14.03(a)(3) of the Texas Code of Criminal Procedure.
   1. Prior to making an arrest, officers shall have confirmed the existence of a valid criminally enforceable protective order. Verification can be achieved either through contacting the Police Information Center or at the scene inspecting a certified copy of the order which has not expired. Officers shall accept the presentation of a certified copy of an enforceable order which has not expired as proof of validity.
   2. Whenever an officer determines that a protective order has been violated and that violation is punishable under section 25.07 of the Texas Penal Code, the officer shall effect an arrest if the actor is still on the scene. In any event, an offense report shall be made with all the necessary information and copies directed to the judge of the court issuing the order. If an arrest was made based upon the presentation of a certified copy of an order, the report shall include the following information:
      a. Cause number.
      b. Issuing court.
      c. Date of issuance.
      d. Style of case.
      e. County of issuance.

D. If Texas Penal Code section 25.07 has not been violated, but other provisions of the protective order have been violated, the officer shall make an incident report which shall include the information contained in paragraph C above. The title of the incident report shall be Violation of Family Protective Order. On the first two lines of the narrative, the officer shall direct copies of the report to the judge issuing the protective order. If any other criminal offense occurred, the officer shall follow the usual arrest procedures applicable to the situation as it exists.

E. Responsibilities
   1. All protective orders received by this department shall be immediately forwarded to the Identification Unit and the Police Information Center. Criminally enforceable protective orders shall be organized in such a manner that they will be readily accessible at all times.
   2. The following information must be easily retrievable at all times.
      a. Protected person's name.
      b. Respondent's name.
      c. Type of order.
      d. Expiration date.
      e. Protected addresses.
   3. On request, the Police Information Center shall inform officers of the specifics of any protective order, to include any acts prohibited by the order.

328.06 CIVIL DISTURBANCES/PROTESTS

A. Civil disturbances can generally be classified as a lawful protest, such as demonstrations, non-violent civil disobedience, or violent disobedience.

B. The course of action of the Fort Worth Police Department in any type of civil disturbance or protest shall be to ensure public safety, protect life and property, preserve the peace and protect the First Amendment rights of all persons involved in the event.
C. The Tactical Intelligence Division Captain or designee will assign personnel from the Intelligence Section to all civil disturbances and protests in the City of Fort Worth and will coordinate for uniformed services with the appropriate patrol division captain. The Homeland Security Unit shall be responsible for handling any threats or mass gatherings that create a safety issue to the city's resources and/or citizens, coordination with other city and/or private entities, and initiating an operational plan when time permits.
D. The Homeland Security Unit shall facilitate coordination with the person(s) or organization planning the protest or mass gathering, will request and coordinate the assistance of other police sections in collecting information, and shall deploy plainclothes officers to monitor activities and information gathering.
E. If patrol officers arrive on the scene of an event that has the potential to lead to a civil disturbance or mass gathering, the first-line supervisor shall ensure Homeland Security Unit is immediately notified. When personnel from the Homeland Security Unit make the scene, they shall be in charge of the scene and will coordinate with patrol personnel.
    1. Patrol supervisors on the scene shall supervise only those functions of a patrol-oriented nature. To allow Homeland Security Unit plainclothes officers to remain operating in an undercover capacity, uniformed officers may be directed by the plainclothes officers to identify or provide contact to person(s) at the event
    2. Uniformed officers shall preserve peace through enforcement, and shall control and contain crowds in such a manner as not to provoke any group or person. It is the guiding principle of the department to enforce existing state laws and city ordinances.
F. All officers must keep in mind that it is a First Amendment right to protest and that technology allows for most citizens to video all actions by police at events. Officers shall remain neutral to all parties involved thereby representing the professionalism of the department at all times.

328.07 DISPUTE RESOLUTION SERVICES

Dispute Resolution Services of Tarrant County (DRS) is a non-profit organization dedicated to solving interpersonal disputes through mediation. The dispute resolution service is available at no cost to aid in the resolution of conflicts between parties. Any officer may refer appropriate conflicts to DRS utilizing a FWPD Referral form; however, the primary responsibility for referrals, and for monitoring the ensuing mediation process, will be that of the Neighborhood Police Officer (NPO) assigned to the area where the dispute occurred.

A. Officers encountering disputes between parties that do not require the assistance of the court system to provide a solution to the conflict may refer the participants to the DRS when appropriate. Every effort should be made to resolve the dispute on the scene, and under no circumstances shall officers neglect their sworn duty to uphold the law by failing to arrest a violator of the law when appropriate, or to make an offense report when a crime has been committed. Parties to a dispute must understand that participation in the mediation process is voluntary.
B. Situations where dispute resolution may be used include, but are not limited to, landlord and tenant disputes where no criminal violation has occurred, minor Class C offenses where no breach of the peace is occurring nor is it likely to occur again, minor disputes where violence has not occurred but the officer believes the situation may lead to violence later, and civil

disputes where no criminal law has been violated, such as conflicts over children, pets, non-violent trespass, and noise complaints.

C. Process to follow when referring complainants to DRS:
The primary referral point to DRS within the police department will be the NPO whose area the dispute occurs within. NPOs will also follow-up on situations recommended for mediation from sources outside the department such as those made by the Municipal Court, Citizen Advisory Councils, Justice of the Peace personnel, etc.
   1. Officers in the field may refer disputants to DRS by completing the FWPD Referral form and giving the appropriate copies of the form to the disputants. The officer issuing the referral must then ensure that the original form is delivered to the affected NPO by the next scheduled workday for the NPO, and document the referral in the appropriate offense or incident report.
   2. The NPO will evaluate the circumstances and determine if referral is appropriate.
   3. If an offense or incident report was made, the NPO will coordinate with the detective assigned the report.
   4. If the situation is appropriate for mediation, and a referral notice has not been issued by an officer already, the NPO will meet with the disputants and, if the parties involved voluntarily agree to mediation, issue a mediation summons via the FWPD Referral form. The NPO will retain the original form.
   5. The NPO will immediately fax or deliver the FWPD Referral form to DRS.
   6. DRS will arrange the mediation by choosing an appropriate time, date, and location for the mediation, and contacting the mediators.
   7. The NPO will confirm the mediation by requesting DRS personnel write the mediation information on the original mediation summons within three (3) business days of the referral. Mediators will be coordinated by DRS to obtain the mediation materials, and to perform the mediation.
   8. The affected NPO shall coordinate with DRS to ensure the officer is notified as to the results of the DRS mediation.
   9. If an agreement was made, the mediators will file the agreement with DRS.
   10. If no agreement was made, the NPO will determine if any further police action is necessary to resolve the conflict.
   11. In either case, the completed FWPD Referral form will be filed with the appropriate division commander who will maintain statistics on the number of referrals, the number of meditations performed, and the number of meditations resulting in agreements.

328.08 HATE CRIMES

The Fort Worth Police Department provides police services to the community in a nonpartisan, fair, equitable, and objective manner without consideration of race, color, gender, age, national origin, religion, disability, economic status, sexual orientation, gender expression, gender identity, transgender status, membership in a cultural group or other individual characteristics or distinctions. It shall be the guiding principle of the Fort Worth Police Department to bring the investigation and enforcement elements into action following any and all reported or observed incidents of hatred directed toward an individual because of race, religion, ethnicity, or sexual orientation.

A. Hate Crime or Bias Crime is not a separate, distinct crime, but rather a traditional offense motivated by the offender's bias. A bias is a preconceived negative opinion or attitude toward a group of persons based on their race, religion, disability, sexual orientation, sexual identity,

or ethnicity/national origin; therefore, the offenders criminal act must have been motivated in whole or in part by their bias. Hate Crime is not a specific offense that any person can be charged with but rather a penalty enhancement. Officers cannot enhance the level of the crime at the time of booking even if there is sufficient evidence that the crime was motivated because of bias or prejudice. The decision to enhance the offense is made by prosecution at time of trial and not by law enforcement.

B. The following procedures establish guidelines for officers in identifying and investigating potential hate crimes and ensure accurate reporting of hate crimes. Procedures for investigating potential hate crimes:
   1. Officers responding to the scene of potential hate crimes shall:
      a. Conduct a thorough on-scene investigation to include interviewing witnesses, victims and others to determine what circumstances, if any, indicate the offense was motivated by a bias. Officers shall use the following criteria to identify hate crimes:
         (1) Motive, or lack of apparent motive,
         (2) Display of any offensive symbols, words or acts,
         (3) Prior history of similar offenses against the same victim group,
         (4) Statements made by suspects, victims, or witnesses,
         (5) Identifiable bias-related objects were used by the suspect,
         (6) Victim has received bias-related threats or harassment prior to the crime's occurrence, or
         (7) Suspect has made oral or written statements against the victim or victims group that express bias.
      b. If the investigating officer collects sufficient objective facts to indicate the offender may have been motivated by bias, then the officer should request Communications to notify the Major Case Unit, or the commander after normal duty hours.
      c. The Public Relations Office shall be notified of any potential hate crime involving serious bodily injury, abduction, or in which the circumstances indicate the necessity for immediate response by investigators, i.e., cross burnings, riots, etc.
      d. Officers investigating potential hate crimes shall make every attempt to lessen the impact of the offense on the victim, including removal of visible offensive materials such as burnt crosses, graffiti, etc. after it has been processed for evidence and documented for criminal case. The officer will contact the Police Information Center (PIC) so that the Transportation and Public Works Department may be contacted to provide pickup service, painting, sandblasting, etc.
   2. Field supervisors shall be responsible for determining the need to request other city departments, based on the nature of the material to be removed and the urgency required.

C. Investigative Responsibilities
   1. All hate crimes/bias crimes shall be investigated by Major Case, who shall also be responsible for filing of all cases regardless of the offense.
   2. The investigating officer first responding to the original call shall determine if an offense is a hate crime, based on the definition, evidence, and other pertinent facts. The report shall then be reviewed by Major Case investigators, who will make the final determination.
   3. Should it be determined that an offense is not a hate crime but was originally designated as such, the Major Case supervisor shall notify the respective field operations division supervisor before supplementing the report and transferring the investigation.

4. Should it be determined that an offense is a hate crime but was not originally designated as such, the respective field operations division supervisor receiving the report shall notify the Major Case supervisor before supplementing the report and transferring the investigation.
5. Major Case investigators shall ensure that contact is made in person with each individual victim of a hate crime as soon as practical, and shall coordinate with Victims Assistance.
6. Major Case shall be responsible for coordinating the investigation with the commander of the field operations division in which the offense occurred.
7. Major Case shall compile statistical information on all hate crimes, submit quarterly reports to the Human Relations Commission for their discernment, and provide the Records Division with monthly reports to be forwarded to the Texas Department of Public Safety.

D. Patrol Divisions Responsibilities
1. The commander in which a potential hate crime or incident occurs shall be responsible for coordinating with Major Case in order to initiate contact in person or by telephone, depending upon circumstances, with the victim of a hate crime at the conclusion of an investigation or at such a time as is appropriate.

328.09 CRIMINAL TRESPASS WARNING

A. Officers should determine if a criminal trespass offense has occurred in accordance with Penal Code 30.05. If it is determined that a violation has occurred, and the subject is still on the scene, the officer may immediately effect an arrest of the subject, in adherence with the Penal Code. After an arrest, the officer may issue a Criminal Trespass Warning to provide documentation to the representative and suspect. If the owner or representative of the property wants the subject warned, and the subject is willing to leave the premises, or if circumstances are presented that the officer is unable to find cause for immediate arrest, then the Criminal Trespass Warning would apply.
B. Officers should ensure that the person making the complaint is the owner of the property or has authority to act for the owner.
C. When the property where the reported criminal trespass occurred is an apartment complex, officers should determine if the reported incident occurred in a common area such as an external hallway, parking lot, driveway, etc. If it is determined that the incident occurred in a common area, the officer should investigate the circumstances further to determine if an offense exists before issuing a warning.
D. When the preliminary investigation reveals that a criminal trespass offense has occurred, the officer will complete the Criminal Trespass Warning Card in duplicate. If the suspect is still on the scene, the officer will request that the suspect sign the warning in the space provided. If the suspect refuses to sign the form, the officer will write in the space provided "refused to sign."
E. The officer will leave one (1) copy of the Criminal Trespass Warning Card with the complainant and one (1) copy with the suspect. The complainant will be told to show their copy to any officer responding to any subsequent call on the same suspect.
F. An incident report will be made when a Criminal Trespass Warning Card has been issued, noting the number of the warning.
G. The Criminal Trespass Affidavit Program provides written permission to criminally trespass, remove, or arrest any violators found at an approved location outside of business hours without the representative having to be present. The signed Criminal Trespass Affidavit may be

initiated by any officer (preferably Neighborhood Police Officers) then will be routed to an appropriate divisional Criminal Investigation Unit sergeant for approval and entry into the Portal database under "CTW Affidavits." The signed affidavit will remain in effect for twelve (12) months; however, a location can be removed at the request of the representative for the location or for any condition not adhered to on the signed Criminal Trespass Affidavit.

328.10 UNAUTHORIZED CAMPING

A. Definitions
   1. Authorization - Express written permission given by the property owner or the owner's agent.
   2. Camp - To reside or dwell temporarily in a place, using Transitory Shelter.
   3. Private Property - Property or an area that is owned by any person other than a Governmental Entity or an Educational Institution.
   4. Reside or Dwell - Without limitation, eating, sleeping, or the storage of personal possessions.
   5. Transitory Shelter - Any material used as a tent, temporary structure, or protection from the elements for the purpose of human habitation or living accommodations.

B. The Homeless Outreach Program Enforcement (H.O.P.E.) Unit responds to unhoused individuals living in alternative situations such as encampments, streets, or vacant structures and serves as the bridge between the homeless population, law enforcement, emergency medical services and other private agencies to coordinate outreach to those in need.

C. Communications personnel will direct all unauthorized camping complaints that come through 911 or the non-emergency number to H.O.P.E. and the appropriate Neighborhood Patrol Officer (NPO) through a data base located on the Portal. All complaints received by a NPO or patrol officer through the Police Portal that requires a Code Compliance response should be coordinated with H.O.P.E.

D. The appropriate NPO will first attempt to identify the property owner and will work with H.O.P.E., if needed, for that specific location to organize a police response to the complaint. It will be the responsibility for the NPO and H.O.P.E. officers to:
   1. Determine how large the camp is and what needs may require an outreach group to respond; and
   2. Provide a verbal warning to the campers that they can no longer stay on the property and give the date and time that police officers will return with Code Compliance for clean-up, if required.
      (a) This allows for advanced notice to vacate and provides outreach groups time to respond.
      (b) An exception is if the property owner or representative is present or makes the complaint, and requests that the campers vacate immediately. In that case, officers should issue a Criminal Trespass Warning rather than a citation for violation of the camping ordinance, and provide a reasonable time for the person to comply with the request or order.
      (c) If an officer believes they are investigating a repeat offense, the officer should verify on the Police Portal and write the ticket.
   3. When Code Compliance responds to a campsite for clean-up, the NPO will accompany the Code Compliance officer for security and will stay until the clean-up is completed. The NPO shall continue to monitor the location to ensure repeat clean-up will not be necessary.

E. Unless directed by the owner of the property to immediately remove the campsite or any exigent circumstances require immediate action, police officers coming upon or directed by another person to a campsite, shall not issue a citation, make an arrest, or otherwise enforce the ordinance against any person until the officer:
   1. Verbally requests or orders the person to refrain from the alleged violation,
   2. Provides a reasonable time for the person to comply with the request or order, and
   3. Attempts to ascertain whether the person is in need of emergency medical treatment, including emergency mental health treatment, or social services, including temporary shelter or drug or alcohol rehabilitation.

NOTE: Patrol officers should complete a report on the incident if a citation is issued and enter the required information on the Portal automated worksheet for tracking complaints and activity at camping locations.

F. H.O.P.E. officers and NPOs, shall use an automated worksheet located on the Police Portal to track complaints and activity at the camping locations. Information on the worksheet shall include, but not be limited to:
   1. Beat or PRA
   2. Site location
   3. Date
   4. Time
   5. If the campers had permission to remain on the location
   6. If the campers moved immediately upon notice, or if a citation was issued because the campers refused to move.
      (a) If a citation is issued, include documentation of the verbal warning provided and the amount of time provided to allow the person to comply, and if any other services had been contacted prior to issuing the citation.

329.00 PERSON WITH A GUN

Unavailable

330.00 PERSONS IN MENTAL HEALTH CRISIS

330.01 INITIAL POLICE ACTIONS

A. When available, on-duty Crisis Intervention Team members shall take primary when responding to calls involving Mental Health Individuals (MHIs) suffering from a mental health condition or crisis.

B. Due to the potential for violence present when dealing with persons suffering a mental health crisis, a minimum of two (2) officers shall be dispatched to all calls of this type (including Signal 13 – Mental Health Individual).

C. Officers shall, when possible, gather as much information about the subject as is available prior to approaching the person. Officers are encouraged to contact the MHMR (My Health My Resources) Hotline for police only, or have communications do so, for information regarding mental health individual (MHIs) for assistance if it is safe and prudent.

D. Officers should use extreme caution in dealing with these potentially dangerous individuals and avoid using any words such as demented or crazy.

E. If no criminal offense has occurred and a substantial risk of serious harm does not exist, set an MHMR follow up disposition and add relevant information to the call sheet. CIT will conduct a follow up based on this information.

F. A substantial risk of serious harm or death to the person or others may be demonstrated by the person's statements and/or behavior, actions or evidence of severe emotional distress and deterioration in the person's mental condition to the extent that the person cannot remain at liberty. The officer may form the belief from the representation of a credible person, on the basis of the statements of harm to self or others, or based on the totality of the conduct of the person and the circumstances under which the person is found. The officer shall take that person into custody for an apprehension by peace officer for emergency detention when these circumstances exist.

G. Apprehension by peace officer for emergency detention
   1. The action taken by a Texas peace officer to detain a person and transport them for a mental health evaluation by a medical professional in the following 48 hours.
   2. The Health and Safety Code, Chapter 573 sec. 573.001, states that a peace officer, without a warrant, may take a person into custody if the officer has reason to believe and does believe that:
      a. The person is mentally ill; and
      b. Because of that mental illness, there is a substantial risk of serious harm to the person, bodily injury or death to others unless the person is immediately restrained; and
      c. The officer believes that there is not sufficient time to obtain a warrant before taking the person into custody.
      d. The totality of the circumstances determines the applicability if the notification of emergency detention.

330.02 POLICE ACTIONS WHERE NO CRIMINAL OFFENSE IS INVOLVED

A. When police officers come into contact with an individual under circumstances meeting the requirements of TX HSC Section 573.001, the following actions shall be taken:
   1. The subject shall be taken into custody, restrained, and transported in their police vehicle to John Peter Smith Hospital's Psychiatric Emergency Center.
      a. If circumstances dictate an alternate means of transporting the subject to the facility, the officer may find it necessary to utilize ambulance services. Transport by ambulance is only provided if medically required to do so or if the MHI requests. Although the individual is transported by ambulance officers will complete the Peace Officer's Notification of Detention (previously known as a MAP form) upon arrival at the hospital.
      b. If an officer is dispatched to a call of an individual under thirteen (13) years of age for a notification of emergency detention, CIT should be contacted. The subject shall be transported to Cook Children's Medical Center. Adolescents age 13 and older shall be transported to John Peter Smith Psychiatric Emergency Center. All children 12 and under shall be taken to Cook Children's Medical Center.
      c. For juveniles placed in handcuffs, officers shall contact Cook Children's Medical Center to allow at least five (5) minutes room preparation time for

the emergency care personnel. Officers should bring the handcuffed juvenile to the treatment area using the ambulance entrance. If appropriate advance notice cannot be given, the officer shall park the police unit at the ambulance entrance, personally notify the emergency care personnel, and hold the juvenile in the vehicle until a room is prepared. *TBP 10.02*

2. Upon arrival at the facility, the officers shall assist medical personnel in restraining the subject, if necessary.
3. The officer shall complete a Peace Officer's Notification of Detention and submit it to the facility.
4. The officer shall immediately inform the person orally in simple, nontechnical terms:
   a. of the reason for the detention and
   b. that a staff member of the facility will inform the person of the person's rights within 24 hours after the time the person is admitted to a facility
5. The officer shall complete an incident report regarding the details of the call. The report shall contain pertinent facts regarding the subject's actions, those individuals who witnessed the actions, and sufficient detail to explain why the officers determined the subject posed a danger to themselves, the officer, or someone else. The officer shall complete the report by end of shift if on duty, or within 24 hours if off duty, to facilitate notifications to MHMR liaisons who partner with the Crisis Intervention Team (CIT). If the Mental Health Individual (MHI) was/is exhibiting any signs of homicidal violence or a mass casualty incident, the report shall be completed immediately, no matter the circumstance and CIT should be notified.
   a. The Emergency Medical Treatment and Labor Act (EMTALA, 42 U.S.C. 1395dd § 1867) requires hospitals having an emergency department to provide stabilizing care for all patients, including those presenting with psychiatric crisis, regardless of their ability to pay.
   b. If the officer becomes aware of any allegations of an EMTALA violation (i.e. patient was refused treatment at a hospital) the officer shall document this in their report.
6. The officers shall leave the facility only after the subject has been transferred to JPS personnel.
7. Officer's shall tag all body worn and in car camera footage with the "CIT" tag.

B. If a person suffering a mental illness is already at a hospital that has an Emergency Department and is considered a patient, officers should assess whether the person poses a substantial risk of serious harm to self or others irrespective of the hospital setting. If the person does pose that risk, the officer shall complete the Peace Officer's Notification of Emergency Detention and present it to the hospital staff who will then detain the subject and Officers may leave the hospital to complete the required incident report.
   1. If the officer does not witness behavior or hear statements leading them to believe that the subject is an imminent threat to self or others, then a medical professional, including those who are consulted through Telemedicine or Tele-psychiatrist, must provide a signed, written statement which includes specific observations. The officer shall ensure that the statement provides the necessary information required under HSC Sec. 573.002.
   2. The subject shall remain in the custody of the hospital and shall NOT be transported by police vehicle to another facility, including John Peter Smith,

3. Subjects not yet registered, admitted or currently under treatment by ER staff shall NOT be considered under the care of the hospital ER and shall be treated under GO 330.02(A).

330.03 POLICE ACTIONS WHERE AN OFFENSE IS INVOLVED

A. When officers arrive on the scene of a call involving a person suffering mental illness, and a criminal offense has been committed by the person suffering a mental illness, the officers shall place the person under arrest for the appropriate offense.
B. If the subject poses a substantial risk of serious harm or death to themselves or others, the individual shall be transported immediately to John Peter Smith Hospital Psychiatric Emergency Center through an apprehension by peace officer for emergency detention.
C. If the subject is under thirteen (13) years of age, the same requirements apply as under GO 331.02 (A)(1)(b).
D. Persons suffering a mental illness, who have committed an offense and have been transported to John Peter Smith Hospital, shall be returned to jail upon determination that the person involved no longer requires hospitalization. If the person is a juvenile and was transported to either Cook Children's Medical Center or John Peter Smith Hospital, detention will follow out-of-custody arrest procedures under General Orders 341.00.

330.04 REPEATED DEALINGS WITH MENTALLY DISTURBED PERSONS

When officers deal frequently with a mentally disturbed person and believe that the person is not a danger at this time, but has the potential of becoming a threat to themselves or another if not treated, the officer may request assistance from the on call Crisis Intervention Team (CIT) officer, complete a Mental Health Information Report, or add relevant information to the call sheet and enter *Request Mental Health Follow Up (MHMR)* on their call disposition.

331.00 EXPLOSIVES

331.01 EXPLOSIVES, BOMBS, AND BOMB THREATS

A. The responsibility to search for any reported explosive device as well as the decision to evacuate any building or area suspected of containing explosives rests with the Fort Worth Fire Department.
B. The fire department shall also make the necessary reports and follow-up of these incidents and the police department shall respond only upon the request of the fire department. Should it be necessary for the police department to go to the scene, all radio transmissions including MDT's shall cease within a three block area of any suspected explosive device.
C. The fire department will notify the police department when the incident involves extortions or when a bombing results in injury or death at which time the police department shall initiate an investigation of this aspect.
D. When a bomb threat or a report of a bomb threat is received by dispatch personnel, the person receiving the report shall notify the fire department by direct telephone line. If the report is the initial bomb threat, the recording of the conversation shall be made available to the fire department. If the report concerns a county building complex, such as courthouse or civil courts buildings, during normal business hours, the civil defense office shall be notified by Communications.

E. When an officer confiscates or is called upon to dispose of any pyrotechnic device or small arms ammunition (20mm or smaller), they shall ascertain if a fire department unit is nearby and, if so, meet with them and turn over the items. If a fire department unit is not available, the officer shall take the items to the nearest fire station for disposal.
F. If the ammunition is larger than 20mm, the officers shall call for an explosive technician from the fire department to come to the scene and dispose of the device.

332.00 PUBLIC INTOXICATION

332.01 PUBLIC INTOXICATION

A. In accordance with the Texas Penal Code Sec. 49.02, an individual commits an offense if the individual appears in a public place while intoxicated due to alcohol or any other substance, to the degree that the individual may endanger himself or another.
B. Officers observing a person whom they believe to be intoxicated should be reasonably certain that the individual is actually intoxicated rather than suffering from the effects of an illness.
C. Before issuing a citation for public intoxication, officers shall check with PIC and the ID Section to determine if the arrested person's criminal history shows three (3) or more guilty convictions for public intoxication, disorderly conduct, or a combination of both offenses in the last twenty-four (24) months. If three (3) or more guilty convictions are discovered, the arrested person shall be transported to jail and charged with "Public Intoxication-Enhanced."
D. Officers shall check the arrested person for injuries and call an ambulance when necessary. Unconscious persons shall not be placed in jail.
E. If the subject is extremely dirty, unsanitary, or conscious but incapable of standing, officers shall call for the prisoner transport van. Female prisoners may be transported in a separate cell from male prisoners in the prisoner transport van.
F. If the arrested person is transported to the jail, upon arrival at the jail, the officer may request additional assistance from jail workers and should advise the jail supervisor if they were unable to conduct a thorough search of the prisoner.
G. Subjects arrested for public intoxication who have a vehicle shall have it processed according to current procedures dealing with disposition of vehicles.
H. Officers shall use the appropriate screens and report narrative in the Public Intoxication report to clearly articulate the actions or behaviors that led them to conclude the individual was intoxicated to the point of being a danger to themselves or others. A few examples of these behaviors are: falling down, aggressive behavior towards others, a stumbling gait or walk, or urinating on self.
I. A strong odor of alcoholic beverage on or about the person is insufficient, by itself, to justify an arrest for Public Intoxication. Therefore, in the narrative of the report, and by use of the screens, officers must fully articulate facts establishing probable cause that the person was intoxicated to the degree that they may endanger themselves or others.

332.02 PUBLIC INTOXICATION OTHER THAN ALCOHOL

Officers charging persons with public intoxication due to consumption of substances other than alcohol must indicate the substance suspected to be causing the intoxication, such as paint fumes, glue, or other substances.

332.03 – 332.05 Unavailable

333.00 MEDICAL EMERGENCIES

333.01 EMERGENCY AMBULANCE PROCEDURES

A. Actions by Police Communications Division

1. The police dispatcher receiving a call requiring emergency medical service, regardless of the nature, shall immediately notify the contractor ambulance dispatcher.
2. The contractor ambulance dispatcher, when receiving emergency calls, shall notify the fire department dispatcher, dispatch the ambulance, and then call the Police Communications Division. The call taker receiving the call shall make the decision whether or not to direct response by a police unit according to the nature of the situation. When in doubt, the employee shall consult with their supervisor.

B. Actions by Officers at the Scene

1. If the police officer is the first to arrive on the scene of a medical emergency, the officer shall render first aid pending the arrival of the fire department and/or the ambulance or a Tactical Medical Unit, at which time they shall assume responsibility for administering lifesaving techniques and the officer shall assist if requested.
2. The police officer in charge at the scene of any accident or medical emergency shall be responsible for directing the ambulance crew where to park their vehicle in order to minimize the hazard and to facilitate traffic flow, while placing the vehicle as near the patient as possible.
3. If the police officer in charge on a death scene feels that the presence of the body on the scene creates a definite hazard or aggravates a volatile situation, the officer may obtain permission from a supervisor to direct the contract ambulance crew to remove the body to the hospital.
4. Police officers on the scene of an accident or medical emergency shall be responsible for controlling traffic and bystanders to prevent interference with the ambulance crew and fire department.
5. The police officer in charge at a death scene and all officers that enter the death scene shall be responsible for preserving the scene and any appropriate evidence until the arrival of the medical investigator in those cases where investigation of the death is required by law, in accordance with Texas Code of Criminal Procedure Article 49.25, sections 6 and 8.
6. In instances where violent crime is involved, officers shall make every effort to protect ambulance crews while victims are being treated and removed. In circumstances where a danger of further violence is indicated, and through coordination between the police and ambulance dispatchers, the ambulance crew shall not approach such a scene until the police arrive and are in control. A Tactical Medical Unit may be an option for treating victims in active scenes where Fire Department/Med-Star Units would normally stage.
7. If necessary, the police shall assist the ambulance crew in controlling unmanageable or irrational patients according to established policies and procedures for the handling of violent mentally ill persons. In this case, a Crisis Intervention (CIT) Unit shall be notified and may respond to the scene, if practical.
8. Officers are advised that a paramedic can make the determination that a person is deceased but the paramedic is held legally liable and accountable for any error in

judgement. For this and other reasons, the ambulance crew is directed by their operating procedures to assume that the patient is to be treated and transported to a hospital if there is any doubt whatsoever as to the indications of death. If the paramedic does conclude that the person is obviously deceased, then officers are reminded that the Texas Code of Criminal Procedure, Article 49.25, provides that the body shall not be disturbed or removed without the authorization of the Tarrant County Medical Examiner. Exceptions to this can be made by the officer in charge at the scene through a supervisor by concluding that it is necessary to preserve the body from loss or destruction, maintain the flow of traffic, or if the presence of the body creates a hazard or aggravates a volatile situation.

9. Officers are advised that a paramedic can make the triage decisions in the case of multiple injured persons and prioritize the treatment of these persons in the order their training dictates.
10. In the case of extrication of accident victims who are trapped, the fire department is responsible for the physical safety of the fire crews and the victims, and shall coordinate medical efforts and extrication efforts.
11. The ambulance company procedures dictate that the ambulance shall be operated as an emergency vehicle in accordance with state law and applicable city ordinances. Officers shall assist in expediting ambulances through the traffic flow to the maximum extent possible in conformance with those laws and ordinances.

C. Cooperation with Fire Department and ambulance crews
   1. Realization of the objective of rapid, quality service to persons who are victims of a medical emergency requires that the fire, ambulance, and police personnel at the scene and in the dispatch centers act together as a team, understanding each other's responsibilities, and assisting to the maximum extent feasible whenever needed.
   2. Supervisors and officers are encouraged to become acquainted with the ambulance crews and ambulance supervisors working in their area and to establish a spirit of cooperation so as to minimize procedural conflicts which adversely affect the delivery of service to medical emergency victims.
   3. Field and dispatch supervisors are encouraged to handle minor disagreements through coordination with the field or dispatch supervisor of the ambulance company. Should a problem arise which is beyond the scope of handling at that level or one which affects procedures, the supervisor handling the issue shall forward a full report of the problem through command channels to the Fort Worth Emergency Medical Services Coordinator, whose responsibility is to settle such issues.
   4. Outside ambulance firms may make runs through the city as necessary.

333.02 INJURED PERSONS

A. Officers shall immediately provide medical attention commensurate with their training and call for an ambulance whenever a person:
   1. Requests medical attention; or
   2. Exhibits signs of medical distress or possible medical distress.

B. If an injured person requires CPR via rescue breathing, personnel are encouraged to use the issued equipment in order to prevent the transmission of disease.

C. Officers shall determine if an offense has been committed and complete all necessary reports.

D. If necessary, the officer shall change locations to the hospital where the victim has been transported.

E. On calls where officers are to meet ambulance personnel, and it is determined that no offense has occurred, they shall provide assistance as needed.
F. Hospital calls shall be assigned to any available police unit in the immediate vicinity of a hospital.
   1. The unit responding to a hospital call shall be responsible for making an incident report (hospital report) and signing the injured person's medical chart, even though an on-scene investigation may be required. However, if the officer at the hospital determines that an offense has occurred and that an on-scene investigation is not required, then the appropriate report shall be made. In this instance, the injured person's medical chart shall be signed and a hospital report shall not be necessary.
   2. If an on-scene investigation is necessary, the officer making the hospital call shall advise the dispatcher. The unit nearest the scene of the occurrence shall be dispatched to conduct an on-scene investigation and shall make the necessary reports, excluding the hospital report.
   3. If an officer changes location to a hospital for a follow-up investigation, and a hospital report has not been made, the officer shall be responsible for signing the injured person's medical chart and making the hospital report if no other reports were made as a result of the officer's investigation.

334.00 MISSING PERSONS

334.01 MISSING PERSONS

A. A missing person is any person who was last seen in the city limits of Fort Worth or resides in the City of Fort Worth, and another citizen reports that the person's whereabouts are unknown.
   1. "Missing Person" means a person eighteen (18) years old or older whose disappearance is not voluntary.
   2. "Missing Child" means a person under eighteen (18) years of age whose whereabouts are unknown to the child's legal custodian, the circumstances of whose absence indicate that:
      a. The child did not voluntarily leave the care and control, and the taking of the child was not authorized by law;
      b. The child voluntarily left the care and control of their legal custodian without the custodian's consent and without intent to return; or,
      c. The child was taken or retained in violation of the express terms of a court order or judgement governing custody of the child.
   3. If the missing person does not fit into the above criteria, the police department personnel shall tactfully inform the citizen to file a report with the law enforcement agency which has jurisdiction and assure them that this department shall assist in any follow-up investigation.
   4. There is no waiting period to report a person as missing.
B. A police officer and a field supervisor shall be dispatched to the scene of a reported missing person when it is determined:
   1. The missing person is under twelve (12) years of age.
   2. The missing person is of advanced age.
   3. The missing person is reported mentally unstable. This includes runaways from institutions.

a. Mentally unstable shall also include chronic dementia, including Alzheimer's Disease.

4. Foul play is reported as the possible reason for the person being reported as missing.

C. The responding officer shall:

1. Provide the dispatcher with sufficient information so that a broadcast can be made.
2. Verify the suspected reasons for the person to be missing.
3. If the suspected reason for the person to be missing is due to advanced age, mental instability, or foul play or if the missing person is under twelve (12) years of age:
   a. Ensure a field supervisor is advised to make the scene.
   b. Complete a missing person affidavit and Medical Release Form.
      (1) A missing person affidavit is not required if the person is under eighteen (18) years of age.
      (2) The missing person affidavit must be signed by a source other than the investigating agency, such as a parent, legal guardian, next of kin, physician, or other authoritative source including a friend or neighbor in unusual circumstances.
      (3) The Medical Release Form is valid when signed by the adult missing person's spouse, adult child who is reasonably available, parent, or legal guardian. A medical release for a missing child is valid only if the form is signed by the parent or legal guardian of the child.
   c. If applicable, notify the Alzheimer Association Safe Return program.
4. Present the missing person affidavit and Medical Release Form to the field supervisor who shall ensure that both the affidavit and the Medical Release Form are signed by the proper authority. Both original forms shall be forwarded to the Identification Section and placed in the Missing Persons box.
5. When an officer responds to a missing person from an institution, the officer will determine if the missing person had been placed in the institution by a lawful court order. If so, the officer shall:
   a. Obtain a copy of the court order. If a copy of the court order is not available, advise the reporting person that the missing person cannot be detained if located.
   b. Include information on the report, complete the missing person affidavit of persons eighteen (18) years of age or older, and the Medical Release Form.
6. Prepare a missing person report.
   a. If the child is missing in violation of a court order affecting custody and the child's whereabouts are unknown to the person having custody, an Interference with Child Custody report will be made with the child listed as a missing person. A copy of the report shall be forwarded to the Crimes Against Children Unit and the Missing Person Detail in the Major Case Section.
7. Immediately cause the report to be entered by DRU by prioritizing the report. The report shall be completed prior to the officer clearing the call.

D. The responding field supervisor shall:

1. Initiate a search of the immediate area.
2. Cause a copy of the signed missing person affidavit to be promptly delivered to the Police Information Center (PIC). This shall be accomplished prior to the supervisor clearing the call.

3. If the missing person is a person missing from a court-ordered placement, cause one copy of the court order to be delivered to PIC and one copy to be delivered to the Identification Unit for placement in the Missing Persons box.
4. If circumstances warrant:
   a. Notify the Major Crimes Commander or designee.
   b. Call for additional personnel, which may include K-9, Mounted Patrol, or Air Support.
   c. Notify the division commander, or designee, and the Public Relations Office.
   d. Arrange for relief personnel if the search extends beyond the normal tour of duty.
5. If after a thorough investigation the supervisor deems further searching would be fruitless, contact the division commander, or designee, for permission to discontinue the search.

E. A missing person report may be taken by telephone unless the situation is one listed in 334.01 (B) requiring an officer and field supervisor to be dispatched to the location.
1. The police personnel receiving the initial call shall verify the missing person does not meet the criteria of Section B and transfer the reporting person to DRU.
2. Reports may be taken by telephone from state or private institutions if the missing person is twelve (12) years of age or older and under eighteen (18) years of age.
3. If the reporting person is outside the city and reports a missing person who would meet the criteria of Section B, a report may be taken by telephone.
4. The DRU personnel shall promptly provide the dispatcher with a description of the missing person so a broadcast can be made.

F. The Police Information Center (PIC) personnel shall expeditiously enter persons under eighteen (18) years of age, or persons eighteen (18) years of age or older when a missing person affidavit is received, into NCIC. In the case of a missing person who is reported to suffer from dementia or Alzheimer disease, the Alzheimer's Association Safe Return crisis number shall be contacted.

G. The Missing Persons Detail shall:
1. Maintain a file of all missing persons reports.
2. Maintain all original affidavits and Medical Release Forms.
3. Coordinate obtaining a Medical Release Form when the report was taken by telephone.
4. Mail the forwarded medical records to the Texas Department of Public Safety Missing Persons Clearinghouse.

H. During the hours that the Missing Persons Detail is closed, inquiries from field personnel of missing person status may be made to PIC.

I. Cancellation of missing persons reports.
1. All calls that involve the return or location of missing persons that originally necessitated a field supervisor to make the scene, as specified in General Order 334.01 (B), require that a patrol officer be dispatched to verify the return or location of the subject.
2. In cases other than those above, the person reporting the cancellation shall be transferred to the Missing Persons Detail during their duty hours and to DRU during all other times.
3. In all cases, a supplement to the original report shall be completed detailing the circumstances of the return of the subject that was missing. The supplement shall be routed to the Missing Persons Detail, with a copy to the PIC, and the status of the case shall remain open. PIC personnel shall remove any data concerning the missing person from applicable computer systems.
4. Missing Persons Detail personnel shall review all documents concerning the return of missing persons. If upon review, they determine the return notice was false or incorrect,

they shall supplement the offense, directing a copy to PIC instructing them to re-enter the subject into the proper computer system. Otherwise, they shall be responsible for preparing a final supplement closing the case as soon as possible after receiving proper notification.

334.02 MISSING CHILDREN

A. Officers receiving confirmation on an NCIC inquiry regarding the missing person status of a child who has not yet reached their seventeenth (17) birthday, if Texas residents, or if nonresidents, the age of emancipation according to the laws of their state shall take the child into custody and transport the child to the Tarrant County Juvenile Detention Center. An incident or supplement report shall be generated by the officer detailing the circumstances surrounding the location and apprehension of the juvenile.

B. The Code of Criminal Procedure requires a law enforcement officer locating an individual, who has been reported as missing and has reached their seventeenth (17) birthday but has not reached their eighteenth (18) birthday, to take possession of the child and to deliver the child to the person entitled to possession of the child. If the entitled person is not readily available, the officer shall contact PIC for notification to the Department of Protective and Regulatory Services for the purpose of taking custody of the child. The child shall not be transported to the Tarrant County Juvenile Detention Center.

334.03 MISSING ADULTS

A. Officers receiving confirmation on an NCIC inquiry regarding the missing person status of an individual who is eighteen (18) years of age or older if Texas residents, or if nonresidents, the age of emancipation according to the laws of their state shall inform the subject that they are listed as a missing person and the origin of the report. Under no circumstances shall an officer arrest the subject unless additional cause exists, such as a warrant of arrest, Texas Youth Council Directive to Apprehend, or other authorization by law to make a warrantless arrest of the subject.

1. If there is an outstanding warrant for the arrest of the subject or if the officer is authorized by law to make a warrantless arrest of the subject, the officer shall take the subject into custody and make the required reports.
2. If the officer has no probable cause to arrest the subject and no warrant exists, the officer shall release the subject and generate either an incident or supplement report explaining the details surrounding the location of the individual and the circumstances of the encounter.

334.04 ACTIVATION OF THE AMBER PLAN OR SILVER ALERT

A. The Amber Plan is a cooperative effort between radio stations in Dallas/Fort Worth and local law enforcement agencies in North Texas. The plan provides law enforcement agencies access to local media in cases of abducted children. All participating radio stations will interrupt programming to broadcast the alert and any subsequent information provided by the police. The Texas Amber Alert Network is a statewide alert that works in coordination with the local activation plan.

B. The Texas Silver Alert Network assists law enforcement statewide in the recovery of missing senior citizens with a documented mental impairment. Silver Alert resembles the Amber Plan using similar notification technologies to alert the public.

C. Amber Plan

1. The Amber Plan shall be initiated whenever a child seventeen (17) years of age or younger or an individual under proven mental or physical disability is abducted, the child is believed to be in danger of serious injury or death, and there is enough descriptive information about the child, abductor and/or suspect vehicle to believe an immediate broadcast alert will be helpful. In an effort to verify that an actual abduction has taken place, the supervisor in charge shall consider the following issues:
   a. Danger presented to the child
   b. Age of child
   c. Time of occurrence
   d. Witness information
   e. Other facts that indicate child was abducted and is in danger of serious injury or death.
2. The Amber Plan shall be initiated whenever circumstances indicate the need for an immediate large-scale, organized search for an abducted child. The officer shall notify their supervisor with the details of the call. Using the following criteria, the supervisor will contact Major Case for the issuance of the alert.
   a. The child is seventeen (17) years of age or younger;
   b. The child has been abducted;
   c. The child is believed to be in immediate danger of serious bodily injury or death;
   d. The abduction has been confirmed and alternative explanations for the missing child have been eliminated and;
   e. Sufficient information is available to disseminate to the public that could assist in locating the child, the suspect, or the vehicle used in the abduction.

D. Local Area Amber Alert (Athena Alert)
1. A Local Area (Regional) Amber Alert activation may be initiated when a supervisor believes activation of an alert system is warranted for a child that is missing, but not all of the criteria required by the Amber Plan has been verified. The supervisor will contact Major Case for the issuance of the Local Area Alert which is for a 100-mile radius, including adjacent counties, from where the child was last seen.

E. Silver Alert

The officer shall notify their supervisor with the details of the call. Using the following criteria, the supervisor will contact Missing Persons for the issuance of the Silver Alert.
1. The missing person is sixty-five (65) years of age or older,
2. The senior citizen lives in Texas,
3. The senior citizen has a documented diagnosis of an impaired mental condition and their disappearance poses a credible threat to the senior citizen's health and safety,
4. The disappearance is due to their impaired mental condition,
5. The senior citizen has been reported missing within seventy-two (72) hours of their disappearance, and
6. There is sufficient information available to disseminate to the public that could assist in locating the senior citizen.

335.00 STOLEN VEHICLES

335.01 STOLEN MOTOR VEHICLES

A. The officer receiving the call shall make the scene and obtain a description of the vehicle to include, if known, color, year, make, body style, license number, vehicle identification number, and any identifying characteristics such as visible damage, etc. Officers shall ascertain the exact time or period of time the auto was believed to be stolen and the exact location it was stolen from.

B. Personnel shall inquire as to several phone numbers or locations where the complainant may be reached should the vehicle be located.

C. Before broadcasting, an officer should determine if the vehicle was possibly repossessed. This shall be done by contacting the Police Information Center.

D. No report will be made for civil matters including, but not limited to, disputes over repair charges, buyer failing to make payments, repossessed vehicles, etc.

E. When it is determined that a stolen vehicle offense has in fact occurred, officers shall provide the vehicle description obtained from the complainant for the police dispatcher. The dispatcher shall broadcast the information over the appropriate channels.

F. Officers shall check the area and call in the report as soon as possible.

G. Officers shall ensure that the Auto Theft Affidavit is completed and routed to the divisional Criminal Investigations Division.

H. The recovery of stolen vehicles shall be handled according to General Order 320.06.

I. If the elements of the offense are met, officers shall make an auto theft report. If the victim does not have all information available at the time of the report, the officer shall complete the auto theft report with any available information and have the victim complete the auto theft affidavit.

   1. If any victim or vehicle information was unavailable while the officer was completing the report at the scene, the officer will instruct the victim to call the non-emergency number as soon as possible to update the report with the missing information. If the license plate number is unknown, the officer may ask if any citations had been issued in the past and access court view database from the patrol vehicle for the plate number.
   2. Officers shall fast track all auto theft reports in RMS. Once the auto theft report has been submitted, the officer shall contact PIC and request the vehicle be entered in NCIC.

J. Auto Theft Affidavit

   The auto theft affidavit is completed by the person who had care, custody and control of the vehicle when the vehicle was stolen and is not required to be the registered owner. Officers shall instruct the victim to be detailed in the written statement and to include as much information as possible to assist in finding the vehicle.

   1. Any video or audio recording of the victim's verbal statement by the officer's body camera shall not fulfil the requirement of a written affidavit.
   2. Officer shall provide the appropriate language affidavit for the victim. If the victim is unable to complete the report due to injury, illiteracy or other issues, assistance may be provided by another person at the scene or the officer and the officer shall note in the narrative the reason the affidavit was completed by another person or the officer.
   3. Once the victim has finished the affidavit, the officer shall review the affidavit for completeness, sign the affidavit as the witness placing signature and service number on

all pages of the document, then forward the affidavit to the appropriate division Criminal Investigations Unit.

K. Officers shall immediately contact the Commercial Auto Theft Unit for stolen commercial vehicles. A commercial vehicle may include, but is not limited to, semi-trucks and trailers, bobcats and construction vehicles. If after normal business hours, the officer shall immediately contact the on-call Commercial Auto Theft Unit detective.

335.02 FAILURE TO RETURN RENTAL VEHICLES/EQUIPMENT

When an agency informs the department that a rented vehicle or piece of rental equipment has not been returned, the following shall apply:

A. If a person fails to return rental vehicles or equipment held under the rental agreement, the complainant must notify the appropriate Criminal Investigations Unit (CIU) to obtain a Theft of Service packet.

B. The officer shall tactfully notify the complainant an offense report will not be generated until the complainant notifies the appropriate Criminal Investigations Unit (CIU) concerning the theft and a Theft of Service packet is completed. Once the report has been completed and reviewed by a detective, the detective will request Communications to dispatch an officer to generate an offense report.

335.03 FAILURE TO RETURN LOANED/BORROWED VEHICLES

A. Officers responding to missing vehicle calls shall complete an incident report. Missing Vehicle reports are investigated by the Criminal Investigation Unit in the division in which the incident occurred. Before the investigation is initiated, the complainant must be willing to file criminal charges and pay any wrecker and impoundment fees for the vehicle. If the complainant refuses to agree to the conditions, a missing vehicle report and investigation will not be initiated.

B. When investigation of a missing vehicle reveals a criminal offense, the report will be updated to reflect the appropriate offense. Reports will not be completed for civil matters including, but not limited to, disputes over repair charges, payments stopped, or legally married individuals in dispute over a vehicle.

C. Complainants shall complete an auto theft affidavit on all missing vehicles reports including information on the person having the vehicle and if permission to operate the vehicle has been terminated. The title of the incident report shall be Missing Vehicle, not auto theft or unauthorized use of motor vehicle. Once completed, the affidavit will be forwarded to the appropriate division Criminal Investigation Unit.

336.00 ANIMAL AND FOWL COMPLAINTS

336.01 ORDINANCE VIOLATIONS

A. The full responsibility for enforcement of the city code pertaining to animals and fowls shall remain with the animal control division.

B. When animal control officers are off duty and an emergency does not exist, officers shall handle these calls, if possible, in such a manner as to prevent the necessity of having the animal control officer returned to duty. However, pertinent information should be forwarded to the animal control division concerning incidents where further action is to be taken.

C. Police officers shall respond to any call for assistance from animal control officers. However, officers shall restrict their activities to assistance only assuring that animal control officers are able to carry out their assignment as per the demands of each situation.
D. Police personnel receiving calls pertaining to animal or fowl ordinance violations should, under most circumstances, refer these calls to the animal control division for assistance.
   1. If the animal control division is closed, the complainant shall be told that officers shall only respond to the scene of those calls involving the protection of life and property.
   2. If the call involves animals pitted against one another as in dog fights or cock fights where the possibility exists that wagers or bets are placed on the outcome, the person or information should be referred to the Criminal Investigations Division.
E. When officers make the scene of an incident involving a violent animal or fowl or where either has bitten a person, they shall attempt to locate the animal and request that animal control officers be called to the scene.
   1. If the animal or fowl is located running loose, the officer shall keep it under surveillance until such time as animal control officers can make the scene and pick it up.
   2. When animal control officers are off-duty, if the animal or fowl is in the yard and/or with its owner, the owner shall be notified that the owner is required to keep the animal or fowl confined for a period of ten (10) days and animal control officers will contact them with detailed information. A detailed incident report shall be directed to the animal control division indicating the name and address of the owner of the animal/fowl as well as a description of the animal/fowl.

336.02 LOOSE LIVESTOCK

A. Livestock shall be defined as a horse, stallion, mare, gelding, filly, colt, mule, hinny, jack, jennet, hog, sheep, goat, or a head of any species of cattle.
B. Officers encountering calls of this nature shall attempt to ascertain the ownership of the stock, either through persons on the scene or other officers who may have made previous calls regarding livestock.
C. If ownership can be determined, the officer shall request through the Police Information Center that the owner make the scene.
D. If ownership cannot be determined, the officer shall request through the Police Information Center that the Tarrant County Sheriff's Office be notified to dispatch a commercial cowboy to take custody and control of the loose livestock.
   1. The officer shall continue to contain the livestock pending the arrival of the commercial cowboy.
   2. If no immediate danger is determined and whenever practicable, the commercial cowboy and the officer will attempt to make arrangements with a nearby property owner with adequate grounds and facilities for the temporary impoundment of the animal(s).
   3. If the loose livestock poses an immediate danger to persons or property in the area, the commercial cowboy will roundup the stray and deliver them to the nearest livestock impoundment facility.
E. An incident report shall be completed relating the type, number and condition of the livestock detained by the commercial cowboy called to the scene, and the identity of the commercial cowboy dispatched by the Sheriff's Office.

336.03 ANIMAL CALLS

A. Officers may use deadly force against animals only if persons are in imminent danger of death or serious bodily injury.

337.00 FACIAL RECOGNITION TECHNOLOGY

337.01 POLICY

This policy has been developed to provide police personnel with guidelines and principles for the collection, access, use, dissemination, retention, and related information applicable to the implementation of a Facial Recognition Program. This policy and the required training will ensure that all uses are consistent with authorized purposes and applicable law while not violating the privacy of individuals. Further, this policy will delineate the manner in which requests for facial recognition are received, processed, catalogued, and responded to.

337.02 DEFINITIONS

A. Outside Law Enforcement Agency - Any law enforcement agency, other than the Fort Worth Police Department, including, local, state, and federal.
B. Probe Images - A probe image is an image of an unknown individual submitted to the Facial Recognition Program in an attempt to identify that individual.
C. Candidate Images - Candidate images are those images identified by the Facial Recognition System as potential matches to a probe image. These candidate images are accompanied by basic biographical data.
D. Image Repository - A collection of images of known individuals whose basic biographical data has been previously obtained.
E. Unsolved Image Files - Images of unknown individuals that have been submitted to the Facial Recognition System as probe images which did not yield a verified, positive identification.

337.03 AUTHORIZED USES AND LIMITATIONS

A. Any use of the Facial Recognition System must be specifically authorized by the Fort Worth Police Department and be in accordance with laws, statutes, policies, and procedures governing the department. Facial Recognition may be used in the following manner:
    1. Identify an individual as part of an active or ongoing criminal investigation;
    2. Identify a deceased individual or a person who is reasonably believed to need assistance and lacks the capacity or is otherwise unable to identify him or herself;
    3. To assist in the investigation and/or corroboration of tips or leads which have a criminal nexus or pose an imminent threat to health or safety;
    4. A reasonable suspicion that an identifiable individual has committed a criminal offense or is involved in or planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and that the information is relevant to the criminal conduct or activity; or
    5. To support law enforcement in critical incident responses and mass gatherings.
B. Limitations - The following limitations apply to the use of the Facial Recognition System:
    1. Facial recognition is an investigative tool.
    2. Comparison results are not considered positive identification and shall not be used as the sole factor in determining probable cause to make a warrantless arrest or obtain a warrant for arrest or search.

C. Authorized Users and Requestors
   1. Only employees of the Intelligence Exchange (INTEX) Section who have undergone approved training on the Facial Recognition System are permitted to access or otherwise use the system.
      NOTE: As long as all other aspects of this order are met, members of Internet Crimes Against Children (ICAC) and Human Trafficking may use facial recognition systems to aid in the identification of victims assigned to their respective units for investigation. ICAC and Human Trafficking policies pertaining to the use of facial recognition must be defined within their respective unit SOPs.)
   2. Internal requests for facial recognition searches can only be made by sworn personnel.
   3. Outside Law Enforcement Agencies are not permitted to access or use the Department's Facial Recognition System to conduct their own searches, but may submit a search request to the Department in accordance with this policy.
   4. Search requests from non-law enforcement agencies shall be denied.

D. Images

Only lawfully obtained images are permitted to be used by the Facial Recognition System. This includes probe images as well as those in the image repository.

337.04 SEARCH REQUESTS

A. Internal Requests – Officers shall submit requests for facial recognition searches to the Fort Worth Intelligence Exchange (INTEX) in writing. All requests must include a unique identification number, the requester, and the purpose of the request.

B. External Requests – Officers may submit probe images and requests for facial recognition searches to other law enforcement agencies through the INTEX Fusion Unit Supervisor. All requests must abide by the requirements of this policy and the policy of the department to whom the search is made. The INTEX Fusion Unit Supervisor is authorized to deny the request. If the Department will incur an expense for the search, it must be approved by the INTEX Section Lieutenant prior to the request being submitted to the other agency.

C. Outside Agency Requests - All requests from outside law enforcement agencies must be submitted on the approved request form which shall be reviewed and approved by an INTEX Section Supervisor. The form must be completely filled out and include a unique identification number. The requestor must sign the form.

D. Previously Denied Requests - Any person resubmitting a search request which was previously denied shall state on the request that it was previously denied and any changes in circumstances which indicate a need for reconsideration.

E. Unknown Image File Request - Probe images related to criminal investigations which failed to yield investigative leads or only yielded investigative leads which have been exhausted without positive identification of the individual may be added to the unsolved image repository at the request of a detective familiar with the investigation and ongoing investigative need for identification of the individual. Such request shall contain all information required for an initial request and confirm the ongoing investigative need to conduct further searches.

337.05 ACQUIRING AND RECEIVING FACIAL RECOGNITION INFORMATION

A. Search Processing

1. The following describes the police department's automated facial recognition search procedure, which is conducted in accordance with a valid law enforcement purpose and this policy:
   a. Personnel authorized by the INTEX Section Lieutenant will review each search request to ensure the search is authorized under this policy and consistent with the expectations of the Department and shall have the authority to deny any search request. Such denial can only be overridden by the INTEX supervisor or the INTEX Section's direct chain of command.
   b. Once a search is approved, authorized INTEX personnel will submit a probe image of a subject of interest to the Facial Recognition System and conduct an automated search of authorized image repositories and files.
   c. Original probe images shall not be altered, changed, or modified in order to protect the integrity of the image. Any enhancements made to a probe image will be made on a copy, saved as a separate image, and documented to indicate what enhancements were made.
   d. The initial automated search shall be unfiltered. Subsequent automated searches of the probe image may include filters, if needed. In some cases, enhancements may be considered for subsequent searches.
   e. The resulting candidate images, if any, shall be manually compared with the probe image(s) and examined by an authorized, trained examiner. Examiners shall conduct the comparison of images, in accordance with their training, identify any candidate images which are incompatible with the probe image, and remove them from the candidate image list.
   f. The examiner shall submit the automated and manual search results to another authorized, trained examiner for peer review. Multiple peer reviews may be completed, but are not required. A trained INTEX Supervisor is permitted to be the examiner conducting the peer review.
   g. After peer review, and with the approval of an INTEX Supervisor, the "most likely" candidate image results may be released to the requestor.
   h. All search results, other than those returning no candidate images, provided to the requestor shall include a cover sheet with the following warning:
   The following facial recognition search results are being provided by the Fort Worth Police only as an investigative lead. These results ARE NOT TO BE CONSIDERED A POSITIVE IDENTIFICATION OF ANY SUBJECT. The possible connection or involvement of any subject to the investigation must be determined through further investigation and investigative resources. These results should NOT be the sole factor in requesting a probable cause warrant for search or arrest.
   i. Unsolved image file searches shall also be conducted and verified in accordance with this section.

B. Image Repositories and Files

1. Internal Image Repositories. The Facial Recognition System can access and perform facial recognition searches utilizing the following face image repositories:
   a. Fort Worth Police Department mug-shot images,
   b. Internal Fort Worth Police Department Sex Offender Registry photographs, and
   c. Other Fort Worth Police Department images that have been legally obtained.

2. External Image Repositories. The Facial Recognition System may also access and perform searches utilizing the following external repositories:
   a. Mug-shot images with permission from other Law Enforcement Agencies,
   b. Sex Offender Registry photographs,
   c. Driver's license and State Identification Card photographs,
      (1) Searches conducted using the state Driver License and Identification Card repositories must be conducted in compliance with all applicable laws including, but not limited to, Chapter 730 of the Texas Transportation Code and 18 U.S.C. §2721 (prohibiting the release of certain personal information from motor vehicle/driver license records).
   d. Gang file images maintained in accordance with applicable law, and
   e. Other lawfully maintained governmental entity or law enforcement agency repositories.
3. The Facial Recognition System may access and perform searches of image repositories or sources made available to the general public.

C. Recipient Responsibilities

Employees shall use facial recognition search results only as an investigative lead. Any employee receiving facial recognition search results shall ensure the results are not used as the sole factor in requesting a probable cause warrant for search or arrest, and ensure the records are retained in compliance with the state and local retention schedule.

337.06 TRAINING, OVERSIGHT, AUDIT, AND RETENTION

A. Training
   1. Before access to the Facial Recognition System is authorized, examiners will be required to participate in training regarding the authorized use of the Facial Recognition System.
   2. Employees requesting comparisons shall receive training on request submission, use of results, and constitutional/privacy issues.

B. Oversight
   1. The primary responsibility for the operation of the Facial Recognition Program, including the receiving, seeking, retention, evaluation, data quality, use, sharing, disclosure, or dissemination of information, is assigned to the INTEX Section Lieutenant.
   2. The INTEX Section Lieutenant has primary oversight of the department's Facial Recognition System and shall:
      a. Ensure that the Facial Recognition Program remains in compliance with applicable laws, regulations, and policies including Criminal Justice Information System standards.
      b. Ensure that appropriate sanctions are enforced for violations of the policy.
      c. Ensure that scheduled audits are completed.
      d. Conduct unscheduled audits twice per year.

C. Audits
   1. Queries made to the Facial Recognition System shall be logged into the system identifying the user initiating the query. All user accesses are subject to review and audit.
   2. The INTEX Fusion Unit Sergeant shall maintain an audit log of requested, accessed, or searched facial recognition information. An audit log will be kept for a minimum of three (3) years. Audit logs will include:
      a. The name, agency, and contact information of the search requestor
      b. The name and ID number of the authorized examiner and peer reviewer

c. The date and time of system access
d. Case or unique identification number
e. The image repositories or file types searched
f. The authorized law enforcement or public safety justification for access (e.g. criminal investigation, criminal intelligence, imminent threat, etc.).

3. The INTEX Fusion Unit Sergeant shall conduct a quarterly audit of the Facial Recognition System to assure compliance with this policy. The audit will include:
   a. Summary of how the audit was completed
   b. Findings of the audit, including any identified violations or need to revise policy,
   c. Actions taken to address violations or revision to policy.
4. The quarterly audit will be forwarded through the chain of command to the Bureau Deputy Chief. The Support Bureau Assistant Chief or designee may conduct random audits to ensure compliance with this policy.

D. Retention
1. All facial recognition search records shall be retained in accordance with the state and local retention schedule.
2. The recipient of search results shall be responsible for ensuring the search result records provided to them are retained in compliance with state and local retention schedules.

338.00 STRANDED MOTORISTS

338.01 TRANSPORTING STRANDED MOTORISTS

A. A person experiencing car trouble, such as a flat tire, out of gas, etc., may be transported by the officer to the nearest facility to obtain assistance.
B. A person whose vehicle has been rendered inoperable because of an accident may be transported home by the investigating officer, provided there are no other means of transportation available.
C. In either of the above instances, the distance traveled must be reasonable and requires the permission of a supervisor.

338.02 OFFICER AND MOTORIST SAFETY

A. Officers on routine patrol who observe an occupied vehicle parked with the hood raised or other indications of mechanical failure shall stop and investigate such vehicle to see if the motorist needs assistance.
B. If such vehicle is occupied by a female, or a senior citizen regardless of gender, and it is during daylight hours, the officer shall:
1. Ascertain if assistance is needed, transport the motorist to a safe location in accordance with General Order 338.01, and request needed assistance through the Police Information Center.
2. Request assistance from the Courtesy Patrol, if appropriate.
3. Remain in service. If a call is received, the officer shall inform the motorist that they must answer a call. The officer shall check back after completing the call.

C. During hours of darkness, for any stranded motorist, the officer shall:
1. Call out of service, ascertain if assistance is needed, transport the motorist to a safe location as per General Order 338.01.
2. Evaluate the situation for the safety of both the motorist and the officer. The officer may:

a. Call for an additional unit to monitor traffic while the officer provides assistance.
b. Make a reasonable attempt to move the vehicle from a traffic lane or other hazardous location.
c. In a situation on a major freeway where the officer and the motorist are at risk, the officer shall request assistance from the Fire Department to send a truck to develop a safety zone for the officer and the motorist. Examples of high risk situations include, but are not limited to, bridges and overpasses, disabled vehicle in a lane of traffic or inside shoulder, blind curves, or narrow roadways.

3. While awaiting the arrival of a requested wrecker, the officer and motorist may monitor the disabled vehicle from a safer location within viewing distance. Once the wrecker arrives, the officer will set up a safety perimeter for the personnel and the vehicle.

D. Police Information Center personnel may notify the nearest road service facility when requests are received from field personnel.
E. If a road service facility cannot be contacted, cannot respond, or other assistance cannot be routed to the safe location, the dispatcher shall send an officer, with supervisory approval, to provide transportation subject to General Order 338.01.

338.03 VULNERABLE PERSON ACCOMPANYING ARRESTED PERSON

A. At the scene of an arrest where the arrested person is accompanied by a juvenile who is not taken into custody or by an adult who is not arrested but is disabled, elderly, or incapable of arranging their own transportation, the arresting officer shall be responsible for insuring the safety of the accompanying person.
B. The arresting officer may direct an assist officer to transport the accompanying person to a telephone to call for assistance. The assist officer may also transport the accompanying person home provided there is no other means of transportation available.
C. In either of the above instances, the distance traveled must be reasonable and requires the permission of a supervisor.

339.00 MINOR POLICE RESPONSES

339.01 MEET COMPLAINANT/UNIT/PERSON

Meeting a complainant can involve almost anything, so officers are reminded to use caution when making a call of this nature. Officers should use courtesy and attempt to resolve the person's problem at the scene. When officers are unable to resolve the complainant's problem, they shall direct them to the Neighborhood Police Officer (NPO) or the proper person or agency who can assist, whenever possible. When it can be determined that an offense has been committed, the investigating officer shall complete the necessary reports. Officers meeting other units shall do so only to conduct official business and shall complete this type of call as soon as possible.

339.02 SUSPICIOUS PERSONS AND PROWLERS

A. Upon arrival, officers should use caution and scan the area for the subject. If the officers locate the subject, they should detain, investigate, and complete a field interrogation card or arrest the subject if necessary.
B. The officers should contact the complainant and obtain as much information as possible about the subject. If apprehension is not made, this information shall be given to the police dispatcher for broadcast over the appropriate channels.

339.03 FIGHTS

A. When officers make the scene of a reported fight and the complainant wishes to file charges, an offense report shall be made.
B. On minor fights which occur within the officer's presence, arrests may be made. Officers may issue citations for disorderly conduct-fight.
C. Before issuing a citation for disorderly conduct, officers shall check with PIC and the ID Section to determine if the arrested person's criminal history shows three (3) or more guilty convictions for public intoxication, disorderly conduct, or a combination of both offenses in the last twenty-four (24) months. If three (3) or more guilty convictions are discovered, the arrested person shall be transported to jail and charged with "Disorderly Conduct-Enhanced."
D. Officers should keep in mind all other disorderly conduct charges as they may become applicable while at the scene. Officers may use these to arrest and remove the actor, if they are committed while the officer is on the scene.
E. On large gang fights, a minimum of two (2) officers shall be dispatched. Officers should request additional help, if necessary, or consideration should be given to officers leaving the scene if their continued presence only serves to create or continue a disturbance.
F. Officers should follow the procedures pertaining to assaults, if applicable.

339.04 INVESTIGATION CALLS

Investigation calls are usually given by the dispatcher when the exact nature of a call is unknown. Officers shall also use this type of call to advise the dispatcher that they are leaving the car to conduct an investigation into an unknown situation.

339.05 – 339.09 Unavailable

340.00 SERVICE CALLS (MARKOUTS)

340.01 REST PERIODS AND MEAL BREAKS

Except for sections 340.01(D) and (E), this General Order is applicable to all full-duty sworn officers including appointed ranks.

A. Rest Periods
    1. If authorized by their immediate supervisor, sworn officers may take up to two (2) fifteen (15) minute paid rest periods per normal working day, one during the first half and one during the second half of the workday. The fifteen (15) minute time for the rest period begins at the time a person leaves their workstation until they return to the workstation or if assigned to a vehicle, from the time they leave the vehicle until they return to the vehicle.
    2. Sworn officers working special overtime assignments of less than four (4) hours shall not normally be allowed a rest period.
    3. Sworn officers working four (4) hours or more but less than eight (8) hours may be allowed one (1) fifteen (15) minute rest period.
    4. Rest periods shall not be taken in conjunction with meal breaks to extend the break time, nor shall rest periods be taken during the first or last hour of any shift.
    5. For patrol officers, rest periods shall be taken in the officer's assigned beat/area unless authorized by a sergeant or above.

6. During a rest period, sworn personnel witnessing a police emergency or called upon by a citizen to respond to an emergency shall immediately take action and not direct the citizen to call 911 for assistance.

B. Meal Breaks
   1. Meal breaks shall be consistent with the length of time and compensation allowed by City policy or any authorized contract or agreement in effect.
   2. Sworn officers working a normal workday, either eight (8) or ten (10) hours, may take one (1) paid forty-five (45) minute meal break.
   3. Sworn officers working special overtime assignments of less than a normal workday (8 hours or 10 hours), but at least six (6) hours, may take one (1) thirty (30) minute meal break.
   4. Meal breaks shall not be taken during the first or last hour of any shift unless approved by a sergeant or above. If approved to take a meal break in the first or last hour of any shift, the meal break shall not be used to shorten the shift or workday.
   5. Non-uniformed and plain clothes officers on a paid meal break must wear a department-approved firearm and the police badge prominently displayed so as to be immediately recognizable as a Fort Worth Police Officer to be called upon by citizens in the event of an emergency.
   6. Sworn personnel on a paid meal break who witness a police emergency or are called upon by a citizen to respond to an emergency shall immediately take action and not direct the citizen to call 911 for assistance.
   7. Additional Criteria for Patrol Officers Meal Breaks:
      a. Meal breaks will be requested through the dispatcher and only be taken when cleared by the dispatcher.
      b. Officers must complete pending radio calls and return to service before proceeding to a meal break. This provision specifically prohibits going to a meal break location and finishing paperwork while on any call other than an authorized break.
      c. Officers assigned to specific geographic beats/areas, temporarily or permanently, shall upon arrival at the break location, request clearance to take a break from the dispatcher and furnish a telephone number and/or location where they can be contacted. Other activities such as the ordering of meal, etc., before calling out, are prohibited.
      d. Upon completion of a meal break, officers shall call in service to the dispatcher verbally and immediately exit the premises, and press the 10-24 button on the MDC when returning to the vehicle.
      e. Meal breaks should be taken in the patrol officer's assigned area. Meal breaks in an adjacent area or division are permitted with prior permission from the officer’s supervisor.

C. Number of marked units and officers permitted at one location, excluding police facilities:
   1. The maximum number of marked police units allowed at one location for the purpose of taking a meal break or rest period is two (2), regardless of what unit the officers are assigned.
   2. The maximum number of uniformed officers allowed at one location for the purpose of taking a meal break or rest period shall be no more than four (4) officers, excluding supervisors.
   3. In circumstances, including, but not limited to, team meetings, special occasions, training, etc., the officers' sergeant or above may temporarily waive this section.

Permanent waivers issued from the applicable Bureau Assistant Chief must be in writing.

D. Exclusions
If a bureau or division's rest period or meal break procedures become unworkable, the deputy chief or civilian equivalent over the area in need of modification shall prepare and submit a workable procedure for approval through the applicable interoffice form to the Chief of Police.

E. Since sworn officers placed in restricted or transitional duty statuses are reassigned to alternative duties and are precluded from wearing the police uniform or uniform equipment thus making them unable to be called upon in an emergency situation, they will be given an alternative nine (9) or eleven (11) hour work schedule with a one (1) hour uncompensated meal break.

F. Unless specifically approved by the Chief of Police through written interoffice correspondence for unit approval, all General Employees shall take rest periods and meal breaks in accordance with the City of Fort Worth Personnel Rules and Regulations for General Employees.

340.02 COURT CALLS

Officers shall advise the dispatcher that they require a court call and specify the court they shall be attending. Officers shall appear promptly and after being released, should leave the building, clearing the call. Officers shall follow standard procedure regarding court attendance as outlined in GO 406.04 Court Appearances and Hearings.

340.03 FLAT TIRE

The officer shall call the dispatcher and advise that they shall require a tire truck. The officer shall be required to provide the location, car make, and equipment number, and shall clear their call immediately after a flat tire is changed.

340.04 GARAGE CALL

A. The total time an officer shall be permitted on a garage call at any equipment services facility shall be forty-five (45) minutes. When the repairs and/or maintenance require in excess of forty-five (45) minutes, the officer shall contact a supervisor. The supervisor may approve additional time or advise the officer to obtain another unit. Once the garage completes the necessary repairs/maintenance, the officer shall verbally clear the call and advise the dispatcher that they shall be en route to their beat or assignment (i.e., Staff 3, I'm back in service 10-24).

B. If a unit is disabled, the officer shall contact their respective dispatcher.
   1. The officer shall be required to provide the equipment number, make of the vehicle, and current location. The dispatch coordinator, when notifying the Equipment Services Division, shall ascertain the estimated time of arrival (ETA) of the garage unit.
   2. If the officer is advised by the dispatcher that the ETA exceeds one (1) hour, then it is the responsibility of the officer to contact a supervisor to ascertain whether to stand by or take immediate steps to obtain another vehicle.

340.05 RADIO REPAIR

Officers shall request this type of call when in need of radio repair. Once Radio Services completes the necessary repairs/maintenance, the officer shall verbally clear the call and advise the dispatcher that they are en route to their beat or assignment (i.e., Staff 3, I'm back in service 10-24).

340.06 REPORT TO HEADQUARTERS
Unless otherwise directed, officers dispatched to this type of call shall report to the appropriate division office.

340.07 UNIT SECURED
To terminate duty before the end of a normal shift requires a supervisor's approval. The officer securing the unit shall advise the dispatcher as soon as possible after receiving the permission, and state under whose authority this request was granted. In some cases, when air traffic is heavy, this notification may be completed by telephone.

340.08 CALL FOR CRIME SCENE SEARCH UNIT
This type of call is used when officers need to request a crime scene search unit at the scene of an offense.

341.00 JUVENILE

341.01 CHILD ARREST PROCEDURE
A child is defined as a person ten (10) years of age or older and under seventeen (17) years of age; or seventeen (17) years of age or older and under eighteen (18) years of age who is alleged or found to have engaged in delinquent conduct or conduct indicating a need for supervision as a result of acts committed before becoming seventeen (17) years of age, as defined in Chapter 51, Title 3, Section 51.02 (2)(A)(B) of the Family Code. These children may be taken into custody. Youth Services personnel will provide guidance on handling cases requiring procedures unique to children when requested.

A. Should the violator be under ten (10) years of age, the following shall prevail:
   1. Officers will attempt to release the violator to the parent, guardian, custodian, or other responsible adult and must prepare an incident report. The officer will state in the first sentence of the narrative that a copy of the report be directed to the Texas Department of Family and Protective Services, Child Protective Services Division.
   2. If a violator's parent, guardian, custodian, or other responsible adult are present at the scene, but the circumstances are such that the violator cannot be released to that parent, guardian, custodian, or other responsible adult, the officer will place the violator into custody of the Texas Department of Family and Protective Services, Child Protective Services Division.
   3. If a parent or guardian is not present at the scene and cannot be quickly located, the officer shall transport the violator to an approved juvenile processing office. The officer will remain with the violator while continuing to locate a parent/guardian. A violator under ten (10) will not be detained in a Youth Services holding cell. The violator will not remain in Police Department custody for more than six (6) hours. If a parent or guardian cannot be located, the officer will place the violator into custody of the Texas Department of Family and Protective Services, Child Protective Services Division, following the procedures outlined in General Order 341.04.

B. School Offenses
   1. School offense - defined as an offense committed by a child enrolled in public school that is a Class C misdemeanor, other than a traffic offense, and is committed on property under the control and jurisdiction of a school district.
   2. For purposes of this section, a child is defined as being a student at least ten (10) years of age and under seventeen (17).
   3. Officers should complete a "School Information Only Report" when investigating an incident matching this criteria and list the child as a "school offender." The child shall not be referred to as a "suspect" throughout the report but as a "school offender." Officers should end their reports with "closed other."
   4. Officers cannot issue citations for school offenses.
   5. Officers can refer these incidents to the individual designated by the school district; however, the officer cannot give a copy of the report to the school.
   6. The school will be responsible for contacting Municipal Court to file complaints if so desired.

