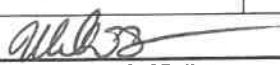
	<b>ARGYLE POLICE DEPARTMENT</b>	
	<b>Policy 1.1 Mission, Values, and Written Directive System</b>	
	<b>Effective Date: 02Feb12</b>	<b>Replaces:</b>
	<b>Approved:</b> <u></u> <small>Chief of Police</small>	
<b>Reference: TBP 1.04.1</b>		

## I. POLICY

Law enforcement agencies provide essential services to foster safe communities through crime reduction and deterrence. Administrators of these law enforcement agencies are obligated to train, supervise, and guide personnel in performing the variety of tasks which create safe communities. At the same time, these administrators seek to improve employees' confidence and competence in performing tasks while reducing vulnerability to liability. To meet these obligations, agencies must manage themselves according to written directives. A manual of policies and procedures guides the day-to-day legal and ethical functioning of a law enforcement agency. To that end, this manual furnishes a blueprint for the performance of this agency's activities in accordance with established state and national standards. Providing all members of the department with an understanding of the department's mission and values provides guidance for decision making when situations are not covered by direct policy or procedure.

## II. PURPOSE

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

## III. AGENCY MISSION AND VALUES

### A. Mission

The mission of the Argyle Police Department is to work with the citizens of Argyle to maintain effectively and efficiently provide for the protection of lives and property, preserve the public peace, and promote individual responsibility and community commitment with the highest level of professionalism and ethical standards.

### B. Core Values

The Argyle Police Department holds also to these seven values adopted and set out by our Town Council known as:

## The Argyle Commitment

### 1. Service

- What we do every day as part of our job
- How we do our job
- How well we do our job
- Responding promptly and effectively
- Showing respect, compassion, and letting people know we care

### 2. Integrity

- Honoring commitments
- Being dependable
- Being honest, impartial, and fair
- Treating everyone with dignity, tolerance and understanding
- Being faithful and supportive of others
- Being there through the thick and thin
- Believing in and achieving the vision of the Town of Argyle

### 3. Leadership

- Taking personal responsibility for your actions
- Taking ownership of your job
- Being accountable
- Taking pride in your work
- Being credible
- Leading by example

### 4. Teamwork

- Knowing we each have our own talents and abilities
- Embracing diversity
- Showing understanding, mutual respect, and trust
- Being open to new ideas
- Find strength in unit

### 5. Communication

- Listening with an open mind
- Making sure that what we are saying is what is being heard
- Knowing it is OK to say, "I don't understand"
- Knowing we communicate by our appearance, our actions and our words

### 6. Continuous Improvement

- Being open to new ideas
- Seeking new opportunities
- Looking for new and more effective ways to do things
- Raising our expectations

## 7. Professionalism

- Maintaining self-control
- Being a positive role model
- Treating people the way you want to be treated
- Appreciating the town, its history, and its culture
- Knowing your job

## IV. DEFINITIONS

### A. Policy

1. A policy is a statement of the department's philosophy on a given issue. Policy consists of principles and values which guide the performance of department employees. Further, policy is based upon ethics, experience, the law, and the needs of the community.
2. Each section of the Manual will begin with an agency policy statement.
3. Only the Chief of Police determines policy.

### B. Rule

1. A rule is a specific prohibition or requirement governing the behavior of employees.
2. Rules permit little, if any, deviation. Violations of rules normally result in discipline.
3. Rules appear in the Policy and Procedure Manual as well as other departmental documents.

### C. Procedure

1. A procedure defines the acceptable method of performing an operation or activity. It differs from policy in that it directs employees' actions in performing specific tasks in a prescribed manner within the guidelines of policy.
2. Unlike rules, a failure to follow a procedure may result in discipline. Procedures constitute the agency-approved guide to performing tasks. Employees may depart from procedures only when, in their professional judgment, the situation warrants. Employees must be prepared to justify their actions in not following the defined procedure.

### D. Memorandum

1. A memorandum provides useful, specific information to employees and may constitute a directive affecting specific behavior for a specific event or period of time, and is usually self-canceling.
2. Memoranda are not part of this manual. Memoranda may be issued by the Chief of Police or by other personnel or agencies. However, memoranda may be incorporated into future editions of this manual. Employees are advised that they may not alter components of this manual based on memoranda unless the memo was issued by the Chief of Police or designee.

## **V. WRITTEN DIRECTIVES (TBP 1.04.1)**

### **A. Departmental Policy Manual and Standard Operating Procedures.**

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

### **B. No policy is valid unless signed by the Chief of Police.**

### **C. Within the context of any directive, the use of the word "shall" or "will" denotes an action or behavior that is mandatory and unequivocal. The words "may," "can," or "should" denote an action or behavior that is discretionary.**


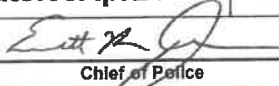
### **D. Any member of the department may suggest or recommend changes to the Chief of Police concerning the Policy Manual or Standard Operating Procedure by forwarding the suggestion through their chain of command.**

### **E. The Chief of Police or his or her designee will completely review the Policy Manual and Standard Operating Procedures at least biennially to ensure continued compliance with Texas law and operations. Revisions may be made at any time.**

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

## **VI. COMPLIANCE WITH DIRECTIVES**

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

	<b>ARGYLE POLICE DEPARTMENT</b>	
	<b>Policy 1.2 Jurisdiction, Organization and Authority</b>	
	<b>Effective Date: 05Apr21</b>	<b>Replaces: 02Feb12</b>
	<b>Approved:</b>  Chief of Police	
	<b>Reference:</b> TBP 1.01.1, 1.05.1, 1.06.1, 1.07.1, 2.03.1, 3.07.1, 6.05.1, and 8.10.1.	

**I. POLICY**

The Argyle Police Department is established in accordance with state law and local ordinance, and consists of a Chief of Police and includes full and part-time officers and non-sworn employees as approved by the Town Administrator. The chief executive of the Department is the Chief of Police, appointed by and subordinate to, the Town Administrator. The Chief, in turn, appoints police officers who are charged with enforcing the laws of the State of Texas and all local ordinances. The jurisdiction of the police department is limited to the town limits, or investigation of crimes that occur within those town limits, except in cases of pursuit of offenders who have committed a violation within the town limits and flee outside the town limits, or when another department requests assistance, or when enforcing laws on property owned by the town but outside its boundaries. The organization of the police department must support the effective and efficient accomplishment of departmental functions according to community-oriented policing principles and the Town’s Core Values.

**II. PURPOSE**

The purpose of this order is to describe the jurisdiction and organization of the police department, outline its rank structure, and assign responsibilities, functions, and duties. Within the context of any directive, the use of the word “Officer” denotes sworn personnel.

**III. AUTHORITY AND AGENCY JURISDICTION**

The jurisdiction of the Argyle Police Department is limited to inside the town limits of the town with certain exceptions. (TBP: 1.05.1, 1.06.1)

- A. Police Officers appointed by the town have all the authority granted to them by the State of Texas as Peace Officers. Appointed officers have the responsibility to act within the law to preserve order, arrest offenders, and protect the residents and visitors to our Town.
- B. Officers have arrest authority anywhere within the State of Texas, however the exercise of that authority will be limited when outside the Town limits to the following situations, and then only to the extent that the officer is able to safely intervene:

1. A felony, or
2. The use of violence or threatened use of violence against a person, or
3. A violation of Texas Penal Code section 49.04 or 49.045 when the officer is in full police uniform and in a marked police vehicle.

When off-duty or out of our primary jurisdiction, officers seldom have appropriate equipment, communications, or assistance needed to properly intervene in dangerous situations. Intervention in these cases may be resolved by calling appropriate authorities and remaining on scene to provide witness information.

- C. Officers have authority to enforce the law on property owned by the Town but outside the Town limits.
- D. Officers have authority to pursue offenders outside the Town limits who have committed violations inside the town pursuant to the department's pursuit policy. Officers may also utilize their authority to conduct investigations, including interviewing witnesses, interrogating suspects, executing search and arrest warrants and making lawful warrant-less arrests anywhere in the State of Texas when investigating crimes occurring inside the town.
- E. Officers have authority to enforce the law in another jurisdiction pursuant to a properly executed mutual aid agreement.
- F. While officers have full authority to make arrests, issue summonses, and use force in enforcing the law, officers are also expected to use discretion and common sense in the application of this authority. Officers should always seek the least intrusive level of intervention appropriate to preserve the peace and protect the public safety.
- G. An official map of the Town Limits is to be maintained in the patrol room.