C. Field Release Procedures
   1. Officers making custodial arrests of children for Class C misdemeanor offenses (except traffic and school offenses) shall issue a General Complaint citation to the child. When issuing a General Complaint citation, the officer will release the child to the custody of their parent, guardian, custodian, or other responsible adult and complete all necessary incident or supplemental reports listing the child as cited. Officers should gather all necessary information regarding the child for the report to include the school they last or are currently attending and both parents information. If the child's parent, guardian, custodian, or other responsible adult cannot be found quickly, the officer will bring the child to an approved juvenile processing office and remain with them until the parent, guardian, custodian, or other responsible adult can take custody of the child.
      a. If the circumstances are such that the child cannot be released to a parent, guardian, custodian, or other responsible adult within six (6) hours of arrest, the arresting officer will place the child into the custody of the Texas Department of Family and Protective Services, Child Protective Services Division.
      b. Any child taken into custody, without unnecessary delay, must be taken to a Juvenile Processing Office (JPO). A child may not be detained in any facility other than a JPO; to do so may affect the outcome of the case.
   2. When an officer conducting an initial investigation in the field determines there exists probable cause and the authority to arrest a child for any Class A or Class B misdemeanor, or State Jail Felony not involving violence to a person, or the use or possession of a firearm, illegal knife, or club, as those terms are defined by Section 46.01, Penal Code, or a prohibited weapon, as described by Section 46.05, Penal Code, Driving While Intoxicated, auto theft, controlled substance offenses other than marijuana, the officer shall field release the child to the custody of a parent, guardian, custodian, or other responsible adult if the child does not have a previous arrest record. The officer must first contact the Tarrant County Juvenile Detention Center Intake line to determine if the child has an arrest record. If no record, Officers shall instruct the parent/guardian to contact Youth Services the next business day at 0900 to schedule an appointment to be interviewed. After release of the child to the custody of their parent, guardian, custodian, or other responsible adult, the officer will complete all necessary incident or supplemental reports listing the child as arrested. Officers shall gather all necessary information

regarding the child for the report to include the school they are attending or last attended, and both parents information.

a. If a parent, guardian, custodian, or other responsible adult is not present at the scene and cannot be quickly located, the officer shall transport the juvenile to an approved juvenile processing office. The officer will remain with the child while they continue to locate a parent/guardian for the child.
b. If circumstances are such that a child who meets the requirements for field release, cannot be released to a parent, guardian, custodian, or other responsible adult within six (6) hours of arrest, or due to circumstances created by the actions of the child, the arresting officer will contact their supervisor for approval to transport to Tarrant County Juvenile Detention Center.

D. Arrest Procedures
1. When an officer conducting an initial investigation in the field determines probable cause exists and the authority to arrest, the officer will take the child into custody and transport them to the Tarrant County Juvenile Detention Center or other county juvenile services detention center as necessary for the following offenses:
   a. 1st, 2nd, or 3rd degree Felony offense, or Capital Felony;
   b. State Jail Felonies and Class A or B misdemeanors involving violence to a person, or the use or possession of a firearm, illegal knife, or club, as those terms are defined by Section 46.01, Penal Code, or a prohibited weapon, as described by Section 46.05, Penal Code, DWI, auto theft, controlled substance offenses other than marijuana; or
   c. Any Class B misdemeanor or higher offense where the child has a previous arrest record with Tarrant County Juvenile Services.
2. Upon arrival at the Tarrant County Juvenile Detention Center's intake desk, the arresting officer will complete the affidavit and present it to the intake person. If the intake person determines that no probable cause exists, the officer will release the child to the parent/guardian. If the parent/guardian cannot be located, the officer will transport the child to an approved juvenile processing office and remain with them. The child shall not be confined in a holding cell. The child will not remain in Police Department custody for more than six (6) hours. If a parent, guardian, custodian, or other responsible adult cannot be located, the officer will place the child into custody of the Texas Department of Family and Protective Services, Child Protective Services Division.
3. Upon determination of probable cause the officer will complete;
   a. The Detention Center's intake forms,
   b. For all counties except Tarrant, the "Referral/Identification" portion of the Texas Department of Public Safety Juvenile Justice Reporting Form(CR-43J), and
   c. The Texas Department of Public Safety Supplemental Juvenile Justice Reporting Form(CR-44J) for multiple charges, if applicable.

E. Detective Investigation Procedures
1. When any child is taken into custody for a Class B or above offense, and has a previous arrest record, the case must be filed unless the investigation reveals a lack of probable cause, or that a mistake of fact resulted in the misidentification of the child.
2. Custodial interviews of children may only be conducted in Juvenile Processing Offices, and written statements or orally-recorded statements may only be obtained after they are warned of their constitutional rights by a judge.
3. Investigative units filing in-custody child cases shall, within seventy-two (72) hours of the time of arrest, investigate and prepare all necessary paperwork related to the offense.

Detectives assigned the follow-up investigations of a case involving a child taken into custody, must within seventy-two (72) hours of the arrest either:

a. Supplement the report and forward a completed case file to Youth Services; or
b. In cases where lack of probable cause, insufficient evidence, or a mistake of fact resulted in the misidentification of the child, supplement the report and dispose of the case by completing a FWPD Juvenile Case Cover Sheet (form FWPD 001-35402-040) checking the box for Police Disposition-No Further Action Requested. Forward the cover sheet and complete report to Youth Services to be processed and forwarded to Tarrant County Juvenile Services.
c. Investigative units examining reports who develop probable cause for the arrest of children who are listed as suspects for offenses that qualify for the First Offender Program, shall dispose of the case according to Family Code Section 52.031. These guidelines consist of the following;
    (1) A detective conducting an investigation, shall determine if there exists probable cause and the authority to arrest a child for any Class A or Class B misdemeanor, or State Jail Felony not involving violence to a person, or the use or possession of a firearm, illegal knife, or club, as those terms are defined by Section 46.01, Penal Code, or a prohibited weapon, as described by Section 46.05, Penal Code, DWI, auto theft, controlled substance offenses other than marijuana, or has been previously arrested.
    (2) Investigative units determining the child suspect meets the criteria will complete an out-of-custody juvenile case packet, listing the child as arrested in their supplement. Detectives should gather all necessary information regarding the child for the report to include the school they last or are currently at- tending and both parents information.
    (3) Investigative units shall inform the child's parent, guardian, or custodian, to contact Youth Services by 0900 the next business day and that their failure to do so will result in filing of the case with Tarrant County Juvenile Services.
    (4) The investigative unit shall inform Youth Services of the referral and forward their completed packet to Youth Services to be stored until the child either completes the First Offender Program, or, fails and the case is filed out-of-custody with the appropriate County Juvenile Services

4. For all children taken into custody for multiple Class B or above offenses, where a disposition without referral is not authorized, the detective will file all charges pending against the child unless there exists a lack of probable cause, insufficient evidence, or a mistake of fact resulted in the misidentification of the child.
5. Detectives must file all cases involving complainants who are unresponsive, uncooperative, or later wish to dismiss charges. Youth Services will process and forward these cases to Tarrant County Juvenile Services.
6. Detectives assigned Class B and above offenses, who develop probable cause for the arrest of a child suspect, must either prepare a juvenile arrest warrant and comply with in-custody child arrest procedures, or file an out-of-custody case following the procedures outlined below:
    a. Detectives filing out-of-custody juvenile cases will investigate, prepare, and complete all necessary case file paperwork. This paperwork will include, for all counties except Tarrant, completion of the law enforcement section, "Referral/Identification," of the Texas Department of Public Safety Juvenile Justice

Reporting Form (CR-43-J), and if applicable, the Supplemental Juvenile Justice Reporting form (CR-44J) for multiple charges.

b. For all cases filed out-of-custody, the detective must write the words "Out-of-Custody" across the top margin of the (CR-43J), and if applicable (CR44-J), if they are necessary, and check the box next to "Out-of-Custody" on the Juvenile Case Cover sheet and supplement the report.

7. Detectives receiving a report in which a child has been field released, shall follow "out of custody" case filing procedures.
8. The original and one copy of all completed paperwork and media related to the case filing and arrest will be sent to Youth Services. Youth Services will process and retain the original, and forward the case file copy to the appropriate county juvenile services.
9. Upon completion of an investigation where probable cause for the arrest of a child suspect has been developed involving Class C misdemeanor offenses, the detective will mail the child a General Complaint Citation through certified mail to the address of the child's parent, guardian, custodian, or other responsible adult. The detective will supplement the report listing the child as cited.

F. Fingerprints and Photographs of Child Suspects for Comparison Purposes

1. When an officer conducting an investigation determines there exists probable cause and the authority to arrest a child involved in an offense, the officer may take temporary custody of a child to take the child's fingerprints or photograph for comparison purposes if:
   a. The officer has found other fingerprints at the offense location and has probable cause to believe that the child's fingerprints will match, or
   b. The officer may take temporary custody of a child to take the juvenile's photograph if the officer has probable cause to believe that the child's photograph will be of material assistance in the investigation.
2. The fingerprints and photographs may be obtained at the Records Section if the officer is assured that no adult prisoners are in the Records Section. A law enforcement officer may obtain fingerprints or photographs from a child at a juvenile processing office or a location that affords reasonable privacy to the child.
3. If the child is released from temporary custody and not arrested, the fingerprints and photographs shall be immediately destroyed if they do not lead to a positive comparison or identification, and the officer shall make a reasonable effort to notify the child's parent, guardian, or custodian of the action taken.

341.02 JUVENILE TRAFFIC OFFENDERS

A. Under fourteen (14) years of age

1. When an officer encounters a juvenile traffic offender under fourteen (14) years of age, the officer shall not issue the offender a traffic citation. The officer shall make every effort to contact a family member, such as parent, guardian, custodian, or other responsible adult to come to the scene and take responsibility for the child and the vehicle.
   a. If the offender is age ten (10) to under fourteen (14) years and circumstances are such that the child cannot be released to a parent, guardian, custodian, or other responsible adult, the officer will place the child into the custody of the Texas Department of Family and Protective Services, Child Protective Services following the procedures outlined in General Order 341.04, or take the child to an approved juvenile processing

office. The child will not be detained for more than six (6) hours at the police department.

b. If the offender is age seven (7) to nine (9) years and a responsible adult cannot be located, the officer will place the child into the custody ACH Child and Family Services (formerly All Church Home).

c. If no contact can be made, or nobody will come to the scene to take responsibility for the vehicle in a reasonable length of time (30 minutes or less), the officer shall impound the vehicle.

2. For all incidents involving juvenile traffic offenders under fourteen (14) years of age, an incident report will be generated. A copy of the incident report will be forwarded to the Texas Department of Family and Protective Services, Child Protective Services Division for all offenders under fourteen (14) years of age, with a copy also directed to the ACH Child and Family Services (formerly All Church Home) for offenders age seven (7) to nine (9) years.

B. 14 to 16 years of age

1. Traffic offenders within this age group may be issued traffic citations.
2. The officer shall inform the juvenile that they must appear in the Municipal Court on or before the date indicated accompanied by a parent, guardian, custodian, or other responsible adult.

C. Juvenile Traffic Warrants

1. Juveniles shall not be taken into custody when a warrant has been issued for a traffic violation.
2. The officer should advise the juvenile and their parent, guardian, custodian, or other responsible adult that a traffic warrant does exist.
   a. The juvenile must appear before the Municipal Court accompanied by the parent, guardian, custodian, or other responsible adult for the warrant to be addressed by the judge.
3. If the violator is seventeen (17) years of age or above and the warrant was issued while the offender was a juvenile, they shall be taken into custody and normal warrant arrest procedures shall be followed.

341.03 WANTED JUVENILES TAKEN INTO POLICE CUSTODY

A. Officers having occasion to check identification on juveniles in the field should contact the Police Information Center.

B. Juveniles taken into custody for a Texas Juvenile Justice Department directive to apprehend should be handled in the following manner:

1. The juvenile suspect shall be transported to the Tarrant County Juvenile Services Detention Center and released to the custody of the employees of that facility.
2. If the juvenile suspect is apprehended on a Texas Juvenile Justice Department directive to apprehend, the officer shall make an incident report of the arrest, being sure to include the directive number furnished on the arrested person.

C. Juveniles taken into custody for a Class B or above warrant shall be transported to the Tarrant County Juvenile Detention Center.

1. The officer will complete all necessary intake forms.
2. If the juvenile suspect is apprehended on a departmental juvenile wanted or probable cause warrant, the officer shall make a supplement to the original offense explaining the details of the arrest.

3. All juvenile arrests on probable cause warrants must result in the cancellation of the warrant in the same manner as probable cause warrants on adults. The arresting officer shall sign the original warrant filed in the Identification Unit indicating the warrant has been executed, and Identification Unit personnel shall deliver the warrant to the Youth Services.

D. All juveniles taken into custody for Class B and above out-of-town warrants will be transported to the Tarrant County Juvenile Detention Center and processed.
   1. The arresting officer will complete all necessary arrest forms. The arresting officer will also complete the offense or supplemental reports, stating in the first sentence of the narrative that the juvenile is under arrest for an out-of-town warrant with a copy of the report directed to the originating agency.

E. A person who is seventeen (17) years of age and under eighteen (18) that is arrested for a warrant issued for their arrest as a result of acts committed before reaching seventeen (17) years of age shall be transported to Tarrant County Juvenile Detention Center.

341.04 NEGLECTED, ABANDONED, OR ABUSED CHILDREN

A. In general, any child under eighteen (18) years of age who is abused, neglected, abandoned, runaway, or in need of supervision is the responsibility of the Texas Department of Family and Protective Services, Child Protective Services Division.

B. Runaways from ten (10) to sixteen (16) years of age should be transported to Tarrant County Juvenile Detention Center at night or on weekends.

C. Children who have been located off-campus during school hours may be out of school with an excused absence. Officers encountering a student who is off campus should contact the School Resource Unit (SRU) dispatcher or the School Resource officer (SRO) assigned to the school on the (SRU) radio channel to determine if the child is out of school without an approved absence. Although truancy is a civil manner, if it is determined to be an unexcused absence, the student can voluntarily be transported back to the school by the officer. The student shall be released at the school to administrative personnel or to the SRO. The school district is responsible for providing attendance records to the truancy court; therefore, no incident report shall be made unless an offense has occurred.

D. The child protective services central intake office receives initial referrals and responds to night and weekend emergencies involving abused, neglected, or abandoned children. A staff worker is available for responding to emergencies or for information 24 hours a day, seven days a week. Neglected or abandoned children should be referred to ACH Child and Family Services (formerly All Church Home).

E. In the event conditions of neglect, abandonment, or abuse of children are brought to the attention of this department, the procedure for handling these cases shall be as follows:
   1. The officer at the scene of reported neglect or abuse cases or where children are apparently abandoned shall notify their immediate supervisor.
   2. The supervisor shall determine if the Child Protective Services or the ACH Child and Family Services (formerly All Church Home) is to be contacted, and if so, shall inform them of the existing situation. The supervisor and Child Protective Services shall determine whether the child is to be picked up at the scene by a staff worker taken to the nearest division to be picked up later, or transported to a place designated by Child Protective Services. The supervisor shall determine if photographs are to be taken and shall cause Crime Scene Search officers to be notified of the location where the photographs can be taken.

3. If the Texas Department of Family and Protective Services, Child Protective Services or ACH Child and Family Services (formerly All Church Home) have no personnel available to come to the scene, the supervisor on the scene shall be responsible for providing transportation of the children to the location designated by authorities at the Child Protective Services or the ACH Child and Family Services.
4. The officer on the scene shall provide a report to the Texas Department of Family and Protective Services, Child Protective Services and the supervisor on duty with all pertinent information including child's name, race, date of birth, parent's name and addresses, relatives' names and addresses, interested neighbors, witnesses, and the action taken regarding each child. The location of where each child was taken shall not be mentioned.
5. All inquiries regarding neglected, abandoned, or abused children placed in temporary care shall be referred to the Texas Department of Family and Protective Services, Child Protective Services and under no circumstances shall any unauthorized person be given the address of any location where the child was placed. This includes parents, relatives, friends, or others not directly involved in the investigation of these cases.

341.05 HANDLE WITH CARE PROGRAM

The Handle with Care Program promotes law enforcement and school-community partnerships aimed at ensuring that children who are exposed to trauma in their home, school, or community receive appropriate interventions to help them achieve academically at their highest levels despite whatever traumatic circumstances they may have endured. The Handle with Care Program allows Fort Worth Police Officers the opportunity to build positive relationships with students by interacting on a regular basis.

A. Definitions
   1. Child - Any un-emancipated person under the age of 18, or as otherwise defined by state law, whether or not he or she is present at the arrest.
   2. Parent - Any adult who is legally responsible for the well-being, supervision, and care of a child. In most cases, this individual is a biological or adoptive parent, or guardian.
      a. Protective Parent – A parent who may also be a victim, such as in cases of domestic abuse.
   3. Caregiver - A responsible adult selected to temporarily care for the child in situations where another individual with legal custody of the child is unavailable. In some cases, responsibility for the temporary care and supervision of a child may be delegated to a relative, neighbor, friend, or another adult, as they are willing and able.
   4. Partner Organization - A group or agency with interests aligned with this department with regards to safeguarding a child from trauma when his or her parent is arrested. Fort Worth Police Department is partnering under the guidance of Salud America and the West Virginia Center for Children's Justice.
   5. Trauma - Individual trauma results from an event, series of events, or set of circumstances that is experienced by an individual as physically or emotionally harmful or threatening and that has lasting adverse effects on the individual's functioning and physical, mental, social, emotional, or spiritual well-being.

B. The Fort Worth Police Department will appoint a departmental Handle with Care Program Coordinator to act as a liaison between the department, Region 11, Victim's Assistance, and the Fort Worth Independent School District (FWISD). The coordinator shall maintain a record

of the number of notifications made throughout the year to provide data to command staff on the effectiveness of the program.

C. Types of calls that constitute a Handle with Care notification include:
   1. Child is a witness to a homicide or fatal accident
   2. Child loses a family member to a homicide or a fatal accident
   3. Child is threatened with death or serious bodily injury
   4. Family disturbances
   5. Assaults
   6. Sexual Assaults
   7. Drug raids
   8. Arrest of parents, guardians, or siblings
   9. Removal from the home

D. Communications - Handle with Care notification:
   1. To assist with our agency's ongoing effort to help children involved in traumatic events, call takers will ask if children are on scene for the following:
      a. All domestic violence calls.
      b. Any violent crimes (homicide, stabbings, assaults, robberies, etc.)
      c. Any other call that may be traumatic to a child (death, arrested person, drug raids, etc).
   2. The call taker must note in the call details if a child is present, and a Handle with Care notification should be made by responding officers. (Example. "Child on scene, Handle with Care" or "no children present").

E. Officers at the scene of a crime, violence, and/or abuse shall identify any children at the scene or living in the home who have been exposed to trauma. This may include friends or witnesses who are present during the crime, violence, or abuse.
   1. If a child living in the home is present, the officer shall:
      a. Take custody of the child in accordance with state law when the officer reasonably believes there is a threat of imminent danger to the child.
      b. Whenever reasonable and prudent, make the suspect's arrest, including handcuffing and questioning, in a location away from the child's sight and hearing.
      c. Determine whether the arrestee will be permitted to speak with the child prior to being removed subsequent to the arrest.
      d. Not leave the scene of the arrest until the child is in the care of a caregiver.
      e. If the parent is unable to provide reassurance to the child, the officer shall provide an explanation to the child, in an age and developmentally-appropriate manner. It should be emphasized that the child has done nothing wrong and will be safe.
      f. Whenever an arrest is made, the existence of a child shall be noted in the arrest report.
   2. When a child living in the home is not present
      a. When a child is not present, the officer shall ensure that appropriate arrangements are made, either through this department or the Texas Department of Family and Protective Services, Child Protective Services Division, to place the child with a caregiver.
      b. If the arrest occurs while the child is not present (i.e., at school or daycare), the officer should be prepared to discuss with the arrested parent how the child will be picked up and by whom. The existence of a child shall be noted in the arrest report.

F. Protocol for Responding to Children Exposed to Violence

1. Officers at the scene of an offense involving family violence that was committed in the physical presence or within the hearing of a child younger than eighteen (18) years of age, in addition to the requirements under 341.05 E(1), shall, if the officer determines it is safe and possible:
   a. Recognize and assess the needs of the parent who is a domestic violence victim,
   b. If it is not immediately apparent, ask if there are children living in the home and whether or not they were present during the incident leading to police response,
   c. Document the presence of children of all ages at the scenes of domestic violence, whether children were direct witnesses to the event or were elsewhere in the home, and any observable reaction in the children present on scene,
   d. Avoid interviewing a parent in front of a child, if possible. Identify and document any other children in the family or household,
   e. Avoid using the child (including adolescents) as linguistic interpreters,
   f. Avoid arresting the parent in front of the child, if possible,
   g. Speak to parents about the well-being of the children,
   h. Keep the child with known, non-offending parents or caregivers,
   i. Speak to the child at eye level in simple terms, explaining what has happened, what will happen next, and acknowledging that something upsetting has happened, and
   j. Follow-up with the child and family, if possible.
2. The officer at the scene, or Victims' Assistance, shall refer the non-offending parent or caregiver to an agency capable of providing wraparound services to the non-offending parent and child.
   a. The child's eligibility to receive services should not be dependent on the non-offending parent's participation in services for the non-offending parent.
   b. The agency's services should include development of an individualized service plan with strategies that reflect the child and family's culture and preferences.

G. Officer - Handle with Care notification

1. Law enforcement officers at the scene of a crime, traumatic or violent event, or situation involving abuse ***shall*** make a Handle with Care notification and identify all children at the scene who may have been exposed to the trauma by recording their name, age, and the school that they attend. This notification is confidential and shall be completed prior to the child's next school day.
2. Once an officer has identified a child that meets the criteria for a Handle with Care notification, the officer shall enter the required information including the child's full name, school, child's age, and report number on the *Handle with Care* form located on the police portal under Forms and Documents.
3. A call disposition code was created for officers who have made a Handle with Care notification. Officers shall set their call disposition once the notification has been made prior to clearing the call. (RTFH-Handle with Care NTFD).
4. The Handle with Care notification will be triaged from Region 11 and FWISD to the identified person of contact in the school of the affected child. Only the child's name and the phrase "Handle with Care" will be shared with school administrators.

H. Offense Reports

The Handle with Care section is mandatory in order for officers to be able to complete their offense reports. Officers shall list at the end of their reports if a Handle with Care notification was made.

On all RMS offense reports, officers shall answer the two questions listed in the Handle with Care section:

1. **Question 1**: Children present or on scene?
2. **Question 2**: Handle with Care form filled out on portal?

342.00 HOSPITALS

342.01 POLICE RESPONSIBILITY

A. The relationship between doctor and client is confidential and therefore, access to a patient's medical records shall be limited only to that information necessary to complete basic police functions.

B. Officers should be mindful that it is only the responsibility of medical personnel to provide police officers only those records necessary for the completion of police functions.

C. Medical personnel cannot, at the expense of jeopardizing the patient's physical and mental well-being, permit any form of interviewing without the attending physician's concurrence. No interview shall take place until permission is granted.

D. Persons in police custody brought to the emergency room for examination and treatment shall not be left unattended by police officers during the course of their stay. It is necessary that a police guard be present at all times to assure the safety of not only the person in custody, but other patients, visitors, and employees as well.

E. When a person arrested by patrol needs to be transported from the jail to the hospital for examination and treatment, the arresting division will be responsible for the transport and the guard duty. In the event the transport need is immediate, Central Division will initiate the transport and start the guard duty while dispatch sends the first available unit from the arresting division.

F. When a person arrested by a specialized unit needs to be transported from the jail to the hospital for examination and treatment, the specialized unit will be responsible for the transport and guard duty if that specialized unit is on-duty, uniformed, and equipped for prisoner transport. If the arresting specialized unit is not available, Central Division will initiate the transport and guard duty. Dispatch will then start a city-wide rotation for guard duty until the arresting specialized unit is available and that unit meets the previous listed criteria.

G. When relieving an officer on guard detail, the relieving officer shall be advised of the charges and other pertinent information regarding the patient by the officer being relieved.

H. Persons in police custody shall not be allowed visitors without the approval of the investigative supervisor with jurisdiction over the case.

I. When notified of a person's pending release from a hospital or other agency, the officer shall contact the jail supervisor for guidance on the disposition of the person.

J. This policy is not intended to be approval for overtime. Each supervisor is responsible for ensuring that proper relief is found for units that reach the end of their shift on a guard detail.

343.00 POLICE ASSISTANCE TO OUTSIDE AGENCIES

343.01 ASSISTANCE TO OUTSIDE DEPARTMENTS OR AGENCIES

A. Police officers may respond to calls for assistance from any City of Fort Worth department or from a private or outside agency.

B. Officers on the scene of these calls shall restrict their activities to rendering assistance only.
C. Police personnel may assist by obtaining identifications and verifying ownership or other necessary procedural functions.
D. In all instances where a police officer is called to assist officials of another city department or representatives of a private business concern, it shall be the officer's responsibility to prevent a disturbance or physical harm to any person or persons involved.
E. Officers shall assist only in those cases where their involvement would not constitute a violation of the law or department General Orders.

344.00 REPORTING SYSTEM

344.01 OFFENSE/ INFORMATION REPORT PROCEDURES

Officers are required to document all calls for service, as well as administrative markouts. Officers shall document calls by providing the relevant information regarding their handling of a call in the details/information section, along with call disposition.

A. Offense Reports
   Offense reports are required anytime an officer has received information that a violation of a criminal offense has occurred, including general complaint violations. Primarily offense reports are submitted electronically using the current Records Management System (RMS) software. The submission of an offense report is made from either a patrol vehicle's MDC or a desktop computer.
   1. Detailed instructions for completing offense reports and other issues involved with entering reports into the RMS software are found on the police portal under Training documents.
   2. Officers shall utilize the report verification tool to validate and proof the report Reports that need to be changed can be "reopened" by the officer or "unapproved" by the supervisor for corrections.
   3. Supervisors shall review all reports within seventy-two (72) hours of submission. Supervisors should also check that officers are correcting unapproved reports in a timely manner.
B. Information Reports
   1. Information reports are used as a basis for a potential future offense report and to provide investigative information. Information reports are submitted in the same manner as above.
C. Fast Track
   1. Offense/Information reports shall be fast tracked for the following situations:
      a. An arrest, other than Class C warrant, has been made.
      b. Stolen and/or recovered vehicles
      c. Missing persons, including runaways.
   2. Supervisors shall review all fast track reports before the end of their tour of duty. Fast track reports holding in queue shall be reviewed by the on-duty supervisor.
D. All offense/incident reports must be submitted as soon as reasonably possible and, in all instances, before the end of the officer's tour of duty.
   1. All other required paperwork including, but not limited to, accident reports, citations, etc., must be completed or submitted electronically before the end of the officer's tour of duty. No calls will be cleared from any location other than an on-duty site.

2. The primary officer assigned the call will be responsible for ensuring that all required reports related to the call are completed.
3. Reports that are not complete or finished are placed “in progress” by the RMS software. Officers/Police Department staff are responsible for checking their “in progress” queue at least once a week to ensure they have finished all reports started or handled any reports that have been rejected.

E. The primary officer assigned the call shall be in charge of the scene until relieved of the responsibility by a ranking officer or an officer of an investigative unit.
F. The ARS software automatically generates crime coding criteria when the officer enters the offense; therefore, officers shall enter all information completely and accurately to ensure proper reporting.

344.02 SUPPLEMENT REPORTS

A. Supplement reports are used to correct existing offense reports, to add additional information, to change the status or classification of a report, or to include comments regarding the investigation of an offense.
B. If supplementing a previously entered report, enter the report number and type "N" in the supplement number block.
C. Detectives should add a supplement and submit that supplement for processing within seven (7) calendar days of entering, unless the detective has received approval from the CIU sergeant to leave the report “in progress” during the investigation. Additional detective supplements can be added to a report as more information/investigative updates are available or the case is closed or pended with no more leads.

344.03 IDENTIFYING PERSONS BY RACE/ETHNICITY

In order to maintain consistency in recording the race and ethnic identity of individuals in police reports/records and in compliance with FBI/NIBRS regulations, all department employees shall use the designations for race and ethnicity under the applicable tabs in the RMS software.

344.04 FIELD INTERVIEW SYSTEM

A. The Field Interview System in the RMS shall be used to record information on all suspicious persons or in instances where the officer believes information should be centrally retained for future reference.
B. Field Interview (FI) reports shall be approved by the designated crime analyst for the section in which the officer entering the FI is assigned.

344.05 CONTAMINATED REPORTS/DOCUMENTS

Reports/Documents which are possibly contaminated due to exposure to infectious diseases shall be copied on a clean form before submission. The contaminated copy shall be disposed of in a safe manner and, if appropriate, equipment used will be properly cleaned. This is not to be confused with documentary evidence which, if contaminated, will be submitted in a sealed bag and marked as a bio-hazard.

345.00 RESERVED

346.00 VIN VERIFICATION AND SALVAGE VEHICLE INSPECTIONS

346.01 VIN VERIFICATIONS

A. When requests are received by persons desiring to register their vehicle in Texas, and the vehicle was last registered or titled out of state, that person shall be advised to take the vehicle to the nearest state inspection station.
B. Before the vehicle can be registered in Texas, it must first pass the Texas safety inspection. The person performing the inspection shall verify the VIN number at the time the safety inspection is made.
C. Officers shall refrain from advising citizens to go to the Police Auto Pound to have the VIN verified.

346.02 SALVAGE VEHICLE INSPECTIONS

A. All restored salvage vehicles must be inspected by a law enforcement officer prior to obtaining a motor vehicle title. The proper form must be filled out and certified correct by the officer performing the inspection.
B. All inspections for such vehicles by this department shall be made by the Commercial Auto Theft Unit. Inspections of these vehicles, except travel trailers and mobile homes, shall be made during the hours set by the Commercial Auto Theft Unit or by appointment only.
C. Travel trailer and mobile home inspections shall be held at a place which the circumstances dictate. The location of such inspections shall be at the discretion of the Commercial auto theft detective, subject to supervisory review.
D. All personnel who receive requests for inspection of restored vehicles shall refer the requesting party to the Commercial Auto Theft Unit.

347.00 COMMUNITY POLICING STRATEGIES

347.01 POLICE AND COMMUNITY RELATIONSHIPS

Citizen participation and interaction with the police are necessary to promote cooperative efforts in resolving community issues. It is shared responsibility of all Department members to establish and promote rapport with members of the community. The Department must strive for the establishment of a climate where officers may perform their duties with the acceptance, understanding, and approval of the public. Additionally, the willing and practiced participation of the people in enforcing the law is essential for the preservation of freedom.

A. Community policing is a philosophy that promotes organizational strategies that support the systemic use of partnerships and problem-solving techniques to proactively address the immediate conditions that give rise to public safety issues such as crime, social disorder, and fear of crime.
B. A reverence and respect for the dignity of all persons and the sanctity of all human life shall guide all training and leadership. Members of law enforcement derive their authority from the public; and therefore, must be ever mindful that they are not only the guardians, but also the servants of the public. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty, which is as binding on the Department as any other.

C. All officers must treat a person with as much respect as that person will allow, and officers must be constantly mindful that the people with whom deal with each day are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities; it is inherent in them.

D. In dealing with all people, each officer must attempt to make their contact one which inspires respect as an individual and professional, and one which generates the cooperation and approval of the public. While entitled to personal beliefs, an officer cannot allow individual feelings or prejudices to enter into public contacts. However, since an officer's prejudices may be subconsciously manifested, it is incumbent upon the officer to strive to avoid the influence of attitudes which might impair impartiality and effectiveness, keeping in mind that initial contacts leave lasting impressions both of the individual officer and of the Department as a whole.

E. To ensure equal treatment in similar circumstances, all officers must be alert to situations where, because of a language barrier or for some other reason, officers may be called upon to display additional patience and understanding in dealing with what might otherwise appear to be a lack of response.

F. The Department must be responsive to the needs and problems of the community. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the Department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the Department.

G. To promote understanding and cooperation, there must be interpersonal communication between members of the community and officers at all levels of the Department. All employees must be aware of the law enforcement needs of the community and their particular assigned area of responsibility. Guided by policy, an officer must tailor their performance to attain the objective of the Department and to solve the specific crime problems in the area the officer serves. The Department must provide for programs to encourage productive dialogue with the public at all levels and to ensure that the unity of the police and the public is preserved.

H. It is necessary that there be full public disclosure of policies and openness in matters of public interest. Consistent with protection of legal rights of involved individuals and with consideration of the necessity for maintenance and confidentiality of Department records and of other primary Department responsibilities, the Department is to disseminate accurate and factual accounts of occurrences of public interest. Additionally, the Department must strive to make known and accepted its objectives and policies.

I. It is the duty of every employee of the Department to build an open relationship and dialog with the community served. This is accomplished through a variety of means to include, but not limited to, community forums and meetings, open house, citizen advisory committees, and specifically-targeted programs. The Department seeks to develop partnerships and resources within the community to build problem-solving groups and to instill a sense of mutual responsibility toward enhancing public safety and to increase the community's ability to resolve issues related to crime or a perception of crime. The following areas should be considered when employees are working with community members:
   1. Exchange of helpful information.
   2. Promote police services that are available to the community.
   3. Discuss Department objectives, community problems, and successes.

4. Encourage discussion to promote action aimed at solving problems that may exist.
5. Educate citizens about the functions and operations of the Department.
6. Obtain input from community groups to ensure that Department community relation policies and/or training reflect the needs of the community.
7. Identify sources of conflict between the Department and the community and encourage efforts to resolve them.

J. Command staff, with input of all employees and the community, shall conduct evaluations at least twice a year regarding Department community relation plans and programs, analyzing the methods that have been effective and substituting poorly performing programs and/or methods of action with new approaches. Command staff shall also outline the Department's expectations of community trust building for all officers and non-sworn employees setting out measurable objectives expected from the specific units and/or programs.
   1. Input on community relations plans and programs from the community should be sought through community forums, informal meetings such as Coffee with a Cop, and Code Blue representatives.
   2. Input from the employees on community relations plans and programs should be sought by command staff through specific email addresses, employee meetings, after action reports, and direct contact with program coordinators.

K. Specialized Units and Department Programs directed to the Community.
   Each unit and/or program shall outline in their Standard Operating Procedures the specifics of measurable objectives, evaluations and their level of review, necessary training, expectations of the employee, and the content and schedule of reports and meetings. Standard Operating Procedures shall be reviewed annually and approved by the appropriate deputy chief.
   1. Neighborhood Police Officer (NPO) - Foremost in the duties of the Neighborhood Police Officer is the responsibility of promoting the concept of community policing through working in the neighborhoods, housing communities, recreational centers, businesses, and other community entities by providing a direct link between the community and the police. Neighborhood Police Officers work together with the community to identify and resolve problems that have caused or might cause discord between them. Improving police community relations is re-enforced by:
      a. Taking every opportunity to talk to and with the public,
      b. Being visible to the community and neighborhood,
      c. Taking part in the life of the community by joining civic, church, or private organizations,
      d. Becoming knowledgeable of services available to individuals and groups, and
      e. Becoming an active volunteer.
      f. Providing a weekly report, forwarded through their chain of command to the Chief of Police and City Council, detailing the officer's interaction and communication with community members.
   2. Public Information Programs – As part of the community relations plans, the Public Relations Team publicize Department objectives, problems, and successes through departmental reports and social media.
   3. Crime Prevention Programs – Provide citizen groups with information on making their families, homes, and businesses more secure and work to establish crime watch neighborhoods where none exist. Employees assigned to crime prevention programs shall maintain monthly reports on measurable objectives of their program. Employees shall

conduct safety fairs, communicate directly with their community for updated information and programs, and provide presentations.

4. Community Volunteer Programs – Officers are assigned or volunteer to coordinate and work with specific groups and programs which involve community members. Officers provide training, on-going and up-to-date information, meetings, and serve as the direct link between the Department and the community individuals participating in various different programs such as the Citizens on Patrol Program (both English speaking and Spanish speaking), Code Blue in the Schools, Citizen Police Academy (both English speaking and Spanish speaking), Citizen Police Academy Alumni Program, Police-Clergy Programs, and Community Emergency Response Teams. Employees assigned to community volunteer programs shall maintain monthly reports on measurable objectives of their program(s).
5. Advisory Boards
    a. Chief's Advisory Board - The goal of the Chief's Advisory Board is to provide a forum for police-community interaction to address public safety and related issues in order to further enhance the quality of life in our community and is comprised of a diverse cross-section of community leaders representative of the City of Fort Worth.
    b. Policy Advisory Board - The primary purpose of the Policy Advisory Committee is to convene a forum of key leaders/stakeholders from diverse cross-sections of the community representative of the City of Fort Worth, and introduce them to the policies the Department has developed based on legislation, court cases, training and other elements that represent the problems and solutions law enforcement confront and address within our community. General Order 201.07, Policy Advisory Committee, outlines the responsibilities and membership of the committee.
6. Ride-In Program - The goal of the Ride-In Program is to provide citizens the opportunity to observe patrol operations in an informative and safe environment. Guidelines for citizen participation and Department approval is located in General Order 207.00, Ride-In Procedures.
7. Procedural Justice Unit - The mission of the Procedural Justice Unit is to provide training and support to the Fort Worth Police Department and citizenry that enhances internal and external police legitimacy thereby increasing trust, reducing crime, improving officer and public safety and help achieve the goals of our department. Presentations will include, but not be limited to,:
    a. Host Citizen Use of Force Scenario training to be conducted quarterly.
    b. Provide training to community groups, leadership, and youth discussing various topics such as objectives of the National Initiative, social justice and community issues, past and present perceptions related to law enforcement, and how to address conflicting issues within our community.
    c. Provide procedural justice training for all sworn officers and to community leaders.
    d. Host meetings for the discussion of implicit bias, procedural justice and reconciliation with the City of Fort Worth.
    e. Host meetings for the discussion of intervention for domestic violence and other crimes.

347.02 RACIAL PROFILING

The guidelines in this General Order are intended to reaffirm the department's commitment to unbiased policing in all its encounters between an officer and any person; to reinforce procedures

that serve to ensure public confidence and mutual trust through the provision of services in a fair and equitable fashion; and to protect officers from unwarranted accusations of misconduct when acting within the dictates of departmental policy and the law.

A. Officers shall police in a proactive manner and investigate suspected violations of law. Officers shall actively enforce state and federal laws in a responsible and professional manner, without regard to race, ethnicity or national origin. Officers are strictly prohibited from engaging in racial profiling as defined in this order. This order shall be applicable to officer's interactions with all persons, whether drivers, passengers or pedestrians.

B. Officers shall conduct themselves in a respectful manner at all times when dealing with the public. Two of the fundamental rights guaranteed by both the United States and Texas constitutions are equal protection under the law and freedom from unreasonable searches and seizures by government agents. The right of all persons to be treated equally and to be free from unreasonable searches and seizures must be respected. Racial profiling is an unacceptable patrol tactic and is strictly prohibited.

C. This order shall not preclude officers from offering assistance, such as upon observing a substance leaking from a vehicle, a flat tire, or someone who appears to be ill, lost or confused. Nor does this order prohibit stopping someone suspected of a crime based upon observed actions and/or information received about the person.

D. Definitions

1. Racial Profiling – A law enforcement-initiated action based on an individual's race, ethnicity, or national origin rather than on the individual's behavior or on information identifying the individual as having engaged in criminal activity.
    a. Racial profiling pertains to persons who are viewed as suspects or potential suspects of criminal behavior. The term is not relevant as it pertains to witnesses, complainants or other citizen contacts.
    b. The prohibition against racial profiling does not preclude the use of race, ethnicity or national origin as factors in a detention decision. Race, ethnicity or national origin may be legitimate factors in a detention decision when used as part of an actual description of a specific suspect for whom an officer is searching. Detaining an individual and conducting an inquiry into that person's activities simply because of that individual's race, ethnicity or national origin is racial profiling. Examples of racial profiling include but are not limited to the following:
        (1) Citing a driver who is speeding in a stream of traffic where most other drivers are speeding because of the cited driver's race, ethnicity or national origin.
        (2) Stopping or detaining the driver of a vehicle based on the determination that a person of that race, ethnicity or national origin is unlikely to own or possess that specific make or model of vehicle.
        (3) Stopping or detaining an individual based upon the determination that a person of that race, ethnicity or national origin does not belong in a specific part of town or a specific place.
    c. A law enforcement agency can derive these principles from the adoption of this definition of racial profiling:
        (1) That law enforcement officers may not use racial or ethnic stereotypes as factors in selecting whom to stop and search.
        (2) Racial profiling is not relevant as it pertains to witnesses, etc.

(3) That police may not use racial or ethnic stereotypes as factors in selecting whom to stop and search, while police may consider race in conjunction with other known factors of the suspect.

2. Race or Ethnicity – Of a particular decent, including White, Black, Hispanic or Latino, Asian or Pacific Islander, or Alaska Native or American Indian.
3. Motor Vehicle Stop – A peace officer who stops a motor vehicle for an alleged violation of a law or ordinance regulating traffic.

E. Training
1. Officers are responsible for adhering to all Texas Commission on Law Enforcement (TCOLE) training as mandated by law.
2. All officers shall complete a TCOLE training and education program on racial profiling not later than the second anniversary of the date the officer is licensed under Chapter 1701 of the Texas Occupations Code or the date the officer applies for an intermediate proficiency certificate, whichever date is earlier. A person who on September 1, 2001, held a TCOLE intermediate proficiency certificate, or who had held a peace officer license issued by TCOLE for at least two years, shall complete a TCOLE training and education program on racial profiling not later than September 1, 2003.
3. The Chief of Police, as part of the initial training and continued education for such appointment, will be required to attend the LEMIT program on racial profiling.
4. An individual appointed or elected as a police chief before the effective date of this Act shall complete the program on racial profiling established under Subsection (k), Section 96.641, Education Code.

F. Complaint Investigation
1. The department shall accept complaints from any person who believes he or she has been stopped or searched based on racial, ethnic or national origin profiling. No person shall be discouraged, intimidated or coerced from filing a complaint, nor discriminated against because he or she filed such a complaint.
2. If an officer initiating a stop receives an allegation of racial profiling, the officer shall provide their name and ID number to the individual with information on how to contact Internal Affairs or the officer's supervisor. Any employee contacted shall provide to that person information on the department's process for filing a complaint. All employees will report any allegation of racial profiling to their supervisor before the end of their shift.
   a. Officers shall provide information, including telephone number, mailing address, and email address for contacting Internal Affairs to any individual who inquires about reporting an incident perceived to be racially motivated, or who wishes to generate a compliment.
   b. Any supervisor/manager receiving a racial profiling complaint shall notify the Internal Affairs Division in a timely manner of the compliant and the action taken.
   c. Supervisors shall monitor the adherence to the General Orders by all employees under their command and shall initiate an investigation into all alleged violations established under this General Order.
3. All complaints will be acknowledged in writing to the complainant who will receive information regarding the disposition of such complaint within a reasonable period of time. The investigation shall be reduced to writing and any reviewer’s comments or conclusions shall be sent through the chain of command to the Chief of Police or designee. When applicable, findings and/or recommendations for disciplinary action, retraining, or changes in policy shall be part of the recommendation to the Chief of Police or designee.

4. Allegations of misconduct and disciplinary action shall follow the procedures as outlined in General Order 410.00. Officers shall be subject to disciplinary action up to and including indefinite suspension for engaging in racial profiling.
5. If there is a departmental video or audio recording of the events upon which a complaint of racial profiling is based, upon commencement of an investigation into the complaint and written request of the officer made the subject of the complaint, this department shall promptly provide a copy of the recording to that officer.

G. Public Education

The police department will inform the public of its guidelines against racial profiling and the compliment and complaint process. Methods that may be utilized to inform the public of the process are news media, radio, service or civic presentations, the Internet, as well as governing board meetings. With respect to each ticket, citation, or warning issued by an officer, the telephone number, mailing address, and email address for Internal Affairs shall be provided either on the warning, ticket, or citation or by other methods directed by the department (i.e. business cards, flyers, stickers, etc). Additionally, information will be made available as appropriate in languages other than English.

H. Data Collection and Reporting

1. Data shall be collected on all motor vehicle stops. Information will be collected on the driver only. The officer shall promptly enter all data required by law into the Motor Vehicle Stop Checklist database before the end of the duty shift. The form may be found on the Fort Worth Police internal portal under Racial Profiling.
2. Any vehicle equipped with video and/or audio capabilities shall retain the video and/or audio documentation in accordance with the division's standard operating procedures. Such documentation shall be retained for at least 180 days after the stop, or until disposition if a complaint has been made.
    a. If a complaint has been made, the documentation shall be retained by the Internal Affairs Division until final disposition of the complaint, if not longer as required under other laws or policies.
3. Internal Affairs shall be responsible for compiling the number of racial profiling complaints and forwarding this information to Policy Management at the end of the year.
4. At the direction of the Chief of Police or designee, additional data may be collected by the department in an effort to monitor enforcement actions and to provide a overview of department compliance with this General Order.
5. An annual report will be prepared or coordinated by Policy Management based on the data collection and in accordance with TCOLE guidelines and forwarded to the city manager within the prescribed time period for distribution to the City Council.

I. Use of Video and Audio Equipment

1. Each traffic stop made by an officer that is capable of being recorded by video and/or audio shall be recorded.
2. Data recorded will follow requirements of General Order 506.03, Officer-Worn Digital Recording Devices, and General Order 506.04, In-Car Recording System.

347.03 BIAS-FREE POLICING

A. Purpose and Scope

1. It is the policy of the Fort Worth Police Department to treat all persons with dignity, respect and professionalism. The Fort Worth Police Department provides police services to the community in a nonpartisan, fair, equitable, and objective manner

without consideration of race, color, gender, age, national origin, religion, disability, economic status, sexual orientation, gender expression, gender identity, transgender status, membership in a cultural group, or other individual characteristics or distinctions.

2. Equal treatment provides that persons, irrespective of race or other distinction shall be treated in the same basic manner under the same or similar circumstances. Equal treatment does not mean all persons in the same or similar circumstances can or must be treated identically in all cases. Reasonable considerations and/or accommodations may be made when dealing with individuals with physical or mental disabilities, infirmity, illnesses or similar conditions or when information about them necessitates different treatment.

B. Definitions

1. Biased Policing - Discrimination in the performance of duties, based on personal prejudices or partiality of officers, that interferes with their professional judgment, training or adherence to law. Biased policing includes, but is not limited to, making prejudicial decisions affecting individuals in classes protected by federal, state and local law.
2. Gender expression - Person's external characteristics and behaviors including, but not limited to, dress, grooming, mannerisms, speech patterns and social interactions that are socially identified with a particular gender.
3. Gender identity - Person's innate, deeply felt sense of gender, which may or may not correspond to the person's physical body or sex listed on their original birth certificate.
4. Sexual orientation - Heterosexuality, homosexuality or bisexuality or being identified with such orientation.
5. Transgender - Person who experiences and/or expresses their gender differently from conventional or cultural expectations including, but not limited to, those who express a gender that does not match the sex listed on their original birth certificate or who physically alter their sex.
    a. Intersex individuals - Individuals who, because of their chromosomal make-up or other biological reasons are born with physical characteristics that make their biological sex ambiguous.
    b. Cross-dressers - Individuals whose gender identity matches their birth-assigned sex, but who sometimes prefer to wear clothes not traditionally associated with their sex. Most individuals who consider themselves cross-dressers do not wear cross-gendered attire all of the time. The term "cross-dressers" should not be used to refer to individuals who are living as members of the opposite sex, in accordance with their gender identity.
    c. Transsexual - An older term, that originated in the medical and psychological communities, and which is used to refer to individuals who wish to change, or have changed their birth-assigned sex, through hormones, surgery or other physical procedures. Just as many gay people prefer the term "gay" to the term "homosexual," many transgender people prefer "transgender" to "transsexual." Some transgender people, however, still prefer to use the medical term to describe themselves.

C. Limitations

1. Bias-based policing is prohibited both in enforcement of the law and delivery of police services.

2. Officers shall not use race, color, gender, age, national origin, religion, disability, economic status, sexual orientation, gender expression, gender identity, transgender status, membership in a cultural group, or an individual's ability/inability to speak English as the criteria for determining when or how to take enforcement action or pro- vide police services.
3. Nothing in this order prohibits officers from using the traits and characteristics of persons, such as race, ethnicity, or national origin, in combination with other facts, to assist in establishing reasonable suspicion or probable cause in the same manner that officers would use descriptions such as a specific hair color, height, gender or other identifying traits.
4. Officers shall not unreasonably endanger themselves or another person to conform to this General Order.

D. Any employee(s) who witness or are aware of instances of bias-based policing shall report the incident to their supervisor immediately.

E. Gender Classification Guidelines for Transgender Individuals

1. Officers shall:
   a. Consider a person transgender if the person identifies themselves as transgender or, if upon reasonable belief that person may be transgender, the officer asks and receives an affirmative response.
   b. Respectfully treat individuals in a manner appropriate to the individual's gender, or gender identity/expression when known,
   c. Use pronouns as requested by the individual (e.g., "she, her, hers" for an individual who self-identifies as a female; "he, him, his" for an individual who self-identifies as a male). If officers are uncertain by which gender the individual wishes to be addressed, they will respectfully ask the individual for clarification,
   d. When requested, address the individual by the name based on their gender identity rather than that which is on their government issued identification, and
   e. Avoid unnecessary personal questions regarding an individual's anatomy, transition status or sexual history.
2. Officers shall not:
   a. Stop, detain, frisk, or search any person for the sole purpose of determining that person's gender or in order to call attention to that person's gender identity/expression, unless following the established department procedures regarding the proper processing of arrestees,
   b. Except when legally necessary, such as processing an arrest, either require proof of an individual's gender or challenge an individual's gender identity/expression,
   c. Use language that a reasonable person would consider demeaning or derogatory; in particular, language aimed at a person's actual or perceived gender, gender identity/expression, or sexual orientation,
   d. Disclose an individual's gender identity or sexual orientation to other arrestees, members of the public, or other governmental personnel, absent a proper law enforcement purpose,
   e. Make assumptions about an individual's sexual orientation based upon an individual's gender or gender identity/expression, or
   f. Use a person's gender or gender identity/expression alone as reasonable suspicion that the individual is or has engaged in a crime.

347.04 NUISANCE ABATEMENT

A. The Texas Nuisance Abatement Statutes, found in Chapter 125 of the Texas Civil Practice & Remedies Code and Section 101.70 of the Texas Alcoholic Beverage Code (TABC), permit law enforcement agencies to close any piece of property involved in illegal activities, such as violations of the Texas Penal Code, the Texas Alcoholic Beverage Code (TABC), and the Texas Controlled Substances Act. Nuisance abatement is a civil action initiated by the Office of the Attorney General and the Fort Worth Police Department against a real property location, and the owner of the real property. Action which may be taken against the property owner depending on the nature of the nuisance abatement are:
   1. Property closure for a period of six (6) months to one (1) year, once the property has been determined to be a nuisance and after a successful suit, unless a surety bond is posted by the property owner.
   2. If a surety bond is posted and the illegal activity continues in violation of the court order and in violation of the bond, the bond may be forfeited and the property may be mandatorily closed for a period of one (1) year.

B. Officers determining that a particular property may constitute a common nuisance based on statutes will include any of the following documentation to assist in developing a case:
   1. A written, sworn deposition from the officer denoting the types of activity observed, whether the officer has reason to believe the illegal activity will continue if abatement action is not taken, and the specific basis for this belief.
   2. Offense/incident reports pertaining to the property in question.
   3. General complaint citations pertaining to the property in question.

C. It shall be the responsibility of the investigating officer(s) to compile the information and statistical data on the particular property and present the file through their chain for submission to the Attorney General's office. The assigned officer shall be responsible for updating information to the Attorney General’s office through reports from the involved division.

347.05 CRIME STOPPERS

A. Philosophy

At its core, community-oriented policing stresses the importance of police and citizens working as co-producers of police services. The community-oriented policing philosophy sees the two groups as jointly responsible for reducing crime and improving the quality of life in local neighborhoods. Law enforcement agencies often rely on assistance from their local citizens and communities for tips and other information to progress through investigations. Without police/community engagement, a vast majority of crimes would remain unresolved.

B. Purpose

The purpose of citizen-involved criminal investigation programs is to work with the Fort Worth community to increase the likelihood of solving crimes which may have few investigative leads and might otherwise remain unsolved.

C. Crime Stoppers

It is the policy of the Fort Worth Police Department to actively engage with our community citizens and stake holders during the criminal investigation process through anonymous tip lines, public outreach, as well as any other citizen-driven information formats in order to identify persons and property related to offenses and build strong criminal cases for prosecution.

   1. Crime Stoppers of Tarrant County and the Crime Stoppers Detail are governed by Texas Government Code Chapter 414, Texas Crime Stoppers Council.

2. The Crime Stoppers Detail is responsible for the local administration of the Tarrant County Crime Stoppers program.
3. The Crime Stoppers Detail shall research each tip received from Tarrant County Crime Stoppers for actionable intelligence before assigning it to the appropriate Unit, Detective, or Officer.
    a. If a tip requires reassignment, the assigned unit/officer shall notify the Crime Stoppers Detail who will assess reassigning the tip. If there is a disagreement as to tip assignment, the INTEX supervisor will determine what unit the tip is to be assigned.
    b. The employee assigned a tip shall update the Crime Stoppers Detail every thirty (30) days on the status of the tip until it is resolved.
    c. Due to the lengthy nature of their investigations, Narcotics and Vice shall, within ninety (90) days, notify the Crime Stoppers Detail of the receipt of the tip and to whom the case will be assigned. Updates are required every ninety (90) days until the tip is resolved.
4. Once the tip is resolved, the employee assigned the tip shall notify the Crime Stoppers Detail of the resolution (ex: cleared by arrest; unfounded; already known, unable to locate, etc.) via the disposition form located in the original tip email. The email can be resent at any time by contacting the Crime Stoppers Detail.
5. Tip information is privileged information, per Government Code 414; therefore, tip information shall NOT be placed into a case file. The existence of a tip may be referenced, but obtaining a copy of a tip is at the discretion of a judge via subpoena.
6. If the tip is cleared by arrest, the employee assigned the tip shall provide the Crime Stoppers Detail with the details via the disposition form provided in the original tip email, including but not limited to:
    a. arrested persons
    b. seized property
    c. case number
7. The Crime Stoppers Detail shall report the disposition of the tip to the Tarrant County Crime Stoppers.

D. Campus Crime Stoppers
1. Campus Crime Stoppers of Tarrant County is governed by Texas Government Code Chapter 414, Texas Crime Stoppers Council.
2. Campus Crime Stoppers provides a platform for students in multiple school districts within the City of Fort Worth to report campus crimes and to come forward when they have information regarding criminal activity or quality of life issues (school policy violations, bullying, suicidal, etc.) and remain anonymous.
3. When a Campus Crime Stoppers tip is received, the Campus Crime Stoppers Detail shall ensure the tip is forwarded to the appropriate SRO, the SRO supervisor, and/or school staff as appropriate. If there is a disagreement as to tip assignment, the INTEX supervisor will determine what unit the tip is to be assigned.
    a. If the tip is received during school hours, the Campus Crime Stoppers Detail may follow up by contacting the SRO directly to confirm the tip was received. If after hours and a tip contains critical safety information, the Campus Crime Stoppers Detail will notify the assigned SRO via phone call.
    b. The assigned SRO shall follow the guidelines in Section C when investigating the tip. The SRO should attempt to obtain a disposition on the assigned tip within two

(2) business days and submit that disposition via the disposition form in the original email within thirty (30) days.

c. The Campus Crime Stoppers Detail shall follow up with the SRO every thirty (30) days to obtain disposition of the tip until it is closed.

d. The Campus Crime Stoppers Detail shall report the disposition of the tip to Tarrant County Crime Stoppers.

E. Top Ten Most Wanted Bulletin

1. The *Top Ten Most Wanted Bulletin* is a weekly posting of the City of Fort Worth's top ten most wanted criminals produced by the Crime Stoppers Detail. In the absence of requested suspects, the Crime Stoppers Detail shall select new subjects for the bulletin from active FWPD felony warrants that have been active for over three (3) months.
2. Detectives or other personnel interested in placing suspects on the Top Ten Most Wanted Bulletin should contact the Crime Stoppers Detail for guidance. When requesting placing suspects on the Top Ten Most Wanted Bulletin, detectives or other personnel should provide the Crime Stoppers Detail with quality still photographs of the suspect, if available.

348.00 RESERVED

349.00 RESERVED

350.00 ADVANCED TECHNOLOGY

350.01 AUTOMATED LICENSE PLATE RECOGNITION

It is the policy of the Fort Worth Police Department to use automated license plate readers for official law enforcement purposes that will promote the health, safety, and welfare of residents, officers, and visitors, consistent with legal and constitutional limitations, privacy concerns, and accepted ethical standards. The purpose of this order is to establish requirements for the use of Automatic License Plate Recognition (ALPR) devices and access to ALPR data.

A. An automated license plate recognition (ALPR) system is an information technology system with the capability to quickly scan vehicle license plates and compare the information to a database for possible matches. The ALPR system provides many opportunities for the enhancement of productivity, effectiveness, and officer safety in addition to developing investigative leads for criminal investigations. ALPR devices and information contained within ALPR databases will be utilized for law enforcement purposes only.

B. Use of the ALPR

1. Officers operating a vehicle with an ALPR shall receive training approved by the department prior to using the ALPR system.
2. Prior to operating a vehicle with an ALPR device, officers will perform an inspection of the equipment. The inspection will include, but not be limited to, ensuring cameras are positioned properly and securely, the system is working properly, and there is no damage to components.
   a. If damage is discovered or a system malfunction is evident, a supervisor will be notified and the device will not be utilized until repairs can be made.

b. Only authorized personnel may conduct repairs to malfunctioning/damaged components. Operators may use the software to reposition cameras if they should come out of alignment.

3. Personnel will exercise due care and caution when utilizing an ALPR device and operating a vehicle.
4. Personnel will ensure they are logged into the ALPR system under the username assigned to them.
5. An officer may not detain an individual based on an alert from the ALPR system unless the officer has reasonable suspicion that such person is involved in criminal activity. Each incident should be weighed according to the totality of circumstances.
   a. The officer will visually verify that the scanned plate matches the alert information with regard to plate letters, numbers, and the issuing state.
   b. Once the state and all characters of the tag have been verified as accurate, the following information should be utilized by an officer in determining whether or not reasonable suspicion exists:
      (1) Stolen Vehicles and Stolen License Plates - Any stolen vehicle or stolen license plate alerts shall be verified through TCIC/NCIC prior to an investigative detention. This section is for TCIC/NCIC hits and not to be confused for Hot List alerts reference to stolen vehicles or stolen license plates not yet entered into the TCIC/NCIC database.
      (2) Wanted Person – A wanted person alert may be utilized as reasonable suspicion after verifying the warrant through TCIC/NCIC unless the officer has information that the wanted subject is not inside the vehicle.
      (3) Hot List alerts – This alert is information only for officers, and reasonable suspicion may or may not exist based on the alert alone. The narrative of the alert will assist officers in determining the level of reasonable suspicion in addition to the totality of the circumstances. Independent reasonable suspicion may or may not be required in order to detain.

      NOTE: The Automated License Plate Reader Standard Operating Procedures will be updated as technology and additional alert options become available to the department.
6. In order to enter a tag into the Hot list system, an officer should have reasonable suspicion to believe the car is directly associated with the person sought (owner, regular driver, regular passenger, driver or passenger involved in previous criminal activity in said vehicle, etc.), officer information alert, or criminal activity. Only officers assigned to the FWPD Real Time Crime Center (RTCC) will be allowed to enter Hotlist plates that alert the entire organization unless prior authorization has been obtained from the ALPR System Administrator. ALPR users are permitted to enter their own hot alerts into the ALPR system that alert themselves and team members of their assigned unit or patrol team.
   a. Once the officer has sufficient evidence based on the above, an entry into the Hot List System may be made. If a tag has been, or will be, entered into the TCIC/NCIC hotlist, it should generally not be entered into the ALPR Hotlist for more than 24 hours unless approved by a supervisor.
   b. Only complete tag numbers will be entered into the system. Requests to enter partial tags will be rejected.

c. Once the entering officer is made aware that the alert is no longer valid, the officer shall immediately request the tag to be removed from the system. Removal may be made through the FWPD Real Time Crime Center.

NOTE: Any search results or "Hit" from an ALPR system that leads to an arrest shall be treated as evidence and uploaded into the appropriate departmental digital evidence storage site and shall include both location and time/date if available.

C. Data Security, Access, Audits, and Retention
1. ALPR devices/databases will be utilized/accessed for law enforcement purposes only.
2. The ALPR System Administrator will be the FWPD Real Time Crime Center Supervisor unless directed otherwise by the Intelligence Section Chain of Command.
3. Personnel who are granted access to ALPR devices and/or databases will be issued a username and password specific to each individual.
4. When conducting investigative queries into an ALPR database, a requestor, case number (if available), and reason will be entered associated with the search. Queries regarding administrative or auditing purposes will be excluded from the requirement to provide a case number.
5. Personnel will not release any information obtained by the ALPR devices to non-law enforcement personnel unless required by law or the receiving party is authorized to receive such information for a law enforcement investigation.
6. Misuse of the ALPR system may be subject to disciplinary action up to and including indefinite suspension.
7. Audits will be conducted at least annually to ensure compliance with these requirements. The ALPR System Administrator or his designee will be responsible for the audit and retention of audit records.
8. ALPR data that is not linked to a criminal investigation will be retained by the ALPR vendor according to their own internal data retention policy. Any ALPR data that is determined to be linked to a criminal investigation shall be treated as digital evidence and shall be stored and maintained by the Fort Worth Police Department in accordance with the guidelines under the City of Fort Worth Records Retention Schedule.

350.00 RESERVED

351.00 SPECIALIZED PATROL UNITS

351.01 BICYCLE PATROL UNIT

A. The primary functions of Bicycle Patrol are to deter street crime and increase the public perception of safety for citizens in certain target areas through response to violations of the penal statutes, public relations, and crime prevention education.

B. Bicycle Patrol Unit(s) shall develop and maintain a SOP relating to operation of the Bicycle Patrol and the response to citizen and community needs within their geographic assigned area.

C. A Fort Worth Police Department approved certification and all subsequent training shall be coordinated through the administrative supervisor of the Central Bicycle Patrol Unit and the assigned training coordinator of Bicycle Patrol. The Central Division Bicycle Patrol Unit shall maintain a sufficient number of certified instructors to allow for periodic certification and refresher classes for qualified officers.

D. For the safety of the officers, all officers assigned part-time or full-time to patrol on a bicycle shall be certified prior to assignment to bicycle patrol. If an officer is not certified and is assigned to bicycle patrol, the officer must ride with a certified officer until attaining the certification.
E. Officers assigned to bicycle patrol duties in any division shall wear the prescribed uniform and maintain the bicycle specifications as stated in the General Orders and the Central Division's Bike Patrol Unit Standard Operating Procedures.

351.02 MOUNTED PATROL UNIT

A. The Mounted Patrol Unit is responsible for improving the department's image through the application of crime prevention measures and by establishing credibility and support for the department through positive contact with citizens of the community and visitors to the city. The Mounted Patrol Unit is also responsible for deterring street crime and increasing the public perception of safety for citizens.
B. Mounted Patrol officers shall handle all on-view offenses, arrests, and minor accidents unless circumstances make it impossible for them to do so.
C. Due to the Mounted Patrol Unit's limited mobility, the patrol officer shall maintain original priority on calls for service within the area patrolled. Any call requiring the officer to change location to complete the investigation shall be dispatched to the appropriate division officer, whenever possible.
D. The Mounted Patrol Unit shall maintain a high level of training in crowd control and crowd movement techniques.

352.00 SECURITY AT MEACHAM INTERNATIONAL AIRPORT

Unavailable

353.00 REMOTE-CONTROLLED AIRCRAFT SYSTEMS

Unavailable

354.00 EMERGENCY CONTROL PROCEDURES

354.01 PURPOSE

To establish guidelines for police response to emergency situations involving disasters and civil disorders. These procedures were developed to coordinate the use of equipment and personnel resources to maintain or restore order, provide for the safety of the citizens and public service personnel, and for the protection of property. These procedures for emergency response are in accordance with the National Incident Management System (NIMS) standards and expectations outlined by the US Department of Homeland Security.

354.02 – 354.08 Unavailable

354.09 GREATER DALLAS/FORT WORTH REGIONAL LAW ENFORCEMENT INTERLOCAL ASSISTANCE AGREEMENT

Fort Worth has joined other cities and counties within the North Texas area in the Greater Dallas/Fort Worth Regional Law Enforcement Interlocal Assistance Agreement. This agreement allows those signatories to the agreement to call upon one another for support during times of natural or other disaster, or riot when the situation is such that it cannot be contained by the law enforcement agency in whose jurisdiction the problem exists.

A. If a crisis does exist in another jurisdiction, and the law enforcement agency in that jurisdiction wishes to invoke the provisions of the assistance agreement, the agency involved may contact the dispatch supervisor with the details of the request. The Communications Commander will be responsible for notifying the Chief of Police, and a decision shall be made as to the level of response by the department.

B. If a need arises within Fort Worth requiring the assistance of another jurisdiction's law enforcement personnel and/or equipment, the decision to invoke the provisions of the Greater Dallas/Fort Worth Regional Law Enforcement Interlocal Assistance Agreement shall be made by the Chief of Police. After the Chief of Police or designee receives a commitment from another jurisdiction, instructions shall be passed on to the Police Communications Division supervisor for implementation.

C. If assistance through the interlocal agreement is needed for a situation of a non-emergency nature including, but not limited to, a request for crime scene personnel and equipment, the request shall be forwarded to the unit that would provide the personnel and/or equipment requested. The unit supervisor shall advise the Chief of Police of the nature of the request and the unit's capability to respond. The Chief of Police shall make the decision regarding the degree of response the department shall be able to provide.

355.00 RESERVED

356.00 CRITICAL POLICE INCIDENTS

356.01 DEFINITIONS

A. Critical Police Incidents Criteria

1. Any discharge of a firearm resulting in any injury or death to an individual, including apparent accidental discharges, involving a Fort Worth Police Department officer, a Fort Worth Fire Department Arson Investigator, a City of Fort Worth Marshal, or a law enforcement officer whose ordinary jurisdiction does not include the City of Fort Worth while in the course and scope of duty as a law enforcement officer within the Fort Worth city limits.
2. Any event in which a Fort Worth Police Department officer, a Fort Worth Fire Department Arson Investigator, a City of Fort Worth Marshal or a law enforcement officer whose ordinary jurisdiction does not include the City of Fort Worth intentionally discharges a firearm at an individual or exchanges gunfire with an individual while in the course and scope of duty as a law enforcement officer within the Fort Worth city limits.
3. Any event in which a Fort Worth Police Department officer, a Fort Worth Fire Department Arson Investigator, a City of Fort Worth Marshal or a law enforcement officer whose ordinary jurisdiction does not include the City of Fort Worth is struck by

gunfire or is seriously injured, excluding vehicle accidents, while in the course and scope of duty as a law enforcement officer within the Fort Worth city limits,

4. The death or serious bodily injury, excluding vehicle accidents, of an individual in the custody of, or in the process of being taken into custody, by a Fort Worth Police Department officer, a Fort Worth Fire Department Arson Investigator, a City of Fort Worth Marshal, or a law enforcement officer whose ordinary jurisdiction does not include the City of Fort Worth, while in the course and scope of duty as a law enforcement officer within the Fort Worth city limits.
    a. When an officer uses a tactical maneuver in an effort to stop a suspect vehicle and it causes serious bodily injury from a subsequent accident, the situation will be evaluated and the investigating responsibility will be determined by the Violent Personal Crimes Lieutenant.

B. Serious bodily injury - is an injury that requires admission to a hospital, or a permanent disability or impairment allegedly resulting from a law enforcement related incident.

C. Course and scope of duty - actions in furtherance of the interests of the City of Fort Worth; enforcing the ordinances of Fort Worth, the laws of the State of Texas, or federal statutes, regardless of the duty status of the involved officer.

D. Firearm Discharge (Non-Critical Police Incidents) - incidents that do not rise to the level of the defined criteria of a critical police incident. A "Firearm Discharge" report will be completed in Blue Team by the officer's supervisor and reviewed by the involved officer's chain of command. Use of Force and weapons discharge investigation reports shall be completed no later than ten (10) administrative workdays following the date of the incident. *(TBP 6.06)*

E. Exceptions
    1. The Texas Department of Public Safety and Texas Rangers will take the lead investigative role for shooting and/or serious injury incidents involving their sworn employees when the incident occurs anywhere within the Fort Worth city limits.
    2. Injuries to an individual that do not meet the definition of serious bodily injury as defined in B above, as well as animal shootings, and accidental weapon discharges where no injury occurs are some examples of incidents that would not be investigated as a critical police incident.
    3. Due to the propulsion design of the TASER 10 cartridges, the TASER 10 is regulated by the ATF under the Gun Control Act and is considered a firearm. For the purposes of this General Order, any discharge of the TASER 10 will not be considered a discharge of a firearm.

356.02 INVESTIGATION TEAM

A. The Major Case Unit is responsible for the criminal investigation of all critical police incidents occurring within the City of Fort Worth.
    1. The Critical Police Incident Investigation Team shall consist of members of the Violent Personal Crimes Section's Major Case Unit and a Sergeant as the supervisor. The Violent Personal Crimes Section lieutenant shall be the officer in charge of the Major Case Unit.
    2. The appropriate response of Major Case Unit personnel to a critical police incident shall be determined by the Violent Personal Crimes Section lieutenant, or designee.
    3. Major Case personnel assigned to investigate a critical police incident shall explore and record the facts and evidence surrounding the incident in a manner that results in a complete and factual presentation of all relevant circumstances. The investigative

procedures must entail proper fact-finding and appropriate presentation of a thorough and complete report including the entire pattern of conduct of the involved employee.

B. Internal Affairs is responsible for the administrative investigation of all critical police incidents.
   1. Upon completion of the investigation, Internal Affairs will submit the administrative case for chain of command review.
   2. Criminal investigations related to a critical police incident occurring outside the City of Fort Worth will be conducted by the law enforcement agency with jurisdiction in the location of occurrence. Internal Affairs will be responsible for the administrative investigation and will submit the administrative case for chain of command review.

356.03 INVOLVED EMPLOYEE RESPONSIBILITIES

A. On-duty employees of the department who become involved in or aware of a critical police incident shall immediately notify the Police Communications Division dispatcher and their immediate supervisor.
B. Off-duty employees of the department who become involved in or become aware of a critical police incident shall immediately notify the Police Communications Division supervisor.
C. Employees involved in a critical police incident within the jurisdiction of this department shall not discuss the incident in detail with any persons other than the initial responding supervisor or investigating personnel. This restriction does not limit the ability of an employee to consult with their attorney.
D. Employees involved in a critical police incident outside the jurisdiction of the department shall, to the extent legally required, cooperate with the investigating agency and request that the Fort Worth Police Department Internal Affairs be notified.

356.04 POLICE COMMUNICATIONS DIVISION RESPONSIBILITIES

A. When notified of a critical police incident, the dispatcher shall:
   1. Ensure an appropriate field response, including a field supervisor, is initiated when the incident occurs within the jurisdiction of the department.
   2. Immediately notify the Communications Division supervisor.
B. The Police Communications Division supervisor shall:
   1. Ensure that an appropriate field response has been dispatched.
   2. Notify the Major Case Unit.
   3. Ensure notification is made to the Chief of Police and the Duty Deputy Chief.
   4. Ensure notification is made to the Public Relations Office.
   5. Ensure the division captain of the involved employee is notified.

356.05 FIELD UNIT RESPONSIBILITY

A. Initial responding units shall:
   1. Take necessary and proper law enforcement action to ensure the scene is stabilized and all potential threats to officer safety are resolved.
   2. Provide first aid to all parties when reasonable and request appropriate medical assistance.
   3. Ensure the crime scene is properly identified and protected. If needed, request additional personnel. The crime scene perimeter should be of sufficient size to provide safety, security, and confidentiality.
   4. Identify, protect, and secure all evidence at the scene. Do not move anything unless absolutely necessary.

5. If inside the inner perimeter of the identified crime scene, exit as soon as possible.
6. If in charge of the Crime Scene Log, or if guarding the inner perimeter, make certain that anyone attempting to enter the inner crime scene perimeter has a legitimate investigative purpose for doing so.
7. Canvass the area for witnesses. Obtain positive identification of all individuals in the immediate area that may have been involved or witnessed the incident. Ensure witnesses are cared for and kept separated.

B. The initial responding first-line supervisor shall:
1. Assume field command of the situation, ensuring all activities are carried out in accordance with department procedures. Determine the category within which the incident falls, ensure appropriate notifications are made, and remain in command unless properly relieved by a higher ranking officer.
2. Care for the needs of the involved employees and ensure employees remain at the scene unless conditions dictate otherwise.
3. Ensure the crime scene is properly secured and protected with tightly controlled access until the arrival of investigative personnel.
4. Ensure that a crime scene log has been created. Only persons entering the actual crime scene should be documented on the crime scene log. Personnel who arrive on the scene but do not enter the actual crime scene should not be recorded on the crime scene log.
5. Establish a preliminary command post outside the perimeter of the scene.
6. If necessary, establish a specific area for the media to meet with a designated spokesperson. Ensure the media is kept outside of the perimeter and away from the preliminary command post and involved employees. Any statement to the media should be coordinated with the lead investigator and the Public Relations Office.
7. Gather sufficient information to provide an overview to the investigative personnel, keeping in mind that in-depth interviews of involved and/or witness employees in a critical police incident shall be conducted only by the Critical Police Incident Investigative Team and/or Internal Affairs Investigators.
8. Require employees present at the scene and not involved as participants or witnesses and not necessary to the successful operation at the scene to be immediately returned to their regular duties.
9. Coordinate with the assigned investigative personnel providing whatever assistance is essential to the successful operation of the investigation.

356.06 INVESTIGATIVE RESPONSIBILITIES

The assigned or appropriate investigative personnel for a critical police incident shall be as indicated in General Order 356.02.

A. The assigned investigative personnel shall be responsible for initiating or ensuring the completion of the preliminary offense/incident report related to a critical police incident, the investigation of the incident, and for the completion of all related reports, including the Critical Police Incident Report.

B. All involved employees, witness employees, and civilian witnesses shall be interviewed in a manner consistent with proper and accepted methods of investigation.

C. The officer in charge of the Critical Police Incident Investigation Team may authorize other members of the department to assist with interviewing and documenting witnesses. Comprehensive interviews concerning a critical police incident with involved and/or witness

employees shall be conducted only by members of the Critical Police Incident Investigation Team and Internal Affairs investigators.

D. Critical Police Incident Reports shall be completed no later than sixty (60) business days following the day of the incident. The officer in charge of the Critical Police Incident Investigation Team shall submit the final report to the Internal Affairs Commander upon completion.
E. The Critical Police Incident Investigation Team shall be responsible for conducting criminal investigations within the jurisdiction of the department, and for preparing and presenting the case for prosecution against any person, when appropriate, involving critical police incidents.
F. The officer in charge of the Critical Police Incident Investigation Team shall inform the Chief of Police when it appears necessary to pursue criminal charges against any employee of the department due to their involvement in a critical police incident.

356.07 GRAND JURY REVIEW

A. All incidents resulting in the death of a person which involves a police officer acting in an official capacity shall be submitted to the Grand Jury for review with the exception of those deaths ruled as suicide or natural causes by the County Medical Examiner or appropriate investigating body. In the event of a death ruled as a suicide or natural causes, the decision to submit the investigation to the Grand Jury shall be made by the District Attorney's Office in the county of occurrence.
B. A critical police incident resulting in serious bodily injury but not death to a person, which involves a police officer acting in an official capacity, may be submitted to the Grand Jury for review upon recommendation by a Deputy Chief or Assistant Chief and concurrence by the Chief of Police.
C. The department shall furnish to the appropriate District Attorney’s Office, upon their request, all criminal investigative material associated with any incident which resulted in injury to a person involving a police officer acting in an official capacity.
D. When applicable, the Critical Police Incident Investigation Team will be responsible for providing critical police incident criminal investigative materials to the District Attorney’s Office for purposes of Grand Jury review and seeking criminal prosecutions, to include prosecutions against department employees.