#### **IV. ORGANIZATIONAL STRUCTURE**

##### **A. Organizational structure**

1. Argyle Ordinance 81-13 (amended by 2008-06) authorizes the creation of a police department to be headed by a Chief of Police. The Chief of Police is responsible for the direction of all activities of the department. This direction is accomplished through written and oral orders as well as by personal leadership. Written orders take the form of general orders, standard operating procedures, and other directives as needed.
2. The department consists of a Police Chief, two Sergeants, and as many police officers or corporals as the Town Council, through the budget process, determines are required to protect and serve the community and otherwise support or carry out the department's objectives.

##### **B. Chain of Command and Succession**

1. The Police Chief has full control over departmental activities. In the absence of the Police Chief, a Sergeant shall take command. If the Chief and both Sergeants are unavailable and cannot be reached, then a Patrol officer or Corporal shall take command until a ranking officer is available and shall make any necessary reports via the chain-of-command. Personnel below the rank of Sergeant shall not be construed to be supervisors or to have command authority over other personnel.
2. Supervisors shall, without specific instructions, undertake the required details and assignments necessary to carry out the business of the department. Supervisors shall be guided in the assignment of personnel by the number of officers available for duty and the necessity to assign them where they will be most useful.

#### C. Span of control

Plans for any event utilizing departmental personnel will clearly delineate the command structure and outline the span of control.

#### D. Authority and responsibility

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

**E. Authority of the Chief of the Department (TBP: 1.07.1)**

1. As the chief executive of the department, the Chief of Police has full authority and responsibility for the management, direction, and control of the operation and administration of the department.
2. The Chief of Police shall attend the initial Police Training provided by Law Enforcement Management Institute of Texas as required by the Texas Education Code within 12 months of appointment. The Chief of Police shall attend 40 hours of training provided by Law Enforcement Manage Institute of Texas each training cycle as required by the Texas Education Code.
3. The Chief of Police is also the Departmental Homeland Security coordinator and will maintain relationships with the State Homeland Security office and other state and federal Homeland Security resources. (TBP: 8.10.1)

**F. ORGANIZATIONAL CHART (TBP: 1.01.1)**

1. The attached chart denotes chain of command and intra-department relationships. (Appendix A)
2. The Organizational chart is reviewed annually and updated as necessary to illustrate the current functioning of the department.

**G. OATH OF OFFICE REQUIRED (TBP: 2.03.1)**

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

**H. AUTHORITY TO CARRY WEAPONS AND USE FORCE (TBP: 6.05.1)**

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

unless it is carried in a holster and the officer's badge is displayed adjacent to the weapon.

3. Officers shall not carry any weapon when they have consumed or intend to consume any alcoholic beverages.

## **I. OFF-DUTY AUTHORITY**

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

2. **Authorized Off-Duty Arrests**

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

- a. There is an immediate need to prevent a crime or apprehend a suspect.
- b. The crime would require a full custodial arrest.
- c. The arresting officer possesses appropriate police equipment, to include an authorized firearms and handcuffs.
- d. The arresting officer possesses police identification.
- e. When off-duty and out of uniform, officers shall not enforce laws of a Class C misdemeanor nature or conduct traffic enforcement.

3. **Off-Duty Responsibilities**

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



4. **Prohibitions of Off-Duty Arrests**

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

- a. The officer is personally involved in the incident underlying the arrest;
  - b. The officer's ability or judgment to use a firearm or take a person into custody has been impaired by use of alcohol, prescription drugs, or other medication by a physical ailment or injury, or;
  - c. A uniformed police officer is readily available to deal with the incident.
5. Off-duty officers in plain clothes shall follow all orders issued by uniformed officers without question or hesitation during enforcement encounters and shall identify themselves as law enforcement officers as prescribed by departmental training.

#### J. RESERVE OFFICERS

1. Reserve Officers are authorized by Ordinance 2008-06. Reserve Officers have the same authority and responsibility as regular sworn officers when on-duty and working under the direction of the department and are bound by the same policies and standard operating procedures as regular officers.
2. Reserve Officers are required to have the same level of both initial and in-service training as regular officers. (TBP: 3.07.1)

	<b>ARGYLE POLICE DEPARTMENT</b>	
	<b>Policy 1.3 Fiscal Management</b>	
	<b>Effective Date: 27Apr21</b>	<b>Replaces: 20Jan17</b>
	<b>Approved:</b>  Chief of Police	
	<b>Reference:</b> TBP 1.02, 1.03 and 1.10	

**I. POLICY.**

It is the policy of the Argyle Police Department to maintain the highest level of fiscal responsibility and accountability. The Chief of Police is responsible for the financial management of the department including the development and submission of the departmental budget to the Town Manager.

**II. PURPOSE.**

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

**III. STATEMENT OF SPECIFIC RESPONSIBILITY**

Under the provisions set forth by the Town Manager, the Chief of Police has the authority and responsibility for the fiscal management of the Police Department. (TBP: 1.02)

**IV. DEFINITIONS**

- A. Routine Expenditure: Purchases that are budgeted and/or anticipated in the adopted fiscal year's annual budget.
- B. Credit Card Expenditure: A purchase using a Town issued credit card, issued in lieu of check or cash used for the purchase of services, supplies or equipment, necessary for the operation of the Department generally in the amount of \$500.00 or less.
- C. Vendor: Any authorized retailer, wholesaler, manufacturer, or other supplier of goods or services to the Town of Argyle.
- D. Tax Exemption Certificate: A document provided to vendors by the Town that indicates that purchases made for Town use are exempt from state sales and use tax.
- E. Town Finance Department: Provides administration and accounting of fiscal activity of all Town operations, including budget document preparation.

- F. Payment Authorization Form: The document used in lieu of a purchase order and turned in to the Finance Department to approve payment.

## V. RESPONSIBILITIES

- A. The Chief of Police has the ultimate departmental authority, responsibility, and accountability for the fiscal management of the Department. The Chief of Police is responsible for preparation of the departmental budget with input from supervisors and officers of the department.
- B. If requested, supervisors are responsible for submitting budget requests including any necessary documentation regarding their areas of responsibility during the budget preparation process.
- C. The Chief of Police is also responsible for a monthly review of departmental expenditures and revenues.

## VI. FINANCIAL TRANSACTIONS (TBP: 1.03)

- A. The Chief's Administrative Assistant is responsible for the management and security of any departmental financial transactions. All funds received during the daily business operations from accident reports, open records, donations etc. will be processed and documented through the Town's computerized financial accounting system (InCode).
  - 1. All transactions shall be processed through the InCode financial system.
  - 2. Receipts are automatically generated by the InCode financial system.
  - 3. Transactions are not accepted after business hours.
  - 4. In the event the Chief's Administrative Assistant is unavailable to take funds during business hours, the Property & Evidence Technician may accept the funds and give the customer a receipt.
  - 5. If no one is available to process the transaction, it will have to be rescheduled
  - 6. Funds taken by the Chief's Administrative Assistant are placed into the locking cash drawer built into the workspace area.
  - 7. Deposits are done on an as needed basis, and are cross checked by other Incode authorized personnel prior to being deposited.
  - 8. The Argyle Police Department does not maintain a petty cash fund.
  - 9. The Argyle Police Department does not maintain a Confidential Informant Fund.
- B. A member of the Town Finance Department or town appointed auditor will audit the account at least once a year.