356.08 CRITICAL POLICE INCIDENT TACTICS REVIEW BOARD

The Fort Worth Police Department, through the process of a review board, will evaluate tactics utilized on all critical police incidents. The focus of the review will be to enhance professionalism and officer safety by evaluating the tactics employed in each incident, ensuring that departmental procedures, training, equipment, and tactics are appropriate and up-to-date. This board shall not be disciplinary, nor will any disciplinary recommendations be sought or considered from the review board. The Critical Police Incident Tactics Review Board will not review any active critical police incident.

A. The composition of the board will be flexible to ensure a broad and insightful review is conducted. The members shall meet quarterly unless the situation warrants differently. The members of the board shall be:
    1. Investigative and Support Command Deputy Chief: Chairperson.
    2. Training Captain
    3. Major Case Supervisor
    4. Applicable Training Division Representatives (selected by the Training Captain).

5. Internal Affairs Supervisor
6. Use of Force Coordinator
7. Rangemaster
8. Representative from the Office of the Police Oversight Monitor

B. The Critical Police Incident Tactics Review Board shall, by majority consensus, conclude whether action is necessary to prevent a similar incident. The chairperson of the board shall direct the preparation of the conclusion and recommendations of the board. A formal proposal will be developed through the chairperson and the Training Division representative denoting the recommended action, such as isolated training for the involved officer, in-service training, a Training Bulletin, Roll Call instruction, improved or new equipment, a directive, a special order, or a change to the General Orders Manual.

C. The conclusions, recommendations, and the formal proposal shall be forwarded to the Chief of Police for consideration and approval.

D. Once the proposal is approved by the Chief of Police, the recommended action shall be carried out in a timely manner. The Training Division Commander will be responsible for documenting information under this review board process, to include ensuring appropriate action is taken on approved recommendations.

401.00 EMPLOYMENT PRACTICES

The Department uses valid, job-related selection criteria and methods to make employment decisions based on an employee's qualifications and suitability for employment. The Department shall ensure that applicants are evaluated without regard for race, color, national origin, sex, pregnancy, transgender status, gender identity, gender expression, religious affiliation, political affiliation or belief, age, sexual orientation, genetic information, and disability status.

401.01 CIVILIAN VACANCIES

A. Divisions having civilian vacancies shall notify the Police Employment Services Section in writing.
B. The Police Employment Services Section shall notify the Fort Worth Department of Human Resources of the vacancy and advise them who is to conduct the interviews. The eligibility list shall be returned to the Police Employment Services Section and hiring manager.
C. The supervisor having the vacancy shall schedule interviews with the applicants and notify the Police Employment Services Section and the Police Department Employment Specialist of the date, time, and place of the interviews. If any person currently assigned to the unit/division applies for an in-house vacancy position, the supervisor shall ensure that the interview panel is neutral and composed of persons other than supervisors and co-workers of the applicant.
D. The Police Employment Services Section, assisted by the affected divisional supervisor, shall select pre-approved interview questions from the Police Employment Services Section master list. All questions not obtained from the master list will require a one-time approval of the questions by the Police Employment Services Section prior to any interviews.
E. Interviewers shall document the responses received from the applicant.
F. During the interview, all applicants will be treated equally and will be asked the same questions. However, the interviewer may ask different job-related questions as a follow-up question to an answer or pertaining specifically to the applicant. The interviewer will not ask any inappropriate questions such as those relating to age, marital status, personal finances, etc., or make any references to race, gender, ethnicity, religion, etc.
G. If all the applicants for a vacancy are city employees, the rating criteria should include factors such as tenure, time and attendance, performance evaluations, and disciplinary history. If the referral list includes external applicants, the selection process should be limited to an interview.
H. Final selection shall be made by the interviewing police supervisors, with the Police Employment Services Section's employment specialist acting in an advisory capacity to ensure EEO compliance.
I. The number of personnel selected must correspond with the number of vacancies.
J. Supervisors in the review process for selection/rejection will carefully examine all panel member's interview sheets to ensure that the scoring was appropriate and free from bias. The supervisor shall then return all material received to the Police Employment Services Section, who shall forward the appropriate items to city personnel, following review by the Police Employment Services Section's employment specialist.
K. Upon approval of selection/rejection reasons, the Police Employment Services Section shall schedule a new hire drug screen, fingerprinting, and a polygraph examination, if necessary. Upon a conditional offer of employment, the selected applicant must receive a satisfactory

background and performance review from their current or last employment. The Police Employment Services Section and City of Fort Worth Human Resources shall notify the selected applicant in writing and provide them with instructions for the background screening, new employee orientation, and assignment reporting instructions.

401.02 IN-HOUSE VACANCY SELECTION OF SWORN PERSONNEL

This General Order sets the guidelines for the process used to fill patrol and specialized unit assignment vacancies. The allocation of personnel to a specific assignment is designed to promote efficiency and to optimize departmental effectiveness while considering the needs, knowledge, skills, abilities and preferences of the individual employees. Although not mutually exclusive, at times both objectives may not be simultaneously achievable. The Department shall ensure that assignments are made without regard for race, color, national origin, sex, pregnancy, transgender status, gender identity, gender expression, religious affiliation, political affiliation or belief, age, sexual orientation, genetic information, and disability status.

A. For purposes of this order, the objective in the selection process shall be:
   1. Openness, fairness, and objectivity.
   2. Impartial assignment opportunities for officers of all ranks.

B. Definitions
   1. Patrol Services - vacancies in patrol services shall be sworn positions responding to and answering calls for service generated by citizens or a supervisor. This designation includes: patrol officers, patrol corporals, patrol detectives, patrol sergeants, and traffic control technicians.
      a. Although assigned to the Patrol Bureau, a vacancy for a position in the Traffic Division, a Neighborhood Police Officer (NPO) Unit, a Bike Unit, Property Crimes Unit, the Tactical Medic Unit, or the Crisis Intervention Team will follow the procedures under the process for specialized services.
   2. Specialized Services - include all assignments, except those specified as patrol services, and require sworn personnel who must possess and/or obtain certain knowledge, skills and abilities in order to accomplish the mission of the division or section.
   3. Standardized Selection Process - consists of consideration of all of the following criteria for sergeants and below:
      a. Letter of intent and (optional) resume,
      b. Time and attendance (prior twelve (12) months),
      c. Performance appraisal (prior twelve (12) months),
      d. Internal affairs records (prior twelve (12) months) and,
      e. If applicable for uniquely specialized assignments, special fitness or skill assessment.
      f. Board Interview.
   4. Patrol Work Group - all shifts within a patrol division.
   5. Vacancy – for the purposes of this General Order will mean an opening within the same rank that would require a lateral reassignment.

C. Patrol Services Vacancies
   1. Posting Vacancies
      The division experiencing the vacancy shall use at least two (2) methods of communication beyond a department-wide email (i.e. roll call, bulletin board, etc.) to notify potential candidates as the vacancy moves through each level. Division commanders, or their designated captain, are authorized to fill patrol vacancies of sergeant and below that occur within their own division. If there are no eligible officers

within the patrol division, then the vacancy shall be offered department-wide, with the selection being made from the first group from which an officer applies, in the following order:

a. The division,
b. The patrol command,
c. The patrol bureau, then
d. Department-wide. Requires the vacancy to be forwarded to the Administrative Sergeant over the Finance and Personnel Bureau for posting.

2. Criteria for Application and Selection

Each division, command, and the patrol bureau will maintain a seniority list based on the provisions of the Meet and Confer Agreement to properly fill all patrol bureau vacancies.

a. Seniority is the determining factor for shift and assignment, unless the division commander/captain articulates documented disciplinary or work performance concerns in most senior interested individual(s) in the twelve (12) months preceding the vacancy in writing to their respective Patrol Deputy Chief.

3. Requirements and Conditions in Position/Assignment

a. Upon completion of the field training phase, all probationary officers must serve six (6) months in an assigned division in patrol before being eligible to transfer to another patrol bureau vacancy. Upon approval of the Commander/Captain, the officer may transfer to another shift/team within their assigned patrol division during the six (6) month period.
b. All patrol personnel at the ranks of sergeant and below who desire to transfer out of their division or any department personnel who desire an assignment in the patrol bureau, shall submit a request for transfer to the patrol bureau. Any patrol bureau position at the ranks of sergeant and below left unfilled either by patrol personnel or transfer request may be posted department-wide.
c. To promote the development of supervisory experience and skills, all newly promoted sergeants must serve a minimum of six (6) months in a capacity that requires direct supervision of uniformed officers performing patrol related functions. Those units shall be: Patrol, Directed Response, Downtown bikes, or West 7th bikes. The six-month period will commence on the effective date of the promotion and must be completed before the sergeant is eligible for transfer to a specialized unit or other assignment. This requirement does not prevent the sergeant from transferring from one patrol-related capacity to another within the six months.
d. In the case of a reduction in force or a demotion, either voluntary or as a result of disciplinary action, the Assistant Chief may direct unfilled/frozen positions in patrol to be reopened. This allows the newly demoted, and those displaced, to use seniority as a basis for placement into a new position, as if they were members of the patrol workgroup experiencing the vacancy.

D. Specialized Services Vacancies

1. Posting Vacancies

a. All postings for a specialized assignment will require at least a one (1) year commitment before being eligible for a voluntary transfer.
b. Any vacancies for the ranks of sergeant and below created by personnel reassignment will require a department-wide vacancy announcement following the Standardized Selection Process.
c. The division commander\captain or designee experiencing or anticipating a vacancy for the rank of sergeant and below shall notify the Administrative Sergeant for the

Assistant Chief of the Finance and Personnel Bureau in writing, of the vacancy, the criteria for applicant consideration, and any special or specific criteria or information that is likely to influence potential applicants.

d. The Administrative Sergeant for the Assistant Chief of the Finance and Personnel Bureau shall distribute the vacancy announcement within three (3) days upon receipt of the necessary information. Vacancy announcements must be posted and letters of interest accepted for at least seven (7) calendar days prior to the closing date.
e. All vacancy announcements shall comply with EEO regulations. The Police Department Employment Specialist is available for consultation and review of interview questions, if requested, to ensure EEO compliance.
f. The division commander/captain or designee shall host an open house/interest meeting for potential candidates to meet with the supervisors/staff of the unit experiencing the vacancy to learn the scope of work and responsibilities of the position. The date, time, and location of the open house/interest meeting shall be included in the vacancy announcement.
g. If only one potential applicant responds, and the applicant is suited for the position, then no formal standardized selection process interview or reposting of the vacancy is necessary. An IOC will be required from the posting division to the applicable Assistant Chief naming those persons who hosted and attended the open house and any others expressing interest in the position before the vacancy is filled.
h. In all cases where more than one potential applicant responds in writing indicating an interest in the position, then a formal selection process, including an interview shall be initiated.

2. Criteria for Application and Selection
   a. Personnel interested in consideration for the announced vacancy position are responsible for submitting all information requested in the vacancy announcement as directed to the section/unit experiencing the vacancy within the application period.
   b. After the closing date of the posting, the commander or supervisor of the unit or section experiencing the vacancy shall review the submitted materials to determine which, if any, of applicants are qualified for the position. Interviews shall be conducted and shall include all applicants who meet minimum requirements for the open position. The interviews will be completed within seven (7) working days after the closure of the vacancy posting unless an exigent situation occurs. If an exigency exists, the posting supervisor will prepare an IOC explaining the cause of rescheduling and include descriptions of when and how interviews will be completed in a timely manner.
      (1) The unit supervisor shall ensure Police Employment Services staff conducts a review and approve the questions prior to the interviews.
      (2) The interview panel shall consist of members of the unit experiencing the vacancy, the unit's chain of command, and/or individuals with expertise in skills and abilities required in the unit for a maximum of three (3) internal panelists.
      (3) The interview panel should have the goal of being comprised of diverse department personnel that closely reflect the demographics of the community; therefore, additional members outside of the unit experiencing the vacancy may be requested to sit on the panel to fulfill this goal. Each panelist selected shall attend all interviews for the vacant position, have scoring responsibilities, and will participate in the evaluation of candidates.

(4) Each member of the interview panel will use the Standardized Interview Notes Form to record notes during the interview and will use the Interview Assessment Form to record their scores for each candidate.

c. The applicants shall be placed into an applicant pool. No numeric ranking shall be assigned nor any numeric score calculated for the purpose of determining placement on a recommendation list. Unless stated otherwise in the vacancy announcement, any recommendation list will be valid for 180 days from the date it is created for the purposes of filling subsequent vacancies. After 180 days, the recommendation list will be voided and a new selection process will be required to fill subsequent vacancies.

(1) The unit supervisor will submit an IOC with recommendations through the chain of command, along with the Standardized Scoring Sheet, the Standardized Interview Notes Forms, the Interview Assessment Forms, candidate packets, and all other documents used to evaluate the candidates.

(2) The IOC shall list all applicants, and indicate whether each person is either "qualified" or "not qualified." For those deemed not qualified, an explanation shall be provided on the IOC and subsequently forwarded through the chain of command to the applicable Assistant Chief.

(3) The chain of command can disregard the commander's or supervisor's designation of a candidate as being qualified or not qualified.

(4) The chain of command shall consider the needs of the community, specific crime-based problems, and other specific needs of the section/unit experiencing the vacancy when choosing an applicant for the position.

NOTE: Guidelines for the department's goal of creating and maintaining a workforce that is in the best interest of the department, employees and the community should be adhered to as outlined in General Order 707.00, Diverse Workforce.

d. For a position vacancy in a specialized assignment, the final approving party shall be the Assistant Chief over the bureau experiencing the vacancy. Upon completing the review, the Assistant Chief shall submit all documents related to the selection process to the Police Employment Services Manager for retention of those documents in accordance with the City's retention schedule.

e. Unless the Assistant Chief over the bureau experiencing the vacancy articulates documented disciplinary or work performance issues with the recommended individual(s) occurring within the twelve (12) months preceding the vacancy the report will be forwarded to the Police Department Employment Specialist for review of compliance with EEO guidelines. Upon notification of compliance from the Police Department Employment Specialist, the original approving party will designate a commander/captain to contact the candidate selected for the position.

(1) The commander, captain, or designee shall provide feedback to unselected candidates to enhance the candidate's future viability for selection within ten (10) days of the conclusion of the selection process.

E. Administrative Sergeants

1. Appointed ranks (Commanders and above) may choose their administrative sergeant based on their determination of what is best for their command and the Department.
2. Vacancies in other administrative sergeant positions will be filled in accordance with the Standard Selection Process.

F. Lieutenant Assignments
   1. District Lieutenant shall be selected by Divisional Commanders and approved by the Executive Staff.
   2. Midnight Shift Lieutenant assignments in Patrol shall be filled by seniority. The Chief of Police shall approve any variation from seniority-based assignment placement.
   3. The Executive Staff will determine specialized services lieutenant assignments.
      a. The District Lieutenant, Criminal Investigation Unit Lieutenant, Community Operations Lieutenant, Special Assignment Lieutenant, and all Traffic Division Lieutenant positions located in the Patrol Bureau are considered specialized services positions.
      b. The lieutenant positions within Support Bureau and the Finance and Personnel Bureau are considered specialized services positions.
   4. Lieutenants in specialized services shall serve no more than five (5) years in a particular assignment.
      a. Finance and Personnel Bureau personnel are responsible for monitoring the tenure of lieutenants in specialized services positions.
      b. Finance and Personnel Bureau staff will notify the Executive Staff when a lieutenant has served four (4) years in a particular specialized assignment so the process of transitioning that position to a different lieutenant can be initiated without disruption.

G. Selection of the assignments for the rank of captain is at the sole discretion of the executive staff. The Standardized Selection Process will not be utilized for this rank.

H. In cases where an emergency situation exists or promotions/demotions require that immediate assignments be made, sworn personnel may be placed in temporary positions until such time as the selection process may be conducted in order to permanently fill the position(s).

I. In cases where there are no applicants for a position or where the available applicants are not qualified for the position, other means may be used for the selection of personnel to fill the vacancy, upon approval by the Chief of Police.

J. As per General Order 428.01A4, Personnel Orders-Sworn Employees, approved transfers must be received by the Employment Services Section no later than 1700 hours, Friday, two (2) weeks preceding the effective date of the transfer. The effective date of transfers shall be restricted to once every two (2) weeks for all ranks below the rank of Sergeant. An exception is permitted upon agreement between the deputy chiefs or above over the releasing and receiving units.

K. Performance-based rotation guidelines shall be developed for officers assigned to the Narcotics and Vice Sections. At the end of three years in the assignment, officers of the rank of sergeant and below shall be subject to a yearly performance-based rotation review to determine their suitability for continued assignment in the section.

L. The Chief of Police maintains discretion to deviate from the requirements of this General Order when the Chief of Police determines that it is in the best interest of the department. Transfers and assignments made by the Chief of Police are not subject to grievance under the Meet and Confer contract.

401.03 OUT-PROCESSING PROCEDURE FOR SWORN PERSONNEL

All officers ending their employment with the police department are required to return all department and/or city-issued equipment, unless otherwise stated in the General Orders Manual or City Regulations. Upon completion of the out-processing procedures, the City of Fort Worth will authorize issuance of the officer's final paycheck.

NOTE: All non-sworn employees ending their employment with the police department shall refer to the City of Fort Worth Personnel Rules and Regulations for guidelines on the out-processing procedures.

A. Definitions
   1. Indefinite Suspension - Suspension for the violation of a civil service rule. An indefinite suspension is equivalent to dismissal from the department.
   2. Resignation - Voluntary departure of an officer from the City.
   3. Retirement - For the purposes of this section, retired officer means:
      a. An officer who separates after at least fifteen (15) years of full-time service as a member of the Fort Worth Police Department; or
      b. An officer who medically retires as the result of a service-connected injury or illness, and the officer has completed probation.
   4. Separation – General term to indicate any departure of an officer by means of resignation, retirement, termination, or indefinite suspension.
   5. Termination - Departure of an officer from a position with the City during the probationary period.

B. Notice of Separation or Retirement

Police officers desiring to voluntarily separate from their position with the department shall be required to complete the following procedure:
   1. Provide written notification of a request for separation addressed to the Chief of Police, and
   2. Present the written notification to their supervisor a minimum of two (2) weeks prior to separation for hand delivery through the chain of command.
      a. The supervisor shall deliver the notification through the chain of command to the Chief of Police or designee within three (3) working days of receipt from the officer,
      b. The Chief of Police shall indicate acknowledgment by signature, indicating both date and time, and
      c. The Office of the Chief of Police shall deliver the notification to the Training Division and to the Police Employment Services Section within twenty-four (24) hours of acknowledgement for processing. Upon receipt, the Police Employment Services Section will communicate with Internal Affairs to assure the officer does not have any pending issues that will impact the separation.
   3. Exceptions to the above policies are granted when the officer is physically unable to come to the police facility or geographically separated by an extreme distance. In these instances, the separating officer shall be required to send notice of separation via registered letter or telegram to the Chief of Police.
      a. The Office of the Chief of Police shall deliver the notification to the Police Employment Services Section within twenty-four (24) hours of receipt for processing.
   4. The Police Employment Services Section staff shall deliver a copy of the notification of intent to the Centralized Police Payroll Team (CPPT) Coordinator within twenty-four (24) hours of processing.

C. Notice of Indefinite Suspension
   1. If separation is an Indefinite Suspension resulting from an Internal Affairs investigation, the Internal Affairs Lieutenant, or their designee, will provide immediate notice, including the reference case number and effective date/time of the suspension to the

officer's chain of command and units involved in the out-processing procedure within twenty-four (24) hours.

2. When applicable, the Police Employment Services Section shall deliver a copy of the notification of intent to the CPPT Coordinator within twenty-four (24) hours of receipt for processing.

D. Completion of Documents

Officers, whether departing voluntarily or involuntarily, shall make an appointment with the Police Training Division personnel to obtain any forms that must be completed with separating employment,

E. Return of Issued Equipment *TBP 1.12*

1. The form for out-processing and listing the equipment to be returned is found on the police portal. All city-issued equipment must be returned to the Police Training Division at the time of termination; therefore all officers shall contact the appropriate section for an appointment to return equipment.
   a. If the separating officer is under investigation at the time and elects to end employment before resolution of the investigation, Internal Affairs will complete documentation for any equipment collected by Internal Affairs staff and will immediately notify the Training Division with a list of the articles in their possession. The separating officer must contact the Police Training Division and make an appointment to return any equipment not collected by Internal Affairs staff.
   b. Officers who have been commissioned at least two (2) years may keep their clothing and leather goods. Officers who have satisfied a portion of the obligation shall be allowed to retain that portion of their uniforms equal to the amount of obligation satisfied. Officers who fail to return any non-expendable equipment, or return the equipment in such condition as to indicate extreme misuse, must provide reimbursement at the current replacement cost as determined by the Training Division. Extreme misuse shall be determined by the Training Division Captain or designee.
   c. Lost, misplaced, or stolen articles declared at the time of separation shall require a police report made by the officer reporting the theft or loss. Any officer making claims which they know are false shall be subject to legal action.
   d. Unless exception is granted in writing by the Chief of Police, all equipment must be returned at the time of separation. If the separation is an indefinite suspension, all city-issued equipment must be returned no later than the fifth (5th) working day following the officer's separation.
   e. When equipment is not returned, on the sixth (6th) working day following the officer's separation, Internal Affairs shall be notified by the Training Division.
2. Exceptions to city equipment being returned shall be limited as follows:
   a. All retiring officers may elect to retain a badge and/or receive a retired badge, by following the procedures pursuant to General Order 503.03, Badges and Cap Shields.

F. Purchase of City-Owned Service Weapon

1. Officers who desire to purchase a city-owned service weapon upon retirement/separation shall submit the completed Training Academy request form to the Chief of Police for approval. Officers must meet certain minimum requirements for purchase of the city-owned weapon:
   a. The officer retires under honorable conditions with the department,

b. An officer who separates after at least fifteen (15) years of full-time service as a member of the Fort Worth Police Department, or
c. The officer medically retires as the result of a service-connected injury or illness, and the officer has completed probation.

2. Officers may not purchase a city-owned weapon if any of the following conditions apply at the time of separation from the department:
   a. The officer is terminated/indefinitely suspended, or
   b. The officer separates from the department under less than honorable conditions, or
   c. The officer separates from the department while under an administrative investigation and/or retires from the department in lieu of discipline or termination.
3. For the purpose of this General Order, service weapon is defined as:
   a. City-owned side arm/pistol.
   b. Service weapon does not include various other weapons issued by the department for on-duty use (i.e., shotgun, AR-15, and various other specialty weapons used by SWAT and other specialized units within the city).

G. State Licensing Notifications and Retirement Identification Cards
1. The Advanced Training Unit in the Training Division shall be responsible for submitting the necessary forms to the Texas Commission on Law Enforcement (TCOLE) within seven (7) days after a sworn member separates or retires from the department. Officers, whether departing voluntarily or involuntarily, shall make an appointment with the Training Division for the completion of required separation forms for the State of Texas license change from active to retired. If the officer is under investigation at the time of separation or is indefinitely suspended, Internal Affairs shall be responsible for submitting these forms.
2. The procedures to receive a Honorably Retired Officer Identification Card and/or the Honorably Retired Officer Certificate of Weapon Proficiency Card are found in General Order 503.04, Identification Cards for Honorably Retired Officers.

H. Completion of Final Personnel Form
1. All separating officers must ensure that the above steps are completed. Upon being notified by the Police Training Division that all forms have been submitted and detailing the equipment returned, the Police Employment Services Section shall produce the Personnel Action Request necessary for issuing a final paycheck.
2. The Police Employment Services Section staff shall deliver a copy of the Personnel Action Request form to the CPPT Coordinator within twenty-four (24) hours of processing.
3. In accordance with city policy, the paycheck for the officers' unused leave will process with the next payroll cycle. Once the payroll cycle is complete, the Retirement Office is notified by City Human Resources Employee Benefits staff.

401.04 REEMPLOYMENT OF POLICE PERSONNEL

A police officer who voluntarily resigns from the Fort Worth Police Department may be given consideration for reappointment by the Chief of Police without taking an entry-level civil service examination or being placed on an eligibility list. Reemployment of police personnel will be in accordance with all applicable Federal, State, and Civil Service requirements and/or laws.

A. The Chief of Police may reappoint the former officer as a vacancy occurs in an entry-level position. At the discretion of the Chief of Police, the former officer may be required to complete an updated background investigation, physical assessment, polygraph examination,

and/or oral review board. The individual may also be required to pass a medical examination and psychological evaluation. Additional conditions for the reappointment of a former officer, as considered appropriate, may be established by the Chief of Police.

B. The Chief of Police shall have sole discretion for the final reappointment of a former officer provided that the individual fulfills all requirements and standards required for employment as a police officer.
C. When the former employee' s license has been inactive for two (2) or more years, the former employee shall be required to take the TCOLE Licensing exam.
D. Once an applicant has made a passing score on the TCOLE Licensing exam and the Chief of Police reappoints the person, the applicant shall be placed on probationary status for a period of one (1) year from the reemployment date.
E. Reappointment shall be to the rank of police officer, at the discretion of the Chief of Police in accordance with the General Orders, regardless of the rank of the former officer at the time of resignation. Persons reemployed shall be issued a new identification number and shall not retain their former seniority rights identified in civil service law which they held prior to resignation.
F. City personnel regulations and state law shall apply in matters regarding retirement benefits.

401.05 PREVIOUSLY TERMINATED POLICE APPLICANTS

All terminated police trainees shall be reviewed and evaluated in the same manner as new applicants for hiring consideration. Such review and evaluation shall only be made when at least one (1) year has passed from the date of termination, unless a specific exception is made by the Chief of Police.

401.06 PRE-DECISION MEETINGS - CIVILIAN EMPLOYEES

A. The pre-decision meeting will be conducted according to guidelines outlined in the City of Fort Worth Personnel Rules and Regulations. Civilian employees shall have the opportunity to be represented at pre-decision meetings.
B. If an employee elects not to have a representative, the pre-decision meeting may be convened immediately.
C. If the employee has a representative or intends to obtain representation, the employee will be given a copy of the pre-decision meeting memorandum and arrangements will be made to schedule a pre-decision meeting as soon as practicable. The employee should be given three (3) working days to obtain a representative and schedule a meeting.
    1. The employee shall be asked to turn in all city-issued equipment, keys, tools, and ID before they leave the premises.
    2. The employee's time spent at pre-decision meetings will be charged as official city business.
    3. The employee will be permitted to use accrued personal leave time or compensatory time during the scheduling process. If no leave time is available, the employee shall be carried without pay.
    4. If a city employee is asked to serve as a representative, the time that the employee spends serving as representative must be charged to accrued leave or compensatory time.
D. The meeting should include the employee, the immediate supervisor involved in the event(s) which necessitated the meeting, one other supervisor, and the division captain/division manager or bureau deputy chief. The employee will be presented with the information and an opportunity to respond to that information.

E. If the employee is unable to attend a pre-decision meeting or if a face-to-face meeting is determined not to be in the best interest of the involved parties, the meeting may be conducted through correspondence. Before this option is exercised, the City Employee Relations Division must be contacted.
F. A decision letter shall be sent by the employee's supervisor via certified mail within three (3) working days following the meeting. The employee is immediately suspended without pay until receipt of the decision letter.

401.07 INVOLUNTARY TRANSFER PROCEDURE FOR SWORN PERSONNEL

An involuntary transfer of sworn personnel must be based on job-related and non-discriminatory considerations. An involuntary transfer, which is not made at the request of the officer being moved, is not a form of discipline, but is deemed a needed movement of personnel in the best interest of the Department. An involuntary transfer will be requested by the commanding Deputy Chief of the officer's present assignment. Considerations for an involuntary transfer may stem from situations such as a relationship conflict as detailed in General Order 706.00 Departmental Relationships, a major or repeated failure to accomplish the duties and responsibilities of their currently assigned role, or any other incident that is deemed as detrimental to the operation of the unit by the Deputy Chief or the Chief of Police.

NOTE: Assignments approved by the Chief of Police or transfers shall not be subject to the grievance procedure except as provided in section General Order 404.03 (F) Grievance Procedure Steps.

A. Process
   1. All involuntary transfers will be communicated by the requesting Deputy Chief to the commanding Assistant Chief and the Patrol Bureau Assistant Chief.
   2. The Deputy Chief will ensure that a member of the chain of command has a direct conversation with the officer being transferred to inform them of their transfer, why they are being moved, the date of move, and to direct them to contact the Patrol Bureau Administrative Assistant to obtain their new assignment.
   3. The removing unit will submit the Internal Transfer Form on the Portal and notate the transferring officer's scheduled hours and days off, any approved vacation leave, the reason for the transfer and the officer's preference of patrol division.
   4. The transferring officer will be assigned temporarily to the Patrol Bureau for thirty (30) days and placed on-loan to a division with a vacancy or requesting coverage. During those thirty (30) days, the transferring officer will be allowed to work their previously assigned schedule so that accommodations can be made to prepare for their new assignment.
      a. Any requests for a hardship consideration or extension of their prior schedule should be made to the Commander once they have selected a new assignment.
   5. The transferring officer will have thirty (30) days from the date of their removal to choose their new permanent assignment from positions that are open to be filled department-wide. The transfer will be effective at the start of the next pay period.
      a. The transferring officer will still have to officially put in for the desired vacancy and cannot circumvent the vacancy selection process as detailed in General Order 401.02 In-House Vacancy Selection of Sworn Personnel.
      b. The transferring officer will be considered as within the Patrol Bureau while under temporary assignment to the Bureau.

402.00 EMPLOYEE COUNSELING PROCEDURE

402.01 COMMENDATIONS

A. When a supervisor identifies conduct that merits commendation, the details of the incident shall be included in a commendation through Blue Team that will be forwarded up the commended officer's chain of command with a copy issued to the commended officer.
B. Once Internal Affairs receives the commendation from the chain of command, a copy of the details provided in the Blue Team Report will be printed on a commendation form and signed by the Chief of Police. The commendation will then be sent to the commended officer and a copy will be placed in the employee's permanent personnel file.
C. When commendations are received from outside sources by way of letter, the commended officer's supervisor should initiate a commendation through Blue Team and attach a copy of the letter from the outside source.

402.02 SUPERVISOR'S COACHING SESSIONS

A. Supervisors should handle minor, non-recurring infractions orally with the affected employee. This shall not require documentation.
B. If the conduct of an officer should require a formal coaching session, a Supervisor's Coaching form shall be used as a means of documenting undesirable work performance or behavior that may appear to be a recurring problem.
C. If the undesirable work performance was documented in an accident through Blue Team, the Supervisor's Coaching Session can be issued once approved by the appropriate Division Commander or Captain. Supervisor's Coaching Session stemming from behavior not related to an accident shall be documented in an Administrative Blue Team sent through the Chain of Command. The Supervisor's Coaching Session should only be issued after the appropriate Division Commander or Captain has reviewed all documentation and has approved the Supervisor's Coaching Session.
D. The supervisor's coaching form must include a description of the violation, including date and time, witnesses, what is expected from the employee to correct the situation, and subsequent actions that may take place if the employee fails to comply.
E. The supervisor, employee, and any other persons present at the supervisor's coaching session must sign the form. The employee may provide written comments regarding the incident under separate cover, which must also be signed by all persons involved in the session.
F. The employee may use the departmental grievance procedure to contest any supervisor's coaching session which they believe to be unjust.
G. The employee shall be given the original copy of the supervisor's coaching form and the supervisor shall upload a copy to the associated Blue Team Administrative Report.
H. A copy of the Supervisor's Coaching form shall be placed in the employee's unit file.
I. Supervisor's Coaching forms shall be removed and destroyed from the unit file after six (6) months from issue.

402.03 CAPTAIN'S COACHING SESSION

A. The Captain's Coaching Session enables a division captain/commander or higher authority to deal with inappropriate conduct which is more serious than conduct normally addressed in Supervisor's Coaching Sessions, but does not require a formal Written Reprimand.

B. If while reviewing an Administrative Blue Team or Accident Blue Team, a captain or a commander identifies inappropriate conduct that merits more formal documentation the commander may, with approval of the Bureau Deputy Chief, issue a Captain's Coaching Session.
C. The Captain's Coaching form shall:
   1. Provide the details of the inappropriate conduct, including the date of occurrence.
   2. List the General Order, procedure, or rule the conduct violated.
   3. Provide a statement that the Captain's Coaching form will be placed in the employee's unit file for twelve (12) months.
   4. Be issued under the Captain's signature.
   5. Only be issued by sworn division captains or civilian equivalent.
D. The captain shall provide the original of the Captain's Coaching form to the employee.
E. The captain shall have the employee sign a copy of the Captain's Coaching form. If the officer refuses to sign, it shall be so noted.
   1. The original signed copy shall be given to the employee and a copy attached to the associated Blue Team Administrative Report.
   2. The captain shall place a copy of the Captain's Coaching form in the employee's unit file.
   3. Captain's Coaching forms shall be removed and destroyed from the unit file after twelve (12) months from issue.

402.04 WRITTEN REPRIMAND

A. A Written Reprimand enables a division commander or higher authority to deal with inappropriate conduct which is more serious than conduct normally addressed in a Captain's Coaching Session, but does not require a formal discipline..
B. If while reviewing an Administrative Blue Team or Accident Blue Team, a member of the department at or above the rank of commander identifies inappropriate conduct that merits more formal documentation the commander or above may, with approval of the Bureau Deputy Chief or Assistant Chief issue a Written Reprimand.
C. The Written Reprimand form shall:
   1. Provide the details of the inappropriate conduct, including the date of occurrence.
   2. List the General Order, procedure, or rule the conduct violated.
   3. Provide a statement that the Written Reprimand form will be placed in the employee's permanent personnel file.
   4. Only be issued and signed by sworn member of the police department at or above the rank of Commander or civilian equivalent.
D. The commander or above shall provide the original of the Written Reprimand form to the employee.
E. The commander or above shall have the employee sign a copy of the Written Reprimand form. If the officer refuses to sign, it shall be so noted.
   1. The original signed copy shall be given to the employee and a copy attached to the associated Blue Team Administrative Report.
   2. A final signed copy of the Written Reprimand shall be placed in the employee's permanent file.

402.05 VERBAL COUNSELING

A. Verbal counseling stemming from any Administrative Blue Team Report may be documented in the report when no written discipline has been issued.

B. Verbal Counseling shall not be documented in the personnel file.

403.00 EVALUATION PROCEDURES

403.01 EVALUATION PROCEDURES

A. Employees are evaluated on six (6) values, plus a number of goals set by their supervisor. The Performance Standards define the values and describe performance standards for each value. *TBP 4.08*

B. Every employee is required to be evaluated annually. The performance evaluation review period for all employees is October 1 to September 30. Although a formal evaluation process is not required mid-year, an informal check-in evaluation will occur in April of each year. *TBP 4.08 and TBP 4.09*

C. Probationary Employees
New employees will receive an informal review at the conclusion of their probation six (6) months after their hire date. The employee's formal review will occur in October with the rest of the department.
   1. The Meet and Confer Contract shall be referenced for specific information related to the probationary period for newly hired officers, lateral officers, and reappointed officers.

D. Promotions or Transfers
Employees who have been promoted or transferred will receive their reviews during the annual performance review. If the employee has been under the supervision of their current supervisor for two (2) months or less, the preceding supervisor will complete the evaluation and provide it to the current supervisor of the employee. If the employee has worked for the current supervisor for more than two (2) months, but less than the entire performance period, then the current supervisor will confer with the previous supervisor and consider their input when preparing the performance appraisal. *TBP 4.09*

E. Employees on Medical Leave or Military Leave
If the employee worked less than two (2) months of the performance period, the employee will not be evaluated for that performance period. If the employee worked two (2) months or more of the performance period, the supervisor will complete the performance appraisal as scheduled, pro-rating performance measures as appropriate.
   1. If the employee is on leave at the time the performance appraisal is due, the supervisor can complete the evaluation as scheduled and submit the performance appraisal via ePerformance. The supervisor may contact City HRIS to have the ePerformance document reopened in order to add comments, finalize, etc. when the employee returns from leave.
   2. If the performance review has not been submitted in ePerformance due to the employee's absence, upon the employee's return, the supervisor can submit the evaluation. *TBP 4.08 and TBP 4.09*
   3. Any issues covered by or related to the Family Medical Leave Act (FMLA) and the Americans with Disabilities Act (ADA) should not be addressed within the Performance Evaluation process. Feedback should be performance specific, not related to circumstances that are beyond the employee's control.

F. Sworn Appraisals
   1. All supervisors evaluating officers who have been approved to carry a Conducted Electrical Weapon (CEW) will conduct a download of the officer's CEW for the mid-year check-in and for the annual ePerformance process, and will reconcile the Taser Use

of Force reports with the information from the download. The supervisor will also review the downloaded information for patterns of use. The supervisor will discuss the recorded use of the CEW with the officer to ensure the officer is in compliance with departmental policy. Any non-compliance by the officer with the department's use of force policy shall be reflected on the officer's mid-year check-in and the annual ePerformance process. *TBP 4.08 and TBP 4.09*

2. The immediate supervisor shall then conduct a private interview with the officer being evaluated. Prior supervisors may take part in the interview. This interview shall be constructive in nature and the desired results shall be: *TBP 4.08 and TBP 4.09*
   a. An understanding by the officer of the rating achieved during the period and the factors contributing to that rating.
   b. Arrival at recommended constructive actions for the next evaluation period to improve upon any weak areas of performance.
   c. Signatures are via employee comments and acknowledgements in ePerformance. This signature does not signify approval of the rating, but only signifies that the interview was held.
   d. The captains and commanders shall meet with their respective deputy chief, the deputy chiefs shall meet with their respective assistant chiefs, and the assistant chiefs with the Chief of Police to discuss evaluation of their next in command before conducting a private interview with the lieutenant, captain, or deputy chief being evaluated.
   e. All officers should be evaluated honestly and objectively. In evaluating these areas, the supervisor should also take into consideration such things as commendations, structured counseling sessions, attendance, personnel files, and verification with Internal Affairs for any complaints that are available for substantiating an individual's rating.
   f. Performance Appraisals and reviews shall not be subject to the grievance procedure, but may be appealed only to the next highest level in the chain of command above the grader. If the employee is in disagreement with the performance appraisal, the employee may attach an inter-office correspondence to the appraisal that must remain with that appraisal document.
   g. A level-up supervisor cannot direct a reviewer to change their review of a subordinate. The level-up supervisor may provide comments in the designated area within the appraisal form.
   h. Performance Appraisal forms are located in PeopleSoft, within the ePerformance tile. *TBP 4.08*

404.00 GRIEVANCE PROCEDURE FOR SWORN PERSONNEL

404.01 SCOPE OF GRIEVANCE PROCEDURE

Grievance shall mean an alleged violation or inequitable application of the rules, procedures, regulations, or policies of the police department. A grievance is a dispute between the employer and employee concerning working conditions, interpretations or applications of any provision of rules and procedures relating to work which adversely and directly affects the aggrieved employee that are not covered by the current Meet and Confer Contract. Disciplinary action covered under Chapters 142 and 143 of the Local Government Code of Texas, issued by the Chief of Police, shall

not be subject to the grievance procedure except as provided in General Order 404.02 (A) below. Assignments approved by the Chief of Police or transfers shall not be subject to the grievance procedure except as provided in section 404.03 F below. It shall be the guiding principle of the Fort Worth Police Department that no formal or informal action shall be taken against an employee due to that employee's participation in the grievance procedure as either a grievant or a witness to a grievance. The current Meet and Confer Contract shall provide the procedure for dispute resolution for all sworn personnel for conditions of employment covered by that agreement.
TBP 2.08

404.02 TIME LIMITATIONS

A. The aggrieved employee shall file the grievance with their immediate supervisor at Step 1 below within ten (10) days of its occurrence or, if the employee is unaware of the grievance, within six (6) months of its occurrence. A grievance not brought within the time limit prescribed in Step 1, or submitted within the time limits prescribed for every step thereafter, shall not be considered timely and shall not be grievable unless that time limitation is waived by the Chief of Police. If a matter is first filed with the Civil Service Commission and a hearing is denied or the complaint is first filed with the Employee and Labor Relations Division and is denied or referred to Internal Affairs, the aggrieved officer may file a grievance complaint within ten (10) days of that denial. If a referral is made to Internal Affairs, staff will notify the aggrieved employee of the proper grievance procedures or investigate according to their policies.
   1. A written grievance not responded to within the time limits prescribed by the appropriate management representative at each step shall proceed to the next step in the procedure. The representative who did not respond within the prescribed time limits shall provide a written explanation of the noncompliance, in addition to any gathered information, to the next level, with a copy to the Chief of Police.
   2. The time limits prescribed herein may be waived by mutual agreement, in writing, by the aggrieved employee and the appropriate management representative at any step.

B. Police Employment Services Manager
   The Police Employment Services Manager shall receive notification and copies of all grievances and shall notify the Chief of Police of compliance or noncompliance with this procedure and of the findings/recommendations of each level of review. If the grievance was initiated through a referral to Internal Affairs by the Employee and Labor Relations Division (ELRD), the final disposition of the grievance will be referred back to ELRD for investigation and disposition by the Employment Services Manager.

C. Representation
   The aggrieved employee, at steps 2 through 5 as follows, may be represented by any active member of the department.

404.03 GRIEVANCE PROCEDURE STEPS

A. Step 1
   1. To file a grievance, an aggrieved employee shall meet with the employee's immediate supervisor within ten (10) days of the grievable incident and discuss the grievance.
   2. The employee and immediate supervisor shall discuss the solutions offered at a mutually satisfactory time and make every effort possible to resolve the grievance. The supervisor shall, when appropriate, consult with their immediate supervisor in regard to possible

solutions to the grievance at this level. When the employee and the supervisor complete Step 1, the supervisor shall submit an inter-office correspondence containing:

a. Name and assignment of employee.
b. Assignment of employee when grievance occurred.
c. Name of immediate supervisor when grievance occurred.
d. Specific issues of the grievance.
e. Date and time that the grieved act occurred.
f. Date and time that the employee contact occurred.
g. Specific relief requested by the employee.
h. Date of response.
i. Results of informal discussion.
j. Actions taken in attempts to resolve the grievance.
k. Details of the supervisory response to the aggrieved employee.
l. Date and time of the acceptance or rejection by the employee.

3. The correspondence shall be directed to the appropriate division captain or commander with a copy to the Employment Services Manager within ten (10) days of notice of the grievance.

B. Step 2

1. If the grievance is not resolved to the employee's satisfaction at Step 1, the aggrieved employee may proceed to the next level by submitting a formal grievance in writing with the following headings and data:
   a. Name, identification number, and assignment.
   b. Assignment at date of grievance.
   c. Specific issues of the grievance.
   d. Date and time of grievance.
   e. Specific details of the matter that brings it into scope of the grievance procedure.
   f. The date, time, and name of immediate supervisor with whom the grievance was discussed at the informal level.
   g. The results of the informal discussion.
   h. The date of response by the supervisor.
   i. The reason for request of formal review of the grievance.
2. This document shall be submitted to the employee's division captain or commander with a copy to the Employment Services Manager no later than ten (10) working days after notification that the grievance cannot be resolved at Step 1.
3. The division captain/commander shall make a concerted effort to resolve the grievance and shall respond in writing detailing the actions taken to resolve the matter. If the grievance is not resolved, a copy of the division captain/commander's response shall be provided to the grievant and to the Employment Services Manager.
4. If the grievance is resolved, the employee and the division captain shall prepare written explanations of the resolution, initial the formal grievance, and forward all documents to the Employment Services Manager.

C. Step 3

If the grievance is not resolved in Step 2, the aggrieved employee may proceed to the next level by serving written notice, along with all accompanying correspondence within ten (10) working days with the employee's bureau deputy chief.

1. It shall be the responsibility of the employee's division captain or commander to ensure that all documents, records, or any other papers that form the basis for supervisory decisions in Steps 1 and 2 are supplied to the aggrieved employee's bureau deputy chief.
2. The bureau deputy chief and the employee shall discuss possible solutions to the grievance and make every effort possible to resolve the grievance at this level.
3. The bureau deputy chief shall make a concerted effort to resolve the grievance and shall respond in writing detailing the actions taken to resolve the matter. If the grievance is not resolved, a copy of the bureau deputy chief's response shall be provided to the grievant and to the Employment Services Manager.
4. If the grievance is resolved, the aggrieved employee and the bureau deputy chief shall prepare written explanation of the resolution and forward all copies of the documents to the Employment Services Manager.

D. Step 4

If the grievance is not resolved in Step 3, the aggrieved employee may proceed to the next level by serving written notice, along with all accompanying correspondence, within ten (10) days with the employee's bureau assistant chief.

1. The affected bureau deputy chief, upon impasse at Step 3, shall forward all documents, records, and other papers that form the basis for supervisory decisions in Steps 1 through 3 to the bureau assistant chief within five (5) working days from the date the bureau deputy chief receives it.
2. The bureau assistant chief and the employee shall discuss possible solutions to the grievance and make every effort possible to resolve the grievance at this level.
3 The bureau assistant chief shall make a concerted effort to resolve the grievance and shall respond in writing detailing the actions taken to resolve the matter. If the grievance is not resolved, a copy of the bureau assistant chief's response shall be provided to the grievant and to the Employment Services Manager.
4. If the grievance is resolved, the aggrieved employee and the bureau assistant chief shall prepare written explanation of the resolution and forward all copies of the documents to the Employment Services Manager.

E. Step 5

If the grievance is not resolved in Step 4, the aggrieved employee may proceed to the next level by serving written notice, along with all accompanying correspondence, within ten (10) days with the Chief of Police or designee. The Chief of Police or designee shall schedule a meeting with the aggrieved employee at which time the matter shall be discussed and a determination shall be made as to the action to be taken in regard to the matter addressed in the grievance. The chief shall respond in writing to the aggrieved employee within thirty (30) days after the scheduled meeting with the aggrieved employee.

1. If the grievance is resolved, the employee and the Chief of Police shall initial the grievance form and forward it, along with all accompanying documents, to the Employment Services Manager.
2. If the grievance is not resolved, the employee may submit it, along with all accompanying documents, within ten (10) days, to the City Manager or designated representative and to the Employment Services Manager. The City Manager or designee shall be the final arbitrator of the grievance.

F. If an employee makes a good faith report of violations of law by the City or another public employee and thereafter believes that their employment has been suspended, terminated, or

other adverse personnel action has been taken against them because of that report, the employee may file a retaliation complaint through the grievance procedure guidelines.

1. The employee must file a retaliation report not later than the 90th day after the date on which the alleged retaliation:
   a. Occurred; or
   b. Was discovered by the employee through reasonable diligence.
2. The employee must state in writing in the retaliation complaint:
   a. The substance of the violation of law, including the law violated, the location and date of the violation, and the names and position of authority of the persons violating the law,
   b. To whom the report of the violation was made,
   c. The date of the report,
   d. The nature of the adverse employment action taken against the employee because of the report of a violation of the law,
   e. The date the adverse employment action against the employee was taken, and
   f. The name of the supervisor or other employee who caused the adverse employment action to be taken.

405.00 RESERVED

406.00 SUPPLEMENTAL SALARY COMPENSATION

406.01 DEFINITIONS

A. Normal work period for civil service positions within the Fort Worth Police Department shall be forty (40) hours per calendar week and shall begin at 0001 hours Saturday and end at 2400 hours on Friday.

B. A pay period is an internal accounting term of the city which refers to a regularly recurring period of 336 hours in fourteen (14) consecutive twenty-four (24) hour workdays or two (2) workweeks. A pay period has a maximum work hour standard of eighty (80) hours. Individual paychecks are issued to compensate officers for work time in each pay period.

C. A workweek is the time span of a regularly recurring period of 168 hours in seven (7) consecutive twenty-four (24) hour workdays.

D. A workday is the time span of twenty-four (24) hours which begins at 0001 (12:01 am) and ends the same day at midnight.

E. A work schedule is the usually assigned forty (40) duty hours in each workweek and/or the usually assigned eight (8) hour or ten (10) hour work time in each workday. A work schedule may be adjusted to accommodate the needs of the Department and conditions permitting, the needs of the officer.

F. All work time shall be reported accurately and exactly as it is worked. Falsifying of work time records is strictly prohibited.

G. Dual time records, e.g., one record for pay purposes and another record for actual time worked, is strictly prohibited.

H. Officer, for the purposes of this section, shall refer to all classifications from officer through captain unless otherwise stated.

I. Regular pay rate shall include the base salary of a classification and any of the following additions to base salary to which the officer is entitled:
   1. Step level addition (seniority within rank pay)
   2. Longevity pay (at four dollars per year service to a maximum of twenty-five (25) years)
   3. Educational incentive pay
   4. Assignment pay
   5. Shift differential pay
   6. Certification pay
   7. Bilingual pay

J. Premium pay rate shall be one and one half times the base pay rate.

K. Overtime is the time which an employee is required, permitted or suffered to work in excess of the normal workweek of forty (40) hours. All work time falling within the definition of overtime shall be reported on the payroll system by the employee.

L. Hours worked refers to all time during which an officer is on duty, as well as all other time during which the officer is suffered or permitted to work. It is of no consequence whether the work occurs on a work site, at other city premises, at home, or any other location.

M. Officers may be required to work extended hours and work on city holidays. During off-duty hours, officers may be required to attend court and hearings, be on stand-by for court, attend training and meetings, and respond to emergency call-backs.

   NOTE: Supplemental compensation for civilian employees of the department shall be governed by the City of Fort Worth Personnel Rules and Regulations.

406.02 OVERTIME COMPENSATION

A. This General Order only applies to employees of the Police Department who are licensed as peace officers by the Texas Commission on Law Enforcement. All other employees should refer to the City of Fort Worth Personnel Rules and Regulations regarding overtime compensation.

B. It is the course of action of the Police Department to utilize the minimum amount of overtime necessary to maintain essential police services. Overtime shall be limited to purposes for which the need could not be scheduled in advance and are essential in meeting appropriate department responsibilities. The Fair Labor Standards Act (FLSA), applicable provisions of Chapter 141 and 142 of the Local Government Code, and City of Fort Worth Personnel Rules and Regulations are the basis for rules and procedures contained in this General Order.
   1. All levels of command and supervision shall be familiar with City of Fort Worth Personnel Rules and Regulations governing overtime policies, rules, and procedures, and shall assure compliance with all overtime provisions ensuring that illegal and prohibited practices do not occur.
   2. Employees shall be encouraged to consult with the City of Fort Worth Human Resources Department concerning pay status and the U.S. Labor Department concerning wage hour matters. An employee having unresolved questions or complaints should be advised of appeal rights under the department's grievance procedure. The city and the department shall protect the employee's right, both in matter of law and policy, and no action formally or informally shall be taken against an employee who files a complaint and/or institutes any proceeding related to wage matters.
   3. No level of command or supervision shall promote or enter into any arrangement or agreement which denies any officer's rights specified under FLSA, the Local

Government Code, City of Fort Worth Personnel Rules and Regulations, or department rules and procedures. Supervisors shall ensure compliance with all overtime provisions.

4. Supervisors shall provide adequate supervision, administrative review, and control procedures to ensure that officers are aware of and in compliance with established work schedules. The mere establishment and articulation of work schedules do not relieve affected commanders and supervisors of their responsibility for controlling work time. Work sheets should be prepared by the employee and reviewed by the supervisor for accuracy on a daily or weekly basis as determined by the assignment.

C. Overtime which totals seven (7) minutes or less on a given calendar day shall not be compensated. Work time reported shall be reported in quarter (.25) hour increments.
   1. Telephone contacts over seven (7) minutes to an off-duty officer by authorized employees of the police department, the court, or the District Attorney's office involving official business are considered work time and are compensable in actual time spent and shall be reported in quarter (.25) hour increments.
      a. All telephone contacts to an off-duty officer by authorized departmental employees shall be held to a minimum to avoid unnecessary disruption to the officer's off-duty time.
      b. Telephone contacts to an off-duty officer shall not constitute emergency or non-emergency call-back pay.

D. Ranks of commander and above are not eligible for overtime pay. Commanders and above can only earn emergency call back pay in the form of compensatory time earned hour-for-hour, up to a max accrual of 240 hours comp.

E. Unless emergency control procedures are in effect, any officer working overtime shall only work assignments that are commensurate with the responsibilities of their rank. The intent of this provision is that the officer acting in the higher rank not perform the job responsibilities of lower ranks, except when emergency control procedures are in effect.

F. Computation of overtime
   1. Hours credited to a personal day, holiday, or training shall be counted as hours worked.
   2. When computing hours worked during a normal work period to determine the rate to be paid for overtime, hours credited to the following shall not be counted as hours worked:
      a. sick leave
      b. vacation
      c. family days
      d. compensatory hours taken
      e. military leave
      f. injury leave
      g. jury duty
      h. suspension
   3. The premium rate shall be paid for eligible overtime worked by officers of the rank of captain and below during the work period unless the officer accepts compensatory time under General Order 406.03.

G. In no case shall an officer of any rank earn unofficial compensatory time nor shall any officer use compensatory time off while being shown on the payroll system as being present for duty.
   1. All work time shall be reported and recorded for the pay period during which the work was performed. Accumulation of work time for future reporting is strictly prohibited.
   2. Employees shall be responsible for examining the payroll to ensure that they receive the correct amount of compensation/compensatory time during each pay period.

H. Overtime shall be held to a minimum. Commanders/Captains are responsible for tracking the use of overtime by assigned personnel and reviewing and monitoring all overtime usage for the respective unit, section, division each pay period. Accountability for overtime usage rests with every individual employee of the Department.

I. Commanders/Captains shall submit requests for planned overtime for command level approval at least two (2) weeks in advance of the time the work is to be performed. Division commanders/captains are responsible for ascertaining the availability of overtime funds prior to approving overtime.
   1. Whenever overtime is anticipated as part of a planned and/or permitted event, the necessary overtime positions and cost estimates will be established during the planning process and shared with the Deputy Chief responsible for the budget being utilized for approval prior to the event. The estimated costs should be included in the approved Operations Plan. At the conclusion of any planned and/or permitted event, the actual costs will be submitted as part of the after-action summary.

J. Overtime for Unplanned Events
   1. Prior approval procedures will not apply to emergency situations. An emergency is defined as an unexpected happening or event, or an unforeseen situation or crisis that calls for immediate action.
   2. Officers anticipating the need to work beyond their normal tour of duty on activities occurring at or near the end of their watch shall contact a supervisor with the reason for the overtime and an estimated overtime length for prior approval.
   3. Supervisors should attempt to mitigate the overtime through the use of other available resources. If the supervisor deems overtime is necessary, they shall contact their lieutenant for prior approval on any overtime that is expected to be two (2) hours or less. Whenever the overtime is expected to exceed two (2) hours, the supervisor shall contact the division captain or commander during normal business hours, or the duty captain if after normal business hours. If approved, the supervisor shall inform the officer of approval and provide the appropriate task group and task profile to use when reporting their time in the payroll system. Employee should also enter a bubble comment stating who approved the overtime and any details.
   4. When unplanned overtime is approved, the following steps shall be followed for documentation:
      a. Prior to the end of the shift, the officer shall complete the *Request to Work Non Court Overtime* form on the portal with details such as the type of call, service number, location, and approving party. The officer shall then select the appropriate task profile and their supervisor. Once the form is completed, the officer will select "submit and electronically sign."
      b. The officer shall enter their time in the payroll system noting the task profile provided by their supervisor.
      c. Overtime shall not be entered into the payroll system prior to obtaining approval from the applicable supervisor.
      d. Supervisors shall review all overtime forms when approving timesheets to verify the appropriate task profile and time were entered correctly. Supervisors shall not mass approve any timesheets with overtime.
      e. The review and approval process shall route through the division Commander/Captain. Any overtime in excess of four (4) hours shall also be routed to the appropriate Deputy Chief.

5. The Financial Management Division will be responsible for:
   a. Providing a comprehensive report at the end of each pay period to captains and above on the use of overtime in their respective unit, section, and division.
   b. Attending command staff meetings to address issues related to overtime usage.
   c. Monitoring, analyzing, and identifying department overtime abuse or trends.
   d. Providing an overall department summary to the Chief of Police and Assistant Chiefs at the end of each pay period.
6. It shall be the responsibility of all supervisors to ensure that overtime work is not performed unless necessary and that no overtime is worked without prior approval. Officer-initiated extended watch overtime for non-emergency activities shall be held to a minimum and have supervisor approval. Work time in excess of the forty (40) hour workweek for administrative and support activities shall not be approved; instead work schedules shall be adjusted in order to complete essential tasks.
7. Supervisors will not schedule overtime details based on personnel shortages and then permit unscheduled, non-emergency leave during the same time period.

K. In the best interest of the health and safety of officers, sworn personnel are not permitted to work more than a total of fourteen (14) hours in a twenty-four (24) hour period, including their regular tour of duty, without prior approval from their supervisor. Inclusive of this time restriction is department overtime, special details/events, and off-duty and/or secondary employment. Exceptions shall only be at the discretion of the affected Bureau Deputy Chief.
   1. Unless the officer is on vacation or similar form of compensated leave, excluding sick leave or family leave:
      a. The combination of department overtime, off-duty employment, and secondary employment shall not exceed twenty-five (25) total hours per workweek.
      b. The maximum hours limitation does not include court overtime, time required to complete reports coming at the end of a shift, emergency call back, or when held over at the end of shift by a supervisor.
      c. Workday and/or workweek shall have the same definition(s) as General Order 406.01.
   2. While on documented transitional duty, a police officer is allowed to work overtime and earn overtime pay or compensatory time if permitted by their current work restrictions. The decision for approval of working overtime will be authorized by the Chief of Police, or designee, with consultation from the Medical Records Custodians when the officer is placed in the transitional duty assignment. Even though initially approved for overtime while working in the transitional duty assignment, the officer will be required to request prior approval when work hours expand into overtime.
   3. Although it shall be the responsibility of the individual officer to act in accordance with the time limitations, supervisors shall routinely monitor the officers' departmental overtime and off-duty employment to ensure that officers are in compliance with this General Order.
   4. The Chief of Police, acting personally or through a designee, reserves the right to approve, deny, revoke, or add restrictions at any time to any request for off-duty employment or departmental overtime based upon available information at the time and the totality of the circumstances, including during an emergency.
      a. An emergency may include the need for personnel to handle minimum staffing levels, natural or human invoked disasters, or other circumstances which require the use of personnel other than those immediately available.

L. Off-duty officers, not engaged in secondary employment, required to take enforcement action for the City of Fort Worth shall report work time for off-duty time spent completing reports and other activities directly related to police service to the city.
M. Officers earning court overtime must follow standard procedures outlined in GO 406.04 Court Appearances and Hearings.

406.03 COMPENSATORY TIME

A. Overtime worked under General Order 406.02 may be compensated in the form of accrued compensatory time if desired by the officer.
   1. Prior arrangements may be made to accept compensatory time for specific overtime assignments.
B. Ranks of captain and below accrue compensatory time at the premium rate, i.e., equal to one and one-half times the number of overtime hours worked.
   1. Ranks of captain and below may accrue up to 240 hours of compensatory time.
   2. After the 240 hour limit is reached, all overtime worked shall be compensated in the form of overtime pay.
C. Ranks of commander and above shall accrue compensatory time at the rate of one hour work time for every hour worked in excess of forty (40) hour workweek. They may not accrue more than 240 hours of compensatory time.
D. In exigent circumstances, such as the unplanned absence of a supervisor due to illness or injury, the division commander/manager may seek approval from the Chief of Police to authorize an exempt employee to be compensated with straight time pay. These instances shall be kept to a minimum.

406.04 COURT APPEARANCE AND HEARINGS

Court overtime refers to overtime by officers for court appearances before or after regular duty hours. A court appearance is attendance at a civil or criminal proceeding on a matter that arises from Departmental business. Proceedings include all but are not limited to: trials, hearings, depositions, and attorney conferences, or interviews.

Off-duty officers attending Municipal Court, Tarrant County Criminal Court, Criminal District Court, Civil District Court, and Federal Court regarding a job-related function shall receive a minimum of four (4) hours overtime pay and all time in court beyond the four (4) hour minimum shall be compensated by overtime pay for the actual time spent in court subject to the following provisions:

A. Officers attending any court and receiving court overtime pay shall complete and submit an online Court Appearance Verification Form no later than seven (7) calendar days after court appearance. A list of officers that have not submitted an online form will be reported to the Commander or Deputy Chief in the chain of command. Failure to comply with the submission of the online Court Appearance Verification Form within the allotted time may result in loss of overtime compensation.
   NOTE: Paper based forms have been discontinued and will not be accepted.
B. If an officer's scheduled court appearance begins thirty (30) minutes or less prior to reporting for duty, or thirty (30) minutes or less following the end of the tour of duty, the officer shall be paid overtime for the actual time spent in court.

C. Officers attending court during their normal tour of duty who have not been dismissed at the end of their tour of duty shall be paid overtime for the amount of time spent in court beyond the end of their tour of duty.
D. Off-duty officers attending more than one (1) court (municipal, county, district, federal, or a mixture of the two) on the same calendar day shall report the actual time in each court, including recesses. If the total amount of court appearance time on any calendar day is for four (4) hours or less, officers shall receive four (4) hours overtime pay. If the total amount of court appearance time on any calendar day is more than four (4) hours, officers shall receive overtime pay for the actual time spent in court.
E. All employees who are subpoenaed or called by the city to appear at a disciplinary appeal hearing shall be compensated by the city for actual time. Employees appearing at disciplinary appeal hearings will not be compensated as four (4) hours court overtime.
    1. On-duty employees shall be compensated at their regular rate of pay.
    2. Off-duty employees shall receive overtime for the actual time spent in the hearing.
F. In a disciplinary appeal hearing conducted before the Civil Service Commission, all on-duty or off-duty employees subpoenaed or called by the appealing officer as material witnesses to the relevant facts of the matter being appealed shall be compensated by the city in accordance with the procedures described above.
G. In a disciplinary appeal hearing conducted before a third-party hearing examiner, all on-duty or off-duty employees subpoenaed or called by the appealing officer shall be compensated by the appealing officer.
    1. On-duty officers will be placed on vacation leave, holiday leave, personal leave, compensatory time off, or if necessary, leave without pay.
H. If an officer is called to court during a scheduled vacation, the vacation leave is canceled and the officer resumes their normal work schedule until the obligation is completed. Officers should not schedule a vacation which will conflict with a known court date and/or appearance.
I. Employees will not be compensated four (4) hours court overtime for meetings with the district attorney. Employees are compensated for two (2) hours of DAOT for meeting with the district attorney. DAOT is the specific time reporting code in the payroll system to report these meetings.
J. Officers recording any overtime for court appearance or hearings on their timesheet shall note which court or type of hearing attended in the comment section of the payroll system, to include the Fort Worth Police Department report number, case number, or citation number.

406.05 STANDBY COURT NOTIFICATION AND COMPENSATION

A. Officers who are notified that they have cases set for trial in any court (i.e., Municipal, Tarrant County, Denton County, Department of Public Safety (DPS), District, or Federal courts) shall appear at the court in accordance with the notice or subpoena, unless instructed otherwise by the judge or attorney. If the judge, attorney, or District Attorney's Office investigator requests the officer be on stand-by, the officer shall furnish the requesting court, attorney, or investigator a phone number where the officer can be contacted on the day the case is set for trial and follow standard procedures outlined in GO 406.04 Court Appearances and Hearings.
    NOTE: If officers wish to change the phone number where they can be contacted, the officers must make the change by 0900 hours on the day the case is set for trial by contacting the requesting party and furnishing a new phone number where they can be contacted.

B. The officer shall remain at this telephone number between 1100 hours and 1200 hours on the day the case is set for trial.
C. For the one (1) hour standby time, an off-duty officer shall report one (1) hour work time.
D. If off-duty officers are on standby and are notified to appear in court, they shall only report the regular court work time for their court appearance in accordance with General Order 406.04.

406.06 COURT APPEARANCE OVERTIME REPORT

A. Off-duty officers notified to appear in any criminal district or county criminal court in Tarrant County, prior to appearing in court, shall inform their immediate supervisor of their requested appearance, including the time and date.
B. Off-duty officers attending any municipal court shall sign in according to the Prosecutor Office procedures. Officers will submit an online Court Appearance Verification Form no later than seven (7) calendar days after court appearance. Paper based forms have been discontinued and will not be accepted. A list of officers that have not submitted an online form will be reported to the Commander or Deputy Chief in the chain of command.
C. Officers shall not report work time for court appearances associated with off-duty employment unless the court appearance relates to an arrest made for the jurisdiction. Responsibility for court compensation for other off-duty employment-related activities shall rest with the off-duty employer.
D. Commanders/Captains shall be responsible for reviewing and monitoring all court overtime for employees in their respective divisions/sections/units.

406.07 HIGHER CAPACITY PAY

A. The Chief of Police may designate a person from the next lower classification to temporarily fill a position in a higher classification. Positions shall be temporarily filled only when deemed necessary by the Chief of Police or an assistant chief. No position shall be considered temporarily vacant unless validated in the daily attendance record.
B. Valid absences shall include but are not limited to: regular days off, sick time, city business, used compensatory time, vacation time, and holidays.
C. Appointments to a temporarily vacant position shall be made from the next lower rank. Due consideration may be given to seniority and experience in determining the person to fill the temporary vacancy.
D. Persons temporarily appointed to fill a vacant position shall have all the authority and accountability of the rank being filled.
E. Any person temporarily appointed to fill a higher position shall be paid at the base rate specified for that higher position. Longevity shall be paid at the rate to which the substituting officer would normally be entitled. Only persons filling a position for the entire normal shift shall be eligible for compensation.
F. The temporary performance of the duties of a higher position by a person who has not been promoted as prescribed by Chapter 143 of the Local Government Code may not be construed as a promotion.

406.08 CALL-BACK PAY

A. Officers who are called back to duty (excluding court appearance) for emergency situations during the officer's off-duty hours shall report a minimum of four (4) hours overtime. Employees are to enter exact time in the payroll system and the system will pay the four (4)

hour minimum. Overtime is either monetary or time (comp) at time and a half rate. An emergency is defined as an unexpected happening or event, or an unforeseen situation or crisis that calls for immediate action. Off-duty officers shall not be called back to duty for emergency situations unless the call-back is specifically directed by a sergeant or above.

1. If an officer is called back to duty more than one instance in a shift, the second callout beginning time must be more than four (4) hours from the beginning of the first callout in order to receive separate compensation.

B. Officers placed on call for emergency call-back shall be provided a cellular telephone to facilitate contact. An officer utilizing a cellular telephone shall not report work time if they are able to use their time effectively for their own purposes.

C. Off-duty officers shall not be called back to duty for non-emergency situations unless the call-back is specifically directed by a sergeant or above. An officer responding to a non-emergency callback shall report a minimum of two (2) hours overtime.

1. Examples of non-emergency call-back may include, but are not limited to community meetings, or administrative meetings.

D. Without Deputy Chief approval, an officer shall not be called back to duty on the same workday in which the officer utilized any form of sick leave. It is the officer's responsibility to inform the supervisor calling the officer back to work that the officer was on sick leave that workday.

406.09 BILINGUAL SKILLS

A. Bilingual Assignment Pay

1. The Chief of Police or designee is authorized to approve assignment pay to employees whose duties require the use of specific bilingual skills in accordance with City of Fort Worth Personnel Rules and Regulations.
2. The language proficiency test is administered through the City of Fort Worth Human Resources. Any expenses for testing will be billed to the employee's department.
3. Only employees designated by the Chief of Police or designee and who pass a language proficiency test will be eligible to receive bilingual assignment pay. If an employee changes positions or if their language skills are no longer needed, the assignment pay will cease. Employees are not required to accept bilingual pay.

B. Bilingual Proficiency Test

1. The Chief of Police or designee must designate the employee eligible for assignment pay. The employee's name, classification, work extension, employee number, and a brief explanation for the designation must be submitted to the City of Fort Worth Human Resources.
2. Employees must take the test on their own time, with no compensatory time accrual or overtime pay allowed.
3. Results of the test will be sent to the Chief of Police and the employee. Upon notification that the employee passed the test, an Incentive Pay Authorization form must be completed and submitted through the chain to City of Fort Worth Human Resources Compensation Division. Employees who do not pass may retest six (6) months from the date of the original test.

C. Bilingual Employee Responsibilities

1. Employees shall respond to the directions of the dispatcher and their supervisors in regard to their bilingual ability and the needs for that ability on behalf of citizens and visitors to Fort Worth.

406.10 ATTENDANCE AT OUT-OF-TOWN FUNERALS

A. Officers who desire to represent the Fort Worth Police Department at the funeral of any peace officer killed in the line of duty within the state shall do so in an off-duty capacity.
B. The police department shall not accept responsibility for any expenses incurred by the officers attending out-of-town funerals except as follows:
    1. A marked unit may be used provided it is returned the same day, unless prior approval is obtained from the Chief of Police.
    2. Gasoline and associated maintenance for the marked unit shall be furnished.
C. When special circumstances arise, requests for use of police personnel or equipment shall be coordinated through the police chaplain.

406.11 HONOR GUARD

A. The Police Honor Guard shall consist of volunteer members who shall represent the Fort Worth Police Department at ceremonies and official functions.
B. Honor Guard members designated to participate in an approved function shall be assigned to their normal watch on the date of the scheduled event.
C. The appearance shall be considered as a volunteer duty assignment and should not conflict with their normal watch.
D. If applicable, upon the completion of the detail, Honor Guard members shall report to their respective units for deployment for the balance of their watch.
E. All volunteer members shall participate in eight (8) hours of drill training per month which shall be reported as eight (8) compensation or training hours on the officer's time and attendance records.
    1. If the member is off duty during the training period, compensation time can be accrued.
    2. If the member is on duty during the training period, time shall be allocated for this purpose.

406.12 FIELD TRAINING OFFICER ASSIGNMENT PAY

A. The Chief of Police or designee may expressly designate officers who have attained at least D-step payroll for assignment to the duties of Field Training Officer. The Chief of Police or his designee may waive specific qualifications listed below.
B. Qualifications for consideration for selection as a Field Training Officer shall include, but not be limited to:
    1. The officer must have at least three (3) years continuous service with the Fort Worth Police Department, including one (1) year of probation and at least two (2) years of line patrol duties or be a lateral entry officer who has completed probation,
    2. Assigned to patrol, NPO duties, or the Traffic Division for at least twelve (12) months immediately prior to application or be a lateral entry officer who has completed probation,
    3. Overall top two (2) levels for previous two (2) efficiency rating periods,
    4. Acceptable driving record with not more than one (1) chargeable accident using a city vehicle within previous twelve (12) months,
    5. With the exception of accident-related discipline, no sustained personnel complaints resulting in disciplinary suspension within twenty-four (24) months prior to application,
    6. Proficient in areas of grammar, spelling, sentence structure, and ability to observe and report on behaviors or activities in logical sequence, and

7. Chain of command recommendation.

C. Functions of a Field Training Officer shall include:
   1. Provide on-the-job training to probationary police officers on a one-to-one basis;
   2. Monitor, evaluate, and document the performance of probationary officers; and
   3. Correct and counsel performance deficiencies during the training of probationary officers and report their progress to the appropriate senior officer.

D. The position of Field Training Officer shall require the successful completion of a forty (40) hour Field Training Officer training course conducted by the Fort Worth Police Department. The Field Training Officer will be responsible for training probationary officers in accordance with the training received while a recruit, as well as in accordance with training guidelines provided in the Field Training Officer training course.

E. Field Training Officers will receive, for each day they are so assigned and perform the functions, in addition to their regular pay an additional sum equal to ten percent (10%) of the assigned officer's base pay and applicable step pay for the current fiscal year. Assignment pay shall not accrue or be payable to an individual once that person is no longer assigned to perform the specialized duties of Field Training Officer. Base pay rate shall not include amount otherwise received for longevity pay, educational incentive pay, certification pay, shift differential pay other assignment pay or overtime pay.

F. Field Training Officer Assignment Leave
   Field Training Officer Assignment Leave is based on the number of hours a Field Training Officer (FTO) performs the training functions.
   1. At the end of each pay period a Field Training Officer (FTO) actively trains a probationary officer, the FTO will record the time for each full training hour by using the Training Pay (TRP) pay code. Recorded training hours will not exceed forty (40) hours per week of training. It shall be the responsibility of the officer's direct supervisor to review and approve the hours listed under the Training Pay code each pay period.
      a. Earned Field Training Assignment Leave can be up to a maximum of twenty-four (24) hours per year. At the end of the calendar training year, the FTO will be credited with 0.05 hours of "Field Training Officer Leave" for each full hour they trained, up to the maximum per year.
   2. The Field Training Officer Assignment Leave is "use it or lose it" type of leave, will not create a condition for overtime, or create any long-term funding obligation to the City. The time, which is credited to the officer's personal leave time in ERP, will be available for use by the officer starting in January of the following calendar year and is required to be used by the end of that year.
   3. The Field Training Officer Assignment Leave does not apply toward any other City-mandated leave use requirements.

407.00 OFF-DUTY POLICE EMPLOYMENT

407.01 OFF-DUTY EMPLOYMENT

A. General Guidelines
   1. City policy allows city employees to engage in secondary employment, under certain conditions and with some restrictions. Please see the City's Personnel Rules and Regulations for more information.

a. Off-duty jobs which are not law enforcement or security related require the completion of a City of Fort Worth Secondary Employment request form. These forms can be obtained from either the Employment Services Section or the City of Fort Worth Human Resources Department, and must be approved through the chain of command. Any questions regarding these types of jobs should be directed to the City of Fort Worth Human Resources Department.

2. The Fort Worth Police Department may additionally permit its officers to engage in off-duty law enforcement and security-related (LE/SR) employment. Officers who graduate from the Modified Training Academy and have completed field training may begin working LE/SR employment six (6) months after graduation. All other officers may begin working LE/SR employment one (1) year after graduation. Both the officer and the off-duty employer/location must be approved in accordance with this policy prior to the officer engaging in such work. Financial arrangements in these cases shall be between the officer and the off-duty employer. Officers approved to perform off-duty LE/SR employment shall be covered by benefits established under the Worker's Compensation Act provided it is determined the officer was injured while acting in the course and scope of police duties. *TBP 4.05*
3. It shall be the responsibility of the designated Off-Duty Employment Coordinator to maintain a list of established minimum hourly rates and minimum durations of duty for all new employment vendors approved in accordance with the applicable requirements and restrictions of General Order 407.01, Off-Duty Employment.

B. Definition of Terms

For the purposes of this General Order, the following definitions shall apply:

1. Actions Taken in the Course and Scope of Police Duties - actions by an officer when not scheduled to work for the City of Fort Worth, taken to enforce the criminal laws of the City of Fort Worth, the state of Texas, or the United States.
2. On-Duty Action - is any action taken by an officer while working for the Fort Worth Police Department during assigned working hours.
3. Off-Duty Law Enforcement Actions - are those taken within the scope and course of duties as a police officer to enforce local, state or federal criminal laws, whether or not they occur while the officer is working an off-duty LE/SR job.

C. Approval Procedures for Off-Duty LE/SR Employment *TBP 4.05*

1. Eligible officers desiring to engage in off-duty LE/SR employment must complete the Off-Duty Employment Approval form and submit it to their supervisors for review. These supervisors shall determine if the officer should be recommended for approval by taking the following steps:
   a. Review the officer's Internal Affairs file for sustained and unresolved complaints against the officer. Make recommendations for approval or disapproval.
   b. Check to see that the officer has completed the probationary period.
   c. Check the officer's attendance for satisfactory levels. Family and Medical Leave Act protected absences should not be held against the officer when determining whether to grant their request for approval to work off-duty jobs.
   d. Check to see that the officer's work productivity meets divisional expectations.
   e. The supervisor over the applicant officer shall make recommendations of approval, approval with restrictions, or disapproval. Any recommendations for restricted

approval or disapproval must be justified on the form, using attachments as necessary for full explanation. This information shall be forwarded to the officer's division captain.

2. The division captain over the applicant officer shall review the application and forward it, along with recommendations and any included attachments, to the next level in the chain of command.
3. The next level in the chain of command over the applicant officer shall review the application indicating either approval or disapproval and forward the completed application to Internal Affairs for filing.
4. It shall be each individual officer's responsibility to comply with any restrictions that have been instituted by the department regarding their off-duty LE/SR employment.
5. Off-duty LE/SR employment approvals shall remain in effect as long as the deputy chief, or designee, has not taken action to withdraw an officer's approval.
6. All original documentation applicable to off-duty LE/SR employment shall be filed in Internal Affairs.
7. All officers approved to work off-duty LE/SR jobs shall be placed on a list maintained by Internal Affairs. Once an officer has been placed on the approved list, the officer is approved to work at any approved location until cause is shown for disapproval. Removal of an officer from the approved list will be governed by 407.01 D. 13-15 of this procedure.
8. Internal Affairs shall maintain a list of approved locations.
9. Officers who are approved to work off-duty LE/SR employment must notify Internal Affairs when substantial changes in the approved off-duty LE/SR employment occur such as hours of operation, etc.
10. Officers shall not work at an unapproved location. Officers who desire to work at a location not currently approved for off-duty LE/SR work may submit a request by using the Off-Duty Employment form.
11. Supervisors who receive requests to add new locations to the approved list shall conduct a thorough investigation of the type of establishment to be approved. It should be determined if alcoholic beverages are served, the type of calls for police service in the past, general reputation of the establishment and the principal employees and/or owners, and the number of officers needed to work the establishment safely.
12. This information shall be forwarded to the requesting officer's division captain for review.
13. The division captain of the requesting officer shall collaborate with the division captain with territorial responsibility to ensure that input is received regarding the proposed location.
14. The requesting officer's division captain shall forward this information, along with their recommendation, through their chain of command.
15. The deputy chief shall determine if the location should be placed on the approved locations list. If the location is disapproved, the deputy chief shall notify the officer making the request. Regardless of whether a location is approved or disapproved, the deputy chief will ensure Internal Affairs has been notified of the location status.
16. Once a location and/or employer have been placed on the approved list, the location shall remain approved until cause is shown for disapproval. Removal of a location will be the responsibility of the captain, or higher, having territorial jurisdiction over the location.

17. Personnel coordinating off-duty LE/SR jobs can only be compensated for the time actually worked off-duty for that employer.

D. Limitations on Off-Duty LE/SR Employment *TBP 4.05*

1. Officers shall not engage in any outside business or occupation which limits their effectiveness in discharging official duties.
2. Officers shall not use their official position to the direct benefit of a private business in which they may have a conflict of interest, and shall perform their duties within the framework of all applicable state statutes, city ordinances, and current police policies and procedures.
3. All officers shall be mindful of the fact that participating in approved off-duty LE/SR employment is a privilege. This privilege shall be available only so long as the individual maintains satisfactory performance levels as a police officer and is in conformance with all rules, regulations and other requirements.
4. Officers shall not be permitted to engage in off-duty LE/SR employment in a law enforcement capacity outside the city limits of Fort Worth unless approved by the Chief of Police or designee.
5. No officer shall be allowed to sell tickets, take tickets, transfer or exchange customers' money for tickets at any business, promotion, or special event, including movie houses and drive-in theaters.
6. No officer shall be permitted to work at collecting any bills or checks, nor may that employment involve civil, domestic, and/or labor difficulties without the express consent of the Chief of Police.
7. Officers are permitted to provide security for an employer when an employee is transferring or handling money; however, officers are prohibited from personally handling any funds.
8. Limitations on the maximum number of hours an officer is permitted to work off-duty LE/SR employment are delineated in General Order 406.02 K.
9. Evidence of officers not fulfilling their official duties because of approved off-duty LE/SR employment duty shall be cause for review of their privilege to work in this capacity and may result in probation, restriction, cancellation, and/or other disciplinary action.
10. Officers shall not be allowed to work in any establishment or for any individual whose character might be considered questionable. Officers shall not be allowed to work at events or establishments which operate illegal activities or, by the nature of their operation, would bring discredit upon the department.
11. Officers shall not be engaged in or financially interested in any detective agency or like agency.
12. Officers shall not be commissioned by any other law enforcement agency.
13. Prior to authorizing an officer to work off-duty LE/SR employment, each officer's Internal Affairs record shall be carefully scrutinized in the areas of complaints, number of complaints, type of complaints, severity of complaints, etc. The officer's captain shall notify the officer's deputy chief when any officer's record warrants review concerning the officer's suitability for approved off-duty LE/SR employment. The deputy chief may deny, suspend, or restrict approved off-duty LE/SR employment privileges to any officer who has an excessive history of complaints or other unsatisfactory conduct as an officer.

14. The officer's attendance and production records must be satisfactory. Below standard work, non-FMLA-related unacceptable attendance, or unsuitable appearance may result in restriction or cancellation of the approved off-duty LE/SR employment privilege.
15. Failure to meet any of these criteria may result in denial, suspension, or restriction of any officer's off-duty LE/SR employment privileges. Such denial, suspension, restriction, or subsequent restoration of such privileges shall be the sole province of the deputy chief, or designee.
16. Officers working off-duty LE/SR employment shall provide law enforcement services and enforce laws, regulations, and ordinances which they would normally be expected to enforce during their normal tour of duty. Any behavior which would conflict with the normal enforcement capabilities is prohibited. It is forbidden to engage in the enforcement of rules promulgated by the employer, i.e., "house rules."
17. When an off-duty officer makes an arrest, the prisoner(s) will be transported by an on duty officer. Completion of all related paperwork and any investigation becomes the responsibility of the responding on-duty officer.
18. Officers shall not be permitted to drink alcoholic beverages while in uniform or while working in approved off-duty LE/SR employment capacity.
19. Officers on restricted status and/or transitional duty for an occupational or non-occupational medical matter shall be prohibited from working off-duty LE/SR employment.
20. Officers working off-duty LE/SR employment must conform to all existing department rules and regulations.
21. Officers must wear the approved standard uniform while engaging in off-duty LE/SR employment unless specific approval, in writing, has been obtained from a deputy chief to work in a plainclothes capacity.
22. An officer of lower rank shall not serve as supervisor to a member of higher rank while both are engaged in off-duty LE/SR employment.
23. No officer shall receive total payment for a job worked and then issue payment to other officers. All officers shall be paid on an individual basis by any off-duty employer.
24. Officers shall not work at any off-duty employment during the same hours, or portion thereof, while on-duty or for which they fail to report for duty due to illness, injury, or illnesses or injury of a family member. Officers shall not work any off-duty employment for one business during the same hours they are working off-duty employment for another business.
25. Officers of the rank of captain, commander, deputy chief, and assistant chief are prohibited from working off-duty LE/SR jobs, unless a written exception for coordination of large special events is granted by the Chief of Police.
26. No officer shall engage in off-duty LE/SR employment which entails escorting any vehicle or equipment, to include gas or oil rig equipment. This includes escorts both within and outside the city limits of Fort Worth. A deputy chief or higher can make a case by case exception if an escort is necessary for the safety of the general public, to include but not limited to, moving houses, planes, oversize loads, etc. If an exception is made, an off-duty Fort Worth Police Department supervisor shall be responsible for coordinating the job.

27. Officers are prohibited from working off-duty LE/SR employment at businesses even if they are on the approved list during times that the business's staff are underdressed (including, but not limited to, wearing lingerie, body paint, wet t-shirt, etc.) or any other form of provocative dress.
    a. If a business is on the approved list and the business employees' normal attire or uniform can be construed as of a sexually suggestive nature (i.e., Twin Peaks, Hooters, Coyote Ugly, etc.), officers should remain at the door or in the parking lot unless summoned inside the business for a police objective.
28. Officers are prohibited from working off-duty LE/SR employment at establishments which sell merchandise of a sexual or pornographic nature as their primary source of revenue or that otherwise provides entertainment or services of a sexual nature including, but not limited to, topless bars, X-rated video or bookstores, or adult entertainment establishments.
29. Officers are prohibited from using city vehicles at off-duty LE/SR jobs unless the use was pre-approved by the deputy chief or designee approving the location or event. The approval for the city vehicles shall be limited to only marked vehicles when it is necessary for the immediate safety of the officers and/or citizens. Regardless of approval for use of a vehicle at a specific job, officers must have prior approval from the chain of command to which the specific vehicle is assigned to use the vehicle.

E. Off-Duty LE/SR Employment Injuries

All injuries occurring while performing functions that are considered to be within the course and scope of police duties (as defined in section B) should be immediately reported to an on duty patrol supervisor, who shall see that the required reports are completed. First Report of Injury Report (DWC-1), a detailed injury IOC concerning the incident, and photographs if applicable, shall be submitted by the end of the shift. The supervisor shall submit copies of incident or offense reports to the Employment Services Section, Medical Records Unit for filing.

1. Injuries occurring as a result of off-duty law enforcement action shall be treated as if they occurred while the officer was on-duty for the purpose of compensation and benefits provided by the City of Fort Worth.
2. Injuries sustained as a result of non-law enforcement activities are not considered job related and any treatment and expenses incurred shall be the responsibility of the approved off-duty employer, private insurance, or the individual officer.

F. Off-Duty Employment Call-in Procedures

1. When an officer reports for off-duty LE/SR employment, they shall:
    a. Call Communications DC Desk and provide the following information:
        (1) The officer shall state their off-duty call sign "Rl234"
        (2) Off-duty employment location
        (3) Cell phone number or advise that they will monitor the radio.
        (4) The duration of hours to be worked.
    b. If radio traffic allows, the above information can be given over the divisional channel in the area worked.
    c. At the end of the part-time job, the off-duty officer shall call the DC Desk to secure for the night.
2. The exception to this requirement will be planned special events, including but not limited to, the Texas Motor Speedway, TCU, organized races, etc., when a separate dispatcher is

required or a Security and Traffic Operations Plan has been submitted and a designated channel has been established for the event.

3. By calling in the off-duty location and hours to be worked, this does not place the officer in an on-duty status and the off-duty officer will not be dispatched to any call for service while working in an off-duty capacity.

G. Off-Duty Employment Time Reporting

1. Officers working off-duty employment shall submit all time worked in an off-duty capacity on their regular timesheet using time reporting code "OFW."

Supervisors shall review all time submitted using the OFW code for compliance with off duty employment policies.

407.02 POLICE RESERVES *TBP 4.05*

A. Reserve officers shall not work off-duty LE/SR employment for compensation.

B. Reserve officers shall obtain permission from their deputy chief before working such jobs without compensation.

408.00 RESERVED

409.00 RESERVED

410.00 DISCIPLINARY PROCEDURES

410.01 DISCIPLINARY PROCEDURES: SCOPE

A. All department employees shall be subject to disciplinary action for acts of misconduct.

B. In reference to civil service employees, misconduct is defined as any act committed or omitted as required by the twelve (12) rules listed in General Order 410.02(B). *TBP 2.04*

C. The Professional Standards and Accountability Division is designated by the Chief of Police as the official repository for all complaints received related to police employees. The Professional Standards Division shall provide periodic reports to the Chief regarding the current status of all investigations and shall keep the Chief apprised of any incident resulting in discipline as defined in 410.02 (A). *TBP 2.06*

410.02 DISCIPLINARY ACTION: CIVIL SERVICE EMPLOYEES *TBP 2.06*

A. The form of disciplinary action for civil service employees may be:

1. Captain's Coaching.
2. Written reprimand.
3. Suspension without pay.
4. Demotion.
5. Indefinite suspension.
6. Dismissal.
   a. In cases involving a felony conviction.

B. The following twelve (12) rules as set forth in Chapter 143, Local Government Code, and the Rules and Regulations of the City of Fort Worth Civil Service Commission, are causes for disciplinary action, including removal or suspension for civil service employees.

1. Conviction of a felony or other crime involving moral turpitude.
   a. Conviction of a felony is cause for dismissal and conviction of a class A or B misdemeanor may be cause for disciplinary action or indefinite suspension. (Chapter 143, Local Government Code, Section 143.056).
2. Violation of the provisions of the City of Fort Worth charter.
3. Acts of incompetency.
4. Neglect of duty.
5. Discourtesy to the public or to fellow employee while the officer is in the line of duty.
6. Acts showing lack of good moral character.
7. Drinking intoxicants while on-duty or intoxication while off-duty.
8. Conduct prejudicial to good order.
9. Refusal or neglect to pay just debts.
10. Absence without leave.
11. Shirking duty or cowardice at fires, if applicable.
12. Violation of any of the rules, regulations, or any orders of the police department.

410.03 DISCIPLINARY ACTION: NON-CIVIL SERVICE PERSONNEL

A. Disciplinary procedures for non-civil service personnel are governed by the City of Fort Worth Personnel Rules and Regulations.

B. Disciplinary action for non-civil service employees is normally applied in progressive steps when performance is unsatisfactory. The form of disciplinary action may be:
   1. Oral warning (Documented Counseling)
   2. Written warning
   3. Suspension (or equivalent reduction in pay)
   4. Disciplinary probation
   5. Demotion.
   6. Termination

C. Prior to initiating disciplinary action involving non-civil service personnel, the supervisor initiating the process shall consult the appropriate section of the City of Fort Worth Personnel Rules and Regulations.
   1. The supervisor shall also consult with appropriate personnel in the Police Employment Services Section as well as the Employee and Labor Relations Division prior to finalizing any disciplinary action other than an oral or written warning.

D. In the event that the actions of a non-civil service employee necessitates termination, the supervisor shall adhere to the following procedures.
   1. Provide written notice to advise the employee of the pre-disciplinary meeting and why discipline is being considered as well as to consider the response of the affected employee (suggested format is located in 13.5.5.1 of the General Employee PRR)
   2. Immediately place the employee off work on administrative leave.
   3. Allow the employee to remain on administrative leave until the scheduled meeting.
   4. Obtain all city-issued equipment, keys, tools, ID cards, etc.
   5. At the earliest opportunity, consult with the Police Employment Services Section

E. Subsequent to the above steps, the normal procedures outlined in the City of Fort Worth Personnel Rules and Regulations (13.5.5), shall be followed.

F. The appeal and grievance processes for non-civil service employees are detailed in the City of Fort Worth Personnel Rules and Regulations. Oral warnings, including documented oral warnings, are not grievable.

410.04 MANAGING PERSONNEL COMPLAINT

A. Definitions
   1. Personnel complaint - an allegation, received from any source, of misconduct or violation of policy by a department employee.
   2. Personnel complaint form - a form completed by Internal Affairs that is signed by the complaining or reporting party.
   3. External complaints - any complaint originating from a person who is not a sworn employee in the Fort Worth Police Department, including, but not limited to, complaints from citizens and complaints from non-sworn City employees
   4. Internal complaints - any complaint originating from a sworn employee of the Fort Worth Police Department, including misconduct observed or reported by a sworn employee of the Fort Worth Police Department

B. General Information
   1. All complaints against police employees shall be received, investigated, and disposed of in accordance with the procedures set forth herein in addition to the City Personnel Rules and Regulations, the Meet and Confer Agreement, and Civil Service law, as applicable. *TBP 2.06*
   2. Fort Worth Police Department personnel shall inform any person who wishes to make a complaint against a police officer or police department employee of the existence of the formal complaint procedure and, without unnecessary delay, contact and refer such persons to a police field supervisor, Internal Affairs, or the Police Oversight Monitor. *TBP 2.04*
   3. All personnel complaints shall be accepted and all Personnel Complaint forms shall be completed by Internal Affairs without unnecessary delay whenever: *TBP 2.04 and TBP 2.06*
      a. The complaint is of misconduct of a nature which, if true, would normally result in a form of disciplinary action outlined in General Order 410.02.
      b. The complaint is received from a source outside the department, i.e., citizen complaint, or the alleged violation involves an incident of serious nature.
   4. A Personnel Complaint form shall not be completed when complaints are solely about department policies or procedures, as opposed to conduct in violation of a policy or procedure. If a complaint is determined to be concerning department policies or procedures and no misconduct is indicated, and the incident cannot be explained to the complaining person's satisfaction, that person shall be referred to the organizational entity having administrative control over the subject matter. *TBP 2.04 and TBP 2.06*
   5. A reporting supervisor shall not have the responsibility of generating a Personnel Complaint Form. Internal Affairs will generate all Personnel Complaint forms. TBP 2.04
   6. Personnel Complaint forms shall be witnessed when an allegation of misconduct is received from a source other than sworn personnel. If the reporting party refuses to sign the form or cannot sign the form for a compelling reason, such as incapacity or the person lives a considerable distance outside the city, the interviewing supervisor shall include the reason for not obtaining the signature in the narrative portion of the form. In instances where a valid reason exists for not obtaining the reporting party's signature, the signature of the interviewing sergeant in the "Reporting Party" block will be considered a valid substitute for the signature of the reporting party.

C. When an external complaint, e.g., citizen complaint, is received by Communications/Field Supervision (29CCO):
   1. Supervisor call shall be generated and be dispatched to the appropriate field sergeant.

2. The call taker should only obtain the complaining party's name, phone number, and the officer about whom they are making a complaint. Under no circumstances are Call Takers, Dispatchers, or Dispatch Supervisors to screen or discourage callers who wish to make a complaint against a police officer/employee from doing so.
3. The sergeant/supervisor's unit number shall be the only information placed in the CAD details rather than the officer's name.
4. Whenever possible, the call should be dispatched to the officer's direct supervisor. If the supervisor is unavailable, then it should be dispatched to a sergeant on the same patrol team. As a last resort, it should be dispatched to any supervisor within the same division.

D. Supervisors who become aware of complaints or misconduct shall:
   1. For external complaints:
      a. Without discouraging the complaining party from making a complaint, the responding supervisor will, to the best of their ability, obtain the nature of the alleged violation, and initiate a Blue Team incident, if warranted.
      b. The responding supervisor shall meet in person with the complainant. If the supervisor is unable to meet with the person or will be delayed for a substantial amount of time due to other duties, the supervisor shall contact another supervisor to meet with the person. A supervisor may contact the complainant by phone if the complainant has left the original call location and is several miles beyond the city limits of Fort Worth. Unless exigent circumstances exist, supervisors shall personally meet with complainant. The responding supervisor shall capture the interaction on their body-worn camera or in-car video, and document the interaction and tag the video accordingly.
      c. If the complaint could result in discipline as defined in 410.02A:
         (1) The supervisor shall initiate an "Administrative" case on Blue Team with the details conveyed to the supervisor by the complaining party and shall notify Internal Affairs through the Blue Team System within 24 hours.
         (2) If the complaint has merit or requires further investigation, the supervisor shall complete any follow-up investigation within ten (10) days and enter it into Blue Team per the above guidelines and forward directly to Internal Affairs for investigative assignment.
         (3) Information on witnesses who are not department employees and investigative results, other than the reporting party's statement, shall not be included in the Personnel Complaint form. Such information shall be documented in a separate IOC be attached in the Blue Team and directed to Internal Affairs.
      d. If the complaint lacks obvious merit, merely poses questions on department practice and policy, or can be immediately unfounded by tangible evidence: will not result in discipline or is unfounded:
         (1) The supervisor will document the result of the investigation in the call disposition.
         (2) The body-worn camera and/or in-car video will be uploaded to Evidence.com.
      e. When a personnel complaint is received from a third party source, the information should be documented by the field supervisor, attached to a Blue Team, and forwarded directly to the Internal Affairs. The third party source shall be asked to sign the Personnel Complaint form, generated by Internal Affairs as the reporting party. Unless the personnel complaint is validated by subsequent interview of an

actual party to the incident, the final disposition of such complaint shall not be listed on an officer's Internal Affairs record. All reports related to such complaints shall be filed as miscellaneous memorandums by Internal Affairs.

f. When a personnel complaint is received from an intoxicated person, the information should be documented by the field supervisor, attached to a Blue Team, and forwarded directly to the Internal Affairs. The complaining person shall be re-interviewed by Internal Affairs at the earliest opportunity after having regained sobriety. During the re-interview, the complaining person shall be asked to sign the Personnel Complaint form, generated by Internal Affairs. Unless the personnel complaint is validated by subsequent interview of the intoxicated person, the final disposition of such complaint shall not be listed on an officer's Internal Affairs record. All reports related to such complaints shall be filed as miscellaneous memorandums by Internal Affairs.

2. For internal complaints:
   a. When any supervisor becomes aware of possible misconduct, either through personal observation or other means, except for complaints received from external sources as described in the previous section, the supervisor shall take action to prevent continuation or aggravation of the incident. The supervisor shall also conduct a preliminary investigation, which shall include, when applicable:
      (1) Names, identification numbers, and assignments of all involved employees, including employees who are witnesses.
      (2) Names, addresses and telephone numbers of the complaining person and any known witnesses to the incident who are not department employees. Times, locations, and business and residential telephone numbers where these individuals may be contacted shall be indicated.
      (3) A statement from the complaining person obtained by an interview of that person by the reporting supervisor.
      (4) Photographs of actual or claimed injuries to the complaining person.
      (5) Photographs shall be taken in all cases involving allegations of excessive force.
      (6) Any available information regarding medical treatment obtained by the complaining person as a result of the incident.
      (7) The disposition of any evidence obtained.
   b. A supervisor shall not conduct an Investigation of alleged misconduct if they are the reporting party, the ultimate decision-maker regarding disciplinary action, or if they have any personal involvement regarding the alleged misconduct. Supervisors shall, instead, obtain preliminary information regarding the complaint, generate a Blue Team with attached information, and forward the Blue Team:
      (1) Directly to Internal Affairs if the complaint is received from a citizen or non-sworn personnel.
      (2) Through the chain of command to the Division Commander/Captain if an internal or administrative complaint. The Commander/Captain may approve issuance of verbal counseling, Supervisor's Coaching, or Captain's Coaching, or may forward to Internal Affairs for investigation at their discretion if there is belief that the investigation will warrant a Written Reprimand or Discipline.
   c. The supervisor shall route the complaint via Blue Team to the Division Commander/ Captain, who shall have discretion for field resolution of Coaching Issues or to forward the allegation to Internal Affairs for investigation within four (4) days.

d. Minor internally-based incidents or Coaching issues which will not reflect discredit upon the department, but which indicate a need for some form of corrective action and/or training, may be dealt with by the involved officer's immediate supervisor with the review and concurrence of the involved employee's division commander/captain. TBP 2.04 and TBP 2.06
   (1) Coaching Issues are minor, internal department issues requiring supervisory coaching above the level of verbal coaching, but not arising to the level of a Written Reprimand. These are clear cut issues not requiring a personnel complaint or an officer interview as part of a formal investigation. Examples would include reoccurrences of not activating camera, late for roll call, etc. The determination of the handling of these issues at the unit level would be at the discretion of the Commander/Captain of the Division.
   (2) With Division Commander/Captain approval documented on Blue Team, the supervisor of appropriate rank may issue a Supervisor's Coaching or Captain's Coaching form, generate and attach the form to the appropriate Blue Team, and forward the Blue Team directly to the Internal Affairs. This will NOT apply to citizen or non-sworn initiated complaints.
   (3) Coaching Issues may be resolved at the Divisional Level with approval of the Commander/Captain will be attached or documented on the Blue Team and forwarded to Internal Affairs within two (2) weeks.

e. Division commanders/captains have the primary responsibility for investigating personnel complaints made against employees of their divisions. A division commander/captain who becomes aware of any allegation of misconduct shall monitor all resulting activities and shall ensure that personnel under their command have fulfilled their responsibilities provided in this order. A division commander/captain may request that Internal Affairs conduct an investigation on any allegation of misconduct or personnel complaint. *TBP 2.04 and TBP 2.06*

E. Complaints from anonymous sources
   1. A Personnel Complaint form shall not be completed for personnel complaints received from anonymous sources; however, when information is received by a supervisor which originated from an anonymous source, the supervisor shall complete a Blue Team detailing the information received and forward it to Internal Affairs. *TBP 2.04 and TBP 2.06*
   2. If the information received is of a nature that would jeopardize the integrity of an investigation by being reduced to writing, it shall be handled in accordance with General Order 410.07.
   3. If the information received describes misconduct of a nature which, if true, would normally result in a form of disciplinary action outlined in General Order 410.02, a preliminary investigation will be conducted by Internal Affairs.
   4. When warranted, the allegation of misconduct shall be reported on a Personnel Complaint form. If the identity of the anonymous reporting party cannot be determined or the reporting party, if identified, refuses to sign the Personnel Complaint form, the signature of the investigating supervisor in the "Reporting Party" block will be considered a valid substitute for the signature of the reporting party. *TBP 2.04*

F. When an employee other than a supervisor is made aware of a complaint either through personal observation or other means, of possible misconduct they shall, if applicable, take corrective action to preclude continuation or escalation of the incident and shall immediately notify a supervisor. *TBP 2.04*

410.05 DISCIPLINARY PROCEDURES: SENSITIVE INVESTIGATION

A. When a personnel complaint or incident is of a nature that the integrity of the investigation may be compromised or jeopardized by reducing the incident to writing, the reporting supervisor shall immediately report the incident to their lieutenant, who shall report said incident to the lieutenant of Internal Affairs.

B. If the reporting supervisor has reason to believe the integrity of the investigation may be compromised by passage through normal channels, the supervisor shall personally report the incident directly to the lieutenant of Internal Affairs. *TBP 2.04 and TBP 2.06*

C. When immediate action is required or the seriousness of the incident is such that it may subject the department to severe criticism or liability, the reporting supervisor shall provide immediate notification to the involved employee's division captain/commander and to the Captain of the Professional Standards Division. *TBP 2.04 and TBP 2.06*
   1. In incidents of this magnitude, division commanders/captains or the Internal Affairs Lieutenant or Captain may place the involved employee on Restricted or Detached duty, with pay, and shall, when applicable, take custody of the employee's badge, identification card, and service weapon (unless personally owned).
   2. If the decision is made to place an officer on restricted or detached duty, Internal Affairs shall be contacted to facilitate the process, complete required documentation, and take custody of the involved employees badge, commission card, and service weapon (unless personally owned).
   3. The reinstatement of the officer and return of equipment can only be authorized by the affected officer's bureau Assistant Chief.

410.06 DISCIPLINARY PROCEDURES: COMMAND RESPONSIBILITIES

A. The lieutenant or above of Internal Affairs shall act in a staff advisory capacity when necessary. The Internal Affairs Lieutenant may assume responsibility for the investigation of any personnel complaint when, in the opinion of the lieutenant, it is advisable to do so. The lieutenant also has the authority to obtain the advice and assistance of any departmental entity.

B. Internal Affairs shall assume responsibility for an internal or external personnel complaint designated as a Tier One Investigation when:
   1. It has been alleged an employee has committed any felony or Class A or B misdemeanor.
   2. The allegation of misconduct is against employees of more than one division.
   3. The investigation involves an allegation of:
      (a) Excessive force,
      (b) Sexual harassment or inappropriate conduct of a sexual nature,
      (c) Hostile work environment,
      (d) Disparate treatment or inappropriate comment due to gender, race, ethnicity, age, or sexual orientation,
      (e) Retaliation for reporting the misconduct of another, or
      (f) Untruthfulness.
   4. High profile allegations with media attention.
   5. Cases as determined by the Internal Affairs Lieutenant.

C. Tier Two Investigations will consist of cases not falling under the above criteria which involve one of the following:
   1. Any complaint received from citizen or non-sworn personnel not meeting Tier One criteria.

2. Internal complaint designated for investigation following consultation with a Captain or Commander over a division that will likely result in a written reprimand or higher.
3. Cases as determined by the Internal Affairs Lieutenant or the Internal Affairs Administrative Sergeant

D. The Internal Affairs investigator or supervisor performing the investigation shall provide the employee with the written allegations in the complaint no less than 48 hours before the initial interview or requesting any inter-office correspondence or other correspondence related to the incident from the employee. *TBP 2.04 and TBP 2.06*

NOTE: The 48 hour notice does not apply to on-scene investigations that occur immediately after an incident.

410.07 DISCIPLINARY PROCEDURES: INTERNAL AFFAIRS RESPONSIBILITIES *TBP 2.06*

A. The lieutenant or above of Internal Affairs shall act in a staff advisory capacity when necessary. The Internal Affairs Lieutenant may assume responsibility for the investigation of any personnel complaint when, in the opinion of the lieutenant, it is advisable to do so.

B. Internal Affairs shall assume responsibility for a personnel complaint when:
1. It has been alleged an employee has committed any felony or Class A or B misdemeanor.
2. The allegation of misconduct is against employees of more than one division.
3. The investigation involves an allegation of:
   (a) Excessive force,
   (b) Sexual harassment or inappropriate conduct of a sexual nature,
   (c) Hostile work environment,
   (d) Disparate treatment or inappropriate comment due to gender, race, ethnicity, age, or sexual orientation,
   (e) Retaliation for reporting the misconduct of another, or
   (f) Untruthfulness.

C. The lieutenant of Internal Affairs has the authority to obtain the advice and assistance of any departmental entity.

410.08 ARRESTED DEPARTMENTAL EMPLOYEE

A. If an employee of the department is detained or arrested for any criminal offense within the City of Fort Worth, the officer detaining or arresting the employee shall immediately notify a supervisor of the division in which the employee is detained or arrested.

B. A supervisor who has been notified that an employee of the department has been arrested or detained shall immediately proceed to the scene and shall ensure that a lieutenant or above of the patrol division in which the incident occurs is immediately notified.

C. The lieutenant of the patrol division shall ensure immediate notification is made to:
1. The Internal Affairs lieutenant.
2. Special Investigations personnel.
3. The commander/captain of the employee's division of assignment.
4. The Public Information Officer.

D. When a need is indicated to present to the jail an employee who has been arrested, Special Investigations personnel shall contact the involved employee's bureau deputy chief or assistant department head for booking approval. If the involved employee's deputy chief or assistant department head is unavailable, the duty deputy chief shall be contacted for booking approval.

E. The deputy chief or assistant department head contacted shall determine if the employee is to be presented to the jail for booking.
   1. If no deputy chief is available, the Captain of the Professional Standards Division shall make the determination as to whether booking shall take place.

F. Internal Affairs shall conduct an investigation whenever an employee is arrested for or believed to be a principal suspect in a felony or class A or B misdemeanor offense. When warranted, Special Investigations personnel shall be responsible for submitting the criminal case to the District Attorney for consideration of criminal prosecution. The Captain of the Professional Standards Division has the discretion to assume responsibility for investigations related to class C misdemeanor violations.

G. When any employee of the department is detained or becomes aware that they are believed to be the principal suspect in a criminal offense, other than minor traffic violations committed outside the City of Fort Worth, including offenses committed outside of the State of Texas, the employee shall as soon as possible notify a supervisor.
   1. All employees of the department must notify a supervisor as soon as possible regarding any changes, corrections, or updates to criminal charges, including criminal convictions for offenses other than minor traffic violations, within the employee's criminal history report. Quarterly audits shall be conducted to verify employees' compliance with this General Order.

H. When any employee of the department becomes aware that another employee has been detained or is believed to be a principal actor in a criminal offense, other than minor traffic violations committed outside the city, the employee shall immediately notify a supervisor.

I. Any supervisor who is notified regarding the detainment or arrest of an employee by another law enforcement agency, other than minor traffic violations, shall ensure that immediate notification is made to Internal Affairs and to the division commander of the involved employee.

J. Internal Affairs personnel shall respond to the scene or to the indicated outside agency when the incident involves an alleged felony or class A or B misdemeanor.
   1. A supervisor from the involved employee's division of assignment shall respond on alleged class C misdemeanor violations if the violation is of a magnitude to require immediate investigation.
      a. Regardless of whether a supervisor responds to the scene, a Personnel Complaint form shall still be prepared and processed.
   2. The responding supervisor shall conduct a preliminary investigation and a Personnel Complaint form shall be prepared and processed as described in General Order 410.06.
   3. The responding supervisor shall advise concerned members of the outside agency that the preliminary investigation is for internal administrative purposes only and that any evidence obtained by the responding supervisor solely as a result of interviewing the involved employee shall not be disclosed to the agency conducting the criminal investigation. Responding supervisors shall exercise extreme care not to interfere with the investigation of the outside agency.

410.09 DISPOSITION OF ADMINISTRATIVE INVESTIGATIONS

A. Administrative investigations which may result in disciplinary action, shall be completed within forty-five (45) calendar days from the date the complaint is received or initiated.
   Note: Due to the complicated nature of some investigations, the investigation deadline may be extended by the division commander.

B. Unless approved by the Chief of Police or designee, the complete administrative investigation review, employee notification, and issuance of any discipline will be the responsibility of the chain of command of the officer at the time of the incident or misconduct. If an employee is moved prior to the completion of the investigation, the chain-of-command responsible for that employee at the time the incident occurred will continue the investigation, review and notifications. Reassignment of the officer does not reassign responsibility of any part of the investigative, notification or discipline process.

C. The review by the chain of command shall be completed within twenty-one (21) calendar days of the date the investigation is completed or the date the investigative report is received from Internal Affairs. The chain of command may receive an extension with approval from the Chief of Police.

D. Internal Affairs shall submit the completed investigation to the involved employee's Commander/Captain. The Commander/Captain will designate a Lieutenant to review the case (depending on the rank of the involved employee this can differ). Example: involved employee is a Lieutenant, the case will be sent to the Deputy Chief, who will designate a Commander/Captain to review the case). This person shall:
   1. Prepare a summary report using the "Field Write-up" template provided on the internal police department portal. This report will have findings for each allegation and, if necessary, make a recommendation for discipline. Each allegation will be resolved with one of the following dispositions:
      a. Unfounded: The investigation reveals sufficient evidence to believe the complained of act did not occur.
      b. Exonerated: The investigation reveals the complained of act occurred but was legal, proper, and justified.
      c. Not-Sustained: The investigation discloses insufficient evidence to believe the complained of act either did or did not occur.
      d. Sustained: The investigation discloses sufficient evidence to conclude the complained of act occurred.
   2. Discuss the findings with the involved officer's sergeant (or applicable rank depending on the rank of the involved employee) to determine an appropriate discipline recommendation,
   3. Discuss the findings and recommendation for disciplinary action with the involved employee in person, documenting the meeting in the summary report, and
   4. Forward the completed investigation and summary report for review to the next level in the chain of command.

E. When a completed investigation is forwarded for review, the next higher level will meet with the preceding level to discuss the disciplinary recommendations. Each ascending level shall document the results of that meeting as follows:
   1. If the next level up concurs with the lower-level finding, they will document concurrence in the comments section of the Blue Team report. No additional report shall be generated, nor is a meeting with the officer required.
   2. If the next level up disagrees with the lower-level finding, the higher level will generate a new report to document only their explanation and findings. Whenever there is a disagreement with a lower level finding and/or disciplinary action, the higher level will meet with the officer to inform them of their findings and recommendation for disciplinary action.

F. The review process will continue moving through ascending levels in the chain of command until it reaches one level above the designated permissible discipline levels established by the Meet & Confer contract in effect at the time the misconduct occurred.
Example: If the conduct occurred during 2018, and the recommended discipline is a three (3)-day suspension or less, then a commander would issue the discipline and notate in the BlueTeam comments which deputy chief concurred with the discipline.

G. Disciplinary suspensions may only be served by the rank of commander and above. Captains and below are not permitted to issue a disciplinary suspension. Meetings between the appointed rank and the officer for all disciplinary suspensions shall be scheduled by the appointed rank and held in the office of Internal Affairs or an agreed upon location. Internal Affairs personnel will assist the appointed rank by generating the appropriate paperwork for the meeting.

H. Upon completion of the review and issuance of discipline, the final reviewer shall forward the investigation and all related documents to Internal Affairs.

I. Under no circumstances shall any level of review change or require a change in conclusions and/or recommendations of another.

J. If any level of review determines that additional investigation is required, the further investigation shall normally be conducted by the supervisor or Internal Affairs investigator conducting the original investigation.

K. When an investigation subsequently discloses additional allegations of misconduct which were not described in the original personnel complaint, and the classification of the original complaint is other than sustained, a new complaint form shall be prepared and a supplemental investigative report completed. When any allegation of misconduct in the original personnel complaint is sustained, the new allegations may be recorded as separate supplemental charges in the investigative report for the original complaint.

411.00 RESERVED

412.00 CRISIS INTERVENTION TEAM

412.01 PURPOSE

A. The Crisis Intervention Team (CIT) is responsible for facilitating communication between the police department and the behavioral health community; developing a foundation that promotes effective solutions for assisting those in mental health crisis or with behavioral health challenges; and reducing the need for individuals in crisis to have further involvement with the criminal justice system.

412.02 SCOPE

A. The Crisis Intervention Team (CIT) is tasked with the following functions:
   1. Assist Patrol and other units within the police department
      a. CIT officers will respond to assist patrol officers when requested.
         (1) In order to facilitate rapport with individuals suffering from mental health conditions, CIT officers shall not transport to jail. On incidents where an arrest

will be made, CIT will assist by initiating and following up with the appropriate MHMR services.

b. On-duty CIT shall take primary when responding to calls involving:
   (1) Mental Health Individuals (MHIs) who have made credible threats to public safety
   (2) MHIs who possess firearms
   (3) MHIs who have made specific and credible threats towards public officials, police, or public figures

2. Assist MHMR Tarrant Law Liaison Mental Health Professionals:
   a. Conduct in-home, follow-up visits with MHMR Tarrant Law Liaisons on people suffering from mental illness who have been contacted by FWPD.
   b. Facilitate and coordinate training for the 40-hour specialized CIT officer program and Crisis Intervention tele-communicators training to dispatchers.
3. Assist outside agencies with supervisor approval.
4. Maintain and disseminate current information related to MHIs.
5. Respond to all significant events and complete the significant event paperwork.

412.03 NOTIFICATION CRITERIA

A. Crisis Intervention Team (CIT) officers shall be notified through Police Communications, with a sergeant's approval, when officers respond to the following incidents:
   1. Suicidal/homicidal barricaded persons and active suicidal subject standoffs (e.g. jumper, observed weapon, etc.).
   2. MHIs who have made credible threats to cause mass casualty events.
   3. MHIs who have made specific credible threats toward police officers, public officials, or public figures.

B. CIT officers are on 24/7 emergency call-back status.

412.04 BEHAVIORAL HEALTH CONCERNS

A. The department recognizes that each individual officer is valuable and that they are owed the appropriate care, attention, and resources that they need to overcome the challenges they are faced with in the profession of law enforcement. Encompassed within the mission of Crisis Intervention Team (CIT) is safeguarding the welfare of our officers while maintaining their dignity, reputation, respect, and privacy. CIT shall endeavor to support the welfare of officers and their families, encourage the existence of an internally supportive and resilient workforce, and make resources available to officers allowing them to overcome the challenges and stressors unique to law enforcement.

B. Confidentiality - All information related to services provided to officers shall be maintained as confidential pursuant to Texas Health and Safety Code Sec 784.001.

C. Definitions - Within the context of internal mental health, the following definitions apply under Texas Health and Safety Code Sec 784.001:
   1. The Crisis Intervention Team is a "Crisis Response Service."
   2. Members of the Crisis Intervention Team are "Emergency Response Team Members."
   3. The actions of the Crisis Intervention Team members are "Critical Incident Stress Management Services."

D. CIT shall serve as a central repository of information about and access to services available to assist officers.

E. Officer Behavioral Health Crisis Signs:

1. Signs of an officer behavioral health concern may include: Any indicators that an officer is in need of immediate intervention to protect the safety and wellbeing of themselves and others.
    a. Upon the receipt of information that an officer is experiencing a Behavioral Health Crisis, any officer or supervisor shall immediately notify the CIT lieutenant during business hours or an on call CIT supervisor after hours.

Note: Notification to CIT should be made regardless of the status of the officer's physical health (e.g. medication, intoxication, head injury, etc.)

412.05 MENTAL HEALTH INCIDENTS AND BODY-WORN CAMERA

A. Body-worn and in-car camera footage of mental health incidents are subject to General Order 506.03 D (7b) and shall not be released except in accordance with applicable statutes.
    1. Body-worn and in-car camera footage generated by Crisis Intervention Team (CIT) officers shall be automatically marked with the "CIT" tag.
    2. Officers who capture footage of incidents related to mental health where no criminal charges are filed shall mark their footage with the "CIT" tag.
B. All records and information related to mental health incidents without criminal charges shall not be disseminated within the department without a legitimate law enforcement purpose.

413.00 PEER SUPPORT TEAM

413.01 PEER SUPPORT TEAM

A. Peer Support Team

Peer Support personnel are beneficial to coworkers because they come from their homogenous group; therefore, giving them an "ethos" (credibility) that no academic training program can create. Peer Support members are not counselors or therapists, but are specially-trained colleagues who volunteer their time to provide intervention and assistance to police department employees involved in traumatic incidents and in times of personal and/or professional crisis. Since performing their duties as a Peer Support member is voluntary, Peer Support members shall not be additionally compensated by the Department for duties while serving as a Peer Support member, except as noted above in General Order 421.06 A 1.

1. The Peer Support Team is supervised by the Peer Support Coordinator, or Team Leader, whose duties shall be to:
    a. Select from volunteers, the employees who shall make up the unit.
        (1) Applicants must be sworn officers, full time police department employees, or retirees who have been sworn officers or police department employees; all respected and in good standing.
        (2) An interview process will occur and the Coordinator will select applicants that appear to be best suited for peer support duties. The Coordinator will forward a final list of recommended applicants to the Assistant Chief of Patrol for review and final approval.
    b. Maintain an accurate roster of the names, contact numbers, duty assignments, and other information regarding availability of team members who may respond when needed. The Peer Support Coordinator shall provide this list to the Police Communications Division supervisor when the roster is updated or modified.

c. Design and provide any specialized training the Department requires in regard to peer support, stress management, or crisis intervention.
d. Upon request of the command staff, at the time of a disciplinary action has been initiated, intervene on behalf of any officer or full time employee of this Department to determine if the root cause may be other than a disciplinary matter, and provide any needed assistance and/or refer as necessary.
e. Maintain statistics on the utilization of the unit and its volunteers. A report should be generated quarterly and forwarded through the chain to the Assistant Chief for review.

2. The Peer Support Coordinator is a position appointed by the Chief of Police based on qualifications and training to further the mission of the Peer Support Unit. The Peer Support Coordinator can exercise a direct line of communication with the Chief of Police in matters that pertain to confidentiality.
3. In order to maintain confidentiality while remaining in close proximity to all officers, recruits, and training facilities, the Peer Support Coordinator/Unit will be housed at the Training Academy.
4. Conversations with Peer Support members are not protected by legal privilege; however, communication with Peer Support members and employees are confidential through Police Department mandated policy, and in accordance with Texas Health and Safety Code, Chapter 784. Therefore, these conversations shall not be subject to any administrative investigation. The exceptions to confidentiality occur in cases where state or federal law requires divulgence, (similar to any physician, therapist or counselor):
   a. A danger to self or others,
   b. Suspected child abuse,
   c. Narcotics offenses,
   d. Domestic violence,
   e. Factual elderly abuse, or
   f. Felonies and serious misdemeanors.

NOTE: If the Texas Health and Safety Code, Chapter 784 ever conflicts with this General Order, Chapter 784 will prevail.

5. When employees are directed to seek assistance from the Peer Support Coordinator or the Employee Assistance Program (EAP) by the Department, only the supervisor or command staff with the need to know may be informed of the employee's compliance with the directive. No other information or details shall be provided without the employee's knowledge and permission.

B. CISM Team

Critical Incident Stress Management (CISM) has become the standard model for addressing Critical Incident stress among first responders. CISM is a comprehensive, systematic and multicomponent approach for the reduction and mitigation of the harmful aspects of traumatic stress in the aftermath of major incidents, disasters or catastrophes. Due to the advent of the Incident Command System and the National Incident Management System, the Fort Worth Police Department may find it necessary to send assistance to local, regional or national agencies who request assistance. CISM is one of the services regularly requested, therefore, standardized training is necessary and expected.

1. The Peer Support Coordinator shall obtain the necessary training from the International Critical Incident Stress Foundation (ICISF) which uses the "Mitchell Model" of CISM and

is used throughout the nation. The Coordinator will then ensure the Peer Support members receive basic CISM training as well.

2. Once training is obtained for all Peer Support members, the Coordinator, or his/her designee, will determine when or if CISM components should be employed after a critical incident. If not, individual intervention or regular peer support techniques will be employed.
3. Pre-Incident training is an important part of CISM, and the Coordinator will conduct training sessions for academy trainees, in-service personnel; and if necessary, conduct disaster drills for Peer Support members.

C. Recall for Peer Support/CISM Team

1. Incidents subject to recall include, but are not limited to:
   a. Critical Police Incident
   b. Officer involved in a major vehicle accident involving serious bodily injury or death.
   c. Any similar incident that might be viewed as a cause of significant psychological stress upon the officer or police employee.
   d. Major Incident in which the Incident Command System is enacted.
   e. Terrorist Act.
   f. Natural or human-made disaster.
   g. Air disaster.
2. The Peer Support Coordinator shall be contacted by a Police Communications Division Supervisor when a patrol supervisor has requested the services of the Peer Support Team.
   a. The Police Chaplain shall also be notified if requested by the employee.
3. Notification of a Peer Support member shall be initiated by the Peer Support Coordinator directly or through the Police Communications supervisor. On-duty Peer Support members shall be given priority in selection due to the importance associated with rapid response; however, officers or employees may specifically request any peer support team member on the active list.
4. Peer Support members may be allowed to accompany the employee through all phases of an investigation if requested by the concerned employee, with the permission of the investigator. The Peer Support member status is not official and they shall take no part in the investigation. Under no circumstances shall the Peer Support member do anything that might disrupt or interfere with the investigation. The Peer Support Coordinator shall be responsible for the supervision of the Peer Support member working with the concerned employee during the initial phases of their contact.
5. Peer Support members shall not be used for regular police duties when off duty or acting in their capacity as a Peer Support member.
6. In accordance with General Order 421.01, a Peer Support members shall maintain confidentiality for all conversations they are a party to between sworn officers and/or employees when performing peer support and/or CISM duties. Any breach of confidentiality, outside of what is required by law, shall subject the Peer Support member to disciplinary action and expulsion from the Peer Support Team.

414.00 SERVICES OF POLICE CHAPLAIN

414.01 VOLUNTEER CHAPLAINS

A. The police lead chaplain shall be appointed by the Chief of Police and is organizationally attached to the office of the Assistant Chief over the Finance and Personnel Bureau. The mission of the volunteer chaplain program is to provide non-denominational spiritual guidance, counseling and crisis intervention to the employees of the Fort Worth Police Department. Police Chaplain(s) shall demonstrate sensitivity to and respect for cultural, religion, gender, sexual orientation and physical differences when working with employees and the public.
   1. The police lead chaplain shall maintain a list of representative faiths and seek to recruit clergy members from those faiths to assist in the responsibilities of the police department as needed.
   2. The police lead chaplain shall be responsible for supervision, direction, and coordination with team police chaplains and, with assistance from the appropriate division(s), is responsible for background screening of team members, including but not limited to, criminal history checks, reference check, and degree and employment verification.

B. The police chaplain(s) shall be aware of the unique responsibilities of sworn and non-sworn employees.
   1. The police chaplain(s) will be available to all police personnel and their family members. Because of the confidential nature of the relationship, employees are not required to notify their supervisor of the consultation; however, the officer shall call off if the consultation will cause them to miss work.
      a. An employee's discussion with the chaplain concerning an addiction issue does not equate to self-referral. Refer to the City of Fort Worth Personnel Rules and Regulations, Alcohol Misuse and Drug Abuse Policy, for information related to self-referral.
   2. To the extent allowed by law, any communication that a person makes to a police chaplain is on strictly confidential basis and shall not be released to any party other than the person being counseled. Records and files shall be provided the utmost security.
   3. The police chaplain may be contacted either through Police Communications or directly by cell phone at any time.

C. The police chaplain(s) may not transport any person in their personal vehicle while on-duty with the police department.

D. The police chaplain(s) may ride-in with the officers to observe police operations and be on call to assist in situations where counseling or advice may be beneficial.
   1. Police chaplain(s) shall not interfere with any investigation or divulge information to family members, witnesses or victims without an approval from an on-duty supervisor.
   2. Police chaplain(s) shall refer all news media requests to the on-scene police supervisor or the Public Relations Office.
   3. Police chaplain(s) shall complete and sign a waiver which shall be kept on file with the Patrol Bureau office. Once the waiver has been completed and filed, the member will not be required to complete the waiver or have a criminal history check for each ride-in.

E. The police chaplain shall be notified immediately by Police Communications of an employee's on-duty death or serious injury.
   1. If requested by the department or the family, the lead police chaplain will assist in coordination of funeral or memorial services for in-the-line of duty deaths, and upon

approval by the Assistant Chief may assist with the funeral or memorial services of any police employee.

2. If requested by the department or employee, the police chaplain(s) will be available for visitation of a hospitalized or home-bound employee.

F. Police Chaplains(s) serve at the pleasure of the Chief of Police.

415.00 SPECIAL WORKPLACE SITUATIONS

415.01 CHILDREN IN THE WORKPLACE

In rare cases, it may be necessary for employees to bring their children to the worksite during regular work hours for short periods of time. In such instances, this period of time should not exceed one (1) hour.

A. Circumstances which may warrant the presence of children at the workplace during regular work hours may include, but may not be limited to:
   1. A breakdown of child care arrangements,
   2. Before or after scheduled doctor appointments, or
   3. Brief visitation of parent's workplace and to meet coworkers.

B. When circumstances might warrant the presence of children in the workplace, the following guidelines should be followed:
   1. Prior approval must be obtained from the supervisor.
   2. Children must be escorted and supervised at all times.
   3. For safety reasons, children shall be prohibited from having access to office equipment (e.g., shredders, paper cutters, printers, copiers, etc.), fitness equipment (unless part of a departmentally-approved and supervised youth program or activity), hazardous material areas, areas requiring security clearance, and areas requiring specific safety training, equipment or clothing.
   4. Children will not be permitted in public service areas, field, or patrol operations.
   5. Children will not be permitted to ride in city vehicles.
   6. Employees are responsible for the actions of their children. If the child is disruptive, the employee will be asked to take the child out of the workplace.
   7. Children with contagious, or potentially contagious, illnesses are not allowed at the workplace.

C. A Deputy Chief, Assistant Director, or their designee may set additional guidelines to conform with the operations at a particular location or facility.

D. Upon approval, a Deputy Chief, Assistant Director, or their designee may permit employees to participate in "Take Your Child to Work" day events and may limit or prohibit such events at specific sites or facilities.

E. Permission to bring a child to work is a privilege, not a right or entitlement. Deputy Chiefs, Assistant Directors, or their designees shall make decisions in the best interest of the organization regarding bringing children into a workplace and these decisions are final.

416.00 USE OF TRAINING CENTER FACILITIES

416.01 USE OF TRAINING CENTER FACILITIES

A. The Police Training Academy shall be open from 0730 to 1700, Monday through Friday, remaining closed on weekends and holidays unless special provisions are made. First priority for the use of the facilities shall remain official police department training. In situations of a police department mission-critical function, police personnel will have priority over any non-critical group that has scheduled use of the training facilities.

B. During those times when the gymnasium and weight room are not in official use for approved training by the police department, other organized activities or individual use may be scheduled by contacting the Police Training Division Captain or designee, who shall have full authority and responsibility for scheduling. When using the training center after normal hours, it shall be the responsibility of each person to verify that any doors used in the building by the person and/or their group are secured.

C. Use of the training center gymnasium and weight room shall be limited to police employees, both sworn and civilian. No individual or group activities shall be allowed involving non-city employees. Employees are strictly prohibited from loaning ID cards to family, friends, or associates for access to the facility or controlled areas.

D. Any organization, other than Fort Worth Police or Fire Departments, requesting use of the Training Division building will be required to sign a release form.

E. Employees are strictly prohibited from bypassing security systems in the Training Center. Bypassing security may include, but not be limited to, tampering with or making an electronic door lock or electronic gate inoperable, bypassing the card reader, circumventing settings or programing by tampering with the on/off switch, parking on the gate sensor to keep the gate open, and/or bracing open an exterior access or an exit-only door or gate which is scheduled to be locked.

   NOTE: An exception to bracing open a door for training or other legitimate purposes requires advanced authorization from the Training Captain.

417.00 RESERVED

418.00 SENIORITY PROCEDURES

418.01 SENIORITY PROCEDURES

A. The Fort Worth Police Department subscribes to the following values and philosophies concerning personnel assignments:

   1. Public safety is our primary concern.
   2. The department's goal is to place the best qualified officer in each position; therefore, qualification is the first consideration for assignment.
   3. Civil service rules and procedures determine qualifications for advancement from rank to rank.

4. Management retains the right to set job requirements, make assignments, and exercise judgments within the civil service framework; however, management must be prepared to explain its decisions.
5. Seniority is rewarded by the provisions for longevity pay.
6. Seniority may be considered for personnel assignments of officers below the rank of lieutenant.
7. Special needs or hardships of individual officers may be considered when making assignments.
8. The decisions of the Chief of Police on transfers and/or assignments are not subject to the grievance procedure.

B. Assignment for all officers will normally be determined by the following factors:
1. Special skills or experiences required by the job.
2. Special training or educational requirements.
3. Previous job performance.
4. Special needs or hardships of individual officers.

C. Normally, seniority for the purpose of asserting a seniority preference, shall be determined by the date of commission or promotion to the present rank. If the date of promotion or commission are identical for two or more officers, seniority will be determined by officers' final position in their graduating academy class or on their promotional list.
1. Seniority for officers who have received a demotion due to a reduction in force shall be determined by the date of original appointment to the rank to which they are being demoted.
2. Seniority for officers who are involuntarily demoted under provisions of chapter 143 of the Texas Local Government Code shall be determined by the effective date of the demotion.
3. Seniority for officers who are reappointed after voluntary resignation shall be determined by their date of reappointment.

D. Officers in the rank of lieutenant and above may not assert seniority preference for unit assignment, shift assignment, days off, vacation leave, or holiday leave. These are discretionary personnel decisions made by the Chief of Police in the best interests of the department with consideration for any special needs or hardships of individual officers.

E. Officers below the rank of lieutenant may not assert seniority preference for unit or shift assignment, but may assert seniority within their work unit for:
1. Vacation preference.
2. Days off preferences by work unit as soon as the days become available. Officers may not bump other officers from their days off because of seniority.
3. In the case of unwanted transfers, the senior officer may not bump days off, holidays, or vacations already set; however, at the first day off vacancy, etc., the senior officer may assert their seniority preference.

NOTE: Unit shall mean a first line supervisor's work group.

F. Holiday deployment shall follow the normal course of days off except in those instances when increased or reduced deployment is mandated by the circumstances of the holiday. Commanders and supervisors shall endeavor to keep holiday deployment at the minimum necessary to provide adequate police service.

419.00 POLICE OFFICERS' BILL OF RIGHTS

419.01 POLICE OFFICERS' BILL OF RIGHTS

A. Contacts
   1. An investigator shall make every attempt to contact the employee at a reasonable time and place, and to conduct the interview during the employee's normal tour of duty.
   2. If the employee is caused to return to duty for the purpose of any interview, the city shall be required to compensate the employee at the current compensation rate in effect for call-back.

B. Telephone Interviews
   Interviews held by telephone must indicate the person interviewing the employee, the time, place, and date, which must be reasonable, and the nature of the allegations or act. If the investigator reduces the recording to writing, the employees involved shall be furnished with an accurate transcript of the conversation which they in turn must proofread for error and then sign under the seal of a notary.

C. Investigations and Polygraph Examinations
   1. Employees shall be entitled to all legal rights including:
      a. Notice of allegation.
         (1) The involved employee shall be given a copy of the Personnel Complaint form signed by the reporting party and/or the supervisor who completed the form, within a reasonable time after the complaint is filed. A "reasonable time" is generally to be interpreted as being at the time of the employee's investigative interview; however, this does not apply to an investigation that takes place immediately after an incident occurs. In such instances, the involved employee shall be furnished with a copy of the Personnel Complaint form as soon as practicable.
         (2) A sign back receipt shall be required when the involved employee receives a copy of the Personnel Complaint form.
      b. Nature of charges either criminal, civil, or administrative.
      c. Appropriate constitutional warning, in the case of a criminal investigation.
      d. List of witnesses alleging such act.
      e. Right to advice by counsel outside of the interview.
   2. The investigator shall inform the employee whether they are being interviewed as a witness or an involved party.
   3. If at any time the nature of the investigation encompasses criminal matter where the officer could be criminally charged, the employee shall be informed they are being interviewed as a suspect, and shall have the right to constitutional warning, privilege against self-incrimination, and right to counsel.
   4. The employee shall enjoy reasonable freedoms during the investigation, including smoking, drinking, restroom privileges, and telephone calls.
   5. The investigator shall in no way subject the employee to harsh, abusive language or humiliating treatment and if said treatment occurs, the exception shall be recorded in the interview record.
   6. Interviews must be related to the act alleged.
   7. The employee must answer all questions truthfully and not withhold any pertinent information.

8. Any employee attempting to influence or interfere with an investigative action, other than through prescribed channels, shall be subject to disciplinary action.
9. In investigative actions where citizens of the community are contacted as to the character of the employee at the request of the employee being investigated, it shall be the responsibility of the investigator instituting such interviews to recontact the citizen and advise them of the outcome of the investigation.
10. The Chief of Police has the authority to require an employee to take a polygraph for the purposes of an investigation.
11. Employees shall not be required to sign any document indicating that they were not under duress when undergoing a polygraph examination at the direction of the Chief of Police.
12. In polygraph examinations, except for preliminary control questions, questions must be specifically addressed to the particular allegations charged in the original investigation.
13. Any information concerning the acts shall not be made available to any Civil Service Commission or appeal board if that information was obtained under false pretenses.
14. Employees shall have the right to know if their Internal Affairs interview is being recorded. They shall also:
    a. Have the right to bring their own recording device to the interview.
    b. Both parties must be aware of all recordings.
    c. The device must be in full sight.
    d. If the recorded interview is to be used in an Internal Affairs case investigation, it will normally be reduced to writing.
    e. If the employee requests a copy of their transcript:
        (1) The employee shall be furnished with a transcript of their interview.
        (2) They must initial the transcript for error.
        (3) Said employees must sign the transcript under the seal of a notary.
15. All Internal Affairs investigations shall be used exclusively by administration and shall not be released to outside agencies without the permission of the Chief of Police.

D. Right to Counsel

All employees shall have the right to free counsel when civil suits are instigated against them as a result of a situation arising out of the normal duties required by their position, providing they are acting within the scope of their assignment.

E. Internal Investigation Warning

The following warning shall be given to any employee before the interview begins:

I wish to advise you that you are being questioned as part of an official investigation of the police department. You shall be asked questions specifically directed and narrowly related to the performance of your official duties or fitness for office. You are entitled to all the rights and privileges guaranteed by the laws and rules and regulations of the Fort Worth Police Department. I further wish to advise you that if you refuse to testify or to answer questions relating to the performance of your official duties or fitness for duty, you shall be subject to departmental disciplinary action which could result in your dismissal from the police department. These statements may be used against you in relation to subsequent departmental administrative charges. Moreover, if this investigation reveals information which becomes criminal in nature, you shall then be advised of your rights under criminal procedures.

420.00 VACATION, COMPENSATORY, AND HOLIDAY LEAVE

420.01 VACATION LEAVE

A. All division commanders/captains/division managers are responsible for scheduling vacation leave on an annual basis for all members of their command/supervision and shall maintain the vacation schedule for one (1) full calendar year.
B. Officers shall sign up for vacations by seniority within their units.
C. In cases of transfers, emergencies, or employees with less than one (1) year of continuous employment, supervisors shall render decisions which reflect consideration of the employee's problem, but which are in the best interests of the department. In no instance shall an officer be allowed to use unearned time.
D. It shall be the responsibility of supervisors to monitor vacation and holiday time to avoid abuse. Additionally, the supervisor shall ensure appropriate staffing before approval of vacation leave.

420.02 COMPENSATORY AND HOLIDAY LEAVE

A. Compensatory and accumulated holiday leave may be used in hourly increments.
B. Employees shall request use of compensatory and holiday leave in advance whenever possible.
    1. Accumulated compensatory time may be used when the employee desires to use the time, if the supervisor agrees the time off may be scheduled at that time.
    2. Supervisors shall grant leaves when the work unit functions shall not be unduly interrupted by the requesting officer's absence.
C. Whenever an employee uses any accumulated holiday or compensatory leave, they shall complete their timesheet reflecting the use of this leave. If the use is via a call-off, the supervisor shall complete the timesheet on the employee's behalf and provide notification of the entry to the employee.

421.00 EMPLOYEE WELLNESS & EARLY INTERVENTION

The Fort Worth Police Department recognizes that the overall wellness of an employee has an effect on both their work and home life. This General Order is intended to address those aspects of the employee's wellness as it relates to their work within the Police Department. To that end, the Fort Worth Police Department also employs an Early Intervention system that is designed to facilitate an intervention process that objectively and analytically identifies employees who may be in need and provide the employee with mentoring, training, or counseling.

421.01 CONFIDENTIALITY

It is expected that any person involved in any part of an Early Intervention review, Early Intervention Referral, or any aspect under this chapter, are to maintain standards of professional conduct as outlined in General Order 703.00, Professional Conduct, and respect the privacy of the involved employee by not sharing any information regarding these incidents except as outlined in this chapter for the purpose of reporting or as required by state and/or federal law.

421.02 EARLY INTERVENTION

A. Purpose:
   1. Early Intervention (EI) is a multifaceted program designed to identify employees who may be facing professional or personal difficulties that are impacting their work performance and who may need some form of support, guidance, or assistance. The overall objective is to provide support for the employee prior to any behavior that may become detrimental to the employee or the Department while simultaneously identifying potentially harmful or escalating conduct prior to it manifesting in negative interaction with the community.
   2. Early Intervention is separate from the disciplinary process and shall not be used to initiate any administrative investigation or discipline. An Administrative Investigation can occur concurrently with the Early Intervention process and an Early Intervention Referral does not prevent, nor take the place of anything that may result from a separate administrative investigation
      a. An example could be an officer is alerted for their third instance of rudeness in the last three (3) months. The citizen involved in the most recent incident filed a formal complaint. The pattern of behavior may be sufficient, at the recommendation of the supervisor, to *refer* through the Early Intervention process for training, (i.e. de-escalation). A separate, but concurrent, administrative investigation may result in a Captain's Coaching as well.

B. The Department utilizes a database (BlueTeam/IAPro) that tracks potential stress-causing incidents to which officers are exposed (Accidents, Use of Force, CPI's, etc.). The database is designed to identify officers who might be in need of training, mentoring, coaching, counseling, or other intervention services.

C. The database provides an alert based on Department thresholds as it analyzes the previous two (2) years, but it is up to the employee and their chain of command to make the final determination for any referral.

D. EIPro:
   1. A read-only dashboard that allows for ALL POLICE employees to see specific types of incidents in the database based on rank or employee title.
      a. Every employee has access to this portal and it uses the same log in information as Blue Team.
   2. Uses peer analytics to compare employees within the same work group (i.e., West Division Patrol is only compared to other West Division officers).
   3. This dashboard will need to be utilized if a threshold is surpassed and in response to an "Alert."
   4. Supervisors may view their employees' profiles to see information about each incident.
   5. Supervisors are responsible for checking the dashboard on a regular basis and at least biweekly.
   6. If the supervisor identifies a need, the employee shall be formally referred to the Employee Assistance Program (EAP) by contacting the EAP Manager with the City.

421.03 EARLY INTERVENTION ALERTS

A. An Early Intervention (EI) Alert will be sent out in BlueTeam when the employee surpasses a set threshold for that particular incident type.

B. The threshold will be set at an identifiable limit by the Department and will be evaluated on a yearly basis. Adjustments can be made based on the current trends of the Department and only at the direction of the Chief of Police or designee.
C. Once the EI Alert is generated, it will be forwarded to the employee's Deputy Chief. The Alert will indicate which specific incidents caused the EI Alert to be generated.
D. Upon direction from the appropriate Deputy Chief who will forward the EI Alert down the chain, the supervisor will use EIPro to assess the identified incidents as well as any other incidents in the employee's file in a manner intended to gain an understanding of that employee's performance and behavior to determine if there is any deeper concerns at hand. The supervisor should also consider other factors that might be related to the alert.
    1. This could include examining the employee's use of discretionary leave or review associated AXON footage so that the supervisor has an objective overview of the employee's normal work behavior or performance.
E. The supervisor shall then meet with the identified employee and informally converse with the employee about the EI Alert, the review of the employee's profile, as well as their work performance and any other topics of discussion that may be pertinent.
    1. This is a compulsory interview, but it should not appear in any manner to resemble any aspect of an Administrative Investigative interview. It is designed to be supportive in nature and the conversation should be about the potential referral options and whether either party believes a referral would be beneficial to the employee.
F. If the reviewing supervisor finds no issue or concerning behavior with the employee, the EI Alert may be closed by documenting their finding in the "Actions Taken" field, marking the incident complete, and forwarding it back through the Chain of Command.
G. If the reviewing supervisor feels the officer is in need of an Early Intervention Referral, they will use the "Duplicate Incident" button and duplicate the details of the EI Alert into an "EI Referral" incident type.
    1. Once the Alert is *duplicated*, the supervisor can close the EI Alert by indicating that the EI Referral will be generated in the "Actions Taken" section and forward it through the chain to the deputy chief level.
    2. If an "EI Referral" incident is created, it will document the conversation that occurred between the officer and supervisor, as well as the agreed upon referral option.
        a. If the agreed upon referral is EAP, the "Action Taken" field should simply state that the officer was formally referred to EAP. The supervisor will contact the EAP Manager to ensure this process is completed correctly.
        b. The Lieutenant (or two (2) levels above the involved employee) will ensure the EI Referral is reasonable and verify that it has not been attempted previously for the same issue.
H. The review, meeting, and subsequent action by the supervisor should occur within forty-five (45) calendar days. If an extension on this timeframe is needed, the EI Alert should be forwarded to the lieutenant (or next higher rank) requesting the extension and the reason in BlueTeam to document the approval or denial.

421.04 EARLY INTERVENTION REFERRAL

Once the supervisor believes the employee would benefit from some form of coaching, mentoring, counseling, training, or some other form of assistance, in an attempt to correct behavior that could be identified as potentially problematic, an EI Referral incident shall be generated.

A. Although the Department has a duty to assist the employee in being successful, the employee has a personal responsibility to improve and/or prevent their behavior from becoming problematic. For that reason, the employee will play an active and cooperative role in choosing their intervention option with their reviewing supervisor.
B. Intervention options fall under the following categories:
   1. Coaching/Mentoring – providing personal guidance or the mentorship from a senior officer to model the desired behavior/response to a situation. This mentor could also be from a unit/rank that the officer wishes to be a member of at one point in their career so that they obtain advice on how to attain that goal.
   2. Training – placing the employee in a training class that would address the issue at hand (i.e., Verbal Judo, De-escalation, etc.).
   3. Temporary Reassignment – a brief "on-loan" status to allow for a temporary reprieve of their current duties in an attempt to mitigate their stress. This option would be highly dependent on staffing levels.
   4. Transfer – at times, the environment might be a contributory factor, this option would allow for a temporary or permanent relocation to a different division. The relocation would initially be temporary, and the officer would have to apply for actual divisional vacancies as they open.
   5. Adjust Hour Temporarily – this is similar to the Temporary Reassignment in that it would allow for a temporary hardship in order to work on creating a personal/professional life balance. This is dependent on staffing levels and should only be approximately two (2) to four (4) weeks in duration.
   6. Resources for Living (formal referral) – this is commonly known as an "EAP referral." A Formal referral is not a mandated referral; the supervisor is "recommending the referral to obtain outside support." The supervisor should seek assistance from the EAP Manager prior to exercising this option.
   7. Peer Support – speak with a specially-trained coworker to seek guidance and assurance during a time of crisis who has knowledge of referral options for counseling and the ability to facilitate that referral.

   NOTE: Any further participation in an intervention option is voluntary, but highly encouraged as it will only serve to assist the employee in the future.
C. An Early Intervention Alert is **not** required to initiate an EI Referral. An assessment of the employee can be conducted at the discretion of the supervisor. This shall only be done objectively and fairly conducted. Any assessment would need to be discussed with the affected employee. Any Referral would need to be discussed with the employee, as well, and approved by the next level up.
D. In the event that an officer is involved in a Significant Event (as detailed in General Order 421.05) and the officer appears to have difficulty coping with the incident after the fact, a supervisor is encouraged to engage the officer and can recommend the employee seek out further assistance from *Resources for Living*/EAP.
   1. The employee may also directly contact the Medical Records Custodian (MRC), who should already have reported the exposure/injury, for assistance if they wish to maintain confidentiality in seeking assistance.

421.05 SIGNIFICANT EVENT REPORTING

Significant Event reporting applies to any Department employee, sworn or civilian, who is involved in a "significant" (or traumatic) event. It is not intended to contradict any investigative

process (i.e., CPI investigation), but to facilitate the prompt access to assistance and return to work. The Department's goal is to provide the employee with assistance from a mental health professional so the employee can learn needed coping mechanisms to effectively process the incident, while simultaneously reporting the event so that there is no delay in provided treatment through the Worker's Compensation program.

A. Definitions
   1. A Significant Event, for the purposes of this section, is an event that exposes the employee to a physical or emotional trauma, on or off duty, which can have a negative effect on the employee's overall wellbeing. *TBP 6.08*
      a. Level 1 – an incident that could result in exposure to severe physical or emotional stress. (i.e., CPI – involved or directly witnessed, loss of an officer in the line of duty, being held hostage, any incident where the employee suffers severe bodily injury or witnessed to a fellow officer sustain a serious bodily injury).

B. When an employee is exposed to such an event, Communications should be notified to contact the on-call Crisis Intervention supervisor or officer (CIT). The Crisis Intervention Team is defined in General Order 412.01, Crisis Intervention.
   1. The Peer Support Coordinator should also be contacted to immediately assess the affected officer and assist the officer, if needed.
   2. Either the Crisis Intervention Team or the Peer Support Coordinator should make the location, if not both.

C. A Significant Event – Level 1 incident will be generated in BlueTeam by the responding CIT officer.
   1. The employee(s) who is exposed will be attached to the incident as the "involved employee." For the purposes of the Medical Records Custodian tracking these "exposures" correctly, each employee will need to be attached to their own individual incident.
   2. A brief summary will be written that details the date, time, location and details of the event should be included in the incident. Each question that is asked on the typical "Injury IOC" should be addressed.
   3. An Injury Report (DWC-1), the Mandatory Referral form to *Resources for Living,* and the directive letter should be attached to the incident. (Documents can be found on the FWPD Portal)
   4. Once the incident is complete, it should be forwarded to "EAP Coordinator" in the BlueTeam system with a copy sent to the Medical Records group.
      a. This action will ensure that the event is reported properly to Worker's Comp, as well as to the EAP Coordinator, so the employee can be contacted to schedule an appointment with the appropriate professionals.
      b. This action shall also initiate the Significant Event Leave/Return-to-Work process outlined below.
   5. The division captain/commander/manager is responsible to ensure this process is followed as well as the confidentiality of any referral.
   6. The police department also encourages the family of the officer(s) to take advantage of the free (limited) counseling and support services through *Resources for Living.*

421.06 SIGNIFICANT EVENT LEAVE/RETURN-TO-WORK PROCESS

Every person has a unique response to stress and may respond differently over a period of time. To assist the employee over the long-term, while also allowing them time to process and cope with the Significant Event, the following process shall be followed:

A. The Significant Event Coordinator (SEC) is an employee appointed by the Chief of Police who serves as the lieutenant over CIT and will determine the best option and resources to utilize to best address the employee's needs. The Significant Event Coordinator and/or Liaison will be the point of contact during a Traumatic/Significant incident.
   1. Officers may request that the Significant Event Coordinator assign another member of the Peer Support team to be their Significant Event Liaison for this particular incident. While assisting the affected officer during their period of recovery, the Peer Support member, while acting as the Significant Event Liaison, may count their time as time worked, with the approval of their supervisor.
   2. The purpose of the Significant Event Liaison is to provide the affected officer with assistance/guidance through this process as well as assist the officer in processing the event overall. The employee should have a brief check-in with their liaison each day they are out on Significant Event Leave.
   3. The Peer Support Team is defined in General Order 413.01, Peer Support Team, and a list of current, qualified members can be found on the Portal.
      a. Being involved in a Significant Event can and will affect each employee differently, however, the response by the Department will remain consistent. Confidentiality is of the upmost importance when dealing with and assisting fellow employees as they process the events they witnessed or were involved in.

B. Significant Event Leave is a designation of paid reprieve from regular duties for three (3) workdays after the Significant Event/Incident. The leave will commence on the employee's first regularly scheduled shift after the incident. *TBP 6.08*
   1. Employees who, in the scope of their duties, are exposed to a Significant Event (as delineated in 421.05) are required to take Significant Event Leave. *TBP 6.08*

   NOTE: Employees are required to use this time as a reprieve from the incident and duties of their job. The employee is **required** to not work in an off-duty capacity during this time and any loss in compensation from a regularly scheduled part-time job **may** be supplemented by Crime Victims Assistance. The employee should contact the Victim's Assistance Coordinator to file the required paperwork with the State.

   2. The use of Significant Event Leave will be entered by the employee's supervisor and will not count towards "time worked" in most circumstances. Significant Event Leave will only count towards "time worked" if overtime was previously accrued within that pay week (Saturday-Friday) and the employee would otherwise lose that overtime.
      a. Significant Event Leave timecode = SEL
      b. If the employee has already accrued overtime within the pay week, the supervisor should notify CPPT to insure the Significant Event Leave is coded correctly so the affected employee does not lose that overtime.

C. During the initial three (3) days of Significant Event Leave or immediately following, if the Significant Event Coordinator or the Significant Event Liaison determine it is in the employee's best interest, they may order the employee to attend the Critical Incident Stress Debriefing (CISD) hosted by the Peer Support Team.
   1. This will assist in "normalizing" the stresses that might be associated with the incident.
   2. The Significant Event Liaison will be onsite for the CISD, but will only attend the briefing at the request of the Peer Support Coordinator and the affected officer(s).
      a. The officer will code their time in attending the CISD as REG
      b. The officer should inform their supervisor so that this REG time does not conflict with SEL time that is entered.

c. If the officer attends the CISD, their access to SEL will be extended to allow the them time to schedule their mental wellness check-in/crisis assessment, but not to exceed more than two (2) more working days after the CISD.

d. The maximum amount of Significant Event Leave will not exceed five (5) working days, at which point the employee will need to begin to burn their own accrued leave or obtain a modified duty status and file it with the Medical Records Custodian.

NOTE: If the EAP Manager is unable to schedule the wellness check-in/crisis assessment within the five (5) day window, the officer will return to work and be placed on Administrative Duty (desk duty) until the check-in takes place. In the exigent circumstance when multiple officers are involved in a single event that would result in a minimum staffing issue, officers from other districts, divisions, or bureaus may be utilized to ensure basic police services are not interrupted.

3. The CISD should take place only **after** Major Case has completed their initial interviews (if needed) so as not to taint any witness accounts of the incident.