## VII. ROUTINE EXPENDITURES

- A. It is the responsibility of all Police Department employees needing to make a routine purchase of goods or services to:
1. Obtain approval of a supervisor if amount exceeds \$100.00.
  2. First-line supervisors can approve amounts not to exceed \$500.00.
  3. All items in excess of \$1,000.00 but not exceeding \$5,000.00 shall have three verbal or written quotes, or have sole source, preferred vendor or part of a cooperative purchasing agreement.
  4. Ensure that tax-exempt purchase guidelines are followed. Tax-exempt certificate forms are available from the Chief's Administrative Assistant.
  5. Arrange for the delivery of goods or services by the vendor.
  6. Return all invoices, receipts, and/or receiving slips to the Chief's Administrative Assistant.
- B. Purchases of non-budgeted items with a cost of more than \$5,000.00 are made after a requisition has been approved by the Town Manager. When possible, all items will be purchased from an existing purchasing agreement(s) such as Buy Board, HGAC, Tarrant County Cooperative Purchasing Agreement or other agreements entered into by the Town. Items with a value over \$25,000.00 but less than \$50,000.00 should have quotes from at least three vendors, sole source documentation provided or be a part of an existing purchasing agreement. Items not purchased from agreements or contracts exceeding \$50,000.00 must be competitively bid as required by State law.
- C. Any employee, who makes a purchase requiring reimbursement, must submit their receipt(s) to the Chief's Administrative Assistant for processing.
1. The Chief's Administrative Assistant will ensure the expenditure meets the criteria for use of a payment voucher, and complete the payment voucher; and
  2. Attach the receipt(s); and
  3. Forward the documents to the Town Finance Department for payment.
  4. Reimbursement will not be allowed without receipt(s).
- D. The Chief of Police must approve all routine repair and maintenance expenditures over \$1,000.00 (one thousand dollars) prior to ordering or receiving the services.
- E. In lieu of operating numerous petty cash accounts, purchase order systems and emergency purchase processes, the Town has adopted the use of credit cards with the following restrictions:
1. Only authorized purchases will be made on the departmental credit card.
  2. The card may be used to pay meal/tip/parking/travel/hotel expenses for approved department training. It is understood that these costs may exceed the \$500.00 per transaction limit due to room and/or per diem costs. Travel is pre-approved, and there is no need to obtain additional approval.
  3. It shall not be used for any alcohol or tobacco products unless they are being purchased for an approved training class (i.e. RetroBill, Field Sobriety Training Class)

4. It shall not be used for bar cover charges.
5. It shall not be used for incidental hotel/motel charges (i.e. movies, games internet TV) though computer internet service may be charged if there is no other access and needed to conduct Town business.
6. Fuel purchases are not authorized on this card unless reasonable attempts at locating fleet fuel have failed.
7. Receipts must be turned in and the card usage form filled out as soon as possible. The Chief's Administrative Assistant will maintain all logs and receipts.
8. Credit card reimbursements will be the responsibility of the employee if no receipt is provided unless documented and approved by the Chief of Police.

**VIII. ACCOUNTABILITY OF DEPARTMENTAL CAPITAL EQUIPMENT (TBP: 1.10)**

- A. All agency property shall be inventoried when received. The Chief of Police will delegate to a supervisor or other designated employee the responsibility of issuing agency owned property to authorized users. This includes recovering said property, if required, when an employee leaves the department.
- B. Departmental capital assets will be listed on a current departmental inventory list if the cost of the item is over \$5,000.00, or if its useful life span is in excess of three years. All department firearms, TASERS, and vehicles (whether bought with Town funds or through forfeiture actions) are considered capital assets.
- C. The department shall conduct a capital assets inventory every year and/or whenever there is a change in command personnel of a unit or the department. The results of the inventory shall be forwarded to the Chief of Police for retention.

	<b>ARGYLE POLICE DEPARTMENT</b>	
	<b>Policy 1.4 Inspections and Audits</b>	
	<b>Effective Date: 9Apr21</b>	<b>Replaces:02Feb12</b>
	<b>Approved:</b>  Chief of Police	
	<b>Reference: TBP 7.25., 1.13</b>	

## I. POLICY

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

## II. PURPOSE

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

## III. DEFINITIONS

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

## IV. PROCEDURES

- A. Line Inspections

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

standard safety requirements for the presentation and handling of such weapons.

7. Wherever possible, deficiencies discovered during line inspections shall be corrected immediately by the inspecting supervisor. Where immediate correction is not possible, a re-inspection of the deficient item shall be conducted at the earliest possible date to ensure that the corrective action has been taken.
8. Supervisors should conduct inspections with an eye towards training and eliciting voluntary correction of deficiencies by personnel.
9. Repeated failure to correct deficiencies shall be reported to the appropriate authority, and action will be taken to compel compliance by the person or unit responsible for the deficiency. Failure to correct deficiencies may be the subject of disciplinary action.

**B. Readiness Inspections (TBP: 7.25.1)**

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

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

- A. The Chief's Administrative Assistant is responsible for ensuring continued compliance with the Texas Law Enforcement Best Practices.
- B. The Chief's Administrative Assistant will design and implement a system to ensure all continuing compliance requirements are met and provide immediate feedback to the Chief of Police if a continuing compliance issue is not met.
- C. The Chief's Administrative Assistant shall provide the Chief of Police with an e-mail at least monthly advising the status of Best Practices Compliance.