D. Immediately following the CISD, the Liaison will meet with the affected officer and ensure the employee has contacted the EAP Manager to schedule an appointment with a licensed counselor.
   1. The appointment should be scheduled on the first business day of the employee's Significant Event Leave as stated in their directive letter.

E. The appointment with a licensed counselor is mandatory prior to returning to work.
   1. This is **not** a Fitness for Duty evaluation. It is solely intended to ensure the officer is coping with the event in a healthy manner and to provide the officer, and possibly their family, with more coping skills to prevent the officer from developing maladaptive behavior.
   2. If an employee obtains mental wellness assistance on their own outside of this process, the employee will be required to provide documentation/medical release from the provider stating the date, time, and name of the professional who was seen to the Medical Records Custodian.

F. Occupational injuries/illness is caused by exposure to factors associated with the scope of employment. Workers' Compensation claims may be filed for physical or psychological occupational injuries.
   1. Any appointments under this section that are scheduled and mandated by the Department will be at no-cost to the officer/employee.
   2. Any counseling appointments made outside this mandated process (General Order 421.06) or the Worker's Compensation process will be the financial responsibility of the employee and may or may not be at a cost to the employee.

G. While on Significant Event Leave, the employee will remain available to meet with other City or Police Department officials as needed upon advice and consent of their legal counsel.

422.00 CALL-OFF PROCEDURES

422.01 CALL-OFF PROCEDURES

It shall be the responsibility of employees who cannot report for duty to notify their supervisor at the prescribed time for their respective division in accordance with their established standard operating procedures. *TBP 2.16*

423.00 MILITARY LEAVE/LEAVE OF ABSENCE WITHOUT PAY

423.01 MILITARY LEAVE/LEAVE OF ABSENCE WITHOUT PAY

A. An employee requiring military leave shall comply with the City of Fort Worth Personnel Rules and Regulations pertaining to active duty for military training. Employees of the city who are members of the National Guard or official militia of Texas or any of the reserve components of the armed forces of the United States are entitled to leaves of absence from their respective duties without loss of time or efficiency rating on all days during which they shall be engaged in training or when ordered or authorized by proper military authority to duty.

B. Regular full-time, part-time, temporary and probationary employees will be given paid leave for military duty covered by Uniformed Services Employment and Re-Employment Rights Act (USERRA).

1. General Employees:
   a. General Employees can receive up to fifteen (15) work days of paid military leave per fiscal year during the entire period of deployment. Employees absent for more than fifteen (15) work days shall be considered on leave of absence without pay for all days in excess of those fifteen (15) work days. An employee may also use accumulated vacation or compensatory time, if eligible. If an employee has no available leave time and is placed on approved leave without pay, the employee will not accrue any leave benefits during this time period.
   b. When military duty exceeds fifteen (15) work days in any one (1) fiscal year, the employee may request a leave of absence without pay.
   c. Any employee seeking a leave of absence without pay must submit a written notice to the department head at least two (2) weeks prior to the date upon which the leave is to begin. The written notice must include the following information: the employee's name, employee number, date of employment, classification, work unit and supervisor, the reason for the leave, amount of leave time required including an effective date, and the estimated date of return to work.
   d. Any supervisor informed of impending military service shall work with the employee to ensure that all additional paperwork required to report pay status and benefit deduction information has been completed.
2. Civil Service (Sworn) Employees:
   a. Civil Service (sworn) employees can receive up to a maximum of 150 hours of paid military leave during the City's calendar year. Employees absent for more than 150 hours shall be considered on leave of absence without pay for all days in excess of those 150 hours. An employee may also use accumulated vacation or compensatory time, if eligible. If an employee has no available leave time and is placed on approved leave without pay, the employee will not accrue any leave benefits during this time period.
   b. When military duty exceeds 150 hours in any one (1) calendar year, the employee may request a leave of absence without pay.
   c. Any employee seeking a leave of absence without pay must submit a written notice to the department head at least two (2) weeks prior to the date upon which the leave is to begin. The written notice must include the following information: the employee's name, employee number, date of employment, classification, work unit and

supervisor, the reason for the leave, amount of leave time required including an effective date, and the estimated date of return to work.

d. Any supervisor informed of impending military service shall work with the employee to ensure that all additional paperwork required to report pay status and benefit deduction information has been completed.

3. The employee may be eligible for a military leave supplement if the City Council has an existing military leave benefit policy in place during the duration of deployment. If the employee wishes to pursue this option, a copy of a current Leave and Earnings statements from the military must be sent to the Military Leave Coordinator in Police Employment Services Section to determine eligibility for this program. If the entitlement on the Leave and Earnings statements changes during the employee's absence for military duty, the employee must provide updated statements so that the supplement amount can be recalculated. A copy of the completed worksheet will then be sent to the employee.

C. Required Steps for Military Deployment

1. Notify immediate supervisor.
   a. Provide a copy of deployment orders.
   b. Turn in equipment such as laptops to Police Technology Services, cell phones and pagers to the supervisor, and leave gas cards with the vehicle.
2. Notify the Military Leave Coordinator in Police Employment Services Section concerning how the time will be carried after military leave is expended (i.e., vacation, compensation time, accrued holiday, or without pay). Also provide the Military Coordinator with a copy of deployment orders.
3. Provide a copy of deployment orders to the Training Division Records office.
4. Contact the City Human Resources Benefits office.
   a. Provide a copy of deployment orders.
   b. Verify beneficiary and assignment of benefits information.
   c. Provide instructions on stopping or continuing deductions for benefits, life insurance, deferred compensation and miscellaneous benefits.

NOTE: To continue coverage for miscellaneous benefits provided by other vendors such as automobile, disability, optional life, etc., contact the provider directly with instructions.

5. Contact the City Payroll Department to make changes to Direct Deposit or to drop any unnecessary or unwanted deductions such as deductions to payroll for automobile or personal loans. The Credit Union should be contacted for any arrangements unrelated to the payroll deduction.

D. When returning to work after military leave, the employee shall comply with the City of Fort Worth Personnel Rules and Regulations for reinstatement. If all requirements are met, the employee shall:

1. Notify the current supervisor of the expected return date.
   a. The current supervisor shall contact the Training Academy for requirements such as firearms qualification, in-service training, and other training/qualification that may be necessary before the officer returns to duty, and ensure the officer is aware of those requirements.
2. Submit a copy of the Release from Active Duty orders to the Military Leave Coordinator in Police Employment Services Section and Training Division Records.
3. Contact the City Human Resources Benefits office and City Payroll to reinstate health benefits and other voluntary deductions as necessary.

424.00 SICK, FAMILY ILLNESS OR OCCUPATIONAL INJURY LEAVE

424.01 GENERAL PROVISIONS

A. The following definitions apply:
   1. Fit/unfit for duty - a medical determination as to whether or not an employee is able to physically/mentally perform the essential functions of their job, with or without reasonable accommodations.
   2. Full duty - a medical determination that an employee can safely perform all of the essential functions of their job with no limitations or restrictions.
   3. Physician - a medical or osteopathic doctor, psychiatrist, or psychologist.
   4. Transitional duty - a medical designation that an employee may return to work with specific and detailed limitations or restrictions. This designation was previously referred to as limited duty.
   5. Transitional duty assignments - temporary assignments that include transitional, partial, and part-time work which meets the following criteria:
      a. The work must be productive;
      b. The assignment must be consistent with the employee's medically determined restrictions; and
      c. The employee must possess the necessary skills to perform the assignment.
   6. Maximum Medical Improvement (MMI) -
      a. A declaration by the physician that no further medical treatment will improve the officer's capacity to perform the job; or
      b. 104 weeks from the date the worker became eligible to receive income benefits (statutory MMI), or
      c. A date assigned by the Texas Insurance Commission as being an officer's MMI date as allowed for spinal injuries covered under Labor Code 408.104.
   7. Major life activity - an activity that is of central importance to the individual's daily life, within the meaning of the Americans with Disabilities Act, such as walking, seeing, reading, bending, communication, and hearing.
   8. Major body functions – an activity affecting functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions as provided in the ADA Amendment Act of 2008.
   9. Medical Records Custodian (MRC) - The employee designated by the Police Department to receive, maintain, and retain employee medical records and information as well as maintaining the confidentiality and proper release of such records and information.
   10. Supervisor - The person to whom the injured employee reported at the time/place the injury or illness occurred. This may or may not be the person to whom the employee reports on a regular basis.

B. An employee who is off duty on either sick or occupational leave or who is on transitional duty shall not engage in any activities that are inconsistent with their physician's instructions or that would tend to aggravate or extend their illness or injury. Officers assigned to the K-9 unit must submit to the MRC written documentation from their physician indicating whether or not they are physically able to continue to perform animal care while on medical leave or transitional duty.

C. An employee, off duty on either sick or occupational leave, who intends to leave their permanent residence for any period in excess of twenty-four (24) hours shall notify a supervisor at the employee's place of assignment, as well as the MRC, and provide the location where the employee will be, and a telephone number where the employee can be reached.
D. Any employee on sick or occupational leave or transitional duty shall not engage in any off-duty or secondary law enforcement or security-related (LE/SR) employment, unless specifically authorized by the Chief of Police.
E. Officers on sick or injury leave or transitional duty shall not wear the police uniform.
F. The supervisor of any employee on sick leave or any employee on occupational leave shall ensure at least one (1) interview is conducted when the employee has been on leave for a period of seven (7) days and that interviews are made at least once during the thirty (30) day period thereafter. The purpose of the interview is to relay concern for the officer's well-being, provide points to contact regarding their medical case and/or benefits, and to keep the officer engaged with the department as they convalesce from their injury/illness. Written notes of these interviews should be provided to the MRC for documentation purposes. *TBP 4.10*
G. When an employee is on extended sick or occupational-related leave, at least one (1) interview shall be conducted during each thirty (30) day period. *TBP 4.10*
H. A supervisor conducting an initial or follow-up interview shall determine whether the interview is to be accomplished by telephone or in person. *TBP 4.10*
    1. An interview may be conducted by telephone when:
        a. The supervisor has prior knowledge of the illness or injury,
        b. The employee has been hospitalized,
        c. The employee has a communicable disease; or
        d. The employee's personnel record indicates no history of unauthorized use of sick or occupational leave time.
    2. An interview may be conducted in person when:
        a. There is any indication that the ill or injured employee needs assistance,
        b. When occupational illness or injury is claimed and the illness or injury was not reported as required by General Order 424.06; or
        c. The employee has a history of using unauthorized sick or occupational leave time and/or there is an indication the employee may be doing so on this occasion.
I. As soon as the supervisor is made aware that an employee will be on sick leave for more than three (3) consecutive work days, the supervisor will notify the MRC. *TBP 4.10*
J. An employee on leave because of personal illness or injury shall complete and provide to the MRC the City of Fort Worth Non-Occupational Illness/Injury form during each thirty (30) day period the employee is on such leave. *TBP 4.10*
K. Officers on sick leave, occupational leave or transitional duty:
    1. Shall not participate in any physical exertion or activity, on-duty or off-duty, which may or has the potential to aggravate or prolong the original injury or illness or cause a new injury.
    2. Shall submit required documentation in a timely manner:
        a. Injury Reports by the end of the shift of the day of occurrence,
        b. Requests for leave thirty (30) days in advance, whenever possible,
        c. Return to Work documents within twenty-four (24) hours of receipt, and
        d. FMLA Certification forms within fifteen (15) days.
    3. When released to transitional duty shall maintain an acceptable level of performance in their assignment.

424.02 ACCUMULATION AND PAYMENT OF SICK LEAVE: SWORN EMPLOYEES

A. A sworn employee is entitled to accrue sick leave with pay at the rate of 4.62 work hours for each full pay period which computes to 1¼ days for each full month employed for a maximum of 120 hours for each twelve (12) months of employment.
B. Police trainees begin accumulating sick leave on the first day of their initial employment. However, sick leave may not be used until the trainee has been employed at least six (6) months.
C. A sworn employee may accumulate sick leave without limit and may use the leave if unable to work because of a legitimate illness.
D. A sworn employee who is temporarily disabled by an illness or injury and whose physician does not release the employee to perform work of any nature may use all accumulated sick leave, vacation time and other accumulated time before being placed on temporary leave without pay. Regular sick leave procedures shall apply when a sworn employee uses vacation or other accumulated leave time to extend sick leave.

424.03 USE OF SICK LEAVE *TBP 4.10*

A. A sworn employee shall be entitled to take sick leave only:
   1. When the employee is physically or psychologically unable to perform regular duties because of illness or injury,
   2. While undergoing medical, dental, ocular, or other diagnosis or treatment related to an illness or injury,
   3. When appearing for medical, dental, or ocular appointments which cannot be made outside working hours,
   4. After off-duty exposure to contagious disease or hazardous materials when in the opinion of a city or personal physician, the presence of the employee for duty would jeopardize the health of others; or
   5. When the sworn employee requests to use accumulated sick leave in order to necessarily extend leave beyond 520 workdays when the leave is required due to an occupational illness or injury for which the employee's physician has not released the employee to perform work of any nature, or if released to work transitional duty, after the employee has already worked six (6) months in a transitional duty capacity related to that same illness or injury.
B. Sick leave shall not be used when:
   1. The illness or injury arises from any sickness or injury purposely inflicted or caused by willful misconduct except in those cases in which the employee has been referred to and is involved in the City's Employee Assistance Program,
   2. The illness or injury is sustained while the employee is on any leave without pay,
   3. The inability to work is a result of the employee's own intemperance or "hangover."
C. Any abuse of sick leave benefits shall be considered neglect of duty.
D. The City of Fort Worth Personnel Rules and Regulations, "Voluntary Leave Bank Program," provides for a leave bank and delineates the requirements.
E. Civilian employees' use of Sick/Family and Major Medical Sick Leave shall be governed by the City of Fort Worth Personnel Rules and Regulations for general employees.

424.04 REQUESTING SICK LEAVE *TBP 4.10*

A. Any employee who must go off duty on sick leave due to a non-occupational illness or injury shall notify to their immediate supervisor. If employee is unable to report for work due to becoming ill or injured while off duty, the employee shall notify a supervisor at their place of assignment immediately upon becoming aware of the inability to report. If a supervisor is not available, the notification, including a telephone number where the employee can be reached, shall be documented by the person receiving the call and a supervisor shall be informed at the earliest convenience.

B. When an employee's supervisor is made aware that an employee has called off sick and the employee did not contact a supervisor, the employee's supervisor shall contact the employee. The contact shall be attempted as soon as practicable but, in any event, shall be attempted and each attempt separately documented via Inter-Office Correspondence (IOC) to their Commanding Officer during the first tour of duty the employee is on sick leave. If it is learned that the employee will be absent from work for five (5) or more days, the employee shall be required to complete the forms as outlined in General Order 424.05.

C. If the employee is on leave for a FMLA-qualifying personal or family illness, the supervisor shall notify the Medical Records Custodian (MRC) as outlined in General Order 424.10 and the City of Fort Worth Personnel Rules and Regulations.

424.05 NON-OCCUPATIONAL ILLNESS/INJURY

A. An employee suffering a non-occupational related injury or illness requiring the employee to be absent from work for five (5) or more days, shall secure the appropriate form from their supervisor. *TBP 4.10*

   1. Each division commander/captain/manager is responsible for maintaining a supply of City of Fort Worth Non-Occupational Illness/Injury Status forms. These forms are available on the police portal.

B. The attending physician shall complete the form and the employee is responsible for returning the form to their supervisor no later than the next working day after the injury/illness or physician's visit. *TBP 4.10*

   1. A new form is required for each follow-up visit to the doctor, or not less than every thirty (30) days.

C. Should the employee be incapable of complying with A and B above, the employee shall furnish the physician with the form and request that the physician return the form to the police department by fax or email, followed by mail.

D. It will be the responsibility of the supervisor to ensure the forms are completed and provided to the Medical Records Custodian (MRC). *TBP 4.10*

E. Any employee who is on sick leave shall notify a supervisor at their place of assignment as soon as practicable after being released to work in a full or transitional duty capacity. *TBP 4.10*

F. Any employee who has been on sick leave for five (5) or more days shall at the time they return to duty submit written documentation from a doctor in the form of a City of Fort Worth Non-Occupational Illness/Injury Status form, or the doctor's written statement which shall indicate the employee's fitness to return to duty and any work restrictions due to their medical condition.

G. The City of Fort Worth Non-Occupational Illness/Injury Status form shall be forwarded to the MRC the next workday. The Police Employment Services Section shall maintain permanent employee medical files. No copies of forms containing medical information shall be maintained at the division level nor shall copies be maintained in any personnel files available

to supervisors. The MRC notifies supervisors when medical documentation restricting an employee from work or returning the employee to work has been received. *TBP 4.10*

424.06 OCCUPATIONAL ILLNESS OR INJURY

A. Any Department employee who sustains an on-duty illness or injury, however minor, shall immediately report the incident to their supervisor. An employee shall report any injury that is a result of a prior on-duty activity as soon as the employee becomes aware of the injury. Any occupational illness or injury not reported to a supervisor within thirty (30) days of the incident could be denied Workers' Compensation benefits.
   1. In the case of an exposure to an infectious disease, to qualify for Workers' Compensation or any similar benefits it must be documented that, within ten (10) days of the exposure, the officer had a test result that indicated an absence of the reportable disease, including HIV. General Order 431.05 provides additional reporting requirements for an exposure to an infectious disease.

B. Any employee covered under the Workers' Compensation Act who sustains an occupational illness or injury must seek medical treatment for the injury from a Primary Treating Physician within the BlackStone Health Care Network, unless a serious medical emergency exists. The supervisor may accompany the employee for treatment. Any doctor who agrees to accept workers' compensation remuneration under the Texas insurance code is responsible for providing a DWC-73 at the time of treatment.

C. Any employee who requires emergency medical treatment due to an occupational illness or injury should be taken to the nearest hospital emergency room. Emergency room physicians are not required by law to complete a DWC-73, so the medical discharge papers given to the employee which typically include a brief diagnosis and follow up instructions to include medication, treatment and physical restrictions will be accepted in lieu of the DWC-73

NOTE: All forms or Inter-Office Correspondence containing any medical information including, but not limited to, the First Report of Injury form DWC-1, City of Fort Worth Non-Occupational Illness/Injury Status form, and supervisor's inter-office correspondence shall be forwarded to the MRC in the Police Employment Services Section to be maintained by the department. No copies shall be maintained in any other manner except that the affected employee may retain a copy.

424.07 FIRST REPORT OF INJURY FORM DWC-1 AND FORT WORTH POLICE DEPARTMENT SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

TBP 4.10

A. The employee’s supervisor, or the supervisor on duty, to whom an occupational illness or injury is reported, however minor, including any exposure to hazardous materials or an infectious disease, shall conduct an initial interview with the reporting employee and complete the First Report of Injury form DWC-1 prior to concluding the workday.
   1. The name of the employer should be shown as the "City of Fort Worth" on the DWC-1 form.
   2. The supervisor completing the DWC-1 form shall include a work telephone number beside supervisor's name.

B. The supervisor will conduct an investigation into the circumstances of the illness/injury and will prepare an inter-office correspondence (IOC) describing the incident and the results of the investigation.

C. The First Report of Injury form DWC-1 and investigation report (IOC) shall be sent electronically to Public Folders/Injury Reports-Police Department on the same business day. It is the responsibility of the employee's supervisor or on duty supervisor for reporting to the employee's chain of command.
D. The Police Employment Services Section Medical Records Custodian (MRC) shall enter the DWC-1 report into the insurance company's system to be approved by Occupational Health and Safety. The original report from the supervisor will be retained in the Police Department medical file as well as any investigation report submitted. No other copies shall be retained by any division.

424.08 EMPLOYER'S SUPPLEMENTAL REPORT OF INJURY FORM

A. If the occupational injury or illness reported on the First Report of Injury form DWC-1 results in a change in duty status from full duty to time off beyond the shift in which the injury occurs or return to work with restrictions, the supervisor will ensure that the employee receives a DWC-73 (Work Status Form) from the physician. This form must be completed by the medical practitioner when a change in duty status occurs. *TBP 4.10*
B. When an employee loses time due to an occupational injury or illness, the Medical Records Custodian (MRC) in the Police Employment Services Section will send out FMLA forms. One copy will be retained by the MRC in the employee's departmental medical file.
C. It will be the responsibility of the MRC in the Police Employment Services Section to review the completed FMLA forms for accuracy and completeness. The Supervisor will be notified if there is missing or inaccurate information.

424.09 LEAVE FOR FAMILY ILLNESS

A. Family Illness Leave benefits are accrued by Civil Service personnel in the Police Department.
B. Family Illness Leave is provided to allow Civil Service employees time off with pay when their presence is required to assist an immediate family member due to an illness and/or injury, doctor's, dentist, or other medical appointments, or for a death in the immediate family.
C. Family Illness Leave shall be granted only as necessary under the following circumstances.
    1. To enable the sworn employee to provide care for a member of the immediate family when such member is seriously ill or injured requiring the care or attendance of the employee.
        a. For the purposes of this procedure, immediate family is defined as the employee's wife, husband, domestic partner, mother, father, brother, sister, son, daughter, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandson, granddaughter, stepmother, stepfather, stepson, stepsister, stepbrother, stepdaughter, sister-in-law, brother-in-law, grandmother and grandfather, and grandmother-in-law and grandfather-in-law.
    2. For the sworn employee to be present during the hospitalization of an immediate family member.
    3. A sworn employee may use up to 24 hours Family Illness Leave to enable the sworn employee's personal attendance due to a death of a member of the immediate family.
D. When a sworn employee becomes aware they will be unable to report for work due to circumstances justifying Family Illness Leave, the employee shall, as much in advance as possible, contact and notify a supervisor at the employee's place of assignment. When time permits, this notification shall be made in writing.

E. Supervisors may require a sworn employee to submit proof of illness, injury, or death of an immediate family member when circumstances indicate a necessity to do so. If proof cannot be provided as required, the request to use Family Illness Leave shall be denied. If the leave has already been used and the required proof is not provided, appropriate disciplinary action shall be initiated.
F. A sworn employee shall, on a daily basis, keep their supervisor informed of the employee's need to continue on Family Illness Leave unless prior arrangements were authorized for a specific period of leave.
G. In cases where three (3) or more days of Family Illness Leave will be used, Supervisors are responsible for notifying the Medical Records Custodian (MRC) so FMLA forms can be sent to employee.
H. Civilian employees' use of Sick/Family Leave for family illness shall be governed by the City of Fort Worth Personnel Rules and Regulations for General Employees.

424.10 FAMILY AND MEDICAL LEAVE ACT

A. The Family & Medical Leave Act (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to eligible employees, both sworn and non-sworn, for certain family and medical reasons:
   1. To care for the employee's child after birth, or placement for adoption or foster care.
   2. To care for the employee's spouse, son, daughter, or parent, who has a serious health condition. Unmarried domestic partners do not qualify under the Act.
   3. For a serious health condition that makes the employee unable to perform their job.
   4. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or has been notified of pending call to active duty in the Armed Forces.
   5. For Military Caregiver Leave Entitlement – an eligible employee who is a spouse, son, daughter, parent, or next of kin of a covered service member up to twenty-six (26) weeks of leave in a twelve (12) month period to care for the service member with a serious injury or illness.
B. Employees are eligible if they have worked for at least one (1) year, and for 1,250 hours over the previous twelve (12) months.
C. Refer to the City of Fort Worth Personnel Rules and Regulations for requirements, eligibility, and use of leave under FMLA.
D. Employees requesting leave under this policy shall complete the request for FMLA form as far in advance as possible.
E. Upon supervisor's notification that an employee will be off work for three (3) or more days for a FMLA-qualifying reason, the Medical Records Custodian (MRC) shall prepare the appropriate Family and Medical Leave Act (FMLA) notification, and send it to the employee to be completed. One copy will be retained in the employee's departmental medical file.

424.11 TEMPORARY TRANSITIONAL DUTY

A. This policy is not intended to create a permanent transitional duty career path; rather, it is designed to provide an ill or injured officer with a temporary position with the understanding that the officer is expected to return to full duty at the conclusion of a maximum of six (6) months, or seek other options. A sworn employee authorized by the employee's physician to return to work from either an on-duty or off-duty illness or injury, with limitations and restrictions specified in writing, may be placed in transitional duty status. It is expected that

employees return to work in full or transitional duty status to their next scheduled, assigned shift after the Medical Records Custodian (MRC) receives supporting medical documentation. *TBP 4.10*

1. Temporary Transitional Assignments are a type of reasonable accommodation under the American's with Disabilities Act as Amended (ADAAA), and are reported to the City's ADA Coordinator, and Sedgwick (the City's Workers' Compensation vendor); and as such, a process has been established and must be adhered to.
2. A priority list of potential Temporary Transitional Assignments is developed by the Police Department Executive Staff and maintained and utilized by the Medical Records Custodians (MRCs) in the Department's Medical Records Unit (MRU). The MRC's, in consult with the Chief's Office, make officer assignments from this priority list. These assignments are not negotiable – the MRCs follow these policy guidelines within this General Order.
3. Specific requests for a limited duty officer can be made via the Limited Duty Request Form available on the police portal.

B. The Chief of Police, or designee, has the authority to determine whether it is in the best interests of the department to place an employee in transitional duty status and, if so, in what position in the department. *TBP 4.10*
   1. For transitional duty of ten (10) days or less, an assignment may be given within the home division. If transitional duty is not available within the home division, the MRC will find another assignment elsewhere that meets the medical restrictions.
   2. All transitional duty assignments regardless of the duration shall be immediately reported to the MRC designated to monitor such assignments.
   3. The officer's initial assignment will stand, until and unless, the employee's Deputy Chief, with approval by the Bureau Assistant Chief, makes a different recommendation upon receipt and assessment of a written request contesting the Temporary Transitional Assignment location.

C. Employees placed in transitional duty status due to either an occupational or non-occupational injury or illness are allowed to work overtime and earn overtime pay or compensatory time, if permitted by their current work restrictions. Officers will not be approved for any law enforcement or security-related off duty or secondary employment while on transitional duty.

D. Employees placed in transitional duty status will be provided a legitimate employment offer letter (Bona Fide Offer of Employment [BFOE]) outlining the assignment location, duties, and the employee's activity restrictions based on medical restrictions submitted by the employee's treating medical provider. The employee shall sign the letter and return it to the MRC in Police Employment Services Section within five (5) business days. The MRC will maintain a copy of the letter in the employee's confidential medical file and forward a copy to City Human Resources.

E. When in transitional duty status, whether occupational or non-occupational, it will be the employee's responsibility to comply with their medical limitations both on and off duty.

F. Whenever an employee is placed on temporary loan to another division due to the employee's transitional duty status, the commander/captain/manager of the division to which the employee is loaned shall be responsible for monitoring and addressing time and attendance and other administrative matters involving the employee.
   1. If a sworn employee is assigned to a civilian supervisor, the civilian supervisor/manager/assistant director shall confer with the sworn employee's regularly assigned supervisor and jointly outline job responsibilities.

2. If an efficiency or performance review is due for the employee while on loan, the commander/captain/manager to which the employee is on loan will complete the review with input from the previous commander/manager.

G. While in transitional duty, the officer is required to provide updated medical status documentation to the MRC during each thirty (30) day period, or after each follow-up medical appointment, whichever comes first, that the employee is in such status to determine whether the officer is physically or mentally capable of returning to full duty. The DWC-73 for Workers' Compensation Work Status report or the Non-Occupational Illness/Injury Status form will be used as documentation. If the Chief, or designee, questions the report, the Chief may require the officer to submit to an examination by a physician selected by the department. State laws regarding fitness for duty evaluations shall be followed.
   1. The Chief of Police has the authority to require an independent medical examination if a question arises as to whether the officer is sufficiently physically or mentally fit to return to full duty. *TBP 4.10*

H. Officers in transitional duty status shall not wear the police uniform, including uniform equipment (duty belt and weapons). Plainclothes detectives shall not report to field/on scene assignments until medically cleared to perform their regular full duty job functions.

I. For occupational illness and injuries, transitional duty shall be for a maximum of six (6) months. If after working six (6) months in temporary transitional duty status due to an occupational illness or injury, an officer who has not been released by the officer's physician to safely perform all the essential functions of the officer's regular assignment with no limitations or restrictions, may seek an extension of their transitional duty assignment for up to six (6) months. Requests are submitted through the officer's chain of command for the Chief's determination if the extension is expected to bridge the officer's return to work. The officer must provide medical documentation to the Medical Records Unit supporting their request for the extension. If an extension is not granted, or when the extension time frame has elapsed, the officer may use occupational leave until they are released to full duty or the latter of the following occurs:
   1. The officer's first two (2) years of occupational leave (520 work days) under City Council Resolution number 4420-03-2015 expires, or
   2. The officer is assigned and reaches a Maximum Medical Improvement (MMI) date of more than two (2) years past the date of injury as allowed for spinal injuries covered under Labor Code section 408.104.

   The employee will then be referred to the City's ADA Coordinator for assistance in evaluating the employee's options when approaching the sixty (60) days of leave still available to him or her. Those options can include reasonable accommodations, employment in a civilian position, early or medical/disability retirement, use of any additional appropriate personal leave, or temporary leaves of absence under state law. *TBP 4.10*

J. For non-occupational illnesses and injuries, transitional duty shall be for a maximum of six (6) months. An officer in transitional duty due to a non-occupational illness or injury, who has not been released by the officer's physician to safely perform all the essential functions of the officer's job with no limitations at the end of the officer's six (6) month transitional duty assignment, shall resume use of the officer's appropriate personal leave, such as sick, vacation or compensatory leave. If not returned to full duty prior to that time, the employee will be referred to the City's ADA Coordinator for assistance in evaluation the employee's options. The ADA Coordinator will make every effort to contact the employee when the employee has at least sixty (60) days of leave still available to him or her. Those options can include

reasonable accommodations, employment in a civilian position, early retirement, use of any additional appropriate personal leave, or temporary leaves of absence under state law. *TBP 4.10*

K. Officers in a temporary transitional duty assignment must still meet the Texas Commission on Law Enforcement (TCOLE) peace officer licensing requirements.
   1. If the licensing requirements cannot be met, the officer shall be referred to the City's ADA Coordinator for assistance in evaluating the employee's options. *TBP 4.10*

L. The availability of temporary transitional duty assignments does not affect an officer's entitlement to a paid leave of absence for an injury or illness that is sustained in the line of duty pursuant to Local Government Code Section 143.073 or any other form of leave to which the officer may be entitled to under city policy, and state or federal law.

424.12 OCCUPATIONAL LEAVE

A. The Police Employment Services Section will administer the process for all sworn employees on occupational related leave. All employees must submit a medical return to work release, detailing restrictions, if any, to the Medical Records Custodian (MRC) prior to reporting back to work. Employees shall return to their original division at the end of their injury leave; however, the employee's shift assignment and days off in the original division may be reassigned at the discretion of that division commander/manager in order to assist in minimum staffing levels. When a long-term vacancy in a specialized unit is created by an employee on injury leave, the position may be filled at the discretion of the division commander, captain, or manager.

B. A sworn employee who is injured in the line of duty may receive up to 520 workdays (two years of workdays) of occupational leave per occupational illness or injury commensurate with the nature of the injury if the officer has been returned to work full duty the occupational leave will end and the officer may work up to six (6) months' transitional duty if medically cleared to do so at any time. This leave can be used over an extended period of time if used intermittently for a total equaling 520 workdays. The sworn employee receives 100% salary supplement payments directly from the City beginning with the first day of lost time. *TBP 4.10*
   1. All compensable occupational injuries that are not in the line of duty and Local Government Code Chapter 143 protected will be managed according to the occupational injury guidelines for general employees as stated in the City of Fort Worth Personnel Rules and Regulations.
   2. All normal deductions are withheld from the salary supplement paycheck from the City.

C. Exception to the two-year period:
   For injuries which necessitate spinal surgery as contemplated by Texas Labor Code section 408.104, the Maximum Medical Improvement (MMI) date set by the commissioner might fall after the 520 days of occupational leave has been used. Under these circumstances, officers for whom the commissioner has ordered an adjusted MMI date may receive more than 520 days of occupational injury leave.

D. Concurrent injuries to the same body part:
   If an officer using intermittent leave reinjures the same body part/area while still using leave for an earlier injury, a new two (2) year (520 workdays) period will commence and run concurrently with whatever time may be left from the first injury.

E. Contested Claims:
   Officers who are contesting a determination regarding compensability of their claim should pursue treatment via any other health care coverage they might have available to them through the City. *TBP 4.10*

1. When claims are not initially accepted but are later accepted on appeal, the officer will have the option to reinstate their personal leave used due to the injury and occupational leave will be used in its place. If this option is taken, the retroactively credited time will count against the 520 workdays of occupational injury leave.

If the officer does not request reinstatement of his/her personal leave, the 520 workdays of occupational leave will commence the first time leave is taken for the injury after the claim is accepted on appeal

F. To request an extension of the two (2) year period of occupational leave, the employee must submit a written request to the Chief of Police delivered through the Medical Records Custodian (MRC) in the Police Employment Services Section. The Chief of Police will submit a recommendation to the City Human Resources Director based on the extension request, and a copy of the recommendation will be forwarded to the employee. These requests will be forwarded to the City Human Resources Director to prepare a Mayor and Council (M&C) for consideration by the city council. *TBP 4.10*

G. Sworn employees on occupational-related leave will continue to accrue all leave and seniority.

H. Prior to the end of the two (2) year period, and preferably at or near the point the officer has sixty (60) days remaining, an appointment shall be scheduled between the sworn employee, the Police Employment Services Manager, the City's ADA Coordinator, and a designated person from the employee's chain of command for interview to determine the options for the employee. *TBP 4.10*

I. Options that may be available for sworn employees who have exhausted all accumulated time and whose physician has not released to perform work of any nature include:
   1. Exhaustion of all applicable personal leave.
   2. Employment in a civilian position.
   3. Service-related disability retirement.
      a. Sworn employees who wish to apply for a service-related disability retirement must complete their application to the City Retirement Administration before their layoff date.
      b. If otherwise qualified, sworn employees who receive a service-related disability retirement are, upon recovery, eligible for reappointment with approval by the Civil Service Commission. Recovery must be certified by a physician selected by the retirement fund.
   4. Temporary leave without pay per Chapter 143.073 of the Local Government Code.
      a. Once all accumulated leave time, including extensions, is exhausted and applicable personal leave, the sworn employee will be placed on temporary leave without pay from the City.
      b. Upon recovery, sworn employees placed on temporary leave due to an occupational or non-occupational illness/injury shall be reinstated at their last rank.
   5. The Chief of Police has the discretion to extend the transitional duty assignment.

J. The MRC in Police Employment Services Section will prepare a quarterly Occupational Injury Leave Report and a Transitional Duty Report and will forward the reports to the Police Assistant Director for dissemination.

425.00 MATERNITY

425.01 ASSIGNMENT OF PREGNANT EMPLOYEES

A. An employee who is pregnant is not required to disclose her pregnancy to her supervisor, and is not required to modify her job duties or schedule. A pregnant employee may request transitional duty or alterations to her regular duties due to medical restrictions. If she makes a request for transitional duty, she is required to follow the procedures in General Order 424.00, Sick, Family Illness or Occupational Injury Leave, and the City of Fort Worth Personnel Rules and Regulations.
   1. As stated in General Order 424.11, Temporary Transitional Duty, when requesting temporary transitional duty status, the employee must provide a Non-occupational Designation of Duty Status Form or alternative medical documentation completed by the employee's medical provider that includes information regarding the employee's ability to work, including any work restrictions, and the expected duration of any such work restrictions.
   2. When released to return to work without restrictions by a medical provider, the employee must provide a Non-occupational Designation of Duty Status form or alternative medical documentation indicating the employee is released to perform full duty work without restrictions.

B. Probationary officers who are pregnant and who, because of pregnancy, cannot perform the essential functions of their job, will be treated the same as other probationary officers who cannot perform the essential functions of their job because of a temporary disability, illness, or condition. Probationary officers who are pregnant cannot be terminated simply for being pregnant. However, as in the case with probationary officers with temporary disabilities, illnesses, or conditions, a pregnant probationary officer's probationary status may be suspended and resumed after her return to full duty.

425.02 MATERNITY LEAVE OF ABSENCE

A. Employees are directed to follow the policy for pregnant employees and nursing mothers in the City of Fort Worth Personnel Rules and Regulations.

B. When employees seek to return following temporary disability, they shall be required to furnish a statement from their doctor to the effect that their physical condition permits the resumption of continuous employment without endangering health.

426.00 OFF-DUTY BENEFITS FOR SWORN PERSONNEL

426.01 PURPOSE

A. This General Order is designed to give guidance regarding the definition of "course and scope of employment" for the City of Fort Worth as it relates to off-duty activities of Fort Worth police officers and reserve police officers.

B. The City of Fort Worth provides extensive benefits to police officers who become ill, injured or are killed while on duty. Although no policy can prescribe the decision regarding eligibility for benefits in every possible situation, this general order defines the conditions in which a police officer will be considered in the course and scope of employment for the purposes of granting benefits when the officer is not on duty.

C. This general order does not create a duty to act beyond what is required by law. Police officers and reserve officers who take action that is permitted, but not required by law, should carefully consider other alternatives prior to taking action that might result in their injury or death. However, if an officer chooses to take action permitted, but not required by law, and is injured or killed, the officer will be compensated in accordance with this general order.
D. For purposes of this general order, the following are definitions of the Texas Workers Compensation Act:
   1. Course and scope of employment - an activity of any kind or character that has to do with and originates in the work, business, trade, or profession of the employer, and is performed by an employee while engaged in or about the furtherance of the affairs or business of the employer.
   2. Employer - the entity with the "right to control" the worker at the time of the accident.

426.02 BENEFIT COVERAGE

A. Full-Time Officers
   1. An off-duty officer within the State of Texas will be considered acting within the course and scope of employment when the officer takes action either required or permitted pursuant to state law and consistent with the general orders, special orders, directives, and training of the Fort Worth Police Department.
   2. An off-duty officer outside the State of Texas will be considered acting within the course and scope of employment when the officer responds to imminent threats to life or physical well-being in a manner that is the same or similar to that provided by the Fort Worth Police Department and consistent with the general orders, special orders, directives, and training of the Fort Worth Police Department.
B. Reserve Officers
   1. An off-duty police Reserve Officer as defined in General Order 217.02, Reserve Officer Status, within the city limits of Fort Worth will be considered acting within the course and scope of their volunteer service with the City of Fort Worth when the reserve officer takes action either required or permitted pursuant to state law and consistent with the general orders, special orders, directives, and training of the Fort Worth Police Department unless acting within the course and scope of employment of another entity, whether compensated or not, as an independent contractor to another or while self-employed.
C. This general order is limited to the issue of line of duty benefits. When taking action while off-duty, officers are expected to comply with the law as well as the general orders, special orders, directives, and training of the Fort Worth Police Department. Even if line-of-duty benefits are paid, the Chief of Police still has the option of imposing discipline if, in the Chief's judgment, discipline is warranted.

427.00 CIVIL SERVICE NOTICES OF PROMOTIONAL

427.01 POSTING OF EXAMINATION NOTICES *TBP 4..06*

A. Upon receiving a notice of promotional examination from the Director of the Civil Service Commission, the Finance/Personnel Bureau Assistant Chief shall notify each of the remaining Assistant Chiefs that such notice has been received.
B. The Finance/Personnel Bureau Assistant Chief shall furnish a copy of the notice for each of the Assistant Chiefs and shall require an initialed receipt. A copy of the notices and the receipts

from each Assistant Chief shall be filed in the Finance/Personnel Bureau office for a period of one (1) year.

C. The office of the Assistant Chiefs shall furnish sufficient copies of the notice for each division under their command. Each division commander/captain, or their designee, shall initial a receipt that the notice has been received.

D. The division commander/captain or designee shall post the notice on the bulletin board of their respective division in the space provided.

E. If the bulletin board cannot be secured, a supervisor designated by the division commander/captain shall check the bulletin board at least once each week to ensure the notice has not been removed.

F. Each division shall maintain a log indicating the date each notice is posted and the date it is removed.

G. The division commander/captain shall furnish copies of the notice to the supervisor of each district, section, unit, and detail under their command. The supervisor shall be responsible for disseminating the information through roll call or other suitable means. The supervisor shall also furnish their division commander/captain with documentation that all personnel have been informed of the impending examination, taking care to consider officers on authorized absences.

H. The notice, receipt, and related documents shall be maintained in a file by the division commander/captain for a period of one (1) year.

I. All officers have a responsibility to check the bulletin boards in their respective division or section for information affecting their duties and/or career development.

428.00 PERSONNEL ORDERS - SWORN EMPLOYEES

428.01 PERSONNEL ORDERS - SWORN EMPLOYEES

These guidelines shall be followed when transferring sworn personnel and making promotions.

NOTE: All transfers and assignments are the sole prerogative of the Chief of Police and are not subject to the grievance procedure.

A. Transfers

1. All transfers shall be effective at the beginning of pay periods, unless approved by Chief of Police.
2. All inter-bureau transfers shall be approved by the Chief of Police. All requests shall include proper selection documentation and approval signatures of both assistant chiefs.
3. The Assistant Chief shall notify the appropriate deputy chiefs of approval or disapproval of a transfer. The division commander/captain shall notify all affected personnel.
4. Approved transfers must be received by the Police Employment Services no later than 1700 hours, Friday, two (2) weeks preceding the effective date of the transfer.
5. The effective date of transfers shall be restricted to once every two (2) weeks for all ranks below the rank of sergeant. An exception is permitted upon agreement between the deputy chiefs or above over the releasing and receiving units.
6. Police Employment Services shall be responsible for the distribution of a personnel order no later than one (1) week before the effective date of the transfer, or within one (1) business day upon receipt of the Chief of Police's approval and signature.

B. Promotions *TBP 4.07*
   1. Whenever possible, promotions shall be effective at the beginning of pay periods, or as directed by the Chief of Police.
   2. Police Employment Services shall furnish the Patrol Bureau Assistant Chief with a current vacancy list and a current eligibility list three (3) weeks preceding the effective date of a promotion.
   3. The Chief of Police shall determine the number of promotions to be made and the effective date of promotions.
   4. The Chief of Police shall notify affected assistant chiefs of upcoming promotions and effective dates.
   5. The Chief of Police office shall notify the Police Employment Services of all promotions to be included in the current personnel order.
   6. The division commander/captain shall be responsible for notification of the affected employee.

C. Assignments
   1. A deputy chief or their designee shall approve all personnel loaned out of their assigned bureau and acting status assignments involving higher capacity pay.
   2. Bureau assistant chiefs shall be responsible for informing Police Employment Services of personnel loaned from their bureau for a period exceeding fifteen (15) days.
   3. These personnel transactions shall be carried on the first personnel order following the change in status.

429.00 PERSONNEL STRUCTURE

429.01 PERSONNEL DEFINITIONS

A. Civil Service - Refers to personnel subject to and covered by the laws and regulations set forth in the Local Government Code, Chapter 143. Classifications globally covered are:
   1. Assistant Chief
   2. Deputy Chief
   3. Commander
   4. Captain
   5. Lieutenant
   6. Sergeant
   7. Corporal/Detective
   8. Police Officer

B. Non-Civil Service Commissioned Officer - Refers to the Chief of Police.

C. Civilian Employee - Refers to all persons employed by the department who are not covered by Chapter 143 of the Local Government Code, with the exception of those employees covered in paragraph B above.

D. Chain of Command
   1. The number of persons reporting directly to the Chief of Police must out of necessity be limited. To ensure unity of command, clearly defined lines of command and authority must be obvious so that there exists an organizational relationship between each department employee and the Chief of Police. Each employee must be aware of the employee's position in the organization, to whom the employee is accountable, and those

persons who are accountable to the employee. All employees must strive to operate within their chain of command and to keep their supervisors informed as to their activities.

E. Delegation of Duties
   1. A command or supervisory employee may delegate to subordinates appropriate portions of responsibilities together with equivalent authority, but may not delegate or relinquish overall responsibility for results nor any portion of accountability.

F. Command - Refers to authority and responsibility to direct the operations of a bureau, division, district, section, unit, or detail. The actions for this position will be held accountable to a higher standard due to compensation, leadership, training, knowledge, education, and ability to motivate employees. Responsibilities of command shall include, but not be limited to:
   1. Direction of the operations of an organizational entity.
   2. Oversight of an organizational entity to ensure compliance with applicable laws, rules, regulations, and orders emanating from higher ranks.
   3. Developing and recommending policies and procedures affecting functions of the entity being commanded.
   4. Planning of operations, both short-term and long-range.
   5. Administration of discipline.
   6. Ensuring that descending levels of personnel are kept informed of necessary items, including policies, procedures, and operational changes.
   7. Providing information to ascending levels of rank as to the conformance to policies and procedures.
   8. Administration and management of an organizational entity to include establishing and monitoring the budget, selection of personnel, ensuring proper supervision is utilized, provision of necessary supplies and equipment, obtaining adequate training for assigned personnel, monitoring the productivity of personnel.
   9. Implementation of strategies and policies set forth by the Chief of Police.

G. Supervision - To provide oversight, direction, and control of employees or an organizational entity below a section. The actions for this position will be held accountable to a higher standard due to compensation, leadership, training, knowledge, education, and ability to motivate employees. Responsibilities of supervision shall include, but not be limited to:
   1. Monitoring the performance of subordinates to ensure appropriate levels of productivity and to ensure that employees comply with all laws, rules, regulations, and orders.
   2. Initiating disciplinary or remedial action towards employees who violate any law, rule, regulation, order, or who fail to maintain appropriate levels of productivity.
   3. To either deliver, or cause to be delivered, appropriate training for subordinate employees.
   4. To assume accountability for the actions or non-actions of all subordinate employees.
   5. To direct and control the operations of a unit, detail, or district, including issuance of orders or instructions, review and correction of work products, setting work priorities, and appropriating necessary supplies and equipment.

H. Command responsibility and authority, also referred to as a commanding officer, shall in general refer to persons holding the rank of assistant chief, deputy chief, commander, captain, lieutenant, or equivalent civilian classifications.

I. Supervisor shall in general refer to anyone with the responsibility of supervising a subordinate employee and, as a class, shall denote a sergeant or equivalent civilian classification.

429.02 POSITION DESCRIPTIONS

A. Assistant Chief (Appointment)
   1. Advancement to the assistant chief position is through appointment by the Chief of Police.
   2. Appointment to assistant chief can be made from any rank at the discretion of the Chief of Police and shall be made in accordance with Local Government Code, Chapter 143. Minimum requirements are:
      a. Must be a sworn officer.
      b. Must have served as a law enforcement officer for at least five (5) years.
      c. Must have at least two (2) years continuous service with the department as a sworn officer.
      d. Must be eligible for Intermediate level certification by TCOLE.
   3. A person appointed to the rank of assistant chief may be returned to the last civil service rank held at the discretion of the Chief of Police, with such action not subject to appeal or arbitration.
   4. The assistant chief has both command and supervisory responsibility.
   5. Responsibilities of the assistant chief position shall include:
      a. The completion of all assignments or lawful orders.
      b. The administration and management of the bureau of assignment.
      c. The monitoring of all operations of the bureau.
      d. Serving as an advisor to the Chief of Police.
      e. Providing timely and accurate information to the Chief of Police regarding operations, problems, and critical issues.
      f. Serving as a representative and role model of the department.
      g. Overseeing the formation of the bureau budget and monitoring expenditures of the bureau.
      h. Thorough review of all proposed and/or revised general orders.
      i. Adherence to all laws, rules, regulations, and general orders.
      j. The judicious use of time and departmental supplies, services, and equipment.
      k. Planning of operations, both short-term and long-range.
      l. Establishing and maintaining an active role within the community.
      m. Ensuring that employees are provided with training necessary to complete their responsibilities in a safe and efficient manner.
      n. Administration of discipline, including personally serving letters of suspension.

B. Deputy Chief (Appointment)
   1. Advancement to the deputy chief position is through appointment by the Chief of Police.
   2. Appointment to deputy chief can be made from any rank at the discretion of the Chief of Police and shall be made in accordance with Local Government Code, Chapter 143. Minimum requirements are:
      a. Must be a sworn officer.
      b. Must have served as a law enforcement officer for at least five (5) years.
      c. Must have at least two (2) years continuous service with the department as a sworn officer.
      d. Must be eligible for Intermediate level certification by TCOLE.
   3. A person appointed to the rank of deputy chief may be returned to the last civil service rank held at the discretion of the chief of police, with such action not subject to appeal or arbitration.

4. The deputy chief has both command and supervisory responsibility.
5. Responsibilities of the deputy chief position shall include:
   a. The completion of all assignments or lawful orders.
   b. The administration and management of the command of assignment.
   c. The monitoring of all operations of the command.
   d. Serving as an advisor to the Chief of Police.
   e. Providing timely and accurate information to the assistant chief regarding operations, problems, and critical issues.
   f. Periodically serving as a representative and role model of the department.
   g. Overseeing the formation of the command budget and monitoring expenditures of the command.
   h. Thorough review of all proposed and/or revised general orders.
   i. Adherence to all laws, rules, regulations, and general orders.
   j. The judicious use of time and departmental supplies, services, and equipment.
   k. Planning of operations, both short-term and long-range.
   l. Establishing and maintaining an active role within the community.
   m. Ensuring that employees are provided with training necessary to complete their responsibilities in a safe and efficient manner.
   n. Administration of discipline, including personally serving letters of suspension.

C. Commander – (Appointment)
1. Advancement to the commander position is through appointment by the Chief of Police.
2. Appointment to commander can be made from any rank at the discretion of the Chief of Police and shall be made in accordance with Local Government Code, Chapter 143. Minimum requirements are:
   a. Must be a sworn officer.
   b. Must have served as a law enforcement officer for at least five (5) years.
   c. Must have at least two (2) years continuous service with the department as a sworn officer.
   d. Must be eligible for Intermediate level certification by TCOLE.
3. A person appointed to the rank of commander may be returned to the last civil service rank held at the discretion of the chief of police, with such action not subject to appeal or arbitration.
4. The commander has both command and supervisory responsibility.
5. Because of the level of leadership and commitment required to effectively manage a patrol division, the rank of commander is reserved for those positions in the Patrol Bureau that have direct oversight of a patrol division.
6. Responsibilities of the commander position shall include:
   a. The completion of all assignments or lawful orders.
   b. Oversight, direction, and control of the assigned patrol division.
   c. Review of the productivity of the patrol division.
   d. Formulation and monitoring of the patrol division budget.
   e. Providing timely and accurate information on operations, problems, and critical issues to the appropriate deputy chief.
   f. Adherence to all laws, rules, regulations, and general orders.
   g. The judicious use of time and departmental supplies, services, and equipment.
   h. Planning of operations, both short-term and long-range.
   i. Provide strategic direction for the assigned patrol division.

j. Establishing and maintaining an active role within the community.
k. Ensuring that employees are provided with training necessary to complete their responsibilities in a safe and efficient manner.
l. Administration of discipline, including personally serving letters of suspension.
m. Managing the executive officer (captain) assigned to the patrol division to ensure a member of the command rank is routinely having face-to-face interaction with our officers and supervisors at roll call and in the field.

D. Captain - (Civil Service)
1. Advancement to the rank of captain is through competitive examination and assessment process as mandated in the Meet and Confer Contract, three (3) years of service in the immediately preceding rank is required.
2. The rank of captain bears both command and supervisory responsibility.
3. Responsibilities of the captain rank shall include, but not be limited to:
a. The completion of all assignments or lawful orders.
b. Oversight, direction, and control of the assigned division when outside of the patrol bureau or as directed by the commander when assigned as an executive officer within the patrol bureau.
c. Review of the productivity of the division.
d. Formulation and monitoring of the division budget.
e. Providing timely and accurate information on operations, problems, and critical issues to the appropriate deputy chief or commander.
f. Adherence to all laws, rules, regulations, and general orders.
g. The judicious use of time and departmental supplies, services, and equipment.
h. Planning of operations, both short-term and long-range.
i. Establishing and maintaining an active role within the community.
j. Ensuring that employees are provided with training necessary to complete their responsibilities in a safe and efficient manner.
k. Administration of non-disciplinary actions (e.g. Captain's Coaching Sessions)

E. Lieutenant - (Civil Service)
1. Advancement to the rank of lieutenant is through competitive examination as mandated in the Meet and Confer Contract. Three (3) years of service in the immediately-preceding rank is required.
2. The rank of lieutenant shall have both command and supervisory responsibility.
3. Responsibilities of the lieutenant rank shall include, but not be limited to:
a. The completion of all assignments or lawful orders.
b. Control, command, and direction of a section or district.
c. Monitoring expenditures of the section budget.
d. Reviewing all work products of the section.
e. Providing timely and accurate information on operations, problems, and critical issues to the appropriate captain.
f. Adherence to all laws, rules, regulations, and general orders.
g. The judicious use of time and departmental supplies, services, and equipment.

F. Sergeant - (Civil Service)
1. Advancement to the rank of sergeant is through competitive examination as mandated in the Meet and Confer Contract. Three (3) years of service in the immediately-preceding rank is required.

2. The sergeant rank has supervisory responsibility both for employees and the operations of the specific unit or district.
3. Responsibilities of the sergeant rank shall include, but not be limited to:
   a. The completion of all assignments or lawful orders.
   b. Direction of the activities of the assigned unit or detail.
   c. Review of the productivity and/or work products of assigned employees. This shall include a review of any worksheets or other daily activity sheet completed by the employee. The sergeant shall be responsible for ensuring that all calls and markouts are properly documented.
   d. Initial performance appraisal of all assigned employees.
   e. Initiation of disciplinary and/or remedial action for employees who have violated a law, rule, regulation, or order.
   f. Prioritization of assignments.
   g. Providing direction, advice, and assistance to assigned employees.
   h. Providing timely and accurate information on operations, problems, and critical issues to the appropriate lieutenant.
   i. Adherence to all laws, rules, regulations, and general orders.
   j. The judicious use of time and departmental supplies, services, and equipment.
   k. Appropriate staffing to properly answer calls for service
   l. Monitoring the use of vacation and holiday time of assigned employees and ensuring appropriate staffing before approving vacation leave.
4. It is the field supervisor's responsibility to ensure appropriate staffing to properly answer calls for service. Additionally, the field supervisor will monitor the officer's time on call to ensure that field units clear calls as expeditiously as possible.

G. Corporal/Detective - (Civil Service)
1. Advancement to the rank of corporal/detective is through competitive examination as mandated in the Meet and Confer Contract. Four (4) years of service in the immediately-preceding rank is required.
2. Persons assigned to a non-uniformed position holding this rank shall be referred to as a detective. Responsibilities of persons in this assignment shall include, but not be limited to, the following:
   a. The completion of all assignments or lawful orders.
   b. The investigation of all assigned offense reports.
   c. The interview of victims, suspects, and witnesses in an attempt to develop sufficient information to lead to the apprehension of the perpetrator of an offense.
   d. The successful operation of surveillance strategies.
   e. The judicious use of time and departmental supplies, services, and equipment.
   f. Providing timely and accurate information on operations, problems, and critical issues to the appropriate sergeant.
   g. Adherence to all laws, rules, regulations, and general orders.
3. All other persons of this rank shall be referred to as corporal and shall include, but not be limited to, the following responsibilities:
   a. The completion of all assignments or lawful orders.
   b. Maintaining acceptable levels of productivity.
   c. Limited supervisory responsibilities.
   d. Adherence to all laws, rules, regulations, and general orders.
   e. The judicious use of time and departmental supplies, services, and equipment.

H. Police Officer - (Civil Service)
   1. Advancement to the rank of police officer is through competitive examination as mandated in the Local Government Code, Chapter 143, completion of an approved basic academy, passing of a proficiency test, and satisfying all requirements established by the department. A one (1) year probationary status is required during the initial advancement to this position.
   2. Responsibilities of this position shall include, but not be limited to:
      a. The completion of all assignments or lawful orders.
      b. Maintaining acceptable levels of productivity.
      c. Serving as a positive image for the department.
      d. Adherence to all laws, rules, regulations, and general orders.
      e. The judicious use of time and departmental supplies, services, and equipment.

430.00 SPECIAL TRAINING PROGRAMS

430.01 DETECTIVE TRAINING PROGRAM

The detective training program will acquaint uniformed patrol officers with detectives' duties by using a hands-on training approach. This training is intended to give as many officers as possible the opportunity to learn the detective function either in preparation for assignment as detectives or in helping the patrol officer be more efficient, productive, and knowledgeable.

A. Officers who have completed their probation shall be selected by the division commanders of the Patrol Bureau.
   1. The officer's placement on the eligibility list for corporal/detective rank as well as the department's affirmative action goals shall be considered.
   2. Officers desiring to participate may be asked to submit a letter of intent to the appropriate division commander.
   3. Selected officers may serve in the position from twelve (12) to eighteen (18) months. Higher capacity pay shall not be authorized for this assignment.

B. Detective commanding officers shall develop a formal training program including a training manual to be used for officers assigned to this program.

C. Detectives to whom these officers are assigned remain accountable for the proper investigation of their cases. Officers shall not be assigned cases independently, but shall work with the detective.

430.02 PATROL SERGEANT TRAINING PROGRAM *TBP 3.09*

The Patrol Sergeant Training Program (PSTP) is designed to facilitate the learning process for newly promoted sergeants. The purpose of the program is to ensure newly promoted sergeants are capable of adequately performing the basic job tasks and responsibilities of a sergeant assigned to the patrol function. The program will be carried out in compliance with the Patrol Sergeant Training Program Standard Operating Procedure (SOP).

A. The Patrol Bureau Assistant Chief or their designee shall notify the Field Training Coordinator of any upcoming promotions and effective dates for Corporals/Detectives promoting to the rank of Sergeant.
   1. All new Sergeants will be required to complete two (2) weeks of training in the field with a designated Training Sergeant prior to moving to their new assignment. During this time,

the new Sergeant will be trained on all objectives identified in the Patrol Sergeant Training Program Checklist.

2. The Division Commander will certify the new Sergeant has completed this portion of the program. The new Sergeant will then move to their new assignment and assume supervisory responsibility for their team.

B. All new Sergeants will be required to complete the New Supervisor's Course #3737 no earlier than the twelfth (12th) month before the date of promotion and no later than the first anniversary of the date of promotion to Sergeant, per TCOLE mandate and HB 3211.

430.03 NEW DETECTIVE COURSE *TBP 7.05, 7.09, and 7.10*

The purpose of the New Detective Course is to ensure newly promoted corporals/detectives are capable of adequately performing the basic job tasks and responsibilities of a detective assigned to a Criminal Investigation Unit. The New Detective Course consists of forty (40) hours of instruction designed to facilitate the transition from officer to detective.

A. The Finance and Personnel Bureau Assistant Chief or designee shall notify the Training Division Captain of any upcoming promotions and effective dates for officers promoting to the rank of corporal/detective.
   1. All new corporals/detectives, regardless of pending assignment, will be required to complete the forty (40) hour training program.
   2. The Training Division staff will facilitate this training and work with approved instructors who are experienced in the investigative field.
   3. The course training will be reported to TCOLE by the Training Division staff for continuing education hours for the newly promoted corporal/detective.

B. All new corporals/detectives will be required to complete the Training Division's New Detective Course #3296, no later than the six (6) months after promoting to the rank of corporal/detective.

430.04 COMMAND AND EXECUTIVE TRAINING *TBP 3.09*

To facilitate continued leadership training at each level of command within the department; Lieutenants and Captains will be required to receive leadership training associated with their rank.

A. The Patrol Bureau Assistant Chief or designee shall notify the Training Division Captain of any upcoming promotions and effective dates for Lieutenants and Captains.
   1. All new Lieutenants are required to complete a Command Level course no later than one (1) year after the date of promotion.
   2. All new Captains are required to complete an Executive Level course no later than one (1) year after the date of promotion.
   3. Any Command Level or Executive Level courses that have been approved by the Training Division Captain that are completed prior to the date of promotion shall satisfy this requirement.

B. The Training Division Captain is responsible for selecting the required training courses for the Lieutenant and Captain ranks.

C. The Training Division Captain is responsible for the scheduling and notification of department personnel of the dates and locations of the course.

431.00 EMPLOYEE HEALTH CARE AND EXPOSURE PROTOCOL

431.01 GENERAL INFORMATION

The Fort Worth Police Department is concerned with the health and well-being of its employees. In an effort to facilitate compliance with state and federal laws concerning communicable disease protection and best practices for emerging health and safety issues, chemical exposures, hearing loss prevention, the use of automated external defibrillators, and to provide employees of the police department with the best possible source of information, the police department has developed this employee health care and exposure protocol. All aspects of these programs, including but not limited to education, availability of updated information, control methods, exposure procedures, emerging infectious diseases, and medical emergency planning shall be overseen by the supervisor of the Policy Management and Safety Section who will function as the department Health and Exposure Coordinator.

A. Definitions and Diseases

1. Airborne - When infectious agents can be carried by dust or droplet nuclei suspended in air and transmitted to new hosts. Airborne particles can settle on surfaces but can also be easily moved by wind currents and can be blown over great distances. This is in contrast to droplet spread where the droplets are too heavy to maintain in the air and quickly fall to the ground. Examples of airborne diseases include anthrax, chicken pox, and measles.
2. Bacteria - Single-celled microorganisms that can cause diseases and are treated with antibacterial medications. Some examples of diseases caused by bacteria include cholera, tuberculosis, and tetanus.
3. Bloodborne Pathogens - pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, Hepatitis B Virus (HBV), Hepatitis C Virus (HCV), and Human Immunodeficiency Virus (HIV).
4. Contaminated - the presence or the reasonably anticipated presence of blood or other potentially infectious or dangerous materials on/in an item or on a surface.
5. Decontamination - The process of removing or neutralizing a hazard from the environment, property, or life form.
6. Exposure Incident - specific eye, mouth, other mucous membrane, non-intact skin, or parenteral contact (piercing mucous membranes or the skin barrier through such events as needlesticks, human bites, cuts, and abrasions, etc) with blood or other potentially infectious materials that results from the performance of an employee's duties.
    a. An exposure incident may also include ingestion or inhalation of a harmful chemical or substance.
7. Health hazard - possible exposure to a chemical or other harmful substance though air, food, and/or contact.
8. HIV Post-Exposure Prophylaxis - A preventive medical treatment that, when administered immediately after an exposure to an HIV-positive source, will significantly reduce the risk of contracting HIV.
9. Personal Protective Equipment (PPE) - specialized clothing or equipment worn by an employee for protection against infectious materials.
10. Universal Precautions/Body Substance Isolation – an approach to infection control to consider all individuals as possible exposure threats for bloodborne or airborne pathogens and should be approached and treated using the appropriate procedures and personal protective equipment (PPE).

11. Virus: A non-living, infectious agent that can multiply in living host cells such as animal, plant, fungi, or bacteria cells. Some examples of diseases caused by viruses include smallpox, the flu, COVID-19, and hepatitis.

Diseases

12. Acquired Immune Deficiency Syndrome (AIDS) - the final stage of HIV infection. With the loss of the body's natural immunity system, the individual falls victim to a host of what are called "opportunistic infections." These are unusual infections or tumors not ordinarily seen in otherwise healthy individuals.
13. Coronavirus Disease 2019 (COVID-19) - a respiratory disease caused by a contagious virus known as SARS-CoV-2. This virus is part of a family of viruses known as coronaviruses that cause a range of respiratory illnesses such as the common cold, SARS, and MERS. Much like influenza, COVID-19 is thought to spread mainly by "person-to-person" contact via respiratory droplets. The disease can lead to a variety of results ranging from mild symptoms to death.
14. Hepatitis A Virus (HAV) - a vaccine-preventable liver infection caused by the hepatitis A virus (HAV). HAV is found in the stool and blood of people who are infected. Hepatitis A is very contagious.-It is spread when someone unknowingly ingests the virus, even in microscopic amounts, through close personal contact with an infected person or through eating contaminated food or drink.
15. Hepatitis B Virus (HBV) - a vaccine-preventable liver infection caused by the hepatitis B virus. Hepatitis B is spread when blood, semen, or other body fluids from a person infected with the virus enters the body of someone who is not infected. Chronic active hepatitis can lead to serious, even life-threatening health issues like liver disease or liver cancer and may be caused in any of four (4) ways: as a result of an autoimmune reaction (immune system disturbance), a viral infection, a reaction to a medication (rare), or to a metabolic disorder (rare).
16. Hepatitis C Virus (HCV) - the most common chronic bloodborne liver disease in the United States. The Hepatitis C Virus is transmitted primarily through large or repeated direct percutaneous exposures to blood. Persons with HCV are at a greater risk of liver failure and liver cancer. There is no current vaccination available for hepatitis C; however, an effective treatment is available.
17. Human Immunodeficiency Virus (HIV) - the causative agent of Acquired Immune Deficiency Syndrome (AIDS). This virus causes a disease that basically destroys the host's immune system allowing other microorganisms, many of which are normally not dangerous, to invade and grow in the body. Once infected, these microorganisms may produce various diseases and eventual death.
18. Staphylococcus aureus (staph) and MRSA (methicillin-resistant Staphylococcus aureus) - a bacteria commonly carried on the skin, or in the nose of healthy people. Staph bacteria are one of the most common causes of skin infections in addition to causing pneumonia, surgical wound infections, and bloodstream infections. MRSA is a type of staph that is resistant to beta-lactam antibiotics which include common medications such as methicillin, penicillin, and amoxicillin. There is no vaccination available; however, prevention is accomplished through good hygiene practices.
19. Tuberculosis - a disease caused by bacteria that are spread through the air from person to person. If not treated properly, tuberculosis can be fatal. People infected with tuberculosis bacteria who are not sick may still need treatment to prevent tuberculosis disease from developing in the future.

B. Infectious Body Fluids
   1. Blood and blood products
   2. Semen
   3. Vaginal Secretions
   4. Amniotic fluid
   5. Saliva - in the case of Hepatitis B and TB
   6. Other potentially infectious body fluids including cerebrospinal, synovial, pleural, pericardial, and peritoneal fluids

C. Modes of Transmission

   Bloodborne:
   1. Unprotected sex with someone who is infected
   2. Sharing needles or syringes with someone who is infected
   3. From infected mother to baby during pregnancy or childbirth
   4. By transfusion of infected blood and by blood components such as plasma and transplanted tissue or organs
   5. By infected blood through accidental needlesticks, by direct contact of blood with non-intact skin (i.e., open cuts, sores, eczema), or by splashes of blood onto mucous membranes (i.e., mouth, nose, eyes)

   Airborne:
   1. In the case of tuberculosis, spread primarily by airborne droplets expelled through coughing up by a person with untreated tuberculosis of the lungs or larynx.
   2. In the case of respiratory viruses, spread primarily by airborne droplets expelled by coughing, shouting, spitting, etc by a person with the virus, both symptomatic and asymptomatic, or by close contact with a person with the virus.
   3. In the cases of harmful chemicals or organisms, inhaled through intentional or unintentional release.

   Contact:
   1. In the case of staph, direct physical contact with a person who has the skin infection, or physical contact of a hard surface contaminated by fluid from the open wounds.

   Ingestion:
   1. Harmful chemicals or substances contained in food products whether intentional or unintentional.

D. Possible On-Duty Exposures

   Bloodborne:
   1. Human or animal bite. Human bites are very serious. Because of the bacteria in the human mouth, there is a high risk of infection. The most important action is to wash the bite wound with soap and water, then seek medical evaluation.
   2. Needlestick, conducted electrical weapon probe, or other puncture wound where blood is present on the instrument.
   3. Blood on non-intact skin such as cut, skin rash, or open wound.
   4. Mouth-to-mouth resuscitation without a mask.
   5. Blood splashes or saliva into the mouth, eyes, or nose.

   Airborne:
   1. In the case of tuberculosis, confinement in small, enclosed, poorly ventilated area with a person with active tuberculosis.
   2. In the case of chemicals, entry or confinement in enclosed, poorly ventilated areas containing the substance or through release in the immediate environment.

3. In the case of a communicable disease that is airborne or transmitted through droplets, limiting exposure to a suspected infected person(s) and their surrounding surfaces altogether unless absolutely necessary is highly recommended.

Contact:

1. In the case of staph, take into account the availability of PPE (gloves) for the officer during physical contact with an infected person, or a hard surface an infected person has touched with an open wound or body fluids.

431.02 EDUCATION *TBP 4.10*

A. Basic

Each class of recruits, full-time and reserve, will receive four (4) hours of training and education in the area of communicable disease which will include all required elements as set forth by the Texas Department of Health. Instruction will include modes of transmission for all at-risk communicable diseases, methods of prevention of transmission, behaviors that create a potential risk for infection, and procedures for line of duty exposure incidents. Vaccinations, when available, for diseases that present a high risk for occupational exposure will be offered during the four (4) hour training.

B. Periodic Training

Training or Roll Call bulletins will be developed to inform officers of new health and safety developments or procedures, as needed. Commanders/Captains will ensure that periodic roll-call and workplace training is conducted. Commanders/Captains will also ensure that up-to-date equipment and supplies are readily available, providing instructions for their proper use.

431.03 CONTROL METHODS FOR COMMUNICABLE DISEASES

A. Universal Precautions

The police department will recognize and utilize Universal Precautions which state that when emergency medical and public safety workers encounter body fluids under uncontrolled, emergency circumstances in which differentiation between fluid types is difficult, if not impossible, they should treat all body fluids as potentially hazardous. In circumstances where it is difficult or impossible to differentiate between fluid types, employees shall assume that the fluid is potentially infectious and use the appropriate level of personal protective equipment (PPE).

B. Infectious Disease Control Supplies

All divisions are responsible for ordering and maintaining an adequate supply of commonly needed infectious disease control supplies unique to their duties. Supervisors shall maintain the control and the proper storage in a convenient location of adequate infectious disease control and personal protective equipment (PPE) supplies for their units. Protective gloves, disinfecting materials, and first-aid supplies shall be made readily available at all times. Supervisors should consult with the department Health and Exposure Coordinator concerning specific situations or supplies. It will be the responsibility of the employee to maintain their supply of any item(s). Infectious disease control supplies will consist of, but not be limited to, the following items:

1. Disposable gloves. Latex-free gloves should be made available to personnel who have an allergic sensitivity to latex
2. Antimicrobial towelettes, gels, or sprays
3. Liquid soap available at all sink areas
4. Surface disinfectant

5. Additional items, depending on assignment, may include:
   a. Goggles
   b. Disposable hospital mask
   c. Needle tube
   d. Band-aids
   e. Disposable shoe covers
   f. Sealable plastic bags
   g. Disposable CPR mask
6. Officers shall keep disposable gloves in their possession while on patrol.

C. Biohazard Clean-up Kit

A Biohazard Clean-up Kit shall be located in any area to which the public has access and shall be made available to any employee required to clean-up a biohazard spill. The kit will consist of, but not be limited to, the following items:

1. Disposable latex gloves
2. Disposable biohazard bag
3 Disinfectant
4. Paper towels
5. An absorbent material such as cat litter may also be appropriate

D. Engineering Controls

1. Each division will establish a procedure for ordering, distribution and replacement of infection control supplies. On a quarterly basis, examination, maintenance, and replacement of infection control supplies will be conducted to ensure their effectiveness.
2. Puncture-resistant sharps containers shall be utilized for disposal and transport of sharps. Needle tubes shall be used for transportation and the submission of evidence to the Crime Lab, Property Room, or other units as necessary.
3. Red plastic bags with proper labeling will be used to transport infectious disposal equipment to an infectious material disposal location. The bags will then be placed in burn boxes for proper destruction.
4. Broken glassware, which may be contaminated or placing employee at risk of injury, must be picked up only by using mechanical means such as tongs, brush and dust pan, or forceps, and never with bare or gloved hands.
5. Contaminated reusable items may not be stored or processed in a way that requires employees to reach into containers where the contents cannot be seen or safely handled.
6. Contaminated work surfaces shall be decontaminated with a disinfectant upon completion of procedures or when contaminated by splashes, spills, or contact with blood or other potentially-infectious materials.
7. All working surfaces and equipment that could have become contaminated shall be cleaned and checked routinely and shall be decontaminated as necessary.
   a. Supervisors for work assignments that require continual staffing at the same workstation shall ensure that additional precautions to disinfect the work area are performed at the end of each shift. Specific disinfectants for the work area shall be readily available for use by the employees.
      (1) Supervisors shall develop written procedures for disinfecting work stations in areas with continual staffing. The Supervisor shall ensure these procedures are readily available to their personnel, verify the procedures are being performed, and monitor the availability of supplies for disinfection.

8. Personal protective equipment (PPE) will be considered "appropriate" only if it does not permit blood or other potentially-infectious substances and contaminated materials to pass through to or reach an employee's work clothes, undergarments, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time the protective equipment is in use. Hypoallergenic alternatives must be available to employees who have an allergic sensitivity to protective equipment.
9. Disposable gloves should be a standard component of emergency response equipment and should be donned by all personnel prior to initiating any emergency patient care tasks involving occupational exposure. There is no single type or thickness of glove appropriate for all situations. Selection criteria should include dexterity, durability, fit, and the tasks that will be undertaken while the gloves are worn.
    a. Disposable gloves should always be utilized when searching a person with visible sores and/or blood.
10. An employee may temporarily and briefly decline wearing personal protective equipment under rare and extraordinary circumstances, and when in the employee's professional judgment, it prevents the delivery of public safety services or poses a greater hazard to others. When the employee makes this judgment, the circumstances shall be investigated by their supervisor and documented to determine whether changes can be instituted to prevent such occurrences in the future.
11. A "spit sock" or similar product which safely covers the mouth without interfering with breathing may be used on a suspect that is spitting on officers. The spit sock will be utilized in situations where a suspect presents a viable danger to the officer for exposure to infectious disease and with the officer following proper departmental tactical guidelines for the product.
12. Employees should not place their hands in areas where sharp instruments might be hidden. An initial search of the area should be conducted using flashlights, batons, or other tools rather than hands.

E. Work Practice Controls
1. Antimicrobial Towelettes or sanitizing gel will be available to officers; however, hand washing with soap and water must be performed as soon as possible. Top priority upon exposure is to cleanse and disinfect the area exposed.
2. Any contaminated personal garment/uniform will be removed and placed in a biohazard bag for transport to an outside laundry. The laundry will be one that is approved for decontamination procedures.
3. Contaminated vehicles will be taken to the city service center, marked as biohazard, for proper decontamination.
4. No person at any potentially contaminated crime scene will be allowed to eat, drink, smoke, handle contact lens, or touch their face (i.e., mouth, nose, eyes).
5. Disposable gloves will be worn when handling blood and other body fluids, items soiled with blood, or substances that contain visible blood. Replace gloves if torn, punctured, contaminated, or if their ability to function as a barrier is compromised. Disposable gloves shall not be washed or decontaminated for reuse. Gloves will be placed in a plastic bag to prevent further contamination.
6. Utility gloves may be decontaminated for reuse if the integrity of the glove is not compromised. However, they must be discarded if they are cracked, peeling, torn, punctured, or exhibits other signs of deterioration, or when their ability to function as a barrier is compromised.

a. Leather and cloth gloves are not considered infectious disease control. However, officers utilizing leather or cloth gloves shall immediately disinfect the gloves after contact with body fluids or open wounds.

7. Caution shall be taken when removing contaminated personal protective equipment to prevent the spread of contamination to exposed skin and clothing.
8. To prevent injuries when transporting needles as evidence, used needles shall not be recapped, broken, or bent. A needle tube shall be used to submit evidence.
9. It is recommended that any cut or other open wound on hands and lower arm be covered with a waterproof bandage, sealing on all sides.
10. Mouth-to-mask resuscitation will be used when administering CPR. Hands only CPR is approved for situations where the employee does not have a mask with a one-way valve.
11. It is recommended that a flashlight be used to search hidden areas.
12. Extreme caution shall be taken when searching suspects, especially drug users, due to the possible presence of hidden syringes.
13. Before submission to the Crime Lab and/or Property Room, any evidence that is suspected of being contaminated by body fluids shall be placed in a leak-proof container or package and marked as biohazard.

F. Specialized Procedures
In addition to the requirements of General Order 431.00, the Crime Lab and Crime Scene Search Unit will formulate and file with the Policy Management and Safety Section additional work practice controls inherent to those units.

431.04 GENERAL PREVENTIVE MEASURES

A. Any employee who has been bitten by a person, stuck by a needle, or who has had direct physical contact with a potentially infected person or bodily fluids of an infected person, while in the line of duty, shall be considered to have been exposed. Any employee who suspects they may have been exposed to a contagious or communicable disease shall inform their supervisor as soon as they are aware of the potential exposure. Employees who contract a contagious disease that may be transmitted from one person to another via work-related contact are expected to seek appropriate medical attention and remain off work until medically approved to return to the workplace.

B. Any employee coming to work suspected of having a contagious or communicable disease that could significantly impact others in the workplace, may be required by the applicable commander/captain/manager to leave the workplace and remain off work until such time that the infected employee may no longer transmit the disease to another person via work-related contact.

1. By City of Fort Worth regulations, the employee would be required to use accrued leave or be on leave without pay if no accrued leave is available.
2. The supervisor may require the employee to provide to the Police Department Medical Records Custodian (MRC) a medical release from a medical doctor before allowing the employee to return to work.

C. The police department will make available, free of charge and at a reasonable time and place, the Hepatitis A and B vaccines, influenza vaccine, and tetanus vaccine at the recommended vaccination series schedule to all employees who are at risk of occupational exposure. Any additional vaccinations, booster doses, or titers recommended by the U.S. Public Health Service also will be provided upon request.

D. The Hepatitis B vaccine and vaccination series will be offered after initial infectious disease training and within ten (10) working days of initial assignment to employees who have occupational exposure unless:
   1. The employee provides documentation that they have previously received the complete Hepatitis B vaccination series,
   2. Antibody testing reveals that the employee is immune, or
   3. Medical reasons prevent the employee from being vaccinated.

E. The employee cannot be required to participate in an antibody prescreening program to receive the Hepatitis A or B vaccination series. All medical evaluations and procedures must be performed by or under the supervision of a licensed physician or an appropriately trained and licensed health care provider and administered according to current recommendations of the U.S. Public Health Service.

F. Vaccinations will be provided even if the employee initially declines but later accepts treatment while covered by the standard. It will be the employee's responsibility to request such treatment. Employees who decline the Hepatitis B vaccination must sign a declination form.

G. Specific at-risk work assignments shall develop procedures to protect employees from chemical exposure and contact diseases such as Staph. Assignments such as the Crime Lab Firearms Unit, SWAT, and the Weapons Range will make available specific screening for lead exposure, in addition to hearing exams, on a schedule recommended by the Occupational Safety and Health Administration. Screening will be completed by August 31 of each year and be performed by the City of Fort Worth designated health provider indicated for this series of testing.
   1. The Jail facility, Communications, DRU, and Training Academy will develop specific procedures for the prevention of contact diseases including, but not limited to, Staphylococcus aureus (staph) and MRSA (methicillin-resistant Staphylococcus aureus).

H. Employees should not consume products that may not be safe due to food safety violations, tampering, or unknown source of delivery. When food products are suspect, the employee should dispose of the products in a way that others will not consume it.

431.05 BLOOD-BORNE EXPOSURE INCIDENT PROCEDURES

A. Officer's Initial Responsibility

The officer experiencing a possible exposure to an infectious disease shall:

1. Immediately cleanse and disinfect the exposed area, if possible.
2. Immediately notify a supervisor.
3. Assist in delivering suspect/source to hospital, if possible. It is recommended the source and exposed officer are treated at the same hospital.
4. If appropriate, preserve and collect any physical evidence pertaining to the exposure.
5. Even if medical attention was delivered by a hospital, the officer shall visit the city-designated medical health care facility for a medical needs assessment the next normal workday.
   a. To qualify for Workers' Compensation or any similar benefits, it must be documented that within ten (10) days of the exposure, the officer had a test result that indicated an absence of the reportable disease, including HIV.
   b. If the officer is electing to refuse testing, the officer must sign the Testing *Upon Possible Exposure To Reportable Disease Waiver* (FWPD-91, Rev 11/02) form.

Officers shall be made aware that refusal to be tested may result in loss of workers compensation and similar benefits.

6. Complete a *Support of Mandatory Testing Affidavit* (FWPD-43, Rev 12/18) for all exposures with the date and circumstances of the incident to be forwarded to the police department Health and Exposure Coordinator and the Injury Report email link.
7. During normal workday hours, counseling is available through the city-designated medical health care facility.

B. Supervisor's Responsibility

1. Immediately have Communications contact the Police Tactical Medic. The Police Tactical Medic will coordinate with the hospital staff and will complete all exposure paperwork.
   a. If for any reason a Police Tactical Medic is not available and the supervisor has questions on how to handle an exposure, the supervisor should contact the Health and Exposure Coordinator.
2. If emergency treatment of the officer is necessary, have the officer taken to an area hospital. Whenever feasible, it is preferable the officer and source are taken to the same hospital, but it is not required in the case of an emergency.
   a. If an officer is admitted to the hospital for a length of time, complete DWC-1 and IOC with as much available information at the time.
   b. If requested, have the health care provider (hospital) contact the Police Medical Records Custodian(s) concerning authorization for assessment, testing, treatment and/or prescriptions.
   c. When the officer is discharged from the hospital, advise the officer to contact the city-designated medical health care facility for follow-up of the exposure.
3. If the officer will not require emergency treatment, the supervisor shall immediately ensure the officer and the source are taken to the same hospital and that voluntary consent from the suspect/source to test for infectious disease is requested by hospital staff.
   a. The officer experiencing the exposure should not request, nor be in the presence of the source, when the source is asked for voluntary consent.
   b. When the hospital staff requests the consent, their staff will complete their required consent forms and the police department consent form will not be necessary.
   c. If the Tactical Medic has not arrived at the hospital and the supervisor is placed in a position to request consent of the source, the supervisor shall have the suspect/source sign a Consent/*Refusal to Draw Blood* (FWPD-75, Rev. 11/03) form denoting decision.
      (1) The Supervisor shall request the MRN (medical record number) for the source from the hospital staff. This number is necessary to obtain the test results of the source.
   d. If the suspect/source refuses to be tested and the Tactical Medic has not arrived at the hospital, the supervisor should have Communications contact the Tactical Medic or the department Health and Exposure Coordinator immediately.
   e. When the officer is prescribed medications and must fill the prescription at night or on a weekend, if the pharmacy requests a claim number for insurance or other information for payment, contact either the Tactical Medic or the Department Health and Exposure Coordinator for assistance.

4. If the suspect/source is deceased, contact the Tactical Medic immediately. The Tactical Medic will coordinate with the Medical Examiner's office for the blood draw and delivering the blood sample from the Medical Examiner to the designated laboratory.
5. In addition to exposures, supervisors should be cognizant at all times of unusual medical situations involving their personnel. If a situation appears to be possibly communicable or a threat to the employee or to public health, the supervisor will immediately contact the Police Department's Health and Exposure Coordinator.
6. If an Administrative Order must be served on a source who has refused consent, a supervisor will assist the Tactical Medic, Major Case, or the Health and Exposure Coordinator in locating the source and serving the Administrative Order. If the exposed employee is a Fort Worth Fire Department firefighter or paramedic, a police supervisor in the district where the source will be served will assist the Fort Worth Fire Department in serving the Administrative Order if requested.

C. Tactical Medic Responsibility
1. When contacted by the officer's supervisor or Communications personnel, the Tactical Medic will respond to all exposures, either by phone or in-person. When contacted by a person other than the supervisor or Communications personnel and the situation may warrant a department response, verify that the department's Health and Exposure Coordinator is aware of the situation.
2. Ensure all required forms are completed and filed with appropriate personnel. Required forms include:
   a. The First Report of Injury form (DWC-1) and IOC
   b. The *Infectious Exposure Cases Checklist* (FWPD-56, Rev.12/18) and e-mail the checklist to the department's Health and Exposure Coordinator. The source's hospital MRN will be placed on the Checklist. If the officer is tested at the hospital, the officer's MRN will also be placed on the Checklist.
   c. The *Support of Mandatory Testing Affidavit*.

NOTE: If the officer refuses medical attention or testing, the *Testing Upon Possible Exposure to Reportable Disease Waiver* is necessary. Ensure that the officer is aware that refusal to be tested may result in loss of workers compensation and similar benefits.

3. Contact the hospital staff if the source cannot be immediately tested and request the testing be done as soon as possible.
4. Contact the medical examiner if the source is deceased and follow the chain of custody for source testing.
5. Assist in locating the source, when necessary.
6. When the source has refused voluntary testing, work with the Department's Health and Exposure Coordinator to notify the County Health Department for an Administrative Affidavit.
7. If the source refuses the County Health Department Administrative Affidavit for testing, work with the Department's Health and Exposure Coordinator and/or Major Case to contact the District Attorney's Office for a court order.
8. If the department Health and Exposure Coordinator is unavailable for an extended period, assist officers and/or supervisors with concerns and provide notifications to the hospital infectious disease staff for test results.

D. Department Health and Exposure Coordinator's Responsibility
   1. Oversee the Communicable Disease Program for the Police Department and coordinate with Tactical Medics on all elements on officer exposures.
   2. Ensure the Exposure Risk Office in the hospital is notified of the exposure for return of the test results in a timely manner.
   3. Act as a liaison between the police department and other agencies on infectious disease exposures or required vaccinations, if applicable.
   4. Immediately notify Major Case of any situation with possible criminal implications.
      a. In the case of a possible criminal case, Major Case shall determine the appropriate investigative entity.
   5. Notify the Public Information Officer of any situation that may involve the media or overall department.
   6. Handle all exposure incidents with strict confidentiality, observing all federal and state privacy laws. Maintaining strict confidentiality, track the statistical data on all exposures.
   7. Assist with all unusual or difficult exposure or health situations.
   8. Coordinate with appropriate entities on necessary court orders and administrative orders.
   9. Disclose exposure information only as authorized by law and only to authorized parties to uphold privacy.
   10. Develop and maintain the police department's Model Exposure Control Plan which shall meet all mandatory federal and state regulations.

E. Confidentiality
   1. All personnel are restricted in what can be conveyed to officers, other emergency personnel, or citizens concerning medical information, most notably HIV/AIDS. Information regarding persons suspected of being infected with HIV/AIDS must be kept strictly confidential and cannot be transmitted across the radio or the MDCs. Disclosure of test results or other confidential HIV/AIDS-related information carries both civil and criminal penalties.
      a. Do not place any sensitive information related to the exposure in the offense/incident report summary.
   2. Based on the Federal Privacy Act, the Texas Commission on Human Rights Act, and the Texas Communicable Disease Prevention and Control Act, any medical documentation or information provided by an HIV/AIDS-infected employee to medical or management personnel must be considered confidential and private information. As such, employers are forbidden by law to disclose this information without the employee's knowledge and consent, except as required by Public Health laws.
   3. All personnel should be knowledgeable on the Health Insurance Portability Accountability Act of 1996 (HIPAA) and only disclose information when authorized under the law enforcement exceptions.

431.06 COMMUNICABLE DISEASE STATUTES

A. Sexual Assault - "Testing for AIDS and Certain Other Diseases" Texas Code of Criminal Procedure Chapter 21, art. 21.31 sets forth procedures for court-ordered testing for AIDS/HIV and STD of persons indicted for Sexual Assault or Aggravated Sexual Assault.

B. "Conditions Requiring AIDS and HIV Instruction," Texas Code of Criminal Procedure art. 17.45 sets forth when a person charged with Prostitution under Texas Penal Code sec. 43.02 may be required to receive counseling and/or education relating to AIDS/HIV.

C. Texas Health and Safety Code Chapters 81, "Communicable Diseases" and 85, "Acquired Immune Deficiency Syndrome and Human Immunodeficiency Virus Infection," pertain to mandatory testing of suspects and penalties for disclosure of test results without authorization. Sec. 81.095 "Testing for Accidental Exposure" allows for testing of the source for Hepatitis B and C without consent when an officer is accidentally exposed to body fluids while rendering assistance at the scene of an emergency. Sec 81.050 "Mandatory Testing of Persons Suspected of Exposing Certain Other Persons to Reportable Diseases, Including HIV Infection" provides the criteria that will constitute exposure to reportable diseases and the required procedure for testing of the source.
D. Title 25, Texas Administrative Code, Part 1, Chapter 97, Subchapter A, sec. 97.11 and 97.13 sets forth the guidelines for the Texas Board of Health to implement procedures stated in General Order 431.05.
E. Texas Code of Criminal Procedure Chapter 18, art. 18.22, "Testing for Communicable Diseases Following Certain Arrests," allows the court to order a person arrested for an offense under section 38.04 of the Texas Penal Code who, during the arrest, exposed the officer to body fluids, to undergo testing for infectious diseases.
F. Code of Federal Regulations, section 164.512 states that a medical entity may disclose protected health information without written authorization of the individual to the Public Health Authority when a person has been exposed to a communicable disease or may otherwise be at risk of contracting or spreading a disease or condition.

431.07 HEARING EXPOSURE

Hearing loss is the third most common chronic physical condition after high blood pressure and arthritis. Age is the strongest predictor of hearing loss among adults, but hearing loss can result from a variety of factors, including: heredity, disease, physical trauma, and exposure to loud noises. Not surprisingly, hearing loss is among the most common overall work-related illness.

A. When engineering controls and/or administrative actions do not provide sufficient protection for personnel, use of Hearing Protection Devices (HPD) or, if conditions mandate, a combination of hearing protection devices to ensure personnel's hearing is being protected.
B. The Fort Worth Police Department has areas and locations where hearing protection is required by all persons in that area.
    1. Compliance and adherence to this requirement is not optional.
    2. Employees who refuse to wear the hearing protection device (HPD) as required will not be allowed access/entrance to those areas.
    3. Employees found to be non-compliant in wearing required HPDs will be removed from the area and notification will be made to their supervisor. The employee will be restricted from the area(s) until proper HPDs is worn as required.
C. When an employee experiences an unusual noise exposure, including firing a weapon without hearing protection, the employee is to report event to their supervisor in a timely manner.
    1. The supervisor shall immediately initiate the process for testing and evaluation and will complete an Injury/Illness form (DWC-1).
    2. In the event an employee is exposed to sound energy, such that they feel their hearing has been affected by the exposure, they have the right to file an injury claim.
D. Any officer firing any weapon without hearing protection shall have their supervisor complete an injury/illness form (DWC-1) immediately. This will include both the officer and any police personnel in close proximity to the firing. This does include officers firing their weapon in the field during an officer-involved shooting.

E. Due to the unusual noise exposure, personnel in units such as the Weapon Range, SWAT, and Crime Lab (firearms) shall be tested annually for potential hearing loss as well as lead and zinc levels in their blood. Screening will be completed by August 31 of each year and be performed by the City of Fort Worth designated health provider indicated for this series of testing.

431.08 CARDIAC HEALTH AND AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Sudden cardiac arrest is a major cause of death in the United States. A critical step in treating victims in cardiac arrest is the delivery of an electrical shock (defibrillation) to the heart with the use of an AED.

A. An automated external defibrillator (AED) is a medical device designed to analyze the heart rhythm and deliver an electric shock to victims of ventricular fibrillation to restore the heart rhythm to normal. Sudden cardiac arrest occurs when ventricular fibrillation takes place or when the heart stops beating altogether. Without medical attention, the victim collapses, loses consciousness, becomes unresponsive, and dies. Chances of survival from sudden cardiac death diminish by 7 – 10 percent for each minute without immediate CPR or defibrillation. After 10 minutes, resuscitation rarely succeeds.

B. An AED is located in each staffed police facility throughout the department. All personnel within the facility will be aware of the location of the AED unit and will notify their supervisor if any problems with the AED are present. Supervisors will be responsible for contacting the AED Coordinator when notified by an employee of incidents such as:
   1. A low battery signal or other maintenance issues
   2. An employee uses the AED or is aware of its recent use
   3. Any additional items such as pads or a Stop the Bleed kit are missing from the cabinet or have expired.

C. Steps in assessing the circumstances and AED protocol
   1. When someone is unconscious and might need an AED, the employee will check to see if the person is breathing and has a pulse. If a pulse cannot be detected and the person is not breathing, call for emergency help immediately.
   2. Start CPR or Hands Only CPR immediately. If there are other people present, one person can call 911 while the other prepares the AED. If the employee is alone, call 911 or emergency services first to make sure help is on the way.
      NOTE: If the employee is at a non-police facility such as a public building and providing assistance until medical help arrives, the employee shall direct another person to attempt to locate the nearest AED in the building or close vicinity to bring to the unconscious person’s location.
   3. Once the lid on the AED is opened, the automated external defibrillator provides step-by-step voice instructions. It will provide guidance on how to check for breathing and a pulse and how to position electrode pads on the person's bare chest.
   4. Assess the circumstances and follow the AED protocol for delivering shocks. An AED unit will not be used in any situation precluding safe use such as the patient being immersed in water or lying on a metal surface.
   5. When the pads are in place, the AED automatically measures the person's heart rhythm and determines if a shock is needed. If a shock is needed, the machine tells the user to stand back and delivers the shock. Note that some AED units automatically deliver a

shock, others require a button be pushed. The AED is programmed not to deliver a shock if a shock isn't needed.

6. Begin CPR after the shock is delivered if CPR is still needed. The AED will also guide users through CPR. The process can be repeated as needed until emergency personnel take over.
7. Notify the AED Coordinator whenever a Police Department AED is used so maintenance of the unit can be requested.

D. The supervisor over Policy Management and Safety serves as the department's AED coordinator and should be contacted for recommendation of placement and use of the devices in the department or if the device is in need of maintenance. The AED Coordinator works with the Fort Worth Fire Department for maintenance and ordering of all AEDs for police facilities.

501.00 DRESS CODE

501.01 WEARING OF THE POLICE UNIFORM

Sworn personnel wear a uniform to be identified as the law enforcement authority and to identify the wearer as a source of assistance in an emergency, crisis, or other time of need. The following appearance standards shall be strictly adhered to, unless the Chief of Police has granted a written exception.

A. Definitions
   1. Standard Uniform shall consist of an approved short or long-sleeved shirt with or without an approved outer vest carrier, the standard uniform pants and no tie.
   2. Dress Uniform shall consist of a long-sleeved shirt, tie, and the standard uniform pants. Outer vest carriers are not approved to be worn with a tie.
   3. Class A Uniform shall consist of a dress jacket, white collared shirt, and the standard uniform pants. The Class A Uniform may be worn with or without the gun belt. If worn, the gun belt shall be worn around the waist, over the dress jacket.
   4. Alternate Uniforms are those uniforms worn by specialized units, or are seasonal or temporary in nature. Alternate Uniforms are described in General Order 511.00, Specialized Units Uniform Requirements.

B. Sworn personnel in the department shall wear such uniform and insignia as the Chief of Police may prescribe. *TBP 2.13*
   1. In addition to the police uniforms described above, the term uniform shall be defined to include any clothing, footwear, headgear, etc., worn on-duty while carrying out assigned duties and shall include, but not be limited to, raid outfits, shirts with a facsimile of the police badge and the word "police" on it or the name of a functional entity of the department, ball caps, helmets and six-pocket pants.
      a. Only insignia, patches, monograms, emblems or other markings stated as approved in the General Orders shall be permitted on any visible uniform item. Commercial emblems, markings, brands, slogans, logos or other insignia are prohibited on any visible uniform item.
   2. No alternate uniform, or alternate uniform item, shall be worn unless specifically provided for in General Order 511.00, Specialized Units Uniform Requirements.
      a. Alternate uniforms may have items such as nameplate, badge, pins, and patches which are embroidered on the uniform for tactical purposes and, if so specified in General Order 511.00, Specialized Units Uniform Requirements, may be excluded from the requirements to wear the standard uniform item.
      b. Guidelines prescribed in this General Order pertaining to the care, appearance, and wearing of the uniform or any accessory or hair style shall also apply to alternate uniforms and headgear.
   3. Any officer with a medical necessity to vary from the standard or alternate uniform, including uniform items, shall have the medical documentation on file with the Medical Records Custodian (MRC) in Police Employment Services.
   4. Outer Vest Carrier
      a. The Training Academy shall maintain a list of approved outer vest carriers.
      b. The outer vest carrier shall be considered part of the standard uniform and embroidery or screen printing of the badge, name plate, rank and insignia, and "Police" or "FWPD" are not authorized on the vest carrier.

c. When the outer vest is removed in a secure environment, the uniform shirt worn underneath the vest carrier may have the name, and badge embroidered.

C. Uniform Headgear

1. Only the uniform cap, western hat, ball cap, bicycle helmet, or motorcycle helmet issued or approved shall be worn, unless an exemption is provided for in General Order 511.00, Specialized Units Uniform Requirements, or by Special Order. *TBP 2.13*
   a. The motorcycle helmet may only be worn by officers assigned to motorcycle patrol.
   b. Officers are authorized to wear the western hat except with shorts.
   c. The bicycle helmet may only be worn by officers assigned to bike patrol.
2. The uniform cap shall be worn:
   a. Level on the head as viewed from the front and back, and with the front tip of the cap bill level with the top of the eyebrows as viewed from the side.
   b. Uniformed personnel below the supervisory ranks shall have a silver-colored scroll mesh cap strap and cap shield.
   c. Supervisors shall have a gold-colored scroll mesh cap strap and cap shield.
   d. Appropriate gold or silver cap shields shall be centered in front of the cap and ¼ inch below the top seam.
3. Western Hat
   a. Not approved to be worn with the alternate summer shorts.
   b. The western hat will be worn well-balanced on the head front and back with the front tip of the hat brim level with the top of the eyebrows as viewed from the side. There will be no extreme dips in the front or back, or excessive roll of the brim.
   c. No customization of any type may be made to, worn with, or attached to the hat and the highest degree of cleanliness of the hat is to be maintained at all times.
   d. Specifications shall include:
      Resistol Double-weave Shantung (worn April1 through October 31). Resistol Black Felt (worn November 1 through March 31)
      (1) 4 3/8” finished crown
      (2) 4” brim
      (3) Cattleman crease with medium square front brim
      (4) 1 ¾” black or brown leather sweat band
      (5) Buckskin or black ribbon and bow
4. Ball Cap

Unless otherwise authorized by the Chief of Police in writing, ball caps shall have the specifications outlined on the FWPD portal approved uniform list for style, fabric, front and back lettering, font, color, and the letter size.

   a. The highest degree of cleanliness of the ball cap is to be maintained at all times. Faded, damaged, or worn ball caps shall be replaced.
5. In addition to wearing approved headgear for outdoor assignments, officers may only wear the approved headgear when working indoor assignments such as concerts, exhibits, sports events, or any additional indoor event as authorized by the Chief of Police.
6. All rules regarding wearing of the police uniform, including headgear, are applicable whether the officer is wearing the uniform on or off duty. *TBP 2.13*
7. When duties permit, while in uniform and wearing the uniform cap, western hat, bicycle helmet, ball cap, or motorcycle helmet, officers shall salute the national colors during public occasions, ceremonies, or parades. During the playing of the national anthem, officers shall stand at attention, face the flag, and maintain a military salute. When no

flag is presented, members shall face the direction of the music while saluting. When officers are not wearing the approved cap or headgear, or while in civilian attire, they shall not salute but shall stand at attention and place their right hand over their heart.

a. Officers who are members of the Armed Forces or veterans who are present, but not in uniform, may render the military salute as provided by the United States Code.

8. When duties permit, the uniform cap, western hat, ball cap, or motorcycle or bicycle helmet should be removed at events where invocations or prayers are offered, in court rooms and at all times where proper decorum should be maintained. An officer shall show proper respect at funerals by placing their headgear over the left chest when passing the casket. Uniformed officers on escort duty shall come to attention and salute the hearse and family cars when providing traffic escort and point control, duties permitting.

D. If an officer of the department receives any clothing allowance, said allowance shall be used solely for equipment or clothing purchases connected with official duties and maintenance. Each officer shall possess and maintain one (1) complete standard uniform and at least one (1) additional uniform shirt and pants.

E. All equipment issued to an officer is the property of the police department and is subject to inspection at any time. When police personnel leave the department, all police property shall be disposed of according to the provisions contained in General Order 401.03, Termination Procedure for Police Employees.

F. All police personnel shall, when on duty, carry such equipment as the Chief of Police may prescribe.

G. All uniformed personnel shall report for roll call in the complete standard police uniform as prescribed in this order or by special provision in General Order 511.00, Specialized Units Uniform Requirements. No employee assigned to wear the uniform shall report to duty in civilian clothing without their supervisor's permission. *TBP 2.13*

H. Uniforms shall be kept neat, clean, well pressed, and in good condition at all times. Leather goods shall be kept in good condition to include maintenance with polish on a regular basis. A complete standard police uniform inspection, including uniform cap, shall be conducted weekly. In accordance with each unit's or section's standard operating procedures, additional standard police uniform inspections may be conducted. *TBP 2.13*

I. There is no established period for wearing either the summer or winter standard police uniform. Both long-sleeved and short-sleeved shirts are optional throughout the year.

J. The uniform shall not be worn off duty except when:

1. Traveling to and from work.
2. Appearing in court.
3. Engaging in off-duty Law Enforcement/Security Related (LE/SR) employment as approved by the Chief of Police.

K. Officers working approved off-duty LE/SR duty, whose regular assignment allows long hair or beard, shall not work the duty unless in compliance with uniform standards. *TBP 2.13*

L. No substitutions for issued uniform items shall be allowed unless specifically provided for in this directive or General Order 511.00, Specialized Units Uniform Requirements. All proposed additions or deletions to the uniform shall be reviewed by the Uniform Committee and approved by the Chief of Police or designated representative as provided for in General Order 510.00, Equipment and Uniform Committee. Exemptions may include a medical waiver issued by a physician, approved by the Chief of Police and filed with the Medical Records Custodian (MRC) in Police Employment Services. *TBP 2.13*

M. No item of the uniform shall be worn at any time except as a part of a complete uniform. (Exception: motorcycle helmet)
N. Appropriate patches, badge, and insignia shall be worn on the police uniform as specified in General Order 503.00, Uniform Items for Sworn Personnel. *TBP 2.13*
O. Personnel assigned to special details such as funerals, ceremonial functions, etc., may be required to wear specific uniform combinations as prescribed by the Chief of Police.
P. Officers are authorized to make alterations and/or repairs to the uniform as may become necessary due to normal wear and tear.
Q. Employees in uniform may wear a wristwatch and/or identification bracelet. Rings may be worn, but only one (1) on each hand is permitted. A wedding set is considered as one ring. *TBP 2.13*
R. Officers may wear one (1) pair of small earrings or ear studs while in uniform. The pair must match and must be worn on the ear lobe, one per ear. *TBP 2.13*
S. All employees are prohibited from attaching, affixing, or displaying objects, jewelry, or ornamentation through the nose, tongue, or any visible part of the body while in uniform or when performing official duty in non-uniformed attire, unless otherwise authorized by General Orders. *TBP 2.13*
T. Any cosmetics, if worn, will be conservatively applied in shades complimentary to natural skin tones. Fingernails will be no longer than ¼ inch from the tip of the finger. Nail polish, if worn, shall be a conservative tone or clear-coated. Fluorescent or bright colored nail polish is prohibited.
U. Uniformed personnel are prohibited from wearing any necklace or neck chain which is not concealed from view. All non-uniformed personnel may wear necklaces or neck chains in view, but may not wear any such items that shall detract from the officer's professional appearance because of gaudiness or excessive size. No more than one (1) necklace or chain may be worn in view at any given time and no medallion or pendant may be worn in conjunction with the neck chain that exceeds the size of a standard silver dollar. *TBP 2.13*
V. Body Art *TBP 2.13*

The Fort Worth Police Department is a professional organization that has a responsibility to avoid offending or appearing unprofessional before the diverse public we serve. For this reason, the Department prohibits the display of tattoos/body art that are profane, demeaning, patently offensive, give the appearance of a preference or bias to the public or other members of the Department or that contain messages that may be disruptive in the workplace or impact productivity. For the purpose of this General Order, the term tattoo and body art shall have the same meaning and guidelines.

1. Body Art Locations
    a. Visible tattoos, brands or other body art are prohibited in the following locations on the body:
        (1) On the head, face, neck, or scalp to include inside the eyelids, mouth and ears, and
        (2) On the hands, fingers, or wrists (below the wrist bone).
2. Unauthorized Body Art – The following body art is prohibited, regardless of visibility:
    a. Extremist – Body art affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities, including those advocating racial, gender, ethnic, sexual orientation hatred or intolerance, or illegal discrimination based on race, color, gender, ethnicity, religion, sexual orientation, or national origin and/or

tattoos advocating violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.

b. Indecent – Body art grossly offensive to modesty, decency, propriety, or professionalism, including but not limited to, vulgar images, nudity, or sexually implicit images, words, or phrases.

c. Sexist – Body art advocating a philosophy that degrades or demeans a person based on gender.

d. Racist – Body art advocating a philosophy that degrades or demeans a person based on race, ethnicity, or national origin.

e. Contrary to the purpose of law enforcement – Depictions symbolizing or indicative of alcohol or narcotics, illegal or gang-related activity, or symbols suggestive of activity that undermines the purpose of law enforcement.

3. Authorization of Visible Body Art

a. Prospective Employees - The Training Division is responsible for ensuring that prospective employees' body art is acceptable as outlined in this policy. Employment packages will include the information on any visible tattoos/body art of the applicant.

b. Pre-existing Body Art – Tattoos existing prior to the authorization date of this General Order which are not prohibited above are not required to be covered. After the authorized date of this General Order revision, employees are required to acquire authorization prior to the addition of any new visible body art.

4. Covering Visible Prohibited Tattoos

Any employee in a uniformed or non-uniformed assignment with a prohibited tattoo or a brand that is visible while wearing the alternate summer uniform or a short-sleeved shirt shall have the following options:

a. If in uniformed assignment, wear the standard long-sleeved uniform shirt. If in a non-uniformed assignment, cover with appropriate clothing.

b. Cover the tattoo or brand with a skin-tone patch. A skin-tone patch shall not be an option to cover a tattoo or brand on the employee's leg(s).

c. Have the tattoo or brand removed at the employee's expense.

5. Process for Seeking Authorization to Display Body Art

a. The employee will submit the following to their immediate supervisor for determination of whether or not the tattoo follows the guidelines and may be visible, i.e., does not have to be covered:
   (1) A graphic depiction of the body art;
   (2) The size, and;
   (3) The location on the body where it will be visible.

b. The employee's immediate supervisor will electronically submit the information regarding the requested body art through the chain of command, up to the Captain/Manager level, who will determine if the employee may display the tattoo. If the employee requesting to be allowed to display a tattoo holds the rank of captain/manager or above, the approval process will be decided at the next highest rank.

c. If an employee disagrees with a determination of the chain of command, the employee may appeal for a review by the Uniform Committee who can make a final determination as to whether or not the employee may display the tattoo.

6. Intentional mutilation of the parts of the body including, but not limited to, tongue bifurcation (splitting), ear gauging (enlarged holes in the lobe of the ear), or foreign objects inserted under the skin to create a design, effect or pattern that would be visible when wearing the standard or specialized uniform are not authorized. *TBP 2.13*

501.02 NON-UNIFORMED ASSIGNMENTS: APPEARANCE

A. Personnel, both sworn and non-sworn, assigned to non-uniformed positions shall wear clothing which presents a professional businesslike appearance. Business casual shall be appropriate throughout the year on normal business days that do not require activities such as court appearance, council meetings, meetings with businesses, or any official department function or ceremony that would require a more formal business attire or full dress uniform.

B. Business Casual
   1. Male employees are not required to wear a tie and have the option of a long or short-sleeved shirt.
   2. Traditional dress shirts, banded-collar dress shirts, and knit shirts with placket and collar (i.e. polo shirts) are approved for business casual wear.
      a. Polo-styled shirts may have the official city of Fort Worth Molly emblem with "Police" (sworn personnel) or "Police Department" (non-sworn personnel) embroidered on the left side of the shirt. Polo Shirts with a printed or embroidered badge or patch are not permitted for non-sworn personnel.
   3. Officers shall ensure their badge or clothing displaying the approved police department logo is clearly visible when a jacket is not worn and their firearm is not concealed.

C. Business Attire
   Male employees shall wear either a suit or sport coat and slacks with a dress shirt and tie. Female employees shall wear a dress, business suit, pants suit or a skirt or slacks with blouse, sweater or jacket.

D. Inappropriate clothing, including footwear, as outlined in the City of Fort Worth Rules and Regulations Professional Dress Policy will be prohibited in sworn and non-sworn non-uniformed assignments.

E. Exceptions to non-uniformed dress standards for officers in specialized assignments may be granted by division captains.

F. Officers actively engaged in an undercover assignment are exempt from these rules and will dress in a manner determined by their supervisor.

G. Non-sworn personnel assigned to divisions having a specific uniform will follow the division's guidelines for wearing of the uniform.

H. All sworn personnel in non-uniformed assignments shall have a standard police uniform readily available at all times.

I. A complete standard police uniform inspection, including uniform cap, shall be conducted at least once during each evaluation period (April and October). In accordance with each unit's or section's standard operating procedures, additional standard police uniform inspections may be conducted.

502.00 GROOMING STANDARDS

502.01 GROOMING STANDARDS

Every member of the Department should participate in good grooming practices that will create and maintain a highly respectable image for themselves, their fellow members, and the police

profession. The following appearance standards noted in sections A, B, C, and D shall apply to all commissioned personnel, Traffic Control Technicians, Civilian Response Specialists, and Police Trainees. The appearance standards shall be strictly adhered to, unless the Chief of Police has granted a written exception.

A. Hair Standards - Non-Uniformed *TBP 2.13*

Hairstyles worn by personnel shall be neat, clean, present a well-groomed conservative and professional appearance. Hair color shall be of conservative tone and will not distract from a professional appearance and will be limited to colors that are natural or conservative artificial variations. Exceptions shall be permitted at the discretion of a division captain and while the employee is on active undercover or vice control assignment.

B. Mustaches, Sideburns, Beards, and Goatees - Non-Uniformed and Uniformed *TBP 2.13*

1. Mustaches
   a. If a mustache is worn, it shall be neatly trimmed off the lips and not extend more than ¼" below the corners of the mouth. Extreme styles such as handlebar mustaches, excessively bushy, rolled, or curled styles are prohibited.
2. Sideburns
   a. If an individual desires to wear sideburns, they shall be neatly trimmed and tapered. Sideburns may extend to the lowest part of the earlobe and shall end in a clean-shaven horizontal line. Sideburns shall not be flared or any wider at the bottom than their natural width at the top.
3. Natural Beard
   a. If a natural beard or full set is worn, it shall be worn with a mustache and cover the complete jaw line. Cheeks shall be shaved on and above the lower edge of the cheekbone. The neck shall be shaven on and below the Adam's apple.
4. Goatee
   a. The goatee will be described as a mustache that extends down around the side of the mouth and joins hair on the chin, also referred to as a circle beard. If an individual desires to wear a goatee, it shall be worn with a mustache and the cheeks, jaw line, and neck will remain clean shaven.
5. The facial hair policy is not intended for individuals who forget to shave prior to their shift and attempt to use provisions in this policy as reasons to sporadically stay in compliance. Employees choosing to grow facial hair shall begin the growth during time off and may not report for duty with less than two (2) day's growth, provided that such time is sufficient to present an intentional and established growth.

   The following styles of facial hair are **NOT** permitted:
   a. Chin Strap Beards – Beards that are trimmed to a thin line along the jaw.
   b. Patchy Beards – Beards of uneven or patchy growth. (excluding those resulting from scars)
   c. Beards Taking Excessive Time to Grow – If, after two (2) weeks of growth, the beard remains patchy.
   d. Designer Stubble – Beards shorter than 1/16 of an inch.
   e. Neck beards – Beards with all areas shaved above the jawline leaving the beard only on the neck.
6. All facial hair shall conform to the following restrictions:
   a. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall not exceed ½ of an inch;
   b. No portion of the beard shall be exceptionally longer than the rest;

c. No designs may be shaved into facial hair; no braids, bow, or other objects are allowed in facial hair;
d. Facial hair must be neatly sculpted and trimmed at all times;
e. Officers shall not claim a constant state of growth, only to avoid shaving on a regular basis; and,
f. Facial hair must be natural in color and cannot be intentionally colored to contrast the hair on the scalp.
g. Per the Occupational Health and Safety Administration (OSHA) Respiratory Standard, respirators shall not be worn when facial hair comes between the sealing surface of the face piece and the face, or that interferes with valve function. Employees electing to maintain a beard shall shave the portion of their face that comes into contact with the respirator seal when mobilized or any time the use of a respirator is likely.
h. During instances where a Class A uniform has to be worn for a funeral or special event, the Chief of Police or designee may require officers to be clean shaven.

C. Facial Hair Medical Exceptions

The department recognizes that employees may have a medical need to have facial hair which is outside of policy. A reason for this includes, but is not limited to, Pseudofolliculitis Barbae or types of skin cancer.

1. Exemptions shall be case-by-case and require a medical waiver issued by a licensed medical provider, approved by an Assistant Chief, and filed with the Medical Records Custodian (MRC) in Police Employment Services.
   a. Exemptions expire one (1) year from the date of approval and the officer must re-apply. Medical Records Custodians shall review and monitor the waiver.
2. If the waiver is approved, facial hair will be kept trimmed and neat, not to exceed ¼" in length. "Chin strap" and designer beards are strictly prohibited.
3. If the officer shaves his facial hair after receiving a waiver, the waiver will become void and the officer will have to submit another waiver request for facial hair.

D. Hair Standards – Uniformed *TBP 2.13*

1. Hair must be neat, professional, and present a groomed appearance.
2. Officers' hairstyles shall be maintained so as to not hinder the safety of the officer nor compromise the ability to perform the requirements and duties as an officer of the Department.
3. Officers shall wear their hair in styles that do not interfere with the proper wearing or alter the original shape of uniform headgear. Hair shall not protrude onto the forehead below the band of the properly worn headgear.
4. Hairstyles shall not feature styles that incorporate shaved emblems, symbols, and/or names; tails; Mohawks; faux hawks; pigtails; or any other styles that distract from the professional appearance of officers.
5. Hair color shall be of a natural or artificial variant of a natural color.
6. Hair shall be arranged so as not to interfere with vision in any way. Bangs must be kept above the brow line.
7. Braiding, twisting, and locking hairstyles are permitted if the hairstyle conforms to all other uniform standards.
8. Hairpieces including extensions and wigs, are acceptable if they meet the prescribed requirements for hairstyles.

9. Officers, if in uniform, shall arrange their hair so it does not extend past the bottom edge of the shirt collar at the center of the back when worn down.
    a. Hair that extends below the bottom edge of the shirt collar shall be pulled back in the form of a ponytail, braid, or bun. All ponytails, buns, and braids will be grouped to the back of the head and centered as best as possible. The grooming and style must be maintained under all but the most adverse conditions.
    b. Hair that is pulled back in braids or a single ponytail cannot extend beyond the yoke line of the uniform shirt at the center of the back and must be professional in appearance.
        NOTE: The yoke line refers to the horizontal hem on the uniform shirt that runs across the shoulder blades.
    c. Hairpins, barrettes, hair clips, hair bands, and headbands should be black, dark blue, or closely match the hair color so as not to be conspicuous. Items used by officers to hold the hair in place shall be concealed as much as possible. Headbands, if worn, shall be no more than one (1) inch wide and cannot have visible lettering, emblems, or brands. Decorative items, such as ribbons or beads, shall not be worn in the hair.
    d. Employees may request religious exemptions (i.e., hair length, head covers, and other items of religious significance) from the Chief of Police. The Chief of Police, or designee, shall determine on a case-by-case basis considering any potential safety issues and operational concerns.

E. Non-Sworn Personnel *TBP 2.13*

Hairstyles for non-sworn personnel shall be professional in appearance and not feature unkempt styles. Hair color shall be of conservative tone and will not distract from a professional appearance and will be limited to colors that are natural or conservative artificial variations. Mustaches, sideburns, beards, and goatees are permitted for non-sworn personnel and shall follow the standards listed above for sworn personnel.

F. Supervisors' responsibilities
    1. Ensure employees conform to standards set forth in this General Order.
    2. Approve whether facial hair and grooming standards are in compliance with this General Order. A supervisor's decision regarding an employee's non-conformance to the standards set forth herein is not subject to the grievance process; however, an employee can appeal to the next supervisor in their chain of command if there is a disagreement.

G. Violations of Policy
    1. First time offense will require the officer to conform with the policy prior to starting their shift.
    2. More than one (1) violation within a six (6) month period will require the officer to remain clean shaven for the following three (3) months.

503.00 UNIFORM ITEMS FOR SWORN PERSONNEL

503.01 UNIFORM ITEMS FOR SWORN PERSONNEL

A. Shirts
    1. Only uniform shirts as prescribed shall be worn. The Training Division shall maintain a list of approved uniform shirts.
    2. Long-sleeved shirts shall not be worn with the sleeves rolled up.

3. Uniformed personnel below the supervisory ranks shall wear silver-colored FWPD metal collar pins on both winter and summer shirts. Velcro tie downs may be worn under the short-sleeved shirt collar to hold it down.
4. Sergeants shall wear gold-colored FWPD metal collar pins on both the long-sleeved and short-sleeved shirts.
5. Lieutenants and above shall wear the insignia of their rank on the collar of the uniform shirt.
6. Rank Insignia:

Corporal	Two Blue Chevrons - worn on sleeves
Sergeant	Three Gold Chevrons - worn on sleeves
Lieutenant	One bar - worn on collar
Captain	Two bars - worn on collar
Commander	One star – worn on collar
Deputy Chief	Two stars - worn on collar
Assistant Chief	Three stars - worn on collar
Chief of Police	Four stars - worn on collar

7. All buttons on the shirt shall be buttoned at all times. (Exceptions: Collar button on short-sleeved summer shirt or long-sleeved shirt without a tie.) Metal buttons worn with the uniform shall be silver-colored for ranks of corporal/detective and below and gold-colored for ranks of sergeant and above.
8. White, navy or black crew-cut undershirts may be worn with the open-collared uniform shirt.
9. Officers may wear a black or navy blue turtleneck sweater or mock turtleneck sweater underneath the long-sleeved uniform shirt during the period October 1 through April 30. The collar of the turtleneck must be smooth knit. Wearing of the turtleneck sweater will replace wearing of a tie or scarf.
    a. The collar of the turtleneck may have “FWPD” printed on the left side of the shirt starting 1” from the center of the front. Initials shall be no larger than ½” embroidered block lettering in silver for ranks of corporal/detective and below or gold for ranks of sergeant and above. The gold color must match the gold in the shoulder patch.
    b. As an option, officers may place a panther on the right side of the collar. The panther shall have a height of approximately ½”, in the same color as the block lettering, and in the approximate distance from the center as the lettering.
10. Service hash marks are optional; they may be worn on the left sleeve of long-sleeved shirts. Gold hash marks indicate five (5) years of service. Hash marks shall be the same color for all personnel. The hash marks shall be 1 ½" in length.
11. The Fort Worth Police Department patch shall be worn on both shoulders of the uniform shirt and jacket.
    a. The Honor Guard shoulder patch may be worn by active members on their regular field uniform.
12. Service and award pins may be worn on the right breast below the name plate and above the pocket.
13. Metal or embroidered alternate uniform nameplates with the last name and initial(s) shall be worn by all uniformed personnel. The nameplate is required on the shirt and any other garment worn over the uniform shirt. Patrol officers have the option of wearing a metal nameplate or an embroidered nameplate on their uniform jacket.

a. Uniformed personnel in the ranks of corporal/detective and below shall wear silver-colored metal nameplates or embroidery.
b. The ranks of sergeant and above shall wear gold-colored metal nameplates or embroidery.
c. The Honor Guard nameplate may be worn any time an officer assigned to Honor Guard is in uniform.

B. Ties
1. Ties worn with the uniform shall be black in color. The tie shall be the clip-on type and the bottom width shall not exceed 4" nor be less than 3."
2. A western bolo tie shall not be accepted as appropriate attire for uniform or non-uniform personnel.
3. Ties shall be optional with the long-sleeved shirt; however, a tie shall be worn with a long-sleeved shirt in activities such as court appearances or any official department function or ceremony that would require a more formal appearance.
4. Only police, school, or fraternally-oriented tie clasps tie tacks, and lapel pins are approved to be worn with the tie when in uniform. This includes the Fort Worth Police Officers Association, the Fort Worth Black Law Enforcement Officers Association, and the National Latino Peace Officers Association – Fort Worth Chapter tie tacks and lapel pins.
5. Service award pins issued by the City of Fort Worth may be worn.

C. Pants
1. Only the prescribed uniform pants may be worn. The Training Division shall maintain a current list of approved pants.
2. Pant length shall be no shorter than 3" from the ground, and no longer than ½" from the ground when standing.
3. Flared legs are permissible, but shall not exceed a 2" flare. Pant legs shall not be excessively tight.

D. Shoes
1. Shoes worn with uniform must be black, smooth-grained leather or similar synthetic material having an acceptable likeness to leather. The shoes may be low cut or high top and must have black stitching and black edged soles. Heels, measured from the top of the sole to the bottom of the heel, shall not exceed 1 ½" in height. Only shoes with eyelets and shoelaces shall be worn.
   a. Shoes bearing stripes, commercial emblems or other insignia are prohibited.
2. Loafers, wing tips, or shoes with buckles or straps are not acceptable for wear with the police uniform.
3. Shoes shall be polished at all times. Shoes shall be in a good state of repair at all times.
4. Socks worn with the uniform shall be black or dark navy blue in color.
5. Black overshoes may be worn in inclement weather.

E. Boots
1. Motorcycle boots shall be worn only by Traffic Division officers assigned to solo motorcycle duty.
2. Boots that are black and of smooth-grained leather may be worn by uniformed personnel if the pant cuffs are worn outside the boot tops. Boots must meet the following requirements:
   a. Heel styles are limited to: 1 ½" long-base walking, 1 5/8" utility, 1 ½" block, and ladies 1¼" utility heels.

b. Heels measured from the top of the sole to the bottom of the heel shall be a maximum of 1 5/8." Toe style shall be either round or medium round.
c. Stitching shall be black.
d. Soles shall be black edged.
e. There shall be no ornamental straps or stitching.
f. The tops of the boots, measured from the top of the sole to the top of the boot, shall be a minimum of twelve (12) inches.
g. Boots must be polished at all times.

F. Steel toe footwear is prohibited.

G. Jackets
1. Jackets specified by the Chief of Police in writing shall be worn by sworn personnel. The Training Division shall maintain a list of approved jackets.
2. All personnel shall wear the Fort Worth Police Department shoulder patch on both shoulders and the badge on the left breast of the jacket.
   a. The inner liner for the authorized police jacket shall have the Fort Worth Police Department shoulder patch on both shoulders.
      (1) Uniformed personnel in the ranks of corporal/detective and below shall have an embroidered silver-colored name and badge.
      (2) Uniformed personnel in the ranks of Sergeant and above shall have an embroidered gold-colored name and badge.

503.02 UNIFORM ACCESSORIES

1. Cap shields - To be no lower than ¼" below top seam.
2. Metal buttons - Two (2) to be worn on upper epaulet, and two (2) worn on the breast pockets.
3. Insignia of rank - Lieutenant or above.
4. Metal nameplate - Silver for police officers and corporals, gold for sergeant and above, worn ¼" above award pins. In the absence of service or award pins, the nameplate shall be worn on the right breast ¼" above pocket.
5. Award and Service pins - Worn ¼" above right breast pocket.
   a. Award and service pins are worn in three (3) rows with no space between rows and no more than three (3) award pins to a row.
   b. All award and service pins are aligned vertically on center of the nameplate. If one row has less than three (3) award pins, the top row will contain the lesser number and will be centered above the row underneath.
   c. The highest award pin(s) as directed by General Order 508.02, Awards for Outstanding Acts, shall always be worn closest to the center of the uniform starting on the top row. Service and educational pins will follow with the officer's order of preference.
   d. Only the most recent or the highest of the service and educational award pins (i.e. safe driving, weapons proficiency, service, educational achievement, etc) will be worn.
6. Chevrons - Worn by sergeants and corporals on both summer and winter uniforms.
7. Ammunition carrier - To be worn in the front, either side of the buckle.
8. FWPD ornament/rank insignia - Silver for police officers and corporals/detectives, gold for sergeant and above.

a. The Rank Insignia for lieutenant and above shall be worn on the collar ½" from the front edge of the collar and in the center of the collar. Lieutenants shall wear one (1) bar on each side of the collar, captains shall wear two (2) bars on each side of the collar. Bar insignias shall be worn with the long edge of the bar insignia parallel to the front edge of the collar.
b. The assistant and deputy chief star(s) shall be ½" from the front edge of the collar and in the center of the collar. Multiple stars should be perpendicular to the front edge.
c. The rank insignia for lieutenant and above shall be worn in place of the FWPD ornament. Sergeants and below will continue to wear the FWPD ornament on the collar, parallel to the top side and 1¼" from the front side. When appropriate, all ranks will continue to wear the brass rank insignias on the epaulets for uniform outerwear such as jackets.

9. Service weapon - worn on strong side, butt of the weapon to the rear, grips of dark conservative color.
10. Hash marks - Shall be optional on winter uniform, and if worn, placed 1" above the left cuff.
11. Badge - Worn on left side, above pocket. When in uniform, the badge shall be worn on the outer garment, in view. Officers and corporal/detectives shall be issued a silver-colored badge; sergeants and above shall be issued a gold-colored badge.

503.03 BADGES AND CAP SHIELDS

A. All badges and cap shields, whether issued or purchased for use, shall remain the property of the Fort Worth Police Department. Officers shall ensure any issued or personally-maintained badges are secured at all times.
B. An officer commissioned by the department shall be issued one (1) large size badge and cap shield.
   1. No officer shall have more than three (3) badges of the current rank: one (1) original issue and two (2) additional badges which may be purchased for use at the officer's expense.
   2. Officers are prohibited from purchasing a badge or cap shield directly from a vendor without approval. An officer requesting any additional badges/cap shield, whether department-issue or purchased for use through an authorized vendor, shall submit a request form to the Chief of Police for approval. An exception shall be Fort Worth Police Historical Association board members purchasing a badge for archival purposes.
   3. All badges/cap shields, whether issued or purchased for use, shall be delivered to the Training Division. Training Division personnel shall contact the officer when the badge/cap shield is received. Once the badge has been issued to the officer, the completed request form will be placed in the officer's equipment file and the database will be updated.
   4. Training Division personnel shall verify the officer's current number of badges. If the officer currently has three (3) badges for current rank, the officer shall return a badge before the Training Division issues an additional badge.
   5. Except as stated in section D of this order, officers shall return all badge(s) and cap shield to the Training Division before out-processing can be completed.
      a. Employees who are terminated or have resigned shall, upon return of all additional badge(s) purchased for use at the officer's expense, be reimbursed for the returned badge(s) at a rate equal to the cost of an issued badge.

6. Centennial badges were commissioned from June 9, 2012 to June 9, 2013 and shall no longer be worn as a commissioned badge. Centennial badges will not be included in the determination of the number of badges an officer may retain.

C. Promotion

Upon promotion, all badges and cap shield of the previous rank shall be returned to the Police Training Division before new badge(s) and cap shield can be issued.

1. Promotees shall be given an even exchange of large issued badges for those returned, not to exceed a maximum of three (3) badges.
   a. At the time of the exchange, one (1) officer rank badge which is imprinted with the officer's ID may be retained by the officer as a memento. If the officer chooses to retain a memento badge, that badge shall count as one of the badges being exchanged. An example of retention and exchange would be:
      (1) An officer has three (3) badges, one (1) originally issued by the department and two (2) purchased by the officer for personal use. If the officer chooses to keep one (1) of the three (3) badges as a memento, the department will exchange the other two (2) badges for the new rank.
      (2) An officer has three (3) badges, one (1) originally issued by the department and two (2) purchased by the officer for personal use. If the officer chooses not to retain a badge as a memento, then the department will exchange all three (3) badges for the new rank.
2. Officers who did not retain a memento badge from a previous rank and desire to purchase one (1) badge shall submit a request form to the Chief of Police for approval. Badges retained as a memento shall be used only for the following:
   a. Display as part of a collection.
   b. Secured for eventual mounting as a display.

   NOTE: Badges shall not be traded, sold, transferred, assigned, or in any way disposed of without written authorization of the Chief of Police or designee.

D. Retirement

Officers who desire to keep a badge and cap shield upon retirement shall submit a written request to the Chief of Police for one (1) badge to be secured, without cost to the officer, as a personal memento. All other badge(s), other than memento badge(s) retained from previous ranks, shall be returned to the Training Division.

1. In addition to the memento badge, a retired officer may receive, without cost to the officer, a badge displaying their identification number below the word “Retired.” The Training Division shall maintain a list of all “Retired” badges issued.
   a. For the purposes of this section, retired officer means:
      (1) An officer who separates in good standing after at least fifteen (15) years of service as a member of the Fort Worth Police Department; or
      (2) An officer who medically retires as the result of a service-connected injury or illness, and the officer has completed probation.
2. The officer will be reimbursed for badge(s) returned to the Training Division up to a maximum of three (3) badges. If the officer chooses to retain a memento badge, that badge shall count as one of the badges being returned. Written notification by the Training Division shall be made to Employment Services Section for placement in officer’s permanent personnel file.

3. The officer will sign a statement of understanding that they are specifically prohibited from using these items to indicate they are serving in an official police capacity for the Fort Worth Police Department.
4. Badges shall not be traded, sold, transferred, assigned, or in any way disposed of without written authorization of the Chief of Police or designee.
5. Officers who are terminated, separate from the department under less than honorable conditions or while under investigation, and those who resign or retire in lieu of discipline/termination will not be eligible to retain a badge or cap shield, or receive a retirement badge.

E. Lost or Stolen Badge

An officer whose badge(s), issued or purchased for use, or cap shield is stolen or lost shall immediately:

1. Report stolen or lost badge(s) and/or cap shield to the Police Data Collection and Reporting Unit (DRU) for appropriate offense report.
2. Notify immediate supervisor of loss.
3. Submit an inter-office correspondence through the chain of command to the Chief of Police, with attached copy of offense or incident report, giving circumstances of loss along with any request for replacement of issued badge(s).
4. Report the theft to the Training Division for replacement of issued badge(s) and/or cap shield and forward a copy of the appropriate offense or incident report to Training.
5. When a badge is lost or stolen due to negligence, as determine by an investigation of the circumstances, the disciplinary process shall be followed to address the misconduct.

F. Damaged Badge

An officer whose issued badge(s) is damaged shall immediately:

1. Notify immediate supervisor of damage.
2. Submit an inter-office correspondence to supervisor giving circumstances of damage and request for repairs or replacement. The supervisor shall ensure a copy is forwarded to the Employment Services Section for placement in employee's permanent personnel file.
3. When damage to the badge is due to negligence, as determined by an investigation of the circumstances, the disciplinary process shall be followed to address the misconduct.
4. The department will not be responsible for repair or replacement of any badge(s) purchased for use.

G. Line of Duty Death

When an officer is slain in the line of duty:

1. Upon written request and approval of the Chief of Police, the badge and cap shield shall be given to the present spouse, parent, or child of the slain officer.
2. Only one (1) badge and cap shield shall be secured as a personal memento unless special circumstances exist. Such circumstances must be approved by the Chief of Police.
3. The family member requesting and receiving the badge and/or cap shield shall be apprised of conditions, ownership, and restrictions concerning memento badge and cap shield.
4. The family member may at any time surrender a memento badge and/or cap shield to the department.

503.04 IDENTIFICATION CARDS FOR HONORABLY RETIRED OFFICERS

A. Officers who retire from the department may request an identification card designating them as an honorably retired officer. Officers who are terminated, separate from the department

under less than honorable conditions or while under investigation, and those who resign or retire in lieu of discipline or termination will not be eligible to receive an identification card.

1. For the purposes of this section, retired officer means:
   a. An officer who separates after at least fifteen (15) years of service as a member of the Fort Worth Police Department; or
   b. An officer who medically retires as the result of a service-connected injury or illness, and the officer has completed probation.

B. Qualified retirees may choose from the following two options:
1. Honorably Retired – Retired officers who desire an identification card designating them as an honorably retired officer shall submit a written request to the Captain of the Training Division. The Training Division Captain (or designee) shall contact Internal Affairs to determine the status of the retired officer prior to issuing the ID card.
2. Honorably Retired; Certificate of Weapon Proficiency - Retired officers who wish to obtain an identification card that authorizes them to carry a firearm in accordance with Title 18 Chapter 44, Section 926C of the United States Code shall comply with Section 1701.357 of the Texas Occupations Code and submit a written request to that effect to the Captain of the Training Division. The Training Division Captain (or designee) shall contact Internal Affairs to determine the status of the retired officer. If the retired officer meets the requirements, the Training Division Captain shall allow the retired officer the opportunity to demonstrate firearms proficiency at the weapons range. Retired officers who meet the minimum qualification score as mandated by TCOLE can then obtain an identification card designating them as an honorably retired officer authorized to carry a weapon. This identification card will expire one (1) year from date of issue. Retired officers must demonstrate firearms proficiency annually to receive an updated identification card.

C. The Training Division will maintain standard operating procedures that outline any additional procedures for obtaining a retiree identification card and the laws that pertain to the issuance. The Training Division will maintain records of all retirees who are issued identification cards and which type of card each retiree is issued. The Training Division will also maintain the qualifications scores of each retiree who demonstrates firearms proficiency in accordance with this section.

D. If the retirement status of any former officer cannot be clearly determined, the request for any identification card will be denied.

E. Any exceptions to the above procedures must be approved in writing by the Chief of Police.

504.00 POLICE WEAPONS AND LEATHER GOODS

Unavailable

505.00 MISCELLANEOUS UNIFORM ITEMS

505.01 MISCELLANEOUS UNIFORM ITEMS

A. All uniformed officers may carry the approved chemical agents on the uniform belt in the holster provided. The position on the belt is optional so long as it does not interfere with access to the handgun.

B. Only the authorized police raincoat shall be worn. A list of authorized raincoats shall be maintained by the Training Division.
C. Black dress gloves may be worn in cold weather, and white gloves may be worn by officers performing traffic point control. Only black full-fingered leather or tactical gloves may be worn all year. No fingerless gloves may be worn unless prior written approval from the Chief of Police.
D. Scarves, mufflers, and earmuffs may be worn provided they are black or navy blue. Scarves or mufflers shall not be worn so as to show above the collar of the outer garment.
E. Only an authorized watch cap with the appropriate lettering may be worn when it is necessary for the officer to be outside, exposed to the cold, for extended periods of time. Example: Directing traffic around an accident or guarding the perimeter of a suspected burglary. The watch cap shall not be worn when the officer is making routine calls which would include entering a complainant's home or place of business. Lettering on the watch cap shall be 1½" block FWPD in silver for detective rank and below or gold for ranks of sergeant and above. The gold color must match the gold in the shoulder patch.
F. Whenever sworn or non-sworn personnel work any traffic point control, investigation of an accident, lane closures, obstructed roadways, or any disasters within the right-of-way of a Federal-aid highway, whether on duty or off duty, the employee shall wear a reflective vest and, if appropriate, the approved headgear.
G. The Use of Force Coordinator shall maintain a list of all authorized handcuffs and handcuff holders that can be carried by sworn officers. No forms of restraint and their respective holders other those approved by the order of the Chief of Police shall be authorized.
H. Officers may carry a knife while in uniform provided the knife and sheath are not immediately visible to the general public in a manner that may cause alarm. The knife should also meet the following guidelines:
    1. The knife when carried on duty is to be holstered in its sheath or in the officer's pocket.
    2. The sheath shall be black in color if carried on the duty belt and the finish shall be consistent with other leather goods on the belt.
    3. A folding multi-tool may be carried in lieu of a knife.
I. Slapjacks, blackjacks, leaded gloves, and metal knuckles are prohibited. No weapon or restraint other than those approved by the order of the Chief of Police shall be carried.
J. Flashlights shall not be used in substitution of the baton or as an offensive or defensive weapon except in situations wherein it reasonably appears necessary for officers to protect themselves or others from an immediate threat of death or serious bodily injury.
K. Flashlight batteries shall be furnished by the department for officers performing official police duties. When batteries lose their effectiveness, officers may obtain replacements by:
    1. Presenting the flashlight containing the used batteries to the divisional employee designated this responsibility and exchanging the used batteries for replacements.
    2. Signing the appropriate control log provided for the issuance of batteries.
    3. Each patrol division captain and the Traffic Division Captain is responsible for maintaining an accurate and legible record (control log) regarding the issuance of batteries and for maintaining the integrity of their use.

506.00 PORTABLE COMMUNICATIONS EQUIPMENT

506.01 PORTABLE RADIOS

A. Assignment
   1. Portable radios shall be issued to all sworn personnel and some non-sworn employees based on work assignment or operational needs.
      a. Due to the specific configurations for department radios, all radios shall be assigned through City Radio Services. Radios shall not be purchased from any other source and service will only be provided to department radios.
   2. When in uniform, personnel issued a portable radio are required to carry them at all times. While away from their primary duty station or mobile radio, all employees will have their portable radios on and able to receive communications.
   3. Reserve officers and civilian employees who are issued portable radios shall use them only while on duty and the radios shall be secured by the employee while off-duty.
      a. Any exceptions for civilian employees and reserve officers for off-duty usage shall require written approval by the Chief of Police or designee.
   4. Officers transferring from one unit to another unit shall retain the portable radio and related equipment which they have been issued.
      a. Officers transferring from a division shall take their portable radio to the City Radio Services for reprogramming. Only officers transferred via a Personnel Order shall be eligible for portable radio reprogramming. Officers who need portable radio reprogramming for other reasons must obtain a signed inter-office correspondence from the deputy chief and take this form and their portable radio to the City Radio Services.
   5. Changes in the issuance of portable radios and accessories will be forwarded to the Finance and Personnel Bureau from City Radio Services. All commissioned officers will be issued portable radios if they are available.
   6. In the event an employee is assigned to a division and no portable radios are available, the division captain shall direct a written request to the City Radio Services for a portable radio.
   7. City Radio Services shall maintain a pool of radios for use in the event of equipment malfunction and for special operations, or other similar circumstances.

B. Police Asset Management and City Radio Services shall be responsible for the inventory of portable radio equipment which has been assigned to officers and divisions throughout the department.

C. Use of Portable Radios While Off-Duty
   1. Portable radios shall be used off-duty only during exigent circumstances, i.e., where the reporting of an incident will reduce the threat of imminent or possible harm to life or property.
   2. The use of portable radios while off-duty for unit-to-unit or unit-to-base station (other than Police Communications Division) contact is prohibited, except following the report of an incident where further communications can provide an additional safety factor for responding officers.
   3. The use of portable radios while off-duty to request information from the Police Information Center or any other unit is prohibited.

4. When using a portable radio while off-duty, proper radio discipline shall be followed as outlined in General Order 604.01, Radio Discipline.
    a. Employees using a portable radio off-duty shall use the alpha prefix "R" and then their identification number when contacting the dispatcher while off-duty.
5. The mere reporting of an eligible incident via a portable radio while off-duty shall not warrant any compensation, either monetary or compensatory time, and shall not place the employee in an on-duty status.
6. When engaged in off-duty law enforcement and security-related (LE/SR) employment, use of the portable radio shall be in compliance with the provisions for off-duty use of portable radios.
7. Any exceptions to provisions for off-duty LE/SR employment use of portable radios shall require written approval by the Chief of Police or designee.

D. Responsibility for Issued Portable Radios
1. Any employee assigned a portable radio is responsible for the proper care and maintenance of the equipment. All personnel shall use due diligence to ensure that no issued item of equipment is damaged, lost, or stolen.
2. In the event a portable radio is damaged or becomes non-functional, it shall be swapped out in a one for one exchange with the City Radio Services.
    a. A supervisor receiving a damaged or malfunctioning radio shall follow division guidelines for obtaining the repair of the equipment.
    b. If the supervisor suspects the radio was damaged due to negligence, they shall conduct an investigation and provide a written report to the captain of their division reporting their findings. A copy of the report shall be sent to the City Radio Services.
    c. During the time an officer's assigned radio is being repaired, the officer shall check out a pool radio from the City Radio Services.
3. The loss or theft of any portable radio shall be reported to a supervisor within the affected employee's division immediately and the supervisor shall ensure that the City Radio Services is notified.
    a. Within seventy-two (72) hours after the discovery of the loss or theft of an assigned portable radio, following the above notification, the employee shall submit a written report of the circumstances of the loss or theft of the radio to their supervisor. The supervisor shall submit the report to the division captain through the appropriate chain of command.
    b. In the event of the theft of the portable radio, it shall be reported to the appropriate police jurisdiction immediately and an offense report shall be completed. The employee shall ensure that the agency is provided with the manufacturer's name, model number, and serial number of the radio in order to allow entry into the NCIC system. If the employee does not have the serial number, they shall obtain it from the City Radio Services at the earliest possible time and provide it to the agency who took the offense report.
    c. The division captain shall ensure that an investigation is completed regarding the loss or theft of the radio and that the completed report of the investigation is forwarded to the appropriate deputy chief with a copy being sent to the City Radio Services. When a radio is damaged, lost or stolen due to negligence, as determine by an investigation of the circumstances, the disciplinary process shall be followed to address the misconduct.

E. Portable radios may be temporarily assigned to other law enforcement agencies, if available, or personnel upon written request from the agency or individual involved and after written approval of the Chief of Police has been obtained.
F. Reporting of Violations
   1. The Police Communications Division shall have primary responsibility for reporting violations of this order regarding the misuse of portable radios while off-duty.
      a. The dispatcher detecting the violation shall contact their supervisor and inform them of the nature of the violation, the time it occurred, and the radio call number of the violator.
      b. The supervisor shall complete an Inter-Office Correspondence containing the above information and forward it to their Assistant Chief through the chain of command.
      c. The Assistant Chief shall forward the report of misuse to the deputy chief of the person allegedly committing the violation.
      d. It shall be the responsibility of the deputy chief of the employee allegedly committing the infraction to investigate the complaint and take appropriate disciplinary action.
   2. Although the Police Communications Division has primary responsibility for reporting infractions, this does not relieve field supervisors from the responsibility of noting and reporting violations of this General Order.

506.02 CELLULAR TELEPHONES AND ELECTRONIC DEVICES

A. Employees who are issued departmental electronic devices, including cellular phones with messaging functions, shall have the device with them at all times and will monitor the device for incoming messages and calls. Employees shall answer all calls or messages in a timely manner unless the employee is aware the telephone number is one that has been used for telephone harassment.
   1. As per General Order 406.08, Call-Back Pay, off-duty employees using an electronic device shall not report work time if the employee is able to use their time effectively for their own purposes.
      a. Employees on scheduled vacation, holidays, Workers Comp Control Group or Extended Leave Control Group, or sick or occupational leave shall not be responsible for monitoring their devices, unless exigent circumstances exist and prior approval has been received by their supervisor.
B. Personnel authorized to use departmental electronic devices, including cellular telephones, shall use the devices in a professional manner, consistent with the rules for radio discipline covered in General Order 604.01, Radio Discipline.
C. Employees shall limit the use of departmental cellular telephones for personal or non-departmental matters. Personal or non-departmental long distance calls are prohibited.
   1. Employees shall be responsible for reimbursement to the department for all charges for long distance, roamer, and directory assistance related to personal calls both outgoing and incoming at 100% of the charges.
   2. Employees shall limit long distance, roamer, or directory assistance calls for departmental business to emergency situations only.
D. Any abuse in the use of electronic devices which indicates an inordinate amount of time is being used for either incoming or outgoing personal calls or messages will be considered as neglect of duty and disciplinary action may be taken.

E. All personnel should be aware that a cellular phone is not a secure phone and that conversations can be intercepted and monitored by skilled personnel using easily available radio scanners. Sensitive conversations should always be conducted on a secure land line.
F. All electronic devices, including cellular phones, equipped with a locking code will be locked when the device is unattended.
G. While attending meetings, training, public events, or other situations were an audible mode could be disruptive, the device shall be set on a silent mode, if the device is equipped with that function.
H. Any employee authorized to use departmental electronic devices, including cellular telephones, will be responsible for the proper care of the equipment and shall use due diligence to ensure the device is not damaged, lost, or stolen.
    1. Any employee whose departmentally-owned electronic device, including a cellular phone, is lost, stolen, or misplaced shall immediately notify their supervisor and an incident or offense report shall be generated.
I. No employee may use a personal electronic device, including a cell phone, to photograph or electronically record any crime scene or potential criminal evidence without prior approval of their supervisor. In accordance with General Order 224.04, Social Media, employees shall not post department photos to social media. As outlined in General Order 212.09, Photographs/Recordings of Deceased Persons at Crime Scenes or Non-Criminal Deaths, any unauthorized release or sharing of the photograph, recording, or other record of a crime scene or of a deceased person is strictly prohibited.
J. Employees are prohibited from taking or transmitting digital images, including videos, in any location that a person would have a reasonable expectation of privacy, including but not limited to, meetings, locker rooms, classrooms, or testing areas. without the subject's knowledge and permission. Violations of this order may result in the equipment being confiscated as evidence and the employee subject to disciplinary action.
K. Employees may carry personally-owned electronic devices, including cellular phones, instead of the department-issued device on-duty only after receiving written permission from a supervisor, When used on-duty, if City business is conducted on a personally-owned electronic devices and the City has a warrant or consent, it may be subject to Public Information Requests.
    1. Employees electing to carry a personally-owned device instead of a departmental device shall be held to the same standard outlined in this General Order.
    2. When electing to carry a personal device rather than a departmental device, the employee shall immediately provide the phone number to Employment Services Section and promptly report any changes to the device's number.
    3. Personally-owned electronic devices, including cell phones and smart phones, are not eligible for replacement per General Order 509.02, Replacement of Equipment.
L. Proper cellular phone and other electronic device etiquette should be followed by all employees when dealing with the public.
    1. Use discretion with the use of electronic devices in public places. Unless it is an emergency, never talk on the cell phone in elevators, libraries, auditoriums, classrooms, meetings or other enclosed public spaces. Silence or turn off your phone in areas such as doctor offices or hospital emergency rooms.
    2. Unless it involves the service call, do not talk on a cellular phone or text while in direct contact with the public. When in face to face contact with the public, do not wear cellular phone accessories such as ear buds or bluetooth headsets.

506.03 BODY-WORN CAMERAS

The Fort Worth Police Department is committed to establishing a Body-Worn Camera program that reinforces its responsibility for protecting the public, for officer safety and enhancing professionalism through transparency and accountability to effectively document law enforcement contacts, while taking into account legitimate individual privacy interests.

A. Body-Worn Camera Policy not applicable to other recording systems; personal recording devices prohibited.
   1. The guidelines in this order apply only to body-worn cameras that attach directly to a uniform or person. These guidelines do not apply to the use of the in-car fixed audio/video recording systems mounted in Fort Worth Police Department vehicles. The guidelines for in-car video are outlined in General Order 506.04, In-Car Recording System.
   2. Department Employees are prohibited from utilizing personally-owned digital recording devices while on-duty or while engaged in approved off-duty law enforcement and security-related (LE/SR) employment; however, employees **shall** utilize a city-owned Body Worn Camera (BWC) pursuant to this General Order and applicable statutory laws cited herein. *TBP 1.11*

B. Distribution, training, and maintenance of Body-Worn Cameras (BWC)
   1. All sworn officers and Civilian Response personnel, regardless of rank or assignment, **may** be issued a BWC.
   2. Any employee issued a BWC shall attend department-approved training on the device, review the standard operating procedures governing its use and demonstrate a working knowledge of the device prior to employing it in field operations or off-duty LE/SR.
   3. Supervisors of employees issued a BWC shall attend department-approved training regarding the device as well as the procedures for storing and retention of digital media evidence (DME).
   4. In the event that a BWC is lost, the employee shall immediately notify their supervisor and submit a police report for lost property. The supervisor shall ensure the employee completes an Equipment Replacement Request on the date of the loss, or as soon as possible in cases involving employee injury, and submit/route the approved request through the chain of command to the Body Camera Program Coordinator for appropriate action.
   5. Department employees may be subject to disciplinary action for reporting to duty without their assigned BWC and/or for the intentional, negligent loss of, or damage to, a device.

C. Placement of Body-Worn Cameras (BWC)
   The Body Worn-Camera shall be affixed to the employee's shirt or uniform in a location and manner that maximizes the camera's ability to capture video footage of the employee's activities.

D. Rules for use of Body-Worn Cameras
   The rules for use of body worn cameras described in this subsection apply to all Civilian Response personnel, members of the Abandoned Vehicle Enforcement Unit and uniformed officers, regardless of rank (collectively, "Investigating Employee"). For the purpose of this subsection, "investigation" means the gathering or collecting of facts, information, or evidence, including statements, which may be used to determine whether a crime has occurred or may occur. Pursuant to Texas Occupations Code 1701.657, Investigating Employees equipped with a BWC must act in a manner that is consistent with this policy with respect to when and under what circumstances a body worn camera must be activated.
   1. Activation and deactivation of BWC by Investigating Employees

a. For purposes of this order, deactivation of the BWC means the use of the "sleep mode". "Sleep mode" may be utilized for situations were officers are allowed by policy to temporarily deactivate the BWC for privacy-related situations (i.e. restroom breaks, meal breaks, private conversations, etc.).
   (1) "Sleep mode" is not an option while officers are conducting an active investigation. The "mute" function should be utilized during these instances if tactics, training issues, or CJIS-protected conversations are taking place.
   (2) Powering off the BWC is strongly discouraged and should only be used at the end of shift or when charging the BWC.

b. The BWC, including all audio functions, shall be activated under the following circumstances:
   (1) Collection of evidence that can be used in the prosecution of criminal offenses, except for collection of evidence by the Crime Scene Search Unit;
   (2) Pursuits by vehicle and on foot;
   (3) Execution of consent searches;
   (4) Investigations of calls involving mentally-distressed persons;
   (5) Documentation of accident or crime scenes, etc.;
   (6) Dynamic and deliberate tactical entry operations, unless precluded by an existing Memorandum Of Understanding (MOU), law enforcement task force agreement, or any other agreement with a federal agency;
   (7) Contacts with members of the public when law enforcement action will potentially be taken or is being taken;
   (8) Encounters with any person in connection with an investigation;
   (9) To record any on-scene interviews conducted by a detective. A detective shall not conduct an on-scene interview of a victim, witness, or suspect unless accompanied by a uniformed officer who shall activate the BWC to capture the entirety of the on-scene encounter between a detective and victim, witness, or suspect; and
   (10) Conducting a vehicle inventory.

c. Pursuant to Texas Occupations Code 1701.655 and 1701.657, Investigating Employees equipped with a body worn camera and actively participating in an investigation shall keep the camera activated for the entirety of the Investigating Employee's active participation in the investigation unless the camera has been deactivated in compliance with this policy. For purposes of this section, officers not actively participating in the investigation, such as an officer standing on a perimeter and not taking any police action, may place their BWC in sleep mode during that time period.

d. The BWC may also be temporarily deactivated under the following circumstances, provided that the employee who deactivates the BWC verbally states why the employee is choosing to deactivate the BWC prior to doing so and the BWC is immediately reactivated once the basis for deactivation is over:
   (1) Facilitating discussions of training issues or operation strategies that involve officer-safety issues;
   (2) Sharing telephone numbers, home addresses, or social security numbers of police department employees or police department employees' family members;

(3) Conducting conversations containing privileged information (i.e. communication with Clergy, Police Peer Counselors, Attorneys, Physicians, etc.);
(4) An encounter with a person only if the encounter is not related to an investigation.

e. Department Employees may not activate a BWC to intentionally make recordings of:
(1) Other persons in areas where a reasonable expectation of privacy exists such as locker rooms, restrooms, etc., unless necessary for investigative purposes;
(2) Undercover officers or confidential informants;
(3) Any type of non-law enforcement-related personal activities;
(4) Patient care areas of medical facilities unless the recording is for official police business such as a criminal investigation, dying declaration, Horizontal Gaze Nystagmus (HGN) on injured drivers, or a specific call for police service;
(5) Juveniles unless evidentiary in nature or as authorized by the Family Code; *TBP 10.02*
(6) A testing area, courtroom, arbitration hearing, or disciplinary meeting with the employee's chain of command;
(7) Classrooms when testing will be conducted unless the instructor or facilitator has authorized the device to be activated during the meeting or class;
(8) Solely for the purpose of surveillance or identification of individuals engaged in constitutionally protected activities conducted in a lawful manner.

f. An Investigating Employee who does not activate a body worn camera in response to a call for assistance must include in the Investigating Employee's incident report or otherwise note in the case file or record the reason for not activating the camera. Whether the reason is justified not to activate the body worn camera because it is unsafe, unrealistic, or impracticable is based on whether a reasonable person under the same or similar circumstances would have made the same decision.

g. At no time is a Department Employee expected to jeopardize their safety or the safety of another person in order to immediately activate their issued BWC into record mode. Any BWC not immediately activated into record mode due to the safety of a Department Employee or another person shall be placed into record mode as soon as possible.