1. For the purpose of this policy, mutual aid is defined as the assistance given or asked for between the department and other law-enforcement agencies during emergencies. The circumstances which require mutual aid can include one or more of the following situations:
  - a. Enforcement of laws which control or prohibit the use or sale of controlled drugs;
  - b. Any law-enforcement emergency involving an immediate threat to public safety;
  - c. When executing orders for the temporary detention or emergency custody of people for mental health evaluation;
  - d. Any public disaster, fire, flood, epidemic, or civil disorder.
2. Mutual aid may be requested from or provided to another law-enforcement agency by the department at the discretion of the on-duty supervisor; officers must remember, however, that they are primarily responsible for providing law-enforcement service to our jurisdiction. There are generally three levels of mutual aid assistance as follows:
  - a. Short duration, approximately 30 minutes or less, where an additional show of force, backup, traffic control or assistance with prisoner transportation is required.
  - b. Medium duration, approximately one to four hours, where the senior officer on duty may provide or request assistance from the neighboring law enforcement agencies, the County Sheriff, or Texas DPS; however, their role is normally confined to a showing of force, backup, transporting prisoners, or traffic control.
  - c. Long duration, more than four hours, full scale assistance required. The supervisor shall immediately notify the Captain who will assist in coordinating additional aid as required.
3. Any Mutual Aid support between the department and neighboring law enforcement agencies shall be coordinated in advance through a written agreement. A list of cities with existing Mutual Aid agreements can be found in Appendix B.
4. Mutual Aid Agreements shall be reviewed annually to ensure compliance with National Incident Management System requirements.
5. When taking law enforcement actions at the emergency site, including uses of force, officers from this department shall at all times adhere to this department's policies and procedures and utilize only those weapons and tactics that they have been trained and deemed qualified to use.
6. Occasionally it is necessary to request assistance from a federal law-enforcement agency when a major crime has occurred and the suspect may

have left the state. The Chief of Police shall decide whether or not to notify the FBI or other appropriate agency.



7. If the department, with the help of neighboring law-enforcement agencies and DPS, is unable to cope with an emergency such as a riot or civil disturbance, the Chief may contact the governor's office for National Guard assistance.

C. Statewide law-enforcement support.

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

D. State Law Enforcement Assistance during Declared Emergency or Disaster Situations

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

	<b>ARGYLE POLICE DEPARTMENT</b>	
	<b>Policy 1.6 Departmental Reports</b>	
	<b>Effective Date: 24Jun21</b>	<b>Replaces: 02Feb12</b>
	<b>Approved:</b>  Chief of Police	
	<b>Reference:</b>	

## I. POLICY

The department is required to maintain records of operations for purposes of investigation, prosecution of offenders, as well as the internal operations of the department. It is the intent of the Department to provide a reporting system through which quality management and administrative decisions may be made.

## II. PURPOSE

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

## III. ADMINISTRATIVE REPORTS

### A. Daily Report

The Chief's Administrative Assistant will provide a daily report to Police staff, Town Hall staff and the media. This report contains information specified by the Chief of Police, and will be created using the RMS Daily Activity report.

### B. Monthly NIBRS

A monthly NIBRS (National Incident-Based Reporting System) is compiled by the Records Supervisor or designee and a copy provided to the Chief of Police for review. The original of this report is submitted to the Texas Department of Public Safety.

### C. Annual Report

The Annual Report is compiled by the Chief of Police. The report contains an annual summary of the monthly report information and other information which is required by both policy and law. The Annual Report is forwarded to Town Manager.

#### **IV. POLICE RECORDS**

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

#### **V. DESTRUCTION AND RETENTION OF RECORDS**

Texas State Law provides a criminal penalty for willful destruction, mutilation or alteration of public information. Destruction or removal of documents and records of the department shall be made only in accordance with the State's and Town's Records Retention Schedule.

#### **VI. DEPARTMENTAL FORMS**

- A. The department shall develop standard forms to be used by officers to assure uniform and consistent reporting of enforcement and enforcement related activities, and to satisfy the requirements of State and Federal Agencies.
- B. Departmental forms may be created by the unit needing the form when a form does not yet exist. Any personnel in the department may suggest revisions to an existing form or propose a new form. Proposals and suggestions are submitted to the employee's supervisor, and care is exercised so as not to conflict with any Town policies or forms.
- C. The Chief of Police must approve all departmental forms.