2. Collection of BWC footage

a. When an incident has been recorded and an offense/incident report is generated, the report-writing employee shall note in the digital media evidence (DME) section of the report the existence of body-worn video. Because RMS only allows for the entry of five (5) employees in the DME section of the report, the report-writing employee shall note the first five (5) responding officers with BWCs in that section. If the incident or a portion the incident was also captured by a BWCs of additional Investigating Employees in excess of the five (5) listed in the DME section of the report, the report-writing employee shall note in the first sentence of the report narrative the existence of body-worn videos of the additional Department Employees. If the employee recording the DME is not the reporting employee, the employee recording the DME shall immediately notify the report writing employee of the existence of a DME, and if necessary supplement the report to note this.

b. If the citizen contact resulted in the issuance of a Class C misdemeanor citation, the Investigating Employee shall note on the back of the citation that DME was captured and placed on Evidence.com.

c. The employee shall label the recording with any applicable report number in the ID field. In addition, the employee shall categorize the recording as "Evidence" when appropriate. The Evidence category will be used for any recording related to Criminal (criminal offense related) or Administrative (use of force, pursuits, Investigating Employee involved traffic accidents, etc.) incidents. These tasks can be accomplished via a mobile device or by accessing Evidence.com directly.

NOTE: In the event of a non-happening, the employee will simply not categorize a recording.

d. By the end of each duty day, if the Investigating Employee's BWC is storing DME, the device shall be placed in an appropriate docking station and should not be removed until the download of data is complete. *TBP 12.08*

3. Storage

All DME captured by BWCs shall be uploaded to Evidence.com for storage. *TBP 12.08*

4. Data Retention

a. In accordance with Tex. Occ. Code 1701.66, employees shall not delete, cause to be deleted, destroy, cause to be destroyed any recording from a BWC that documents an incident that involves the use of deadly force by a police department employee, or that is otherwise related to an administrative or criminal investigation of a police department employee until all criminal matters have been finally adjudicated and all related administrative investigations have concluded.

b. Evidence.com maintains DME that is categorized as Evidence indefinitely.

c. DME that is not categorized as Evidence will be retained for two and a half (2 ½) years and then deleted.

d. It is permissible to retain recordings for training exercises upon final adjudication of all associated criminal cases. *TBP 12.08*

5. Access to DME collected from BWCs

a. All stored DME is subject to release in accordance with the Texas Public Information Act, and/or Texas Occupations Code Ch. 1701. *TBP 12.08* This includes Tex. Occ. Code 1701.66, which prohibits the public release of any recording from a BWC that documents an incident that involves the use of deadly force by a police department employee, or that is otherwise related to an administrative or criminal investigation of a police department employee, until all criminal matters have been finally adjudicated and all related administrative investigations have concluded. An exception to this rule exists if the Department determines that a public release serves a law enforcement purpose.

b. Employees may use media captured via the BWC to assist with the investigation and to promote accuracy in the completion of reports.

c. All DME captured during the scope of an employee's duties is property of the Fort Worth Police Department/City of Fort Worth and subject to City, State, and police department policies regarding the viewing, release, retention and destruction of the same. Employees shall not convert DME for personal use, including uploading recordings to social media platforms, nor shall employees access, copy, edit or release recordings, or depictions from recordings, without proper authority and/or written approval.

d. Video captured from a BWC shall not be released to an unauthorized person. Any release without departmental permission is a violation of state law and may be punishable as a Class A Misdemeanor under Tex. Occ. Code 1701.659.
e. Non-sworn personnel in the police department shall not be permitted to view DME without permission from the employee's immediate supervisor. Governmental employees who are directly involved in the investigation and/or prosecution of a criminal or administrative case related to the DME, who work in Internal Affairs, or are authorized by the City Manager are exempt from this provision.
f. Department employees are prohibited from divulging or using video footage for any commercial or other non-law enforcement purpose.
g. Third-party digital recording storage vendors that act as an agent of the Fort Worth Police Department in maintaining body camera footage, shall not be permitted to independently access, view or alter any video footage, except to delete videos as required by law or City retention policies, unless authorized by a police department employee. *TBP 12.08*

6. Officers right to review BWC footage before making a statement
   a. Sworn officers may review media captured from a BWC before making any statements about an incident.
   b. Sworn officers involved in a Critical Police Incident (CPI) may review media captured from their BWC prior to making a statement and should be permitted to review the media with a peer representative or another Department Employee who was not involved in the incident**.**
7. Supervisor and Internal Review of BWC footage
   a. Supervisors who become aware of a possible violation of this policy during their normal course of duties, shall make every effort to determine if there was an actual violation.
   b. Any failure to activate a BWC, or failure to activate a BWC prior to the start of an incident, shall trigger a supervisory review to determine if the failure to activate was a malfunction, user error, a deliberate act or omission, or justified because it was unsafe, unrealistic or impracticable to activate the body worn camera in accordance with this policy. The supervisor shall document the reason in Blue Team.
   c. Supervisors shall specifically look at the audit trail for the body-worn camera to determine if it was powered off during the shift or prior to the incident.
   d. Supervisors should document patterns of behavior associated with the failure to activate the body-worn camera in accordance with policy in Blue Team and refer to the disciplinary guidelines matrix when further action is necessary.
   e. If a use of force, vehicle pursuit, or any other administrative inquiry-based personnel action related to a misconduct case is captured on a BWC, the DME(s) from the incident shall be uploaded to the administrative report by a supervisor to facilitate seamless administrative review.
   f. Employees are encouraged and supported by the chain of command to flag the DME when the employee feels that they may face an unsubstantiated complaint or accusation as a result of a DME captured encounter.
   g. Supervisors shall review at least three (3) random videos per Department Employee biannually. *TBP 2.01*
      (1) When conducting bi-annual supervisory reviews/audits of Department Employees' video, the supervisor is not required to watch each incident on an

eight (8) or ten (10) hour shift; however, the supervisor shall review the footage in a manner intended to gain an understanding of that Department Employee's performance and adherence to policy and laws related to racial profiling and bias-free policing.

(2) The bi-annual review/audit period will begin and end on the same schedule as the City of Fort Worth Performance Evaluation's mid-year check-in (April) and the formal annual ePerformance (October) process.

(3) The review/audits will be sent to Internal Affairs through Blue Team after review by the Division Commander/Captain or the respective Deputy Chief if an infraction rises to that level.

(4) Additional audits of DME may be requested at any time by a deputy chief or above.

8. Handling and documenting malfunctions/equipment error
   a. Police supervisors shall ensure that employees conduct daily inspections of the BWCs prior to each shift, to confirm the devices are operational and have sufficient battery life. Any problems with the BWC shall be reported to the supervisor immediately and the supervisor shall contact the Body Camera Program Coordinator via email on that date to secure a repair or replacement.

E. Wearing Body-Worn Camera (BWC) off-duty
   1. Department employees who work at any approved off-duty LE/SR job shall wear and use a BWC.
   2. All procedures for the use of the BWC for Investigating Employees shall also apply to the use at approved LE/SR employment.
   3. If DME is recorded during off-duty LE/SR employment, the Department employee shall place the device in the docking station by the end of the Department employee's next scheduled on-duty shift.
   4. In the event an Department employee working an off-duty LE/SR employment records an incident that needs to be downloaded immediately, whether administrative or criminal, the Department Employee shall contact an on-duty supervisor for approval to return to on-duty status for the purpose of downloading the video. If approved to return to on-duty status, the Department employee shall receive two (2) hours of administrative call-back compensation.

506.04 IN-CAR RECORDING SYSTEM

The in-car recording system is an effective law enforcement tool which can also provide a degree of safety and peace of mind for the Department Employee using the system. Supervisors and Department Employees shall be familiar with the Standard Operating Procedures for the In-Car Recording System and refer to that document for specific responsibilities, requirements and documentation.

A. Definitions
   1. Video Recall – allows for the review and use of video captured by a Fleet camera, even if the camera was not actively recording. Video Recall is a lower quality stream (400p at 15fps with no audio) that continuously overwrites itself after 18 hours of recording.
   2. Buffering Mode (Turning on the Camera)-With the camera turned on, the Axon system is in the Buffering mode. When Buffering begins:
      a. The Operation LED on the back of the camera will blink green

b. The camera will be capturing video but no audio, and will not record to permanent memory while in Buffering mode
c. Buffered video duration is 30 seconds by default

3. Event Mode – the act of causing the in-car recording system to start recording audio and video footage. The system will automatically capture one (30) second of pre-event video with no audio.
4. Tagging an Event – the act of naming or designating specific footage in Evidence.com.
5. Isolate an Event – to cause an event to be separated out from other events on the in-car camera and saved in Evidence.com.

B. Legal Aspects

1. Recordings generated on department-owned equipment are the property of the City of Fort Worth Police Department and shall be treated as evidence. Unless specifically authorized by this order or done in accordance with the City Document Retention Schedule, tampering with evidence (including alteration, overwriting, erasure or other efforts to purposely destroy or modify any recordings) may constitute a criminal offense and/or an administrative violation.
2. Concealing or making a vehicle inaccessible to others or taking a vehicle out of service for any amount of time in order to allow the continuous loop to record over footage is prohibited.
3. Use of department-owned recording equipment for any purpose other than authorized law enforcement action is prohibited.
4. Events written by the in-car recording systems are official documents subject to the Public Information Act and the City's Records Retention Policy. Public Information requests for such Events shall be handled as directed in General Order 212.05, Information from Police Files, the Public Information Act and the City's Records Retention policy.
5. Events written by the in-car recording system in situations where a Critical Police Incident has occurred shall be maintained in accordance to our current retention policy.
6. It is permissible to retain recordings for display during training exercises upon final adjudication of all associated criminal cases.
7. Violation of any portion of this order may lead to disciplinary action.

C. Maintenance of the in-car recording system

1. Prior to using the recording system, Department Employees shall receive training on the proper operation and care.
2. With the exception of positioning the camera to ensure recording from the best vantage point, Department Employees shall not remove, disconnect/unplug, power off, add other equipment, alter, relocate or otherwise change the recording equipment installed in a department vehicle. Department Employees may be subject to discipline for intentional or negligent loss of or damage to recording system equipment.
3. Department Employees will not remove, nor cause to be removed by Fleet service personnel, the in-car camera for replacement without ensuring that all stored events have been uploaded from the device to the evidence.com.
4. Third-party digital recording storage vendors that to act as an agent of the Fort Worth Police Department in maintaining body camera footage, shall not be permitted to independently access, view or alter any video footage, except to delete videos as required by law or agency retention policies.

5. Department Employees will treat the in-car recording system as equipment to be inspected as directed in General Order 507.01, Checking Out Marked Units, and will notify a supervisor of any malfunctions.

D. Operation of the in-car recording system
   1. Department Employees shall log-in to the in-car video system at the beginning of every shift to insure that all videos created during their shift are assigned to them.
   2. Department Employees shall cause the in-car recording system to write an event in the following situations:
      a. When addressing criminal violations, investigations, and engaging in enforcement activities, including but not limited to:
         (1) Traffic stops
         (2) DWI stops
         (3) Pedestrian detentions
         (4) Pursuits - whether or not the vehicle is the primary vehicle
         (5) Other on-view offenses
      b. Calls involving mentally-distressed persons.
      c. Transportation of any non-police department personnel - exceptions include Explorers, CAPA members, MAC members, and a previously approved ride-along.
      d. Department Employee-involved accidents - a copy of the Event shall be made and submitted to the Accident Review Board.
      e. Code 3 Operation - Department Employees will not stop the recording while the light bar is in operation and the vehicle is still moving.
      f. The system may be used to record other law enforcement actions at the discretion of the Department Employee.
   3. Department Employees at the scene of an extended event may stop writing an event during periods of limited citizen interaction or when no enforcement action is occurring.
   4. Department Employees may temporarily deactivate the audio portion of the in-car recording system under the following circumstances, but only when no citizen contact is taking place:
      a. To exchange NCIC/TCIC, DPS or other law enforcement sensitive data either in person or via the police radio or MDC,
      b. To facilitate the discussion of training issues or to discuss operation strategies; and
      c. To share information such as telephone numbers or personal information with another Department Employee.
   5. The termination of an audio or video event with the in-car recording system will require the Department Employee to tag the event. *TBP 12.08*
   6. If conducting a custodial interrogation near a department vehicle that is equipped with an in-car recording system, it is highly recommended that an event be written that includes recording of the Miranda warning.
   7. Department Employees shall also document information about the existence of in-car camera footage in the narrative portion of their reports.
   8. Events stored in Evidence.com are official documents subject to the Public Information Act and the City's Records Retention Policy. No event shall be erased or destroyed without the written approval of the relevant Deputy Chief and the Records and Information Management Office. *TBP 12.08*
   9. All stored DME is subject to release in accordance with the Texas Public Information Act, and/or *Texas Occupations Code 1701*. *TBP 12.08*

10. Department Employees utilizing an on-Department Employee recording device in accordance with General Order 506.03, Body Worn Cameras, may elect not to wear the audio body microphone portion of the in-car video system.

E. Supervisor Review *TBP 12.08*
   1. Supervisors shall review at least three (3) random videos per Department Employee bi-annually. *TBP 2.01*
      a. When conducting bi-annual supervisory reviews/audits of Department Employees' video, the supervisor is not required to watch each incident on an eight (8) or ten (10) hour shift; however, the supervisor shall review the footage in a manner intended to gain an understanding of that Department Employee's performance and adherence to policy and laws related to racial profiling and bias-free policing.
      b. The bi-annual review/audit period will begin and end on the same schedule as the City of Fort Worth Performance Evaluation's mid-year check-in (April) and the formal annual ePerformance (October) process.
      c. The review/audits will be sent to Internal Affairs through Blue Team after review by the Division Commander/Captain or the respective Deputy Chief if an infraction rises to that level.

   NOTE: Additional audits of DME (Digital Multimedia Evidence) may be requested at any time by a Deputy Chief or above. *TBP 12.08*

507.00 USE OF THE POLICE VEHICLE

507.01 CHECKING OUT MARKED UNITS

A. Officers shall carefully inspect the patrol vehicle for damage, proper operation and cleanliness before accepting responsibility for the vehicle. Once completing the inspection, the officer(s) shall sign on the MDC of the vehicle, indicating the officer(s) assumes all responsibility for the patrol vehicle. When an officer encounters a vehicle which is in unacceptable condition, the officer shall not leave the police lot before a supervisor inspects the vehicle.

B. If an officer relieves another officer of duty and fails to report any damage or discrepancy involving the vehicle's condition, it shall be presumed that vehicle and equipment were in order at the beginning of the officer's tour of duty, and the relieving officer shall be held fully accountable for the presence and condition of such equipment.

C. When any damage which has not been previously reported is noted on a vehicle, the vehicle shall not be moved and a supervisor shall be called to the scene. The supervisor shall determine if the Crime Scene Search Unit shall be needed to take photographs of the damage and shall complete a damage report. When emergency equipment is reported to be missing, the field supervisor shall be notified to initiate an investigation into the matter. All reports concerning the investigation shall be forwarded to the deputy chief.

D. If an officer must change vehicles during a shift, upon notifying the supervisor, the guidelines below shall be followed:
   1. Vehicles that are inoperable shall not be left on any police parking lot for repairs to be completed by another person unless repairs are of such nature that the appropriate division to make the repairs is closed.
   2. When a vehicle breaks down, it is the officer's responsibility to ensure that the vehicle is transported to the James Avenue Service Center for repairs. The officer may then opt for one of two ways to obtain a relief unit:

a. The officer may pick up any unit from the ready line designated for their particular division and drive it the rest of the shift. When a shortage of vehicles exists, any marked unit may be used. Arrangements must be made to return the unit to the proper division before the end of the shift.
b. If no units are available at the designated service center, the officer shall communicate with their division to have an officer transport them back to the sector to obtain another vehicle.

3. When repairs are such that the vehicle needs the services of the James Avenue Service Center, radio shop, fleet services or body shop, the vehicle shall be taken directly to these operations by the assigned operator of that vehicle along with instructions as to the problems encountered with the vehicle. After the necessary repairs are completed, the vehicle shall be placed on the ready line of the designated repair facility. The appropriate commander shall then be notified of the vehicle's ready status.

507.02 OPERATION OF THE POLICE UNIT

A. Officers shall not operate any marked vehicle unless they have attended departmentally-required training and received certification.
B. Officers operating police vehicles must demonstrate good driving habits and safe operation of the vehicle whether on public roadway or private property.
C. Officers shall exercise extreme caution while entering or leaving parking lots, being alert for fixed objects in their path.
D. Officers shall not drive at night without the use of headlights.
E. Officers shall not rely solely on MDC capabilities or other navigation/mapping systems to arrive at a call location without visually verifying the address upon arrival on the scene (i.e., numbers on curb, mail box, or the house/building).
F. Employees shall operate city vehicles in accordance with state law, city ordinances, and the procedures of the Fort Worth Police Department and the City of Fort Worth. Employees shall adjust their driving to maintain the safety of themselves and other drivers during inclement weather, traffic congestion, and in accordance with the conditions of the road surface.
G. Employees shall not park city vehicles in such a manner that would reasonably lead to the vehicle being involved in an accident, or would obstruct the view of other vehicles thus creating a potential accident situation.
H. Employees shall not operate city vehicles in a manner that leads to unnecessary wear and tear or damage to the vehicle.
I. In accordance with the City of Fort Worth Personnel Rules and Regulations, "Smoking in the Workplace," employees are prohibited from smoking, including electronic cigarettes, in any city vehicle.
J. Seat belts and shoulder straps shall be worn by all persons during vehicle operation. Prisoners shall be strapped in with seat belts whenever possible.
   1. When approaching an incident scene or a call where the officer believes that a rapid exit from the vehicle may be required, the officer may release the seat belt.
K. Use of Mobile Devices During the Operation of Vehicles While On Duty
   The use of a cellular phone, PDA or other mobile device, whether supplied by the City or owned by the employee, while operating a police vehicle or a personal vehicle can cause unnecessary distractions, can interfere with the safe operation of the vehicle, and in the case of police vehicles, presents a negative image to the public and can impede a response to a call for service. Therefore, for the safety of our employees and the general public, employees are

prohibited from using any mobile device while operating a police vehicle or while on duty in a personal vehicle, subject to the following provisions:

1. While the vehicle is in motion, employees shall not engage in writing, sending, searching, replying, utilizing an application (an "app") or reading any text-based communication on electronic wireless communication devices, including but not limited to, cell phones, smart phones, laptops, tablets, or any other mobile communication device, whether the electronic device is supplied by the City of Fort Worth or owned by the employee. For marked police vehicles:
    a. Digital portable radios and Mobile Data Computers (MDC) are exempt under this provision when safely used to perform legitimate police functions. Officers are responsible for operating a police vehicle in a safe manner at all times, if the safe operation of the vehicle is impaired by reading or viewing of the MDC screen (i.e. heavy traffic, school zones, adverse weather or road conditions, complex or multiple inquiries, etc) officers should attempt to move to a safe location and stop the vehicle to use the MDC.
    b. Officers shall not type on the MDC when the vehicle is in motion unless an exigent circumstance exists requiring immediate action. This restriction does not include one button or one touch responses for indicating the officer is en route to a call, arriving on scene, emergency button, or clearing a scene.
    c. These procedures do not strictly prohibit officers actively engaged in an undercover capacity from using mobile devices when such limitations may prove impractical or place the officer in danger.
2. While the vehicle is in motion, dialing or answering a call on a cellular phone is discouraged except for matters of an urgent nature or when the action can be done in a safe manner. Employees are encouraged to use hands-free technology whenever possible or have frequently called numbers preprogrammed into the device; however, employees shall remove any cellular phone hands-free devices such as headsets, Bluetooth, ear buds, etc. during contact with the public.

507.03 AUTOMATED FUELING SYSTEMS

A. Employees, when refueling, shall adhere to the following procedure:
    1. Whenever possible it is recommended employees utilize Equipment Services automated fueling sites located throughout the City of Fort Worth, including Fire Stations having automated sites.
    2. To activate the pumps employees shall enter:
        a. Employee ID number
        b. Unit number
        c. Mileage
        d. Last four (4) digits of employee's social security number
    3. Fuel access will be denied if either the equipment number or mileage is incorrect or incomplete. Equipment numbers are on all police department vehicles, either on the driver’s side pillar post or door.
    4. Service center personnel will assist if there is a problem, and in checking oil and other fluid levels.
B. Personnel not familiar with the automated fuel system can receive instruction from certain Fleet Services personnel, the officer’s supervisors, or any Equipment Services personnel located at the authorized fueling sites.

507.04 VEHICLE GASCARD

A. The Chief of Police or designee shall approve and request fuel cards for all police department vehicles and related equipment.
B. Responsibility of Police Fleet/Auto Pound Division
    1. The Equipment Services Division is responsible for establishment of the procedures for the use of the Gascard, and for the compliance, monitoring, and auditing of those procedures. A monthly audit shall be conducted of the Gascard transaction file to determine compliance. Instances of non-compliance shall be reported to Police Fleet Services personnel who shall report discrepancies to the affected deputy chief for further investigation and appropriate action.
    2. The assignment of the Gascard shall be to each approved vehicle and will be issued or reissued, with the approval of the Chief of Police, through the Police Fleet/Auto Pound Division.
    3. The maintenance of the records of the issued Gascards will be the responsibility of the Police Fleet/Auto Pound Division.
    4. The Police Fleet/Auto Pound Division shall provide a supervisor all available information to aid in that supervisor's investigation of recent Gascard transactions for a vehicle.
    5. Each employee approved to use the Gascard shall be assigned a Personal Identification Number (PIN) by the Police Fleet/Auto Pound Division.
C. Responsibility of Employees
    1. It is the responsibility of the employee assigned a particular vehicle to ensure the Gascard for that vehicle is in the vehicle at the beginning and end of the work period. If the Gascard for that vehicle is missing, the employee shall immediately notify their supervisor.
        a. The supervisor shall immediately conduct an investigation to locate the missing Gascard.
    2. Employees shall limit their use of the Gascard to their assigned vehicle and only to procure approved fuel.
        a. Gascards are approved to purchase fuel with an octane rating that meets the vehicle manufacturer's minimum requirements. Employees shall not request or direct a service station operator to override the fuel type limitation, any violation may result in disciplinary action and/or revocation of Gascard privileges.
        b. Employees shall accurately enter the vehicle's current odometer reading when in the process of procuring vehicle fuel.
    3. At the risk of disciplinary action or revocation of Gascard privileges, employees shall not divulge their Gascard PIN to another person. If an employee is unsure of their PIN, they should contact the Police Fleet/Auto Pound Division for verification of the number.

507.05 USE OF EMERGENCY EQUIPMENT

If appropriate, the following emergency equipment may be used:

A. Bumper guards may be used to push stalled or damaged vehicles from the roadway within the following limitations:
    1. Stalled and Damaged Vehicles
        a. No stalled vehicle shall be pushed unless it is a hazard and must be moved to prevent the occurrence of an accident, additional damage or possible injury.
        b. No stalled vehicle shall be pushed further than is necessary to clear the roadway. The driver of a stalled vehicle may be transported to a nearby service area.

c. No stalled vehicle shall be pushed over rough terrain or in any manner that may result in damage to the police vehicle or the vehicle being pushed.
d. No stalled vehicle shall be pushed at a speed exceeding fifteen (15) miles per hour.

B. Jumper cables shall be used as follows:
1. The police radio and MDC must be turned off.
2. The ignition switch on both vehicles must be off before the cables are connected.
3. Cables must be connected so that the positive post on one vehicle is connected to the positive post on the other. The same applies to the negative post.
4. Once the cables are connected to the battery, the loose ends of the cables should never be touched together.
5. Do not tap the tops of the battery posts with the cable clamps to see if they spark, as this may cause an explosion.
6. Most batteries are marked indicating the positive and negative posts. If for some reason the marking cannot be found or is not readable on a 12-volt negative ground ignition system, the posts can be identified by tracing the battery cable. The negative cable is connected to the engine block. As a general rule, the positive post is connected to the starter or the solenoid.

C. Each officer shall be required to read the instructions printed on the side of the fire extinguisher mounted in the vehicle trunk to ensure proper use.

507.06 FUEL CONSERVATION

Each department employee shall use all means possible to conserve gasoline in the operation of police vehicles. To assist in this effort, the following practices shall be adhered to:

A. Avoid rapid acceleration and stops.
B. Maintain steady speed when traffic permits.
C. No excessive idling of vehicles. In situations where vehicles are stationary for extended periods, the engine shall be stopped when practical.
D. Speeds in excess of the posted speed limit are not permitted except in emergencies.

507.07 VEHICLE CONTAMINATION

A. In the event of the contamination of a police vehicle through exposure to infectious disease or hazardous material, personnel shall contact their supervisor and take the vehicle immediately to the service center for proper cleaning, and inform the attendants of the contamination.
B. The vehicle which has been potentially contaminated shall be deadlined and written instructions shall be attached to the vehicle marked bio-hazard and indicating the nature and area of the exposure. If the exterior of the vehicle has been contaminated, it shall be washed at the service center.

507.08 PUBLIC ADDRESS SYSTEMS ON PATROL VEHICLES

Police personnel operating vehicles with public address systems may use the system as follows:

A. As an aid in directing and controlling large crowds of citizens at the scene of:
1. Motor vehicle accidents.
2. A crowd where immediate dispersal is necessary.
3. A barricaded person in a house or building.
4. A catastrophe or suspected catastrophe where a large area is to be evacuated immediately and under emergency conditions.

B. In the direction and control of known or suspected felons emerging from motor vehicles.

C. Public address systems shall not be used for:
   1. Stopping routine traffic offenders.
   2. Directing pedestrians except under the conditions previously stated.
   3. To amplify the police radio while out of the vehicle.
   4. Any other purpose that would result in the unnecessary disturbance of citizens, particularly in residential areas.

507.09 SPEED ASSESSMENT SYSTEMS

The Fort Worth Police Department uses approved radar and laser-based speed assessment systems to improve public and traffic safety.

A. All speed assessment systems approved for use in the department shall meet or exceed the National Highway Traffic Safety Administration (NHTSA) and the International Association of Chiefs of Police (IACP) standards.
B. All officers utilizing a police department speed assessment system are required to attend and successfully complete the certification program.
   1. Officer certification will consist of classroom instruction followed by supervised observation of Field Training Officers.
   2. Officers who are not certified are prohibited from operating any speed assessment system until certification is successfully completed.
   3. The operational procedures for the use of the speed assessment system will be in accordance with the training the officers receive. The use of a speed assessment system shall be in conjunction with a uniformed certified officer and a marked patrol vehicle or motorcycle.
C. Recertification of the speed assessment system shall be every three (3) years with additional recertification as determined by the Chief of Police based on budgetary considerations.
   1. Officers utilizing speed assessment systems are responsible for the care of the unit and daily testing according to the operator's manual for the device. Officers shall log the calibration results on their worksheet. If the unit fails the test, it will be taken out of service and sent to the equipment officer who will return the unit to the manufacturer or local authorized repair center.
   2. Speed assessment systems shall be inventoried daily by the equipment officer and any parts missing or in need of repair will be replaced or repaired according the manufacturer's recommendations.

508.00 AWARDS AND AWARDS COMMITTEE

508.01 AWARDS COMMITTEE

In the performance of their duties, officers and civilian employees many times conduct themselves in an exemplary manner that is above and beyond the norm. To assure that outstanding service is recognized, this procedure shall be followed:

A. Upon notification, by any means, of an act by an officer or civilian employee that may be deemed as outstanding service, an *Awards for Outstanding Acts* Blue Team incident shall be completed. The incident needs to be forwarded to the Awards Committee group mailbox and copied to the involved employee’s chain of command.
B. The *Awards for Outstanding Acts* Blue Team incident shall be submitted by sworn personnel and shall include a detailed description of the act, any eyewitness information, and

identification of witnesses to include city employees with knowledge of the circumstances of the act. The nomination must be submitted within 180 days of the occurrence of the act. A civilian employee may report the act to any sworn personnel for submission.

C. Within three (3) months of the date of the *Awards for Outstanding Acts* Blue Team incident receipt, the Training Division Captain shall ensure that the incident is considered by the Awards Committee and that the employee in question is made aware of the committee's recommendation to the Chief of Police. The committee's recommendation will be submitted to the Chief of Police, who will make the final decision on awards.
   1. The Training Division Captain shall be responsible for dissemination of the recommendation of the Awards Committee and the decision of the Chief of Police.
   2. The Awards Committee's recommendation shall specify the conclusion of the committee and specific award recommended for the act, if any.
   3. The Training Division Captain shall ensure that approved awards presentations are scheduled and carried out at least once per year and that appropriate notifications regarding awards presentations are made to the City Manager, City Council, Mayor, and other appropriate persons.

D. The Awards Committee's recommendation shall be based upon a full investigation of the incident, consideration of the circumstances, and action taken. It shall be the responsibility of the committee to determine the validity of the commendation and decide the level of the award. A majority decision shall prevail.

E. Presentation of the awards shall be on a date and time designated by the Chief of Police.

F. The Awards Committee shall consist of seven (7) voting members, the Chair and the coordinator. The voting members shall be selected by the Chief of Police. The members of the committee shall be:
   1. The Assistant Chief of the Finance and Personnel Bureau (Chair).
   2. One (1) civilian police employee.
   3. One (1) lieutenant.
   4. One (1) sergeant.
   5. Three (3) police officers below the rank of sergeant.
   6. The Captain of Training - Coordinator (non-voting member).

G. Voting members of the Awards Committee shall serve an undesignated term. Replacement of members shall be at the member's request or for reasons of non-attendance at the direction of the chair.

H. Voting committee members shall have an equal vote regardless of rank. The Finance and Personnel Bureau Assistant Chief shall act as the chairperson of the Awards Committee and shall vote only in the event of a tie.

I. The immediate supervisor of the nominated employee shall assist in the investigation of the circumstances prompting the nomination for the award. The results of the investigation shall be returned to the Awards Committee chairperson within the time frame set for consideration by the committee.

J. Unit level awards and individual performance recognition commendations shall not be reviewed by the Awards Committee.
   1. Recommendations for such awards should be forwarded directly to the Chief of Police.
   2. Individual performance recognition commendations may be given for outstanding work in investigation, administration, or for any other meritorious work outside the scope of the awards program.

K. Multiple commendations may be awarded for a single action when appropriate.

508.02 AWARDS FOR OUTSTANDING ACTS

Police employees may earn awards and/or uniform pins, plus recognition from the Fort Worth Police Officers' Award Foundation, in the performance of their duties. Non-police department employees may also qualify for awards from the Fort Worth Police Department. In the case of an award for outstanding acts, the procedure for initiation is found in General Order 508.01, Awards Committee. The awards for outstanding acts are issued by the Chief of Police.

A. The following is a list of awards:
   1. The Police Cross is awarded to the family of police officers who have lost their lives as a result of honorable duty-related police service.
   2. The Police Medal of Honor is the highest decoration presented by the police department and is awarded for heroism above and beyond the call of duty performed at imminent risk of life or serious bodily injury. Heroism is defined as the act of consciously rising to a specific test by drawing on a reserve of moral strength and courage. The Medal of Honor includes a uniform pin which the commissioned recipient may wear on the standard police uniform, as well as a medal to be worn on special formal dress occasions, a recognition pin for non-commissioned recipients to wear, and recognition from the Fort Worth Police Officers' Award Foundation.
   3. The Police Medal of Valor is the second highest decoration presented by the police department and is awarded for exceptional bravery performed at imminent risk of life or serious bodily injury. Bravery is defined as an act of admirable human action under a stressful and dangerous situation. The Medal of Valor includes a uniform pin which the commissioned recipient may wear on the standard police uniform, as well as a medal to be worn on special formal dress occasions, a recognition pin for non-commissioned recipients to wear, and recognition from the Fort Worth Police Officers' Award Foundation.
   4. The Police Medal of Commendation is the third highest decoration presented by the police department and is awarded for outstanding work involving either great risk or for an act of such nature as to bring honor and recognition to oneself and the police department. Consideration for this award shall be given any officer who receives a wound or serious injury as a result of honorable police duty-related circumstances that do not meet the criteria necessary for a higher decoration. The Police Medal of Commendation includes a uniform pin, which the commissioned recipient may wear on the standard police uniform, as well as a medal to be worn on special formal dress occasions, a recognition pin for non-commissioned recipients to wear, and recognition from the Fort Worth Police Officers' Award Foundation.
   5. The Certificate of Merit is the fourth highest decoration presented by the police department and is awarded for excellence in police work. The award is bestowed upon:
      a. An individual police employee for outstanding performance of their duties under unusual, complicated, or hazardous conditions.
      b. Any police employee from another law enforcement agency qualifying under the above-mentioned circumstances if earned while aiding, assisting, or working with any Fort Worth Police Department employee. The Certificate of Merit includes a uniform pin, which the commissioned recipient may wear on the standard police uniform, a recognition pin for non-commissioned recipients to wear, and recognition from the Fort Worth Police Officers' Award Foundation.
   6. The Distinguished Service Award is the fifth highest decoration presented by the police department and is awarded to an individual police employee for their outstanding

contribution to law enforcement in general or to any police employee in cases where the service of such employee has contributed greatly to the success of a difficult police project or job. The commendation shall be awarded only to those employees who perform in a clearly exceptional manner over a period of time. The Distinguished Service Award includes a uniform pin, which the commissioned recipient may wear on the standard police uniform, a recognition pin for non-commissioned recipients to wear, and recognition from the Fort Worth Police Officers' Award Foundation.

7. The Chief's Letter of Recognition is a letter signed by the Chief of Police and is presented by the police department to a police employee who, in the opinion of the Awards Committee, has performed an act or service that merits recognition above unit action by the officer's chain of command.
8. The Life Saving Award is bestowed upon any police employee in recognition of the saving of a human life. It is intended that this award be given in all cases where an employee saves a life or their actions led to the prolonging of the victim's life to the extent that the victim was released to the care of medical authorities, and it may be given in addition to the awarding of another commendation where the facts indicate that the recipient is entitled to both awards. The Life Saving Award includes a uniform pin, which the commissioned recipient may wear on the standard police uniform, a recognition pin for non-commissioned recipients to wear, and recognition from the Fort Worth Police Officers' Award Foundation.
9. Group/Team Exceptional Performance Award is presented to a group of departmental employees whose performance is indicative of a high degree of initiative, determination, diligence, and cooperative effort in the fulfillment of a difficult mission, operation, investigation, task, or project significantly beyond what is normally expected. This performance award may be based on a single act or on exemplary work over an extended period of time. The accomplishment must be the result of a combined effort of the group. Examples of exceptional performance may include, but are not limited to, developing a method or program that significantly affects the operation of one or more divisions in the Department, exceptional performance in conducting a major investigation, or completion of a major project or task in a significantly shorter period of time, resulting in substantial benefits to the Department. The Group/Team Exceptional Performance Award includes a uniform pin, which the commissioned recipient may wear on the standard police uniform, or a recognition pin for non-commissioned recipients to wear.
10. The Fort Worth Police Distinguished Person Award may be presented to a person who, at risk of grave and imminent personal danger, provides extraordinary service to a Fort Worth Police Department employee. The Fort Worth Police Department Distinguished Person Award shall be a plaque attesting to the person's actions performed under grave and imminent personal risk.
11. The Fort Worth Police Appreciation Award may be presented to a person or organization that provides extraordinary service to the Fort Worth Police Department or substantially assists in the apprehensive of a felon. The Fort Worth Police Appreciation Award shall be a certificate attesting to the exceptional services or actions of a person or an organization.
12. The Chief's Letter of Appreciation may be presented to a person or an organization, which has aided the Fort Worth Police Department. The Chief's Letter of Appreciation shall be a letter from the Chief expressing the Department's gratitude for a person's or organization's assistance to the police department.

B. With approval from the Chief of Police, officers who have earned awards for outstanding acts from other governmental agencies may wear the pins on the standard police uniform.

508.03 SERVICE AWARDS

Service awards are the responsibility of the recipient to initiate. These award pins are available through the Training Division, unless otherwise noted.

A. Service Awards are issued for years of service. Service begins on the date of the officer's commission. The awards are available for two (2) years, five (5) years, and thereafter, intervals of five (5) years. Sworn personnel and Traffic Control Technicians are eligible to receive this award. This is a permanent award.

B. Safe Driving Awards are issued to officers having no chargeable accident on their driving record. Service begins on the date of the officer's commission. If an officer has a chargeable accident, then the service begins on the date of the accident. The awards are issued at five (5) year intervals. Sworn personnel and Traffic Control Technicians with a good driving record are eligible. This is a permanent award.

C. TCOLE Proficiency Certificate
   1. To qualify for the TCOLE Proficiency Certificates, the officer must meet all the following proficiency requirements:
      a. Submit any required application currently prescribed by the commission, requested documentation, and any required fee;
      b. Have an active license or appointment for the corresponding certificate;
      c. Officers licensed after March 1, 2002 must not ever have had a license or certificate issued by the commission suspended or revoked;
      d. Meet the continuing education requirements for the previous training cycle;
      e. Meet the current enrollment standards; and
      f. For firearms related certificates, not be prohibited by state or federal law or rule from attending training related to firearms or from possessing a firearm.
   2. To qualify for basic, intermediate, advanced or master peace officer proficiency certificate(s), an applicant must meet all proficiency requirements or certificates as prescribed by TCOLE.
   3. The commission may refuse an application if the applicant has not reported meeting all minimum standards; the form is not signed; the forms are incomplete; the documentation is incomplete, illegible, or not attached; or the application contains a false assertion. The commission shall cancel and recall any certificate that was issued by mistake or based on false or incorrect information.

D. Service Awards may be worn for:
   1. The highest level of academic achievement from an accredited college or university as defined by the *Texas Administrative Code* in Chapter 211.1.
   2. Successful completion of the:
      a. FBI National Academy.
      b. Southern Police Institute.
      c. FBI-LEEDA Trilogy.
      d. Northwestern University School of Police Staff and Command.
      e. Police Executive Research Forum-Senior Management Institute for Police.

508.04 SPECIAL ASSIGNMENT AWARDS

A. Honor Guard pins are issued to members of the honor guard. This is a permanent award.

B. Community Service Unit pins are issued to officers while assigned to the Community Service Unit or assigned as a Neighborhood Police Officer (NPO) or NPO sergeant.
C. Special Weapons and Tactics pins are issued to current and past personnel upon completion of one (1) year assignment to SWAT completion of SWAT's Operator Training Course, and certification in both TTPOA Basic and Advanced SWAT schools. The pin is issued through SWAT and is a permanent award.
D. Control Tactics and Physical Fitness (CT/PT) Instructor pins are issued to personnel upon completion on one (1) year assignment to the Training Division as a CT/PT Instructor. This pin is also presented to past officers that were assigned to the CT/PT section. The pin is issued through the CT/PT section and is a permanent award.
E. The City of Fort Worth Molly Pin is issued to the officers to be worn centered above the name plate.

508.05 WEAPONS PROFICIENCY AWARDS

A. Designation and Color Descriptions
   1. High Master
      a. Qualifying Score: 100.
      b. White enamel center with gold pistol and royal blue color bars.
   2. Master
      a. Qualifying Score: 96 - 99.9.
      b. White enamel center with gold pistol and red color bars.
   3. Expert
      a. Qualifying Score: 92 - 95.9.
      b. White enamel center with gold pistol and green color bars.
   4. Sharpshooter
      a. Qualifying Score: 85 - 91.9.
      b. White enamel background with gold pistol.
B. Qualifying Procedures
   1. Officers may qualify for weapons proficiency awards only during department-wide qualifications.
   2. The officer’s first attempt with their primary duty weapon will constitute the score used to determine which level, if any, the officer has earned. The officer will check the appropriate block on the qualifying record form to designate their primary duty weapon.
C. Subsequent Year Awards
   1. During a subsequent qualifying period, if an officer qualifies for a different level, the previous weapons proficiency award shall be brought to Training and exchanged for the current qualification level. An officer who fails to qualify for any level shall return the previous weapons proficiency award to the same location. The rangemaster shall be responsible for retrieval of previous weapons proficiency awards and shall submit an inter-office correspondence through the officer’s chain of command if the bar is not exchanged at the time of qualification.
   2. An officer who qualifies three (3) consecutive times for the same level may permanently retain the weapons proficiency award but may only wear them if currently qualified at that level. This will not preclude an officer from qualifying for a higher level in the future.

508.06 SPECIAL UNIT OR ASSIGNMENT PINS

A. The design of a special unit/assignment pin must be approved by the Uniform Committee and the Chief of Police prior to acquisition and use.
B. Appropriate pins designating an employee's unit and/or assignment may be worn with the uniform or plainclothes, following the approval process.

508.07 MISCELLANEOUS AWARDS

A Physical Fitness Award - Officers may qualify for the Physical Fitness Award pin upon completion of the fitness test in one (1) minute forty-eight (48) seconds or less.
B. Intermediate Control Tactics Award - Officers may qualify for the Intermediate Control Tactics Award pin upon completion of the Intermediate Control Tactics course.
C. Advanced Control Tactics Award - Officers may qualify for the Advanced Control Tactics Award pin upon completion of the Advanced Control Tactics course.

508.08 POLICE AWARDS FOUNDATION

A. The Fort Worth Police Officers Awards Foundation is a nonprofit organization created to support Fort Worth Police Department officers in performance of their duties and responsibilities. They provide financial support through travel awards to supplement professional training activities and by providing personal equipment to all newly promoted sworn officers.

509.00 CHECKOUT, REPLACEMENT AND MANAGEMENT EQUIPMENT

509.01 BODY ARMOR

A. Procurement and Storage of Unassigned Armor
   1. The Police Training Division shall coordinate procurement and issuance of new and replacement body armor for all divisions with the assistance of Police Procurement, the Body Armor Coordinator, and Unit Personnel. Asset Management shall be tasked with recording asset data into the MCM System and with storing unassigned body armor. The supply and inventory shall be controlled by Asset Management in coordination with the Police Training Division personnel. Each assigned person will be responsible for the proper storage of the body armor and the Body Armor Database has accurate warranty information for their body armor. Asset Management, in coordination with the Police Training Division personnel, shall keep all necessary records on inventory, issues, and returns.
   2. Officers wearing body armor with warranty that is expired shall report to Police Training Division for replacement. Replacement needed prior to warranty expiration should be accompanied by a replacement form documenting the reason(s) for replacement. Upon receipt of body armor, officers are to comply with regulations specifying usage of body armor as outlined below.
   3. Unassigned body armor (and vests) shall be turned in to Asset Management, unless it is being held for a vacant position. Armor held for vacant positions should be turned in to Asset Management when the position(s) is filled but the person required a different fit. Asset Management and Training Division shall endeavor to utilize unassigned body armor whenever possible.

B. Wear Requirements

Unless an exception has been authorized by the Chief of Police, all sworn personnel shall wear body armor under the following conditions:

1. All uniformed personnel shall wear their issued body armor when:
   a. Performing field duties.
   b. Working a non-patrol assignment where their duties may require the officer to act in an enforcement capacity or while engaged in public activities.
   c. Working an assignment that requires interaction with the public. This includes uniformed officers of any rank in administrative assignments whenever they leave their assignment and go into a public place.
2. All non-uniformed officers shall wear their issued body armor when:
   a. Serving of a criminal warrant.
   b. Planned apprehension of a wanted person.
   c. Planned surveillance where an apprehension might logically occur.
   d. While undercover and providing cover in field operations unless their position as an officer would be compromised.
   e. Any other investigative assignment where the supervisor or the individual investigator concerned believes the armor should be worn.

C. Exceptions

Sworn personnel may elect not to wear protective armor under the below circumstances; however, an exception shall not relieve uniformed personnel of the responsibility to have their vest readily available and immediately accessible:

1. When exempt status has been granted in writing from the Chief of Police. Exempt status is a privilege granted by the Chief of Police, not an entitlement or a right and may be revoked at any time. Exemptions may include, but are not limited to:
   a. Medical waiver issued by a physician, approved by the Chief of Police and filed with the Medical Records Custodian (MRC) in Police Employment Services.
   b. When wearing the Class A dress uniform.
   c. Any other situation the Chief of Police approves in writing.

D. To guard against the potential development of heat-related issues while wearing body armor, supervisors should be cognizant of particular assignments that may have abnormal heat or humid conditions. In such circumstances, supervisors should ensure their personnel have adequate breaks to cool down and remain hydrated. Officers should monitor their health and notify their supervisors of the need for breaks during such times.

1. Signs and symptoms of heat-related illness vary based on the condition, but may include an elevated body temperature, headache, nausea, weakness, dizziness, fainting, excessive sweating, fast heartbeat, muscle cramps, seizures, confusion, and coma.

E. Body Armor Coordinator

1. All body armor purchased, donated, or accepted by the Police Department for duty use must have written approval by the Body Armor Coordinator.
   a. Once approved by the Body Armor Coordinator, the approved document will be forwarded by the Body Armor Coordinator to the Range Master and Training Division Captain for signatures. Once all signatures are collected and the body armor ordered or accepted, the document shall be returned and filed with the Body Armor Coordinator.
   b. Body armor utilized or evaluated by SWAT is approved by, and at the discretion of, the SWAT Commander.

2. The Body Armor Coordinator shall maintain a list of approved body armor for duty use.
3. The Training Captain is responsible for the appointment of the Body Armor Coordinator, which shall be a collateral duty for a sworn officer.

F. Rifle-Resistant Body Armor (Hard-Body Armor)
   1. Officers will receive warranty information and proper care guidelines provided by the manufacturer at the time of issuance.
      a. Avoid exposure to chemicals and/or solvents other than approved cleaning agents.
      b. Avoid storage in direct sunlight for prolonged periods of time. Body armor should not be permanently stored in vehicles when an officer is not on duty to minimize the heat damage to the armor. Officers should avoid leaving the armor in an unsecured vehicle to prevent the loss of the body armor.
   2. All officers will be properly fitted for the rifle-resistant body armor at the time of the purchase.
   3. Frequent inspection of the external carrier and accessories by the officer is required.
      a. Torque test by twisting and pinching the edges of the Hard Armor Plate to check for any cracks, breaks, or other imperfections while listening for any crunching or grinding noise in the Hard Armor Plate.
      b. The officer shall contact their supervisor immediately if any flaws are discovered during inspection. If body armor is possibly damaged, the officer will take the body armor to the weapons range personnel who will coordinate the appropriate inspection of the components of the body armor and any necessary action.
   4. Maintenance
      a. Follow the manufacturer's recommendation on proper maintenance and cleaning of issued body armor.

G. Ballistic Helmets
   1. Officers will receive warranty information and proper care guidelines provided by the manufacturer at the time of issuance.
      a. Avoid exposure to chemicals and/or solvents other than approved cleaning agents.
      b. Avoid storage in direct sunlight for prolonged periods of time. Ballistic Helmets should not be permanently stored in vehicles when an officer is not on duty to minimize the heat damage. Officers should avoid leaving the helmet in an unsecured vehicle to prevent the loss of the equipment.
   2. All officers will be properly fitted for the ballistic helmet at the time of the purchase.
   3. Frequent inspection of the helmet by the officer is required.
      a. The officer shall contact their supervisor immediately if any flaws are discovered during inspection. If the helmet is possibly damaged, the officer will take the helmet to the weapons range personnel who will coordinate the appropriate inspection and any necessary action.

H. Supervisors shall ensure compliance with this General Order.

I. Off-duty employment: Officers shall wear their issued soft-body armor when working off-duty jobs where the police uniform is worn.

509.02 REPLACEMENT OF EQUIPMENT

A. Definitions
   1. Asset Inventory – List of all department assets maintained by Asset Management for the purposes of the annual inventory. It includes asset data tracked by each Division. Items should have an individual cost of $500 or more and three (3) or more years of usable life.

2. Unit Asset Inventory – Unit's list of assets that are required to be tracked for the annual inventory, equipment replacement, and inspections.
3. Replacement Schedule – Included in the unit's asset inventory, this is a list of standard issue equipment scheduled for replacement that has an individual cost of $500 or more and three (3) or more years of usable life.
4. Special-Use/Periodic Use Equipment - Equipment not assigned to individual members of the department and includes, but is not limited to, special-use vehicles, equipment, supplies for special events or disasters, or specialized investigative equipment.
5. Standard Issue Equipment – Any equipment assigned to a division that is approved to be assigned to a replacement schedule. Items should have an individual cost of $500 or more and three (3) or more years of usable life.
6. Ad Hoc Equipment – Any equipment assigned to a division that is not approved to be on a replacement schedule. Items should have an individual cost of $500 or more and three (3) or more years of usable life.
7. Equipment Manager – Position assigned by each division to track equipment for inventory and replacement.
8. Financial Liability Form – Form completed by equipment manager or supervisor for inventory items that are lost.

B. Department Equipment
1. Each unit shall maintain a Unit Asset Inventory list of equipment assets. This list shall include both Replacement Schedule Equipment and Ad Hoc Equipment including equipment considered Special-Use/Periodic Use that must be available for inspection.
2. Assets with a cost of $500 or more and three (3) or more years of life shall also be listed in the department's Asset Inventory maintained the MCM System database by the Asset Management Unit. This inventory should be updated at least annually during the department's annual inventory reporting in August to ensure timely replacements can be scheduled. It is the responsibility of Asset Management to ensure that the information in the MCM system is accurate. Reports shall be available upon request.
3. Each unit's asset list shall include both standard issue and ad hoc items:
   a. Replacement Schedule Equipment - Items in the asset inventory that are approved as standard issue and may be assigned and unassigned equipment with an individual cost of $500 or more and three (3) or more years of usable life at purchase.
   b. Ad Hoc Equipment – Items listed in the unit's inventory list, including Special-Use/Periodic items, that are not considered standard issue. Ad hoc items may be subject to additional approvals and shall be replaced as funds are available.
   c. Items not tracked in the unit's inventory list
      (1) Soft and Hard Armor - Vest equipment will be maintained by the Police Training Division.
      (2) Fleet Equipment – Fleet assets that have both a motor AND license will be tracked by the Fleet Division. Trailers, golf carts, etc. shall be tracked for replacement by the assigned unit.
      (3) Technology – Equipment issued by the City's Information Technology Solutions (ITS) will be tracked by ITS.
      (4) Radios – Radios issued by the ITS radio shop will be tracked by the radio shop.
4. Equipment items listed on each division's replacement schedule shall be those approved by the Bureau as "standard issue." Equipment that is not approved as standard issue shall be considered "ad hoc" for replacement purposes. Ad Hoc Equipment shall not be

replaced through the same process as standard issue equipment. At the discretion of the chain of command, new and Ad Hoc Equipment purchases may be subject to an Equipment and Uniform committee review before being approved as standard issue and placed on the division's replacement schedule.

5. The department shall create a centralized budget to ensure the timely replacement of standard issue equipment. The replacement of this equipment shall be on the basis of condition and with priority given to officer safety. In order to maintain the condition of standard issue equipment, command staff shall endeavor, when possible, to replace existing equipment before approving purchase of ad hoc or new equipment.
6. Each year, the list of replacement eligible equipment shall be submitted to command staff by Fiscal Command for prioritization. Following prioritization, units shall submit quotes to Fiscal Command to assess available budget for procurement.
7. Replacement equipment must be delivered to the Asset Management Unit in order to record the replaced equipment and dispose old equipment. Upon issuance to the unit, personnel must surrender the old equipment for disposal or categorized as ad hoc if it will be kept for redundancy purposes.

C. Uniform, Individually Assigned, and Personal Wear Items

1. Items Eligible for Replacement, if damaged while engaged in official capacity
   a. Body armor that is five (5) years or older, no longer fits, or is in poor condition. *TBP 7.23*
   b. Uniforms and leather goods that are damaged beyond repair and items required for a particular assignment such as western hats, special holsters, etc. which will be subject to the limit set by the Budget Section.
   c. Prescription eyeglasses/contact lenses which will be limited only to the cost of lenses up to a $200 maximum and frames up to a $150 maximum, unless an exception is approved by the Chief of Police.
   d. Watches up to a fifty-dollar (50) maximum.
   e. Flashlights up to a fifty-dollar (50) maximum.
   f. Traffic law books.
   g. Miscellaneous items such as ticket book holders, personally-owned handheld radio holders, pens, sunglasses, etc., which shall be individually considered for replacement, up to a twenty-five-dollar (25) maximum, by the deputy chief subject to the on-duty damage guidelines.
2. For replacement of a personal item eligible for replacement, the officer shall prepare a replacement request with approval from their chain of command through the deputy chief, attach an inter-office correspondence and deliver the documents to the Budget Section for appropriate action.
3. No item, except body armor, shall be eligible for replacement due to wear-out. The officer shall prepare an Equipment Replacement Form and with approval of their chain of command deliver it to the Police Training Division for appropriate action. Items that are defective shall be returned to the vendor for replacement as part of the warranty process.
4. Items Not Eligible for Replacement
   a. Personal jewelry.
   b. Personally-owned weapons.
   c. Footwear, unless issued by the police department for the assignment.
   d. Non-issued uniform items that are not required for a particular assignment, i.e., chill-chaser jackets, knives, etc.

e. Personally-owned cellular and/or smart phones or electronic devices which may include, but not limited to, audio/video recorders, MP3 players, personal computers and mobile media devices.
f. Uniform clothing which becomes unusable as a result of normal wear.

5. When an article of clothing or issued equipment becomes unusable as a result of damage which occurs in the line of duty, the officer shall prepare an Equipment Replacement request form and forward the form through their chain of command. Once approved, the officer will take the approved request form and either take or send a photo of the damaged item to the Police Training Division where, if available, a replacement will be issued. If the item is not available, an order will be generated.

D. To replace an issued item as a result of loss or theft, the officer shall prepare an Equipment Replacement request with approval from their chain of command through the deputy chief and attach a copy of any applicable offense/incident report or inter-office correspondence and deliver to the Police Training Division.
1. If the lost or stolen equipment is subject to any type of insurance coverage payment, the officer shall reimburse the city for the replacement cost, up to the covered amount. Proof of insurance coverage shall be provided by the officer at the time of replacement through the Police Training Division. The Training Division shall forward the documentation to the Budget Section for appropriate action.

E. Replacement for portable radio batteries shall be made through the City Radio Services following approval through the appropriate chain of command.

F. On any other item of city-owned, non-expendable equipment which through normal use becomes unserviceable, the officer shall prepare an Equipment Replacement form and with approval of their chain of command deliver it to the Police Training Division for appropriate action.

509.03 ASSET MANAGEMENT

Asset Management shall maintain uniform procedures for proper reporting, classification and control of fixed assets and all other department assets, owned or donated, to ensure that such assets are efficiently utilized and protected against damage and loss.

A. Definitions *TBP 1.10*
1. Fixed or Capital Asset - A fixed asset is a tangible item owned by the City with an original monetary cost of at least $10,000. Such items have an original life expectancy of greater than three (3) years and shall include land, buildings, equipment and improvements other than buildings.
a. Resource - Fixed assets over $10,000 or more.
b. Weapons, Equipment and Property (WEP) - All weapons, electronic devices, equipment and property over $1,000.
2. Mission Critical Management (MCM) - database utilized by Asset Management for the inventory of department assets that are $500 or more and three (3) or more years of usable life.
3. Land - A capital asset classification which includes all land purchases by or donated to the City. Donated land is recorded at its appraised value at the time of acquisition.
4. Buildings - A capital asset classification which includes all City-owned buildings and all permanently attached fixtures. If buildings are donated to the City, the value is recorded at its appraised value at the time of the acquisition.

5. Equipment - All tangible items owned by the City that are useful in carrying on operations. Examples may include, but are not limited to, machinery, tools, rolling stock, furniture and fixtures. Equipment donated to the City is recorded at estimated value.
6. Animals - All service animals are considered as fixed assets.
7. Eligible-equipment – Equipment that is required to be recorded in MCM database.

B. Asset Management will work with the Fleet Services, which shall be responsible for all vehicles and vehicle equipment, and with the City Radio Services Manager, who is responsible for maintaining all mobile and portable radios, to ensure all assets are entered into the MCM database.

C. When a purchase of a qualifying asset is approved by management, including grant-acquired property, the activity shall be reported to Asset Management by field personnel and/or Procurement Section staff.
   1. Upon approval to purchase equipment or fixed asset, Police Finance staff will perform a budget review and assign a funding identifier (FID).
      a. If funds from asset forfeiture, Crime Control and Prevention District, or grants are used, Police Finance will route the PAF to the appropriate section for additional details.
      b. Once finalized, Police Finance staff will forward the PAF to Police Procurement.
   2. Police Procurement staff will review the PAF, provide the Purchase Order (PO) number, and forward to Asset Management.
   3. Field personnel will forward all P-card purchases for eligible equipment, machinery and weapons (purchased valued at $500 or more and three (3) or more years of usable life) to Asset Management.
   4. In order to coordinate the recording and tagging of eligible equipment, delivery from vendor shall be coordinated with Asset Management. Whenever possible, the delivery of eligible equipment shall be to the warehouse dock at Bob Bolen Safety Complex (511 W Felix Street, Fort Worth, TX 76115). Asset Management will arrange pickup or delivery as appropriate.

D. Donations of Fixed Assets and/or Equipment
   1. The guidelines for accepting gifts and donations, both cash and non-cash, are found in the *City of Fort Worth Donations Policy*.
   2. Any and all non-cash donations which result in a capital asset as outlined within the *City's Capital Asset Policy* shall be accepted following the procedures outlined in the *City of Fort Worth Donation Policy.*
   3. No member of the department may accept any donation of fixed assets and/or equipment of any value that will result in the need of expenditure of other City funds or having a contractual obligation incurred by the City without approval of the City Council.
   4. Monetary donations equal to or less than $5,000 may be received only by the Chief of Police.

E. Issued Property, Equipment, and Clothing *TBP 1.12*
   1. Employees shall acknowledge the receipt of all property, equipment, and clothing by signing an *Acknowledgment of Receipt* form. The signed form shall be maintained in the employee's personnel file and a copy forwarded within ten (10) working days to Asset Management.
      a. Any change in the status of property or equipment issued to an employee will be immediately forwarded to Asset Management.

2. If issued property, equipment or clothing is lost, stolen or damaged the employee must complete a *Financial Liability* form which shall be routed through their chain of command for investigation and review. Lost or stolen property and equipment also requires an offense report.
    a. Once the supervisor determines whether the officer used reasonable care and the re-issue of the property or equipment is approved, a copy of the form and justification shall be forwarded to Asset Management in a timely manner.

F. Inventory of City Property
1. With assistance from each division, Asset Management shall be responsible for conducting an annual audit during the month of August of all department-owned property and equipment, including all capital assets and federally controlled equipment listed in General Order 509.04, Local Law Enforcement Equipment Acquisition. A computerized listing of all property and equipment assigned to the division shall be provided by Asset Management prior to the audit. Once the annual audit is completed, Asset Management shall forward the Annual Report in a timely manner through the chain of command to the Chief of Police. *TBP 1.10*
2. Each organizational level shall notify Asset Management of any property items received, whether purchased, donated, confiscated or retained for police department use or forfeited to the police department by a court. Asset Management will be responsible for determining if the item will be entered into the asset management system.
3. Each organizational level is responsible for proper notification to Asset Management of any transfer, disposal or retirement of property, or any lost, stolen or damaged fixed asset or WEP property. Once notified, Asset Management will be responsible for processing any property item that is to be disposed of or retired.

509.04 FEDERALLY-CONTROLLED EQUIPMENT

This policy identifies the strategies and oversight concerning the appropriate use of federally controlled equipment. Federally controlled equipment is defined as only that equipment as outlined in this order and issued by the federal government or purchased with federal funds. The appropriate training, oversight, and documentation for the use of federally controlled equipment shall be adhered to as directed by Executive Order 13688 issued May 2015.

A. Definitions and Applications/Use - Federally Controlled Equipment
1. Manned Aircraft, Fixed Wing - Powered aircraft with a crew aboard, such as airplanes that use a fixed wing for lift.
    a. Application/Use - Routine patrol, situational awareness and victim location/rescue operations.
2. Manned Aircraft, Rotary Wing - Powered aircraft with a crew aboard, such as helicopters that use a rotary wing for lift.
    a. Application/Use - Routine patrol, situational awareness and victim location/rescue operations.
3. Unmanned Aerial Vehicles - A remotely piloted, powered aircraft without a crew aboard.
    a. Application/Use - Aerial operations requiring low altitude or stationary flight operations, HAZ-MAT, accident reconstruction, situational awareness, or operations posing a risk to human life.
4. Armored Vehicles, Wheeled - Any wheeled vehicle either purpose-built or modified to provide ballistic protection to its occupants, such as a Mine-Resistant Ambush Protected

(MRAP) vehicle or an Armored Personnel Carrier. These vehicles are also referred to as Armored Rescue Vehicles (ARVs).

a. Application/Use - During operations where there is concern for officer or civilian safety, such as fugitive apprehensions, search warrant service, hostage rescue and barricaded subject operations. These vehicles provide ballistic protection and subsequently a higher level of safety for both officers and victims.

5. Tactical Vehicles, Wheeled - A vehicle purpose-built to operate on and off road in support of military operations, such as a HMMWV ("Humvee"), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached.
   a. Application/Use - Rough terrain or inclement weather for search and rescue operations, victim evacuations, disaster supply deliveries and emergency personnel transportation.
6. Command and Control Vehicles - Any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident.
   a. Application/Use - Serve as a centralized location for command decision-making, enhanced communication and other situational awareness capabilities.
7. Explosives and Pyrotechnics - Includes explosive breaching tools often used by special operations units.
   a. Application/Use - Create a breach point opening in a structure during a hostage rescue operation or other high-risk entry. It may also include devices used to distract or temporarily disorient a suspect prior to law enforcement entry into a structure.
8. Breaching Apparatus - Tools designed to provide law enforcement rapid entry into a building or through a secured doorway. These tools may be mechanical in nature, such as a battering ram; ballistic such as slugs; or explosive.
   a. Application/Use - To gain rapid entry into a structure that may be fortified or where a suspect refuses entry.
9. Riot Batons - Non-expandable baton of greater length (generally in excess of 24 inches) than service-issued types and are intended to protect officers during melees by providing distance from assailants. These batons offer a greater level of safety for officers by extending the distance between them and a violent or non-compliant subject.
   a. Application/Use - Deployed during demonstrations or civil disorder events.
10. Riot Helmets - Helmets designed to protect the officer's face and head from injury during demonstrations or civil order events from projectiles including rocks, bricks, liquids, etc. Riot helmets include a visor which protects the face.
    a. Application/Use - Worn by officers during demonstrations or civil disorder events where the threat or presence of dangerous projectiles is likely.
11. Riot Shields - Shields intended to protect officers from their head to their knees in demonstrations or civil disorder events. Most are designed for the protection of the officer from projectiles including rocks, bricks, and liquids. Some afford limited ballistic protection as well.
    a. Application/Use - Utilized in conjunction with riot helmets to protect officers from projectiles and other hazards while trying to contain, move or disperse people during demonstrations or civil disorder events where the threat or presence of dangerous projectiles is likely.

B. Appropriate Use of Federally Controlled Equipment
   1. Prior planning, to include the requirements for deployment and the level of supervisory approval necessary, should precede any use of federally controlled equipment. When, due to exigent circumstances, this is not possible and immediate use of the equipment is necessary for officer safety reasons or lifesaving operations, the involved officer(s) will make appropriate notification to their supervisor as soon as possible after the incident.
   2. Any officer who will utilize federally controlled equipment, or any supervisor who authorizes the use of federally controlled equipment, will receive initial and recurring training that addresses the appropriate and safe use of such equipment, or certification when mandated by other local, state or federal law. Only personnel who have been properly trained may use departmentally-owned equipment, even when deployed in other jurisdictions. Authorization for use of equipment in other jurisdictions must be approved by the Chief of Police or designee(s).

C. Supervision of Use
   1. Absent exigent circumstances, federally controlled equipment should only be utilized for previously approved purposes and with the appropriate level of supervision.
   2. Proper deployment and accountability with supporting or neighboring agencies that may request the use of resources and capabilities of the department's federally controlled equipment shall follow department guidelines and be properly documented.

D. Evaluation
   1. With reports furnished through Asset Management, the Assistant Chief over the Finance and Personnel Bureau will evaluate the need for continued use of such equipment on an annual basis.
   2. Following each deployment, an after-action report will be completed by the supervisor over the employee(s) using the federally controlled equipment that captures information such as the equipment utilized, the manner in which it was utilized, and the location of the utilization. This information shall be forwarded to and maintained by the Assistant Chief over the Finance/Personnel Bureau within five (5) days of use.

E. Auditing and Accountability
   1. An internal auditing procedure shall be established by Asset Management to ensure that federally controlled equipment is being maintained and utilized as intended. This procedure will include provisions for accountability at the individual officer level to mitigate any misuse or unauthorized use. Such procedures will also support any reporting requirements.

F. Transparency and Notice Considerations
   1. The Fort Worth Police Department and its officers will actively engage the public to inform them of the purpose and intended use of federally controlled equipment. While maintaining operational security needs, personnel should explain the application of certain pieces of equipment and how its use will protect both citizens and officers.
   2. Information regarding the cost realized by the department as a result of participation in such federally controlled equipment programs shall be provided if requested.

509.05 READINESS INSPECTIONS

A. Inspections of the department shall be conducted on a regular basis to help ensure that the department is operating at peak efficiency and in compliance with established professional standards. When conducted properly, readiness inspections enable personnel to assess the department's ability to perform its mission, provide the information necessary to plan for the

improvement of departmental operations, and ensure full capability to perform the department's mission.

B. Readiness Inspections will be conducted to evaluate both equipment and the operational readiness of the department to respond to exceptional or emergency circumstances.
   1. Such inspections shall be regularly scheduled by the supervisor, but may be initiated at any time at the direction of the Chief of Police or designee.
   2. Inspections include verification that all personnel have updated contact information available via the department portal in case of emergency call-back or notifications as required in General Order 211.01, Employees' Home Addresses and Telephone Numbers.

C. Equipment Readiness Procedures *TBP 7.25*
   1. Equipment readiness is the capability of any given piece of equipment to function in the intended manner at any given time. Informal inspections will be conducted on all department special-use equipment on a monthly basis.
   2. Each departmental unit will create a checklist of equipment from the unit's asset inventory list that is for special or periodic use and assign a position to conduct the monthly inspections. This position should be the same person responsible for the asset inventory list. Special or periodic-use equipment is typically equipment that is not assigned to individual members of the department. Special-use equipment includes, but is not limited to, special-use vehicles, equipment, supplies for special events or disasters, or specialized investigative equipment.
      a. Checklists should indicate the unit, date inspected, condition of each item, and the person who inspected the equipment. Any maintenance needs will be identified.
      b. Information should be consistent with the Division's asset inventory described in General Order 509.02, Replacement of Equipment.
   3. A formal quarterly report shall be generated based on each unit's checklist and forwarded by the supervisor through their chain to the applicable Deputy Chief for review. Once approved by the Deputy Chief, the entire report or a signed IOC stating the inspection has been completed and equipment is in good condition will be forwarded to Policy Management and Safety for appropriate filing with the Texas Recognition Program. It is the bureau's discretion to maintain the entire report in either the division or bureau files.

D. Personnel Inspection Procedures
   1. Supervisors shall daily conduct roll call inspections of all officers in their command to ensure availability and serviceability of equipment, personal appearance, and proper uniforms. Daily inspections include, but are not limited to, observance that:
      a. Officers' uniforms and equipment are clean, complete, and in good order.
      b. Officers are in compliance with General Order 502.01, Hair and Mustache.
      c. Officers are properly equipped and attired in keeping with their prescribed duty assignment.
      d. Any missing, damaged or malfunctioning equipment is reported and, if necessary, investigated.
      e. All property owned or controlled by the department, whether for general purposes or for use by individual members, is cared for and used properly.
      f. Whether or not practices or procedures are being properly performed.
      g. A situation which has the potential for creating a hazardous or life-threatening environment to employees or citizens is corrected immediately.
   2. At least once a month, the Commander/Captain shall ensure supervisors conduct a formal Roll Call formation of their officers. Supervisors shall document the inspection and

forward the report through their chain to the applicable deputy chief for their review. Additionally, the monthly report that falls at the end of a quarter shall be forwarded to Policy Management and Safety for appropriate filing with the Texas Recognition Program. It is the bureau's discretion to maintain the entire report in either the division or bureau files.

a. The supervisor shall inspect the uniform, including the uniform hat, the personal appearance of the officer, and the functionality of:
   (1) Batons
   (2) Tasers
   (3) Chemical Agents
   (4) Body Camera
   (5) Radio
   (6) Handcuffs
   (7) Ammunition Magazine
   (8) Other Equipment/Uniform Items as applicable.

b. This inspection meets the requirement of General Order 501.01G.

3. The monthly roll call formation shall include all specialized units to ensure uniform and equipment readiness. Officers working in an undercover assignment can bring their uniform and standard equipment to a secured location for inspection.
4. Supervisors shall at all times maintain constant vigilance of uniformed/non-uniformed personnel and take corrective action when necessary to address any officer's personal appearance and/or uniform or non-unformed attire not in conformity with departmental requirements.
5. It is the responsibility of every Fort Worth Police Department supervisor to correct such circumstances immediately where failure to do so will jeopardize the Fort Worth Police Department's reputation, its policies and procedures, and/or the accomplishment of the department's mission.

510.00 EQUIPMENT & UNIFORM COMMITTEE

510.01 EQUIPMENT & UNIFORM COMMITTEE

A. The responsibilities of the Equipment & Uniform Committee shall be to consider any changes in the uniform and personal equipment worn by commissioned personnel and make recommendations to the Chief of Police relative to:
   1. New uniform and police equipment on the market.
   2. Analyze and evaluate present uniform and personal equipment needs.
   3. Investigate and report any problems with the quality of equipment or uniform materials.
   4. Review bid specifications on police equipment and recommend department action.
   5. Maintain a current roster of authorized equipment and uniform dealers.
   6. Maintain all correspondence regarding uniform and equipment dealers.

B. Each member shall serve for a one (1) year tenure, except for the chairperson. The designated chairperson shall be the Training Division Captain and shall maintain a permanent authorized position. The chairperson shall not have voting privileges except when committee votes end in a tie and then the chairperson will vote to break the tie.

C. The committee shall consist of commissioned personnel desiring to serve an appointment as volunteers. Personnel serving on the committee shall vary depending upon each individual's expertise to effectively evaluate equipment and uniform materials.

D. During the first quarter of each calendar year, the Training Division Captain shall solicit interest from officers in serving on the committee. Current members may request to be considered to serve another term. The chairperson will gather all letters of interest and forward, along with any recommendations, through the chain of command. The Chief of Police or designee shall approve all final appointments of committee members.

E The committee shall be comprised of no more than fourteen (14) members. The goal is for committee members to represent the different assignments in the department. The committee shall include:

1 Captain	Chairperson	Police Training Division
2 Lieutenants		from a uniformed assignment
Up to 2 officers, any rank		from Investigative & Support Command
Up to 2 officers, any rank		from Tactical Command
Up to 3 officers, any rank		from North Command
Up to 3 officers, any rank		from South Command
1 Officer, any rank		from the Police Officers' Association Board

F. All equipment and uniform reviews, complaints, evaluations, and other pertinent data shall be gathered and presented by the committee chairperson. The information shall, along with committee recommendations, be forwarded through the chain of command for review by the Chief of Police or designee. The Training Division Captain shall make the necessary notifications of any approved item(s) to the affected parties and, when appropriate, to Research and Planning for any General Order revision.

G. The Administrative Support Command shall serve as an advisory and information center to the committee on appropriate items being addressed. A catalog of items shall be created detailing items reviewed or acted upon in the past.

H. Committee meetings shall be held quarterly and minutes of the meetings shall be maintained by the Training Division Captain. The Captain may cancel quarterly meetings if there is no agenda to discuss or call more frequent meetings if circumstances warrant.

I. The first hour of the scheduled meeting session shall be utilized to receive officer suggestions and to allow comments about equipment problems that have been personally experienced. All of the comments shall be taken under advisement and answers shall be provided during the next scheduled meeting.

510.02 FLEET AND EQUIPMENT ADVISORY COMMITTEE

A. The responsibilities of the Fleet and Equipment Advisory Committee shall be to research and review proposed equipment and make recommendations relative to:

1. Review of new police equipment on the market, other than personal equipment reserved for review by the uniform committee,
2. Analysis and evaluation of present equipment needs, other than furniture or office fixtures,
3. Investigation and reports of any problems with the quality of equipment,
4. Review of bid specifications on police equipment and recommended department action, and
5. Approval and prioritization of all requests that involve vehicle or equipment purchases that:

a. Are expected to be classified as a capital expense exceeding $5,000 acquisition cost,
b. Must be registered with the Texas Department of Transportation,
c. Have a fuel capacity in excess of five (5) U.S. gallons, and/or
d. Require maintenance and/or repair by the Property Management Department's Fleet Division.

B. The Budget and Finance Section's Budget Committee shall promptly forward all vehicle and equipment needs request meeting the above criteria to the Fleet and Equipment Advisory Committee Chair for review.

C. The Fleet and Equipment Advisory Committee shall complete the review process prior to the end of the second quarter of the fiscal year for items that are to be included for the subsequent budget year. During the review, the Fleet and Equipment Advisory Committee shall consider the justification for the request, how the purchase of the requested vehicles or equipment contributes to the goals and objectives of the department, and make a final recommendation that is based on available resources and operational benefit to the department.

D. Each member shall serve for one (1) year tenure, except for the chairperson. The designated chairperson shall be the Manager of the Police Fleet/Auto Pound Division and shall maintain a permanent authorized position.

E. The committee shall consist of commissioned personnel desiring to serve an appointment as a volunteer. Qualifications of the personnel serving on the committee shall vary depending upon each individual's expertise to effectively evaluate equipment. Committee members shall serve as a liaison to employees regarding equipment issues.

F. The Deputy Chief over the Fleet/Auto Pound Division shall approve all final appointments of committee members. The committee shall be comprised of the following eleven (11) members:

Chairperson	Public Safety Support Manager
Administrative Sergeant	Operational Command
3 appointed officers,	North Command
3 appointed officers,	South Command, including the Traffic Division
1 appointed officer, any rank	Tactical Command
1 officer, any rank	Investigative & Support Command
1 officer, any rank	Police Officers' Association Board

G. All equipment reviews, complaints, evaluations, and other pertinent data shall be gathered and presented by the committee chairperson for review by the Deputy Chief over the Fleet/Auto Pound Division. The Deputy Chief will then forward relevant information to the Assistant Chief. Complaints pertaining to current equipment will be maintained by the committee chairperson in the files on vendors, solicitations, and awards.

H. Committee meetings shall be held quarterly, if determined appropriate by the Chairperson, at a designated location and minutes shall be maintained by the Finance and Personnel Bureau Administrative Sergeant. The date, time, and location of the meetings will be posted no less than ten (10) days before the planned meeting. These dates and times may be changed due to holidays or conflicts in scheduling.

511.00 SPECIALIZED UNITS UNIFORM REQUIREMENTS

511.01 K-9 (CANINE) UNIT UNIFORM REQUIREMENTS

A. The uniform for officers assigned to the K-9 (Canine) Unit shall consist of:

1. BDU (tactical or military-style) uniform in authorized color.
2. Black nylon duty rig with approved holster.
3. Black lace-up boots.
4. T-shirt in authorized color matching the uniform.
5. Ball caps black or color matching the uniform, with "K9" patch.
6. "K9" embroidered on collars in black thread, not required if "K9 rockers are worn over the patch.
7. Cloth badge and patches with black and subdued silver thread. The officer's name embroidered over the right breast in black thread.

B. When a standard uniform is worn, the customary uniform patches will be displayed except for a “K-9” rocker over the patch.

511.02 BICYCLE PATROL UNIFORM REQUIREMENTS

A. Officers assigned to the Bicycle Patrol Unit shall wear their authorized uniform and headgear while on duty.
1. Bicycle patrol shorts may be worn year round.
2. Standard-issue short-sleeved uniform shirt may be worn with winter pants.
3. Solid black or navy blue skullcaps are permitted to be worn underneath the bicycle patrol helmet.
4. Bicycle helmets shall be predominantly white in color, have "POLICE" annotated on the sides of the helmet and shall meet or exceed standards set by SNELL, ANSI or ASTM.
5. Shoes, including specialized cycling shoes, shall be black or navy blue in color and not clash with the bicycle patrol uniform. Only black or white socks shall be permitted.

511.03 MOUNTED PATROL UNIFORM REQUIREMENTS

A. The uniform for officers assigned to mounted patrol shall consist of:
1. Navy blue western-style shirts with military creases, velcro pocket closure, and western yokes on front and back. Pants will be of the same navy blue material with keystone belt loops, scalloped back pockets with snap closure, and double-stitched seat seams.
2. Western straw hat in the summer and western black felt hat in the winter.
3. Standard black boots. Officers may wear spurs when riding, provided the spurs are of a conservative design and appearance that does not detract from the uniform.
4. Black, heavy oilskin drover coat with “Police” printed on the back and having a sheepskin liner for extremely cold weather (optional).
5. Standard uniform patches except for a “Mounted” rocker over the patch.

511.04 MOTORCYCLE OFFICERS

A. Motorcycle Officers shall wear the approved uniform which shall consist of:
1. Motor Pants.
2. Standard-issue uniform shirt, short-and long-sleeved.
3. Motorcycle Patrol Boots.
   a. Each assigned officer and supervisor will receive a new pair of motorcycle patrol boots every other calendar year. On the off year, officers will receive a resole of their boots.
4. Motorcycle Helmet.
   a. Each helmet will be replaced every three (3) years or as recommended by the manufacturer.

5. Rain Suit.
6. Leather Jacket.
7. Winter Gloves.

B. Optional items may be worn in accordance with the Motorcycle Unit Standard Operating Procedures.

C. In addition to all other approved items, motor officers may wear a winged wheel pin with their uniform.

511.05 HOSTAGE NEGOTIATOR'S VEST

A. Hostage negotiators may wear a distinctive vest, identifying them as such, while on call.

511.06 DIRECTED RESPONSE UNIT UNIFORM REQUIREMENTS

A. Directed Response Unit officers shall wear the department approved uniform or the section approved uniform which shall consist of:
   1. Black tactical uniform shirt, either short-sleeved or long-sleeved as specified by the uniform committee.
      a. The shirt shall have subdued patches on both sleeves with Directed Response Unit rockers.
      b. An embroidered badge - silver thread.
      c. Officer's name embroidered over the right breast pocket-silver thread.
   2. Black tactical uniform pants as specified by the uniform committee.
   3. Ball caps shall be black in color and with the specifications outlined by the uniform committee for style, fabric, front and back lettering, font and the letter size.

511.07 TACTICAL MEDIC UNIT UNIFORM REQUIREMENTS

A. Officers assigned to Tactical Medic Unit shall wear the department approved uniform or the section approved uniform which shall consist of:
   1. Dark Navy tactical uniform shirt, either short-sleeved or long-sleeved as specified by the uniform committee.
      a. The shirt shall have subdued Fort Worth Police Department patch on the left sleeve and Texas Department of State Health Services (TX DSHS) approved EMS patch on the right sleeve. This patch should denote the officer's EMS rank as required by TX DSHS.
      b. An embroidered badge - silver thread.
      c. Officer's name embroidered over the right breast pocket-silver thread.
   2. Dark navy tactical uniform pants as specified by the uniform committee.

511.08 ALTERNATE UNIFORM

A. Alternate uniforms shall be defined to include any clothing, footwear, headgear, etc., other than the standard police uniform, worn on duty while carrying out assigned duties. Alternate uniforms differ from specialized unit uniforms and are considered temporary or seasonal in nature,
   1. Any alternate uniform or alternate uniform item, unless specifically provided for in General Order 511.00, shall be approved in writing by the deputy chief. The deputy chief shall review the approval for any alternate uniform every six (6) months.

B. An optional alternate summer uniform is authorized during the period April 1 through October 30. The alternate summer uniform shall not be authorized for court appearance or any official

department function or ceremony in which a full dress uniform or business attire would be appropriate.

C. Uniformed Assignments

An optional alternate summer uniform is authorized for the following uniformed assignments:

1. On-Duty - Field assignments, to include Patrol, Traffic, NPO, and Traffic Control Technician.
2. Off-Duty Employment - Non-climate controlled environments, or events where a large percentage of the officer's time will be spent outdoors. Due consideration will be given to the type of event being worked, the appropriateness of the summer uniform, and the dress code requirements of the off-duty employer.

D. Uniformed officers selecting the optional alternate summer uniform must purchase the uniform at their own expense and adhere to the following restrictions:

1. Shirts must be the approved standard uniform shirt.
2. Only uniform shorts as prescribed shall be worn. The Training Division shall maintain a list of departmentally-approved shorts:
   a. Short length will be no longer than two (2) inches above the knee and no shorter than four (4) inches above the knee for a more uniform appearance.
   b. Bike shorts and exposed athletic sportswear shall not be worn as part of the alternate summer uniform, except by personnel assigned to the Bicycle Unit.
3. Socks
   a. Only plain white, ankle length socks will be permitted.
   b. Rolled top or socks bearing stripes, commercial emblems, or other insignia are prohibited.
4. Shoes
   a. Shoes worn with the alternate summer uniform shall be in accordance with General Order 503.01 D (1-3). Boots or high top athletic shoes are not authorized while wearing the summer uniform.
   b. Shoes bearing stripes, commercial emblems or other insignia are prohibited.
5. Only standard issue leather gear will be worn with the alternate summer uniform. Web gear will not be worn with the summer uniform.

512.00 PROFESSIONAL PROTOCOL

512.01 FORMAL FUNCTION PROTOCOL

The purpose of this order shall be to establish the protocol followed when attending the funeral or memorial service of any deceased police officer, whether a member of this department or any other police department, and for events that may include presentation of colors.

A. Definitions

1. Formal Function - any function in which a member of the Fort Worth Police Department participates, at which a military bearing and any type of honor to colors is called for, whether in ranks or individually.
2. Attention - bring heels together smartly on the same line, turn feet out equally forming an angle at 45 degrees, legs should be straight without stiffening or locking of the knees, hold the body erect with hips level, chest lifted and arched, and shoulders square and even resting the body weight equally on the heels and balls of the feet. Let arms hang straight without stiffness alongside of the body with back of hand outward with the fingers curled

to touch the thumb to the tip of the forefinger. Keep thumb along the seam of your slacks. Keep head erect and eyes squarely to the front.

3. Parade Rest - from the position of attention, move the left foot about ten (10) inches to the left of the right foot. Keep the legs straight without locking the knees, resting the weight of the body equally on the heels and balls of the feet. Simultaneously, place the hands at the small of the back and centered at the belt at gun level. Keep the fingers of both hands extended and joined right hand over left, interlocking the thumbs so that the palm of the hand is outward. Keep the head and eyes focused straight ahead.
4. Present Arms - a command to give a hand salute.
5. Salute - while standing at attention, raise the right hand smartly until the tip of the forefinger lightly touches the brim of the cap or hat being worn above the outside corner of the right eye. The thumb and fingers must be straight and touching each other with the palm angled slightly downward and facing your cheek. The upper arm should be horizontal with the ground while the forearm is inclined at 45 degrees. The hand and wrist are straight as a continuation of the line made by your forearm. To complete the salute, return to the position of Attention by dropping the arm in one motion to its normal position by the side.

   NOTE: If standing in ranks, remain facing to the front while saluting. If not standing in ranks, face toward the person or object being saluted before rendering a salute.

B. Formal Functions

1. For uniformed officers, the appropriate attire for a formal function, including a funeral or memorial service, shall be the Class A uniform with uniform cap, or dress uniform with uniform cap or black western hat. Turtleneck sweaters or short-sleeved shirts are not appropriate. The uniform hat (referred to as cover) is required at memorial services and funerals. When necessary, outer wear shall be in good condition and appropriate for the conditions. When a uniform is not worn, both sworn and non-sworn employees shall wear the appropriate business attire as outlined in General Order 501.02C, Non-Uniformed Assignments: Apparel.
2. During all formal functions, employees shall silence all cell phones, and any other electronic communication devices and accessories, including earpieces. Unless directed by a supervisor as part of security, body cameras shall not be worn. Employees shall not text, email, or read messages during a memorial service or formal event.
   a. All police radios shall be turned off during a memorial service or visitation, unless the officer is assigned to the service and must maintain communication with other officers in the detail. If the radio remains on, the officer(s) shall use discretion to maintain a respectful environment.
3. When in uniform and cover, but not in ranks, officers shall render the salute when the flag advances within a distance of six (6) paces and hold the salute until the flag has passed six (6) paces beyond.
   a. When the National Anthem is played, officers will hold a salute at the first note of the Anthem until the last note of the Anthem. During an event, officers will face the flag if present; if not, the officers will face the source of the music.
   b. Uniformed officers without cover, officers in business attire, and civilian employees shall place their right hand over left chest or arms straight, but not stiff, at sides and stand in a respectful stance.

c. Members of the Armed Forces and veterans who are present, but not in uniform, may render the military salute when the flag advances and during the National Anthem as provided by the United States Code.

C. Officer Funerals

1. When notified of a Fort Worth Police Department officer's death, the assigned personnel shall coordinate through the officer's family the planning of the memorial service and support for the family. Funeral arrangements of the officer shall be decided by the family with their wishes taking precedence over the department.
2. Services provided by the Department - In addition to the Honor Guard, the Chief of Police may approve participation by other police personnel such as the Mounted Patrol Unit and Traffic Division. The decision of which services the department provides is predicated on request by the family.
   a. Death in the line of duty
      (1) Honor Guard
      (2) Colors
      (3) Taps
      (4) Honor Watch
      (5) Flag Folding/Presentation
      (6) Bag Piper
      (7) Firing Party Rifle Salute
      (8) Pall Bearers
      (9) Assist Family
   b. Honorable deaths of active officers not in the line of duty, and honorably discharged retired officers and retired reserve officers with fifteen (15) years of full-time service with the Fort Worth Police Department at time of retirement.
      (1) If the family of the deceased active, retired officer, or retired reserve officer requests the Honor Guard and the funeral, memorial service, or gravesite service is within the boundaries of Tarrant County, the Honor Guard will provide two (2) officers for the Honor Watch one (1) hour prior to the service.
      (2) If the family of the deceased requests a bagpiper and the service is within the boundaries of Tarrant County, the Pipe and Drum Corps will provide one (1) piper for the service.
      (3) Traffic escorts may be provided at the discretion of the Deputy Chief with responsibility over the Traffic Division.
      (4) If the service is to be held outside the boundaries of Tarrant County, the decision to send official representatives of the Department shall rest solely with the Chief of Police or designee.
      (5) If the officer or retiree is a veteran, the family should contact the U.S. Armed Forces if a flag folding ceremony is wanted. If the family does not want a military flag folding ceremony, or if the officer or retiree is not a veteran, the Honor Guard will present the family with a pre-folded flag during the service.
      (6) If the family requests assistance with selecting pallbearers, the Department will assist the family with locating volunteers to serve as pallbearers.
      (7) Instructions for family members can be found on the Fort Worth Police Department and Fort Worth Police Officer Association websites.
3. When arriving at the visitation, memorial service, or gravesite
   a. Uniformed officers shall immediately put on the police hat upon exiting a vehicle.

b. Unless otherwise directed, upon entering any building the officer shall remove the hat placing it under the left arm with the bottom against the body and the brim facing forward. When seated, the hat shall be placed on the officer's lap with the bottom on the officer's lap with the brim facing forward. Once the officer is outdoors, the officer shall again put on the hat.

c. With the presentation of colors, whether indoors or outdoors

(1) Unless otherwise directed, when in ranks officers shall place the hat on and wait for the order to present arms before saluting.

(2) If applicable, officers will hold the salute for the Pledge of Allegiance and/or the National Anthem.

(3) A motion or command will be given to order arms and if applicable, be seated. If indoors, the officers shall remove their hat at this time.

(4) Uniformed officers without cover, officers in business attire, and civilian employees shall place their right hand over left chest or arms straight, but not stiff, at sides and stand in a respectful stance.

(5) Members of the Armed Forces and veterans who are present, but not in uniform, may render the military salute as provided by the United States Code.

4. At the end of a memorial service or funeral

a. Officers shall remain seated as the Honor Guard does a pass and view of the casket. When instructed to stand and exit pew, officers shall stand and place their hat on their head.

b. When passing the casket, officers shall continue walking and present arms when reaching the foot of the casket and hold the salute until reaching the head of the casket. Unless otherwise directed, officers shall continue moving and exit the building. If directed to return to the pew, officers shall remove the hat when seated; otherwise, the hat shall remain on until seated in the vehicle.

(1) Uniformed officers without cover, officers in business attire, and civilian employees shall place their right hand over left chest or arms straight, but not stiff, at sides when passing the casket.

c. When directed, uniformed officers shall line up in rank and upon command, salute the casket as it is carried from the building to the hearse and retain salute until command to rest is given.

5. Arriving at Gravesite

a. Uniformed officers shall immediately put on the police hat upon exiting a vehicle.

b. Officers will line up in rank and stand at ease. When the Color Guard approaches, officers shall come to attention and present arms until the family passes. Officers shall then order arms and parade rest until the Honorary Pallbearers pass, at which time officers will fall into a walking procession to the gravesite.

c. At gravesite, officers will line up in ranks and stand at ease. Since services may vary, officers will be prompted by command as appropriate.

D. Wearing of Mourning Bands

1. Mourning bands will be worn from the time of death until midnight on the 14th day after an in the line of duty death of any Fort Worth Police Department officer. If the death is of an officer in an agency within our region, the band will be worn from the time of death until midnight on the day of the funeral. If a Fort Worth Police Department officer attends an out of region funeral, the band is worn while attending the funeral.

2. The Chief of Police shall have the discretion to alter the requirements for wearing of the mourning band; however, if not otherwise directed, mourning bands may be worn from the time of death until completion of the interment for the death of an active Fort Worth Police Department officer that was not classified as a line of duty death. Mourning bands may be worn for retired Fort Worth Police Department officers the day of the funeral.

601.00 RADIO PERSONALITIES/TALK GROUPS, CODES, SIGNALS AND TEN (10) SERIES

Unavailable

602.00 RADIO CALL NUMBER ASSIGNMENTS

Unavailable

603.00 ASSIGNED RADIO TALK GROUP USAGE

Unavailable

604.00 RADIO PROCEDURES

Unavailable

605.00 DISPATCHING AND PRIORITIZING OF RADIO CALLS

Unavailable

606.00 NOTIFICATIONS AND CALL BACKS

Unavailable

607.00 POLICE INFORMATION CENTER

Unavailable

608.00 CRIMINAL HISTORY AND ARREST RECORDS

608.01 STORAGE OF CRIMINAL HISTORY RECORDS

A. Police personnel responsible for keeping and maintaining criminal history record information are instructed to ensure that there are no files being kept within this department which do not meet the following criteria:
   1. Files and information on arrested parties.
   2. Files on persons alleged to have committed crimes.

B. Persons maintaining said files are responsible for ensuring the security of the files entrusted to them as set forth in the Privacy and Security Plan of Texas. *TBP 5.01*

608.02 DISSEMINATION OF CRIMINAL HISTORY RECORDS *TBP 5.03*

A. Members of the Fort Worth Police Department while on assigned duty who are otherwise authorized may receive through normal channels, any criminal history records which are pertinent to their duties and in compliance with NCIC and TCIC procedures. Officers shall not make secondary dissemination or pass on to another any record or file they have obtained.
B. No officer or individual shall obtain or provide such information to part-time employers, places of business, or any other person or agency. *TBP 5.01*
C. Any agency and/or individual violating privacy regulations may be subject to a fine or criminal charges as reference in Texas Government Code 411.085.

608.03 ACCESS TO CRIMINAL HISTORY RECORD INFORMATION

A. Right to Review Information
    1. Individuals desiring a review of their criminal history record information shall be directed to call the TXDPS Crime records Service Criminal History Inquiry Unit.

608.04 EXPUNCTION OF RECORDS OF ARREST

A. Provisions of Law
    1. Article 55.01, Texas Code of Criminal Procedure provides procedure which allows a person to obtain expunction in a district court for the county in which they were arrested.
    2. The Department of Law is responsible for representing the City and the Police Department in Expunction matters.
B. Motions (Petitions) and Orders for Expunction of Arrest Records
    1. Motions and Orders for Expunction are received from the Court by Police Records staff to process.
    2. The Police Records staff are responsible for the following:
        a. A copy of the Petition (Motion) is forwarded to the Department of Law for review.
        b. A copy of the arrest history of the petitioner is gathered and attached to the petition and held in a pending file until the Expunction Order is received.
        c. The Expunction Petition is attached to the Expunction Order along with pertinent offense reports.
        d. An Expunction Order Transmittal form is completed and attached to the Expunction packet.
        e. This packet is referred to the appropriate divisions of the Police Department and to the Information Technology Solutions Department where records will be expunged and returned to the Legal Liaison Section within two (2) weeks of distribution.
        f. Ensure all steps regarding the expunction process are completed and all information forwarded to the court within forty-five (45) days of the date of the expunction order.

609.00 REPORT REVIEW

609.01 OFFENSE REPORT SUBMISSION

A. Report completion and submittals

1. Officers should ensure that their reports are finished and submitted in the RMS system by the end of their shift or notify their sergeant as to why they can't finish the report.
2. Officers should check their "in progress" queue, daily, to ensure they didn't leave any reports and/or supplements not completed.

B. The CIU units will decide the status of cases when making case assignments each day. The status is one of the following:
   1. Active - Case is under active investigation and investigative supplements are due every fifteen (15) days. If the offense is still open after two (2) supplements have been submitted, the offense must be supplemented every thirty (30) days until the status is changed.

   NOTE: Exceptions are theft and criminal mischief offenses which must be supplemented every sixty (60) days.

   2. Pending - Case is inactive and the submission of investigative supplements is not required. When all workable leads have been investigated, the investigator may change the status of an open case to pending with supervisory approval. Any officer may change the status from pending to open by submitting a supplement detailing the reasons for the change. The case status in the case assignment section should also be changed to pending status
   3. Closed - Not all offenses can be closed. Cases can only be closed when an arrest has been made (to include the issuance of a class C citation); when the criteria detailed in the National Incident Based Reporting System (NIBRS) Handbook for clearing a case by exceptional means are met; when investigation reveals that the offense is unfounded; or when a juvenile arrest is made. NIBRS closures should be made in both the Case Status and Case Management places in the Tritech software. Closures that are not NIBRS can be closed in just the Case Management/assignment area of the software.

C. All stolen property that meets the proper criteria shall be entered on NCIC and into the pawn shop computer system so that if recovered, it can be returned to the owner and the case can be reopened at that time for investigation.

D. Queues are used by the investigative unit having follow-up responsibility based on set criteria. Notifications are used when the report has not been assigned to an investigative unit, upon review by the Data Reporting Unit (DRU).

609.02 PENDING OFFENSES

A. The Data Reporting Unit (DRU) and/or the NIBRS unit shall check each report to ensure that proper procedure is being followed in the closure of offenses.

B. The screen officer for each detail in the investigative section of each division shall review pended reports to determine if follow-up is warranted. The officer shall ensure that the report is properly classified as an actual offense or reported offense as listed. If the report is incorrect, the screen officer shall supplement the report, add the correct offense or unfound the case (if it meets the NIBRS rules for unfounding), and forward it to DRU. DRU will review the unfounded cases to ensure they meet the proper NIBRS classification.

C. The crime analyst shall review pended reports and check them against the nickname file, the field interrogation cards, methods of operations, pattern, linkage to other reports and persons arrested on other offenses. They shall be alert for cases where physical evidence is present that is not a direct lead at the time but later may lead to the identification of the actor.

D. All offenses meeting the following criteria shall be left open; the offenses shall only be pended after all workable leads are exhausted and with supervisory approval.
   1. Murders and Criminal Attempted Murders.
   2. Assaults and Kidnappings.
   3. Rapes, Criminal Attempted Rapes, and Sexual Assaults.
   4. Robberies and Criminal Attempted Robberies.
   5. All reports which list named suspects or information sufficiently specific that identification is likely.
   6. All reports listing witnesses who can provide pertinent information.
   7. All reports that give investigative leads that should be followed up.
   8. All incident reports listing found or recovered property.

609.03 SUPERVISORY REVIEW

A. The patrol sergeants and lieutenants, along with specialized units, will review their RMS queues each day, pulling up the officers in their charge that have reports in "review" status. As software is upgraded, improved procedure may be put into place for review.
   1. If the direct supervisor of the officer is not available, the acting or covering supervisor and lieutenant shall review the RMS queues.
   2. Data Reporting Unit (DRU) personnel shall review the report to ensure completeness, verify the offense, screen the case, and determine the status according to set criteria.

B. The division commander or district lieutenant will review the Report Admin queue for their division to ensure officers have not left any reports in progress, rejected, and all reports by officers working in their divisional command have been reviewed. Specialized units should do the same for the officers in their command. No report should be in the queue for longer than four (4) days.

C. The district sergeants shall contact the officers involved and review the errors. The officer shall supplement the report or make corrections to the report and resubmit for review. Officers shall remedy all validation errors in the software before submitting the report.

D. The division commander or captain shall ensure that all reports are being reviewed by the appropriate sergeant/personnel no later than twenty-four (24) hours from the time the report is made. They will also ensure that all rejected and in-progress reports are completed and accepted in RMS by the officers assigned to their division.

609.04 COLOR STANDARDIZATION

All personnel involved in the receipt and follow-up of offense reports shall use the standard color code when referring to color.

610.00 POLICE DEPARTMENT BUILDING ALARM SYSTEM

Unavailable

611.00 HAZARDOUS LOCATION FILE

Unavailable

701.00 AUTHORITY AND PURPOSE TITLE

A. The Code of Conduct of the Fort Worth Police Department officially adopted and set forth in this manual is enacted by the Chief of Police by authority of section 27-22 of the Code of the City of Fort Worth, Texas and takes precedence over other regulatory directives. The Code of Conduct shall provide rules and regulations for the regulation of employee conduct, and shall serve as this department's rules and regulations.

B. Pursuant to section 27-22 of the Code of the City of Fort Worth, Texas, the Chief of Police shall have immediate control and direction of the police department, subject to the supervision of the City Manager, and shall promulgate all orders, rules and regulations, make assignments, prescribe the uniforms and badges for members of the police department, and direct the manner in which the members of said force shall be armed.

C. Pursuant to Chapter 143 of the Local Government Code of Texas, as amended, the Chief of Police shall have the power to take disciplinary action or suspend indefinitely an officer or employee for violation of Chapter 143 of the Local Government Code of Texas, the Code of Conduct, General Orders Manual, or the regulations contained in the City of Fort Worth Personnel Rules and Regulations.

702.00 CONDITIONS OF EMPLOYMENT

A. The provisions of the Code of Conduct shall be observed by all members of the department in order to maintain the confidence, respect, and support of the public.

B. Officers of the Fort Worth Police Department shall acquire a working knowledge of the General Orders, special orders, city ordinances, Texas Code of Criminal Procedure, Texas Penal Code, federal statutes, and current court cases.

C. All officers and employees shall comply with the General Orders, special orders, directives, procedures of the department, orders and instructions of supervising officers, federal law and regulations, state law and regulations, and city ordinances and regulations.

D. All officers are required to possess a valid Texas Driver's License. Quarterly driver's records checks shall be conducted to compliance with this General Order.
   1. Civilian employees who are required to operate City or personal vehicles while performing their essential job functions must possess a valid Texas Driver's License. Quarterly checks shall be conducted to verify employees' compliance with this General Order.

E. Ignorance of any provision contained in the General Orders Manual, special orders, or other directive shall neither be an excuse nor serve as a defense for a violation of these materials.
   1. In the event of improper action or breach of discipline, it shall be presumed the officer was familiar with the law, order, or policy in question.

F. Officers and employees, whether on-duty or off-duty, shall follow the General Orders, special orders, and directives of the Department regarding good conduct and behavior and shall not commit any act in an official or private capacity that would be an applicable violation of any General Order, special order, directive, procedure.

G. No member of the department shall wear their uniform or carry a pistol while under suspension for any cause.

H. No officer shall procure appointment in the department by means of intentional misrepresentation or omission of any fact concerning personal history, qualifications for employment, or physical condition.

I. All employees or candidates for employment must submit to a physical and/or psychological examination when directed by the Chief of Police.

J. Commissioned officers within the probationary period of employment may be terminated by the Chief of Police without cause when they fail to meet the minimum standards of employee performance or when they violate the General Orders, Civil Service Rules and Regulations, City of Fort Worth Personnel Rules and Regulations, charter provisions, ordinances, or the laws of Texas or the United States. Such employees have no right of appeal under the provisions of Chapter 143 of the Local Government Code of Texas, and the decision of the Chief of Police shall be final.

K. All employees shall handle any fine or financial responsibility in a timely manner. Employees shall not allow any personal fine or legal action progress to a warrant against the employee. At any time the employee learns a warrant has been issued against them, the employee will notify their supervisor immediately and contact the issuing department immediately to resolve the situation.

703.00 PROFESSIONAL CONDUCT

A. Neglect of Duty - Defined

1. Neglect of duty is defined as the abandonment, either through omission or commission, intentional or otherwise, of any duty which has been designated to an employee of the department, whether through the General Orders, special orders, orally, or through written directive from a superior. The assignment of the duty may be either explicit or implicit. *TBP 1.08*

B. Neglect of duty on the part of any employee is cause for disciplinary action. The offender shall be disciplined according to the severity of the violation, the commensurate responsibility or accountability of their rank or position, the results brought about by the action or inaction, and the effect it has upon the discipline, good order, and best interest of the department. Neglect of duty includes, but is not limited to, the following: *TBP 1.08*

1. Failure of a supervisor to immediately take action when a violation of rules or regulations comes to their attention, regardless of the supervisor's or violator's assignment or rank within the department.
2. Failure to observe and give effect to the federal, state, and local statutes and the policies and procedures of the department.
3. Failure to deliver to an official departmental custodian any property found, confiscated by, or relinquished to employees of the department without undue delay and at least prior to the end of their watch. *TBP 12.03*
4. Failure to place evidence in its officially designated place for preservation and storage.
5. Failure to give name and identification number to any person upon request, unless otherwise officially excepted.
6. Using excessive force, toward any person.
7. Being disrespectful to any person.
8. Use of indecent, profane, or harsh language in the performance of official duties.

9. Accepting, agreeing to accept, or soliciting a bribe. A bribe is defined as a gift, emolument, money, thing of value, testimonial, appointment or personal advantage, or the promise or solicitation of same for the purpose of obtaining special privileges or personal gain by the donor or other person.
10. Failure to command as defined in General Order 429.01 (F).
11. Failure to supervise as defined in General Order 429.01 (G).
12. Failure to protect the property belonging to a person in custody or property which has come into possession of the officer by reason of their office.

C. No officer shall engage in any personal conduct which results in justified unfavorable criticism of that officer or the department. Unfavorable criticism may include, but is not limited to negative media coverage or news articles, negative social media posts, multiple complaints from uninvolved persons, civil lawsuits, etc.

D. Officers shall not publicly criticize or ridicule the department or other law enforcement agencies associated with the department, the department's policies and/or procedures, or other officers by speech, writing, or other expression where such speech, writing, or other expression is defamatory, false, obscene, unlawful, or is made with reckless disregard for truth. Officers shall not publicly relay statements about the department or personnel that are not based on a known authority for its truth.

E. No officer shall ridicule, mock, deride, taunt, or belittle any person. Neither shall the officer knowingly embarrass, humiliate, or shame any person nor do anything that might incite such person to violence.

F. Proper judgment, demeanor, courtesy and discretion are mandatory, both within the department and when interfacing with the public. The use of words or gestures which are derogatory or inflammatory in nature to or about any person or group of persons, because of their race, color, gender, age, national origin, religion, disability, economic status, sexual orientation, gender expression, gender identity, transgender status, membership in a cultural group, or other individual characteristics or distinctions or taking any discriminatory actions is strictly prohibited.

G. The following appropriate terminology or combination thereof shall be the only terms used by department employees to describe certain persons, unless required otherwise by the necessity to state quotes in official reports using terms, words, phrases, or expressions actually spoken.

1. Female Person:
   Female, woman, subject, suspect, juvenile, offender, person.
2. Male Person:
   Male, man, subject, suspect, juvenile, offender, person.
3. Black Person:
   Black, African-American.
4. Spanish Surname American:
   Spanish surname American, Mexican-American, Spanish-speaking American, Hispanic, Latino, Latina, Latin-American.
5. Undocumented Migrant:
   Non-registered or unauthorized migrant.
6. Foreign National:
   Mexican-national, French-national, Canadian-national, e.g., (country of origin) national.
7. Asian Person:
   Asian, Pacific American, Asian/Pacific Islander.

8. Physically disabled:
   Person with physical disability, Physically challenged, Physically disabled.
9. Mentally disabled:
   Person with mental disability, Mentally challenged, Mentally disabled, Mentally disturbed.
10. White Person:
    White, Caucasian.

H. Within the city limits of Fort Worth, officers shall at all times take appropriate action to:
   1. Protect life and property.
   2. Preserve the peace.
   3. Prevent crime.
   4. Detect and arrest violators of the law.
   5. Promptly respond to all calls for service and provide quality service.
   6. Thoroughly investigate all offenses and incidents that are the responsibility of the officer.
   7. Enforce all federal, state, and local laws and ordinances within departmental jurisdiction.

   NOTE: When off-duty and/or in a personal vehicle, even if in uniform, enforcement of traffic violations or Class C misdemeanors shall be allowed only when there is an immediate danger of a breach of the peace or danger to persons or property.

I. Officers shall, at all times, respond to the lawful orders of supervisors and other proper authorities as well as requests for police assistance from citizens. The administrative delegation of the enforcement of certain laws and ordinances to particular units of the department does not relieve officers of other units from the responsibility of taking prompt, effective police action within the scope of those laws and ordinances when the occasion so requires. Officers assigned to special duty are not relieved from taking enforcement action outside the scope of their specialized assignment when necessary. All members shall perform their duties as required or directed by law, departmental rule, policy, or by order of a supervisor. *TBP 1.08*
   1. During an emergency situation in which the Incident Command System (ICS) has been implemented, if an employee receives an order that conflicts with one previously given them by a supervisor, the employee receiving the order shall respectfully inform the supervisor who gave the second order of the order that was given by the first supervisor. If the supervisor giving the second order does not consult with the first supervisor and change the order in a way that eliminates the conflict, the first order shall stand and remain the responsibility of the first supervisor. The first supervisor may direct the officer to follow orders given by the second supervisor if necessary.
   2. During normal operations, if an employee receives an order that conflicts with one previously given them by a supervisor, the order of the ranking supervisor will be followed. Orders shall be countermanded only when necessary for the good of the department. *TBP 1.08*

J. Officers shall not address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or periodical, release or divulge investigative information, or any other matters of the department while holding themselves out as representing the department in such matters without proper authority. Officers may lecture on police or other related subjects only with the prior approval of the Chief of Police.
   1. Officers, authorized by assignment, rank, or specialized training, will not be restricted from addressing community policing functions or granting interviews at police-related

incidents if no conflict exists with another General Order, i.e., Critical Police Incident, Release of Information, etc.

2. Any employee who is contacted by the news media for an interview or for information shall immediately notify the Public Relations Office by telephone or e-mail with the name of the person requesting the information or interview, the substance of the interview, and if applicable, copies of any materials provided. Contacting the Public Relations Office will not be necessary if the request for information or an interview was directed to the employee by the Public Relations Office.

K. Officers are required to take appropriate police action to aid a fellow peace officer exposed to danger or in a situation where danger might be impending.

L. Employees are prohibited from engaging in the following activities while on duty: *TBP 2.19*

1. Sleeping.
2. Drinking intoxicating beverages, except in performance of police duty, and then only by the specific direction of a supervisory officer, and never in uniform.
3. Reporting for duty when it is apparent they have consumed intoxicants or being intoxicated while on duty.
4. Gambling, except in performance of police duty, and then only by the specific direction of a supervisor, and never in uniform.
5. Any sexual conduct.

M. No officer shall purchase or consume intoxicating beverages while in uniform.

N. Employees shall not bring any intoxicating liquor into any police facility or city vehicle, except in the line of duty or as evidence.

O. While on or off duty, employees shall not use any illegal drug or any controlled drug not prescribed or not used as prescribed by a physician. An officer who is not fit for duty due to injury, illness or certain medications should follow the call-off procedures and not report for duty unless on approved light duty. *TBP 2.20*

1. Employees should be aware that restrictions on driving, whether caused by physical conditions or medications, do not relieve employees of the responsibility to report to work, absent further restrictions or issues that would take them off work. Therefore, employees with driving restrictions who choose not to utilize public transportation or other methods for traveling to and from work must obtain permission from their supervisors to take off work and must use their own paid leave for that purpose. No employee with a valid restriction against driving will be required to drive while at work for work purposes.

P. The use of smokeless tobacco products shall be prohibited by officers on duty and by officers off-duty who are in uniform. No officer shall smoke or chew gum while making personal contact with citizens in the performance of duty.

1. In accordance with the City of Fort Worth Personnel Rules and Regulations, “Smoking in the Workplace,” employees are prohibited from smoking in any city vehicle or facility.

Q. The police department cannot legally contract in its own name; therefore, all contracts should list “The City of Fort Worth” or “The City of Fort Worth, by and through its Police Department” as a party. No expenditure of money shall be made or liability incurred unless authorized by the Chief of Police and the Assistant City Manager over the police department. Some expenditures and/or acceptance of liability must also be approved by the City Council. Contracts should be coordinated with the Procurement and Contracts Section.

NOTE: This restriction applies to contract situations only and does not apply to general purchases for office supplies, etc. or other situations that are authorized under law.

R. No unprofessional poster, picture, or slogan shall be displayed in any police facility or police vehicle. This shall include any display of a sexually explicit/graphic nature and any material which may be offensive to the public or other employees. Supervisors will conduct quarterly audits of their workplace to assure compliance.

S. Officers deployed to a geographic assignment such as a division, zone, beat, or designated area shall devote their full attention to duties within that assignment. Officers may leave their assignment when required by reason of being dispatched to another geographic area or to perform activities directly related to their assigned duties, i.e., signal calls, administrative activity, pursuits, response to assist calls from other officers, etc.
   1. Officers shall obtain supervisory approval to leave their geographic assignment for any other reason than directly related to duty.
   2. Officers shall inform the dispatcher of their intended destination and purpose when leaving geographic assignment for any reason other than by dispatch authority.
   3. Officers shall use the most direct route to and from any activities which require the officer to leave their geographic assignment.
   4. Unless otherwise directed, supervisors shall remain in the field to monitor and supervise subordinates.
   5. Personnel such as detectives and crime scene officers whose duties normally require travel across geographic areas will not be required to obtain dispatch approval before crossing geographic boundaries.

T. While on-duty or off-duty and carrying a firearm, all officers shall have their badge and current commission card in their possession.
   1. A captain or above may grant temporary permission to forego this requirement to on-duty officers in an undercover or other special capacity.

U. While on-duty, all officers are required to have in their possession a valid State of Texas driver's license.

V. In each contact with the public, officers shall be aware their actions, appearance, and statements are those of the department. For that reason, all interactions with persons encountered through official duties shall be conducted with the highest professional and ethical standards. *TBP 2.18*
   1. Officers shall refrain from initiating or responding to an invitation for a social relationship with a complainant, victim, witness, suspect, arrested person, or traffic contact both during the initial encounter and while the case is pending.
   2. Employees will not knowingly associate with convicted felons if doing so will bring about justified unfavorable criticism to the department. This policy is not meant to discourage efforts to rehabilitate persons with criminal records.

W. No officer shall arrest any person or search any premises or persons except with a warrant of arrest, a search warrant, or where such arrest or search is authorized without a warrant by law.

X. No officer shall falsely arrest, imprison, or cause any malicious prosecution to be instituted against any person.

Y. All officers shall protect the rights of any person held in custody. No officer shall verbally abuse or use excessive force against any such person, nor allow another officer or individual to do so.
   1. Officers are required to protect the rights of all persons and are prohibited from engaging in any form of discrimination, oppression or favoritism.

704.00 CIVIL, CRIMINAL, JUDICIAL, AND INVESTIGATIVE ACTIONS

A. The department has jurisdiction in criminal cases only. No officer shall investigate, intervene, render aid or assistance to resolve civil cases or disputes except to prevent an immediate breach of the peace or to quell a disturbance in progress. This regulation is not intended to prevent officers from advising citizens that a civil remedy may exist. *TBP 7.29 and TBP 7.30*

B. Officers shall not engage in any of the following conduct: *TBP 2.12,*
   1. Interfering with the service of lawful process.
   2. Interfering in any way with the attendance or testimony of witnesses.
   3. Attempting to have any citation reduced, voided, or stricken from the calendar except in a manner prescribed by General Order 318.01 on mitigation of municipal court cases.
   4. Recommending a dismissal, reduction of charges, or other disposition of a pending criminal case except by prior written approval of their division captain.
   5. Taking any other action which impedes the efficiency or integrity of the administration of criminal justice.
   6. Failing to inform a supervisor in writing of such interference either by their own actions or by another officer when having knowledge of same.
   7. Officers shall not wear the police uniform when testifying in criminal or civil court unless the testimony is directly related to their position as a Fort Worth police officer.

C. Officers shall not suggest, recommend, advise, solicit on behalf of, or otherwise counsel the retention of any specific attorney or bail bond broker to any person as a result of police business.

D. Officers shall not furnish bail or act as a principal or surety on any bail bond or bail bond application for personal gain of goods or services, for any person charged with a criminal offense.

E. No officer shall personally investigate any criminal case, or personally file any criminal charge, for an offense committed against them personally or any member of their family or which may involve the officer or family member as a witness to the offense(s). Criminal offenses involving officers or their family members shall be reported to the division of the department having responsibility for the investigation of such offenses. This regulation is not intended to prevent officers from taking appropriate action if a crime is being committed in their presence.

F. Officers and civilian employees shall be truthful, candid and make full disclosure of all relevant and material information at all times when responding to supervisors, co-workers, other law enforcement personnel, while testifying in court, while testifying under oath at a deposition, while testifying at any administrative proceeding, and while responding to an administrative investigation. Any statement or omission of pertinent or material information which misrepresents facts or misleads others may be considered untruthfulness. *TBP 2.12 and TBP 2.14*

   Note: This does not apply to an employee's right to exercise their Fifth Amendment rights to officers who are conducting a criminal investigation which may implicate the employee.

G. Officers and civilian employees shall answer all questions candidly, provide full disclosure, and give material and relevant statements when requested by any appropriate authority in a departmental administrative investigation. *TBP 2.12 and TBP 2.14*

H. No officer or civilian employee shall knowingly misrepresent any matter, make a false statement or report, commit perjury, mislead, or give false testimony before any court, grand jury, board, commission, official hearing, or departmental hearing. *TBP 2.12 and TBP 2.14*

I. No officer or civilian employee shall knowingly falsify any report, document, or record nor cause to be entered any inaccurate, false, or improper information on records, documents, or reports of the department or of any court, or alter any record, document, or report. *TBP 2.12 and TBP 2.14*

J. Reports may be supplemented to correct, to add additional information, to change the status or classification or a report, or to include comments regarding the investigation of an offense. However, tampering with, altering, or falsifying any report, document or record is prohibited and may result in disciplinary action, up to and including termination.

K. Unless authorized by law, no officer or civilian employee shall remove or destroy or cause the removal or destruction of any original report, document, or record without prior written authorization. *TBP 2.12*

L. With the exception of an original report, document, or record which requires legal authorization for destruction, any document that contains sensitive information, which can be misused for potential physical harm or financial fraud, such as personal identifiers and/or a person's home address, shall be shredded before being discarded. Such documents may include, but are not limited to, non-original copies of offense reports and supplements, officer's notes, and personnel documents.

M. A subpoena may be issued to or otherwise received by an officer or civilian employee to appear to testify, or to bring certain documents. The only person who can release an officer or civilian employee from a subpoena is the judge of the court from which it was issued.

1. When an officer or civilian employee is served with or otherwise receives in any manner a subpoena, the employee shall immediately notify their supervisor and present to the supervisor a copy of the subpoena, who shall then also notify the appropriate chain of command and the Legal Liaison Unit.
2. Unless exigent circumstances exist, the employee will be personally served with the subpoena. If the employee is unavailable to accept the subpoena, only the employee's supervisor shall accept on their behalf. Personnel in Legal Liaison Unit shall be authorized to accept subpoenas on behalf of undercover officers. Before accepting a subpoena on behalf of any other police department employee, the subpoenaed employee must be contacted to confirm the employee will be available to comply with the subpoena on the date and time the employee's presence is requested. *TBP 2.12 and TBP 2.16*
3. When an officer or civilian employee is served with or receives a subpoena duces tecum, which is a court order to a person to come and bring certain records and/or files, the employee shall immediately email or deliver the original subpoena to Legal Liaison Unit and retain a copy for their own information. No officer or civilian employee shall release any department records or evidentiary matters pursuant to a subpoena duces tecum without prior written approval from the Captain over Professional Standards. The Legal Liaison Unit or the Law Department shall be the only entities to release departmental records and/or files requested in a subpoena duces tecum.
4. Original documents will not be released unless specifically ordered by the judge presiding over the court involved; otherwise, only copies of documents shall be provided.

N. Officers or civilian employees must be present or available to testify in any court or before any grand jury in Tarrant or Denton County when officially notified by the department chain of command or when subpoenaed to appear. In criminal cases outside Tarrant or Denton

County and in all civil cases, employees shall respond to a proper subpoena or the specific direction of the Chief of Police or designated representative. *TBP 2.16*

O. Officers or civilian employees who, for a valid reason, are unable to answer or otherwise respond to an official summons must immediately so notify the court, grand jury, or person causing the summons to be issued when they become aware of their inability to answer and prior to the time they are scheduled to appear. The reason for the request to be excused shall also be contemporaneously reported to the officer's or civilian employee's supervisor. *TBP 2.16*

P. Court-Ordered Production of Documents or Evidentiary Items
In the event that an officer or civilian employee receives service or notice of a court order requiring their presence in court on a particular date and time, and which requires the employee to bring certain items to court on a particular date and time known as duces tecum, the employee named in the order shall immediately scan or photocopy the order and either email or hand carry a copy to the Legal Liaison Unit who shall then coordinate with the City Attorney's office. The employee named in the order shall make all necessary preparations to abide by the order and to be present in court or directed by the order. The employee shall also make all appropriate arrangements with the Legal Liaison Unit to secure or transport any items specified in the order to the court on the date and time specified.

Q. In the event that an officer or civilian employee receives service of a subpoena or notice of a court order requiring their presence in court on a particular date and time for testimony only, which does not require the employee to bring certain items, the employee named in the order shall make all necessary preparations to abide by the order and to be present in court as directed by the order. If the employee wishes to have legal counsel prior to testifying, the employee should email or deliver a copy of the subpoena or order to the Legal Liaison Unit with a request for legal guidance. The Legal Liaison Unit will coordinate with the City Attorney's Office to have an attorney assist the employee prior to their court appearance.

R. No officer or civilian employee shall give any lawyer, bail bond broker, private investigator, or any other person unauthorized information regarding prisoners in confinement, property in custody, or other records of the department. *TBP 2.12*

S. No officer or civilian employee shall reveal confidential information or documents to anyone unless authorized to do so and then only to a person or persons authorized to receive such confidential information. *TBP 2.12*

T. Officers or civilian employees shall not communicate any information or documents which may assist persons accused of criminal acts to escape arrest or punishment or which may enable them to dispose of or secrete evidence of unlawful activity. *TBP 2.12*

U. No officer or civilian employee shall use any official department file or utilize any computer terminal to examine or retrieve offense/incidents for personal means. *TBP 2.12*

705.00 PUBLIC ACTIVITIES

705.01 PUBLIC ACTIVITIES, REWARDS

A. No employee shall engage in any strike against the city government or actively participate in a strike against any other person, association of persons, agency, firm, corporation, the United States, the state of Texas, or any political subdivision thereof.

B. No employee shall attempt to influence members of the Civil Service Commission, City Manager, City Council, or any other persons outside of the police department for the purpose of obtaining any transfer, assignment, promotion, benefit, or favor.

C. Employees of the Police Department shall not be permitted to take an active part in any political campaign of another for an elective position of the city if they are in uniform or on active duty. This shall prohibit such acts as making political speeches, passing out cards, or other political literature, writing letters, signing petitions, actively and openly soliciting votes, and making public derogatory remarks about candidates for such elective positions.
   1. No employee shall knowingly become a candidate for nomination or election to any public office unless in compliance with City of Fort Worth policy.
D. Members of the department shall not join or be members of any organization which has as its purpose the overthrow of, or interference with the established government, either by force or illegal means. Neither will members of the department join organizations that advocate hatred toward any group, with specific reference to race, creed, color, gender, and religion.
E. No employee shall accept any gift for the purpose of influencing said employee in the performance of their duty, or as an inducement to favor the one offering the same.
F. All employees of the department shall deposit any reward with the Chief of Police.
G. No officer shall use their position in a manner designed to harass, belittle, intimidate, oppress or influence any person, group, fraternal organization, club, or business.
H. Employees of the department shall not solicit, seek, or accept free or otherwise discounted food, drink, goods or services from any merchant or business establishment during the employee's performance of duty or by reason of them being employees of the Fort Worth Police Department.
I. No officer shall display their badge or other identification while off-duty for the purpose of seeking free admission to any place of entertainment.
J. No employee, either directly or indirectly, shall attempt to influence the outcome of any department disciplinary matter by using the newspaper or television unless in compliance with General Order 703.00J.

705.02 ETHICAL STANDARDS

No employee of the police department shall knowingly:

A. Accept or solicit any gift or favor from any person, corporation, or association of persons that might reasonably tend to influence the member in the discharge of their official duties, or in consideration of such member having exercised any official power or having performed any official duty.
B. Accept or solicit any gift or favor, including a promise of future employment, or a favor or service from another member or any other person, corporation or association of persons:
   1. Who is licensed or has a substantial interest in any business entity that is licensed by the city, or by any department, agency, commission, or board on which the member serves; or
   2. Who has a personal financial interest in any proposed ordinance or decision upon which the member may or must act or make a recommendation provided; however, that the members and their spouses may attend ceremonial functions, and that such attendance has been approved by the City Council prior to the occurrence of the ceremonial function.
C. Disclose any confidential information gained by reason of the position of the member concerning the property, operations, policies, or affairs of the city, or use such confidential information to advance any personal interest, financial or otherwise, of such member or others.
D. Use one's position or office of employment, or the city facilities, personnel, equipment, or supplies for the employee's own private gain or grant in the discharge of their official duties any improper favor, service, or thing of value. This prohibition shall be construed to

specifically prohibit the soliciting of another employee's retirement or voluntary demotion to create a position vacancy to facilitate a promotion from an existing promotion list and, also, the acceptance of any gift, favor, or thing of value by or on behalf of one employee from another employee, directly or indirectly, in consideration of retirement or creating a position vacancy by voluntary demotion for the purpose of facilitating promotion from an existing promotion list.

E. Engage in any exchange, purchase, or sale of property, goods, or services with the city, or enter into any contract with the city, except:
   1. Rendering services for which the employee is employed;
   2. The paying of fines, utility franchise or filing fees, and taxes; and
   3. Subject to restrictions contained in the Charter of the City of Fort Worth, Texas executing and performing any community facilities contract or plat in compliance with laws and regulations applicable to any person; provided, however, that if any city ordinance, rule or regulation allows any discretion by the appropriate officers or employees of the city in the interpretation or enforcement of such ordinance, rule or regulation, any such discretion shall be exercised in favor of the city in connection with any such community facilities contract or plat.

F. Appear before a city or departmental body of which the employee is a part as a representative for any private person, group, or interest; or represent, directly or indirectly, any private person, group, or interest before any department, agency, commission or board of the City of Fort Worth.

G. Represent, directly or indirectly, any private person, group, or interest in any action or proceeding against the interests of the city or in any litigation in which the city or any department, agency, commission, or board thereof is a party. This section does not prohibit truthful testimony when an employee is subpoenaed for that purpose.

H. Represent, directly or indirectly, any other private person, group, or interest in any action or proceeding in the municipal courts of the City of Fort Worth which was instituted by a city officer or employee in the course of official duties, or criminal proceeding in which any city officer or employee is a material witness for the prosecution.

I. If any employee of the department has a substantial interest, direct or indirect, in any individual or entity involved in any decision pending before such member or an official body, agency or commission to which the member has been appointed, the member shall not vote or otherwise participate in the consideration of the matter, but shall publicly disclose the nature and extent of such interest in the official records of the body, agency, or commission prior to any discussion or determination of the matter.

J. Employees shall not permit their name, photograph, or identities as employees of the Fort Worth Police Department to be used to endorse any product or service without prior written permission of the Chief of Police or designee. Permission shall not be granted for personal or business profit.

K. Nothing in this section shall be construed to prohibit the acceptance by the department of donations of:
   1. Money or items to be used for or in conjunction with ceremonies or appreciation events to honor employees of the department; or
   2. Real property, equipment or other items to be used by the department in the normal scope of business.

L. Employees have an obligation and responsibility to report all facts or credible information regarding any criminal activity by another employee or any serious breach of written directives.
M. No employee shall in any way cause or conspire to cause retaliatory action against any individual who has been involved in any such investigation as a defendant, complainant, witness, victim, investigator, or any other capacity.

706.00 DEPARTMENTAL RELATIONSHIPS

706.01 GENERAL

A. A conflict of interest arises whenever an employee disregards the public interest in favor of other interests such as personal, family or business relationships. A conflict may exist whenever an employee, because of one of these relationships, is incapable of impartially performing their official duties. A conflict of interest may result in favorable or unfavorable actions whenever decisions are based on personal, family or business relationships. *TBP 2.12*
B. It is particularly important that conflicts between command/supervision and subordinates are avoided, especially within the same chain of command or workgroup. The authority given a supervisor over a subordinate is a responsibility entrusted to that supervisor by the Chief of Police which requires that every decision made by the supervisor be totally objective, impeccably fair, and above all, devoid of any favorable or unfavorable actions due to any relationship between the supervisor and the subordinate. Also, when a supervisor has a personal, family or business relationship with a subordinate, the relationships may result in a negative perception by others and the motive for decisions made by the supervisor may become suspect, compromising the integrity of all involved. This could lead to a disruptive work environment, reduced productivity and a decline in overall morale.
C. Staffing issues may result from family relationships between employees within the same workgroup, especially when employees take lengthy vacations together or when excessive discretionary days are simultaneously taken. Family relationships can also pose a serious dilemma in situations where employees may be required to testify against each other in criminal or civil cases and may result in poor decisions made by one employee during high stress incidents involving the other employee.
D. Definitions
    1. For purposes of this order, a supervisor is defined as a person who has command or supervision over others.
    2. For purposes of this order, workgroup includes a division, section, district, or unit.
    3. A supervisor/subordinate work relationship exists when, within the chain of command or workgroup, one employee commands, controls, directs, supervises, or may influence another employee's terms, conditions or privileges of employment.
    4. A personal relationship means a sexual, romantic, or dating relationship or any interpersonal relationship in which there is a non-platonic interest between two (2) employees.
    5. A family relationship means immediate family such as spouse, child, stepchild, parent, stepparent, grandparent, grandparent-in-law, grandchild, parent-in-law, brother, sister, brother or sister-in-law, and son or daughter-in-law. A family relationship also includes employees who are romantically involved and cohabitating.

6. A business relationship means any association of two (2) or more persons to carry on a business for profit; the association of two (2) or more persons to own and/or to operate a business venture as equal members; two (2) or more persons who have a financial or pecuniary interest, directly or indirectly, in a business, service, or contract; or, any employee of the department who is employed directly or indirectly with any company or individual that does or seeks to do business with the city

E. When any employee believes a conflict exists or may exist due to personal, family or business reasons, the employee shall immediately contact their immediate supervisor or commander. The supervisor or commander contacted will resolve the situation in accordance with the provisions of this order.

F. Employees may report a relationship that potentially creates a conflict to an immediate supervisor, or the matter to any ascending-level supervisor in the officer's chain of command, the police chaplain, or the female employees coordinator. The person receiving the information shall immediately report the matter to the appropriate Assistant Chief or the Chief of Police.

G. Supervisors making personnel assignments or selecting personnel for in-house vacancies shall not assign or select any employee for an assignment in which a personal, family or business relationship exists.

706.02 PERSONAL RELATIONSHIPS BETWEEN A SUPERVISOR AND SUBORDINATE

A. A personal relationship between employees in and of itself is not inappropriate. The department shall exercise due respect for the right of personal associations and privacy of all employees of this organization. However, all decisions by a supervisor must be viewed as fair, objective, and impartial. Therefore, when personal relationships between supervisors and subordinates that create a conflict occur in the workplace, there is cause for concern by the department. These relationships must be addressed and resolved as directed by this order in the interest of maintaining an objective and impartial working environment for all employees. *TBP 2.12*

1. Supervisors shall not maintain or continue in a personal relationship with a subordinate within a two-rank separation in their chain of command or workgroup.
   a. An example for separation would be one individual is a rank of officer and another is the rank of captain.
2. When a personal relationship exists or occurs between a supervisor and subordinate who are in the same chain of command or within the same workgroup that violates General Order 706.02 A1, the involved supervisor shall immediately inform their immediate supervisor. The appropriate division commander or manager shall also be notified and shall ensure one of the involved employees is immediately reassigned to a position in which the supervisor/subordinate relationship conflict no longer exists. The bureau Assistant Chief shall be notified to ensure the action taken is appropriate. Transfers on the basis of personal relationships shall be made in accordance with existing transfer procedures, but in any case, the bureau Assistant Chief shall ensure immediate and appropriate action is taken to preclude the continuance of the personal relationship conflict in the chain of command or within a workgroup. *TBP 2.12*
3. If any supervisor has any indication that a personal relationship as defined in General Order 706.01 D4 exists or is developing between another supervisor and a subordinate which would violate General Order 706.02 A1, the supervisor shall ask reasonable

questions relating to the matter as it involves the workplace. If it is determined that a conflict does exist, the action as described in General Order 706.02, A.2 above shall be taken. If it is determined a relationship exists and the supervisor involved in the relationship has not reported it as required by General Order 706.02 A.2, a disciplinary investigation will be initiated in accordance with existing procedures for such investigations.

4. An employee who has a personal relationship with any employee shall not contact any person within the department for the purpose of directly or indirectly influencing any decisions concerning that employee's terms, conditions, or privileges of employment.

706.03 RELATIONSHIPS CAUSING CONFLICT

A. When personal, family, or business relationships between employees that create a conflict occur in the workplace, there is cause for concern by the department. These relationships must be addressed and resolved in the interest of maintaining a safe and productive working environment for all employees.
   1. Any relationship that presents a conflict or proves to be detrimental to the safety and productivity of the work group is prohibited.
   2. When a situation meeting the criteria in General Order 706.03.A.1 exists, the supervisor of the involved employees shall document the conflict or detrimental actions and results in an Interoffice Communication and forward this IOC up the chain of command to the appropriate division commander or manager. If the division commander or manager concurs with the assessment, the commander/manager shall ensure one of the involved employees is immediately reassigned to a position in which the conflict no longer exists. The bureau Assistant Chief shall be notified to ensure the action taken is appropriate. Transfers shall be made in accordance with existing transfer procedures, but in any case, the bureau Assistant Chief shall ensure immediate and appropriate action is taken to preclude the continuance of the conflict within a workgroup.
   3. Transfers approved by the Chief of Police under this section shall not be subject to the grievance procedure.

706.04 FAMILY RELATIONSHIPS

A. A family member shall not occupy a position which could affect another family member's employment, conditions or terms of employment, or other management-related personnel action. *TBP 2.12*
   1. If a family relationship exists or occurs between a supervisor and subordinate who are within a two-rank separation in the same chain of command or workgroup, the supervisor shall immediately inform their commander or manager. The commander or manager shall ensure one of the involved employees is immediately reassigned so that the supervisor/subordinate relationship conflict no longer exists. The bureau Assistant Chief shall be notified to ensure the action taken is appropriate. Transfers on the basis of family relationship conflicts shall be made in accordance with existing transfer procedures but, in any case, the bureau Assistant Chief shall ensure immediate and appropriate action is taken to preclude continuation of the family relationship conflict in the chain of command.
   2. An employee who has a family relationship with any employee shall not contact any person within the department for the purpose of directly or indirectly influencing any decisions concerning that employee's terms, conditions or privileges of employment.

3. If a family relationship exists or occurs between two (2) employees in a workgroup who are not a supervisor and subordinate, but still falls within the two-rank separation, the employees shall immediately inform their supervisor. The supervisor, with concurrence of their commander or manager, shall ensure one of the involved employees is immediately reassigned so that the family relationship conflict no longer exists. The bureau Assistant Chief shall be notified to ensure the action taken is appropriate. Transfers on the basis of family relationship conflicts shall be made in accordance with existing transfer procedures but, in any case, the bureau Assistant Chief shall ensure immediate and appropriate action is taken to preclude continuation of the family relationship conflict.
4. If the workgroup division or section is large enough to permit the officers to work in different areas or times with minimal interaction, the employees may be permitted to work within that division or section with the concurrence and written permission of their chain of command up to the level of the bureau Assistant Chief.

706.05 BUSINESS RELATIONSHIPS

A. Public trust requires that employees avoid even the appearance of a conflict between their professional responsibilities and their personal business interests. *TBP 2.12*
   1. Supervisors shall not enter into or continue a business relationship with members of their chain of command. If a pre-existing business relationship exists or should a transfer create a business relationship conflict, the involved supervisor shall immediately inform their commander or manager. The commander or manager shall ensure one of the involved employees is immediately reassigned so that the supervisor/subordinate business relationship no longer exists. The concerned bureau assistant chief shall be notified to ensure the action taken is appropriate. Transfers on the basis of business relationship conflicts shall be made in accordance with existing transfer procedures but, in any case, the bureau assistant chief shall ensure immediate and appropriate action is taken to preclude continuation of the business relationship conflict in the chain of command.
   2. Any employee who has a business relationship with any other employee shall not contact any person within the department for the purpose of directly or indirectly influencing any decisions concerning that employee's terms, conditions, or privileges of employment.
   3. No employee shall have a business relationship with any company or person that does or seeks to do business with the city.

706.06 EMPLOYEE APPLICANTS, TRAINEES, AND PROBATIONARY EMPLOYEES

A. Employee applicants, trainees, and probationary employees in their selection, employment and training are especially vulnerable to implied threats or coercion, as they are constantly being evaluated.
   1. Regular and permanent employees are in a position to exert influence over and may participate in some way in the selection, training or evaluation of employee applicants, trainees, or probationary employees. Therefore, any personal or business relationship with any applicant, trainee, or probationary employee is prohibited.
   2. Employees who have a pre-existing personal, family, or business relationship with an applicant, trainee, or probationary employee shall refrain from making any decisions regarding the application, selection, training, or probationary employee status of the individual. Employees who have such a pre-existing personal, family, or business

relationship shall immediately inform their commander or manager. The commander or manager shall ensure that the involved employee makes no decisions that may directly or indirectly affect the application, selection, trainee, or probationary employee/officer process.

3. Employees who do share a personal, family, or business relationship with any employee applicant, trainee, a probationary officer or employee shall not contact any person within the department or any person involved in the selection, training, or evaluation process for the purpose of directly or indirectly influencing any decisions concerning the subject individual's terms, conditions, or privileges of employment.
4. Employees who are in their entry-level trainee or probationary status are prohibited from establishing a personal or business relationship with any other employee of the department. *TBP 2.12*
5. Employees who are in their entry-level trainee or probationary status shall immediately report to their division commander or manager any actions by any regular or permanent employee which they perceive as an effort to initiate a business or personal relationship. *TBP 2.12*

707.00 DIVERSE WORKFORCE

707.01 DIVERSE WORKFORCE POLICY

A. Recruitment, selection, assignment, evaluation, training, compensation, promotion, discipline, discharge, and other personnel actions shall not be based on race, color, sex, national origin, pregnancy, transgender status, gender identity, gender expression, religious affiliation, political affiliation or belief, age, sexual orientation, genetic information, or disability status.

B. The Chief of Police and designees shall take steps to ensure that selections for various Departmental assignments are made from a diverse applicant pool.

C. In accordance with the City of Fort Worth Personnel Rules and Regulations, all employees, including civil service, non-civil service, part time, temporary, and management level, may file a complaint alleging discrimination or retaliation. Acceptable bases upon which to file a discrimination complaint are: race, color, national origin, gender, sexual orientation, age (over 40), religion, and disability. Acceptable bases upon which to file a retaliation complaint may be found in the City of Fort Worth Rules and Regulations.

1. An individual may invoke the grievance procedure by filing a retaliation or discrimination report not later than the 90th day after the date on which the alleged adverse employment action occurred or was discovered by the employee through reasonable diligence. All complaints must be filed in writing with the Human Resources Department's Employee Relations Division. Complaints filed by sworn personnel may be reported and filed with Internal Affairs.
    a. Complaints against sworn personnel shall be reported to and investigated by Internal Affairs.
    b. Complaints by or against non-sworn personnel may be reported through the Human Resources Coordinator of the Police Department. Complaints may also be reported to Internal Affairs who will coordinate with the Human Resources Coordinator of the Police Department.

707.02 DIVERSE WORKPLACE RESPONSIBILITIES

A. CHIEF OF POLICE
   1. Ensuring adherence of subordinates to a diverse workplace.
   2. Maintaining liaison with the City of Fort Worth Department of Human Resources, City Manager's Office and community groups interested in diverse workplace issues.

B. BUREAU ASSISTANT CHIEFS

   Assistant chiefs are required to ensure that personnel practices within their organizational units are supportive of the department's commitment to a diverse workplace. Their specific responsibilities are to:
   1. Ensure that all employees who supervise, recruit, interview, train, discipline, or have responsibility for personnel actions, utilize job-related standards and contribute to the achievement of a diverse workplace.
   2. Personally monitor and evaluate the personnel actions of subordinate supervisors to ensure compliance with the department's diverse workplace commitment, relevant state and federal EEO laws/regulations, and city directives.

C. SUPERVISORY RESPONSIBILITIES

   All supervisors shall encourage employee support for the department's diverse workplace commitment by demonstrating commitment to equal employment opportunity. Supervisors are responsible for:
   1. Informing employees under their supervision of EEO directives and regulations.
   2. Requiring all their employees to demonstrate an awareness of and respect for gender and cultural differences when working with other employees and the public.
   3. Counseling employees in order to resolve complaints alleging discrimination as quickly as possible.
   4. Conducting interviews with employees who are leaving the unit in order to obtain information on supervisory practices and working conditions within the unit.
   5. Taking appropriate corrective action to ensure that employee actions are consistent with EEO objectives.
   6. Justifying personnel actions by:
      a. Asking all candidates interviewed for a job similar questions which shall evaluate their abilities to perform the jobs being filled, and avoiding questions which are not job-related.
      b. Keeping written records on the qualifications of all persons interviewed for transfers, pay grade advancements, promotions, emergency appointments, and considering only that information which relates to the individual's ability to perform the duties of the position.
   7. Documenting disciplinary actions in writing.
   8. Assisting employees in preparing for pay grade advancement or promotion by:
      a. Advising employees of the criteria upon which their performance shall be evaluated.
      b. Advising employees concerning the lines of promotion within the department.
      c. Making training information available to all employees and encouraging them to review this information.
      d. Encouraging employees in low-salaried classes to aspire to and prepare for available avenues of advancement.
   9. Providing employee development and training by:
      a. Accurately evaluating each applicant's personal attributes when considering requests for job assignments or training. To successfully execute this responsibility,

supervisors must be informed of each applicant's skills, abilities, personal qualifications, interest, ambitions, education, and job experience.

b. Identifying employees with promotional potential and recommending that they receive additional training to prepare them for advancement.
c. Providing employees with on-the-job training when feasible.
d. When feasible, giving employees an opportunity to rotate to different positions to prepare them for advancement.
e. Encouraging employees to take courses during their off-duty hours and informing them of tuition reimbursement benefits.

D. EMPLOYEE RESPONSIBILITIES
1. Demonstrating sensitivity to and respect for cultural, gender, sexual orientation, and physical differences when working with other employees and the public.
2. Submitting suggestions for strengthening the department's diverse workplace commitment and for improving, through merit selection, the representation of targeted groups.
3. Displaying job performance which demonstrates commitment to equal employment opportunity and diverse workplace commitment objectives.

708.00 HARASSMENT-FREE WORKPLACE

A. It is the responsibility of each employee to engage in and promote workplace behaviors that create and maintain an environment of respect and that promote effective teamwork. Employees shall report behaviors of a harassing nature to a supervisor. Employees have a cause of action for a hostile work environment when:
1. The employee was subjected to unwelcome harassment based on a protected trait such as race, gender, religion, age, and disability;
2. The harassment affected a term, condition, or privilege of the employee's employment;
3. The employer knew or should have known of the harassment; and
4. The employer failed to take prompt remedial action.

B. Any supervisor who learns of an allegation of hostile work environment has a duty to take prompt remedial action to protect the alleged victim and to investigate promptly and thoroughly all claims of harassment whether;
1. A complaint is made in writing or verbally.
2. The complainant wants an investigation.
3. No actual complaint has been made; however, the supervisor has a constructive knowledge of the harassment.

709.00 SEXUAL HARASSMENT

709.01 SEXUAL HARASSMENT POLICY

A. It is the policy of the Fort Worth Police Department that sexual harassment in any form is strictly prohibited. All employees shall be provided a professional work environment representative of fair and courteous treatment that is free of any intimidation, hostility, or harassment.

B. Sexual harassment of any degree or form in the workplace negatively affects morale, motivation and job performance and is damaging to a harmonious working environment. Employees shall not engage in activities or conduct that may be perceived to be sexual harassment and sexual harassment of any form shall be considered serious misconduct.

709.02 SEXUAL HARASSMENT DEFINITIONS

Although it is impossible to completely explain all prohibited behavior, the following represents a general explanation of what constitutes sexual harassment, all of which is prohibited in the workplace. The definitions listed below are in accordance with the guidelines adopted by the Equal Employment Opportunity Commission.

A Unwelcome sexual advances, requests for sexual favors, and other verbal (slurs, jokes) or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment, or
2. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the individual, or
3. Such conduct has the purpose or effect of interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment, or
4. A person alleges conduct which a reasonable person would consider sufficiently severe or pervasive to alter the conditions of employment and create an abusive working environment.

B. Specific prohibited behaviors include any unwelcome sexually motivated physical contacts, sexually derogatory statements, and verbal sexual advances. Work-related incidents which are sexual in nature or connotation and which an employee finds objectionable are prohibited. The following types of conduct are examples of sexual harassment and are prohibited. These examples do not represent all the ways in which sexual harassment may occur and are not intended to limit the definition of sexual harassment.

1. Written examples of sexual harassment include suggestive or obscene letters, notes, and invitations.
2. Verbal examples include sexually suggestive remarks, derogatory comments, slurs, jokes, and epithets.
3. Visual examples include leering, gestures, or displays of sexually suggestive objects or pictures, cartoons, or posters.
4. Physical examples include deliberate and unsolicited single touching of a sexual nature. Deliberate and unsolicited repeated touching of any kind. Includes touching, patting, pinching, or the repeated brushing against another person's body.
5. Threats that an employee will be adversely affected if sexual demands are rejected. Such threats include, but are not limited to, lower evaluations, denial of promotions, punitive transfers, terminations, and altered or increased work assignments.
6. Explicit or implicit promises of career advancement or preferential treatment in return for sexual favors. Included, but not limited to, hiring, promotion, training opportunities, acceptance of a lower standard of performance, providing higher performance evaluations, and lax time-keeping. Denial of an employment opportunity or benefit to an individual because of refusal to submit to sexual advances. The provision of an employment opportunity or benefit to an employee because of submission to sexual advances, when a similar opportunity or benefit is not granted to similarly qualified persons with whom the harasser is not sexually involved.

709.03 MANAGEMENT RESPONSIBILITIES

Prevention is recognized as the most effective means for the elimination of sexual harassment. Therefore, all supervisory personnel shall:

A. Act promptly and affirmatively when they observe behavior that violates this regulation, and/or when they receive complaints of sexual harassment.
B. Ensure sexual harassment does not occur and that a hostile atmosphere does not exist for any employee.
C. Personally express strong disapproval for all forms of sexual harassment.
D. Enforce and ensure compliance with the sexual harassment policy.
E. Inform employees of the right to raise and the procedures for raising issues or filing complaints of sexual harassment with this department or other appropriate agencies.
F. Properly document and forward to Internal Affairs, with a copy to the Female Employees Coordinator, any reported incidents or complaints of sexual harassment.
G. Take immediate and appropriate action to preclude further aggravation of any incidents or complaints of sexual harassment.
H. Ensure all complaints of sexual harassment are dealt with in strict confidentiality to preclude retaliation or further harassment toward any involved employee. Any form of retaliation directed toward any employee who has filed a sexual harassment complaint will be dealt with severely.
I. Develop methods to sensitize all employees within individual commands and supervisory areas of responsibility.

709.04 FEMALE EMPLOYEES COORDINATOR

A. The Female Employees Coordinator shall be a female member of the department and shall be assigned as directed by the Chief of Police.
B. The Female Employees Coordinator shall:
    1. Develop and participate in training programs on the department's sexual harassment policy.
    2. Assist in familiarizing all command and supervisory personnel with their responsibilities regarding sexual harassment.
    3. Present sexual harassment policy training and orientation to all newly promoted supervisors.
    4. Present sexual harassment policy training to all police trainee classes and to all newly hired civilian employees.
    5. Assist Internal Affairs as needed with investigations into complaints or reported incidents of sexual harassment.
    6. Review the final Internal Affairs investigative report of all sexual harassment complaints.
    7. Keep the Chief of Police informed about documented or perceived incidents or complaints of sexual harassment.
    8. Make notification of final disposition of all allegations of sexual harassment to the City of Fort Worth Department of Human Resources.
    9. Provide a written report to the Chief of Police as necessary.
C. The Female Employees Coordinator shall also be responsible for:
    1. Coordinating activities and solutions to matters and concerns unique to female personnel.
    2. Representing the department with agencies and/or organizations of interest to female personnel.
    3. Assisting in recruitment or in developing recruitment activities for female officers.

709.05 REPORTING PROCEDURES

A. Any complaint alleging sexual harassment shall be construed as being a claim against the City of Fort Worth. Each complaint, unless determined by legal counsel to be facially invalid, shall be investigated as if it were a claim. Employees who believe they have been the subject of or who become aware of sexual harassment activities shall file a complaint or written report on Inter-office Correspondence regarding the matter within 30 days of the occurrence. Reports may be filed with the Female Employees Coordinator, their immediate supervisor, any other employee of supervisory rank, Internal Affairs, or the City of Fort Worth Department of Human Resources. Civilian employees will file a complaint in accordance with the City of Fort Worth Personnel Rules and Regulations on Sexual Harassment, with written notification to their immediate supervisor or Internal Affairs.
   1. Complaints may be made by telephone, Inter-office Correspondence, or in person.
   2. Employees wishing to meet with the Female Employees Coordinator to discuss any concerns of sexual harassment may do so on duty.
   3. Employees are under no obligation to report incidents of sexual harassment to their immediate supervisor prior to or subsequent to filing a complaint.
   4. Any employee receiving written or verbal information of incidents involving sexual harassment shall properly document the information within five (5) days and immediately forward the original complaint or report of the incident to Internal Affairs with a copy directed to the Female Employees Coordinator.
   5. All complaints of sexual harassment shall be investigated by Internal Affairs a confidential and expeditious manner.

B. Internal Affairs shall submit the final investigative report of all sexual harassment complaints to the Female Employees Coordinator for review.

709.06 GENERAL RESPONSIBILITIES OF ALL PERSONNEL

A. Individual preference may lead some employees who experience sexually harassing conduct to seek to resolve the problem by dealing directly with the offending individual. Employees are expressly not required to deal directly with an offending individual in seeking resolution of a complaint of sexual harassment.

B. Any employee feeling uncomfortable or having difficulty with a situation may obtain assistance from the Female Employees Coordinator.

C. Reprisal or retaliation is strictly forbidden. This includes direct retaliation or reprisal or the encouragement of others to engage in retaliation or reprisal against any person who:
   1. Opposes any conduct prohibited by this order, or
   2. Complies or encourages others to comply with any provision of this order, or
   3. Files a complaint concerning any violation of this order, or
   4. Testifies, assists or participates in any investigation or hearing resulting from a complaint under this order, or
   5. Exercises or attempts to exercise any right conferred under this order.

D. Any employee of the city found to have engaged in sexual harassment; knowingly condoned, encouraged, or perpetuated an act or acts of sexual harassment; or found to have in some way participated in retaliation or reprisal, shall be subject to disciplinary action, including but not limited to suspension, loss of pay increment, demotion, and dismissal.

E. Where any employee of the city who claims to be the recipient of sexually harassing behavior and an investigation into the claim reveals the allegations were contrived, and therefore

maliciously alleged, the employee shall be subject to severe disciplinary action up to and including termination